

The PC Newsletter

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In Appreciation of Classified Employees - Serving with Excellence!

The California Legislature has adopted the third full week of May as Classified School Employees Week. It is in this spirit that the Personnel Commission (PC) dedicates this Newsletter to the Classified employees of the District. We thank you for your commitment, professionalism, and diligent service to the students of the Los Angeles Unified School District.

The PC is pleased to share in recognizing your excellence by confirming and printing the Board Resolution that was introduced and adopted at the May 8, 2007 Board of Education regular meeting.

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Whereas, Twenty-one years ago, 1986, the California Legislature adopted the third full week of May each year as Classified Employees Week, by passage of Senate Bill 1552 (Campbell);

Whereas, The California Legislature has declared the Week of May 20 through May 26th 2007, as Classified School Employees week with the theme: "Professionals on the Job, Leaders in the Community";

Whereas, Classified professionals serve as ambassadors for their schools and administrative sites setting the tone for all other communications with the schools;

Whereas, Classified professionals cultivate an effective atmosphere for parent involvement in the children's academic progress;

Whereas, Classified professionals are extraordinary workers who are vital links to parent-school partnership, fostering strong parent-school communication;

Whereas, Classified professionals are extraordinary workers who provide a wide range of daily services and care, including clerical and technical services, security, library and media assistance, from preschool to 12th Grade;

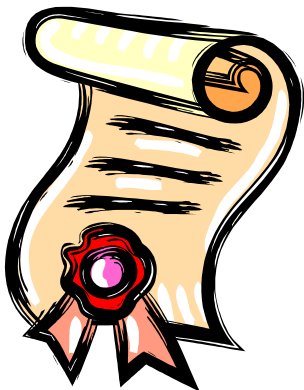
Whereas, Classified professionals contribute to the establishment and promotion of a positive instructional environment and provide assistance and Para-educator services;

Whereas, Classified professionals serve a vital role in providing welfare and safety to the students of the District through maintenance and operations, food services and transportation;

Whereas, Classified professionals employed by the District strive for excellence in all areas relative to the educational community; and

Whereas, Classified professionals employed by the District strive daily to be "Professionals on the Job, Leaders in the Community"; now, therefore be it

Resolved, That the Governing Board of the Los Angeles Unified School District hereby recognizes and wishes to honor the contribution of the classified professionals who provide quality work essential to student learning in the education community of the Los Angeles Unified School District, the City of Los Angeles and the State of California; and be it Resolved further, That the Board hereby declares the week of May 20 - 26, 2007, as Classified School Employees Week.



Classified Employees Featured at Personnel Commission Meetings for Achieving Notable Professional Development Milestones!



Picture taken at PC meeting where Exceptional Supervisor Certificate Program participants were honored.

The PC congratulated over 100 Classified employees for their recent accomplishments of completing one or both of the Exceptional Supervisor Certificate Programs. These programs offer training in the best-practices of supervision and prepare employees to serve at their best in a supervisory role.

A second celebrated group of Classified employees was acknowledged for their completion of the School Office Procedures Certificate Program. This eight-session program provides “hands-on” procedures training for Classified employees that are either aspiring to become School Administrative Assistants (SAAs) or are new to the SAA role.



Picture taken at recent School Office Procedures Certificate Program Ceremony.

Staff Members from the Personnel Commission Glad to Serve their Colleagues in Time of Need



Approximately 100 PC staff members stepped up to provide guidance and service to their fellow colleagues in need of payroll assistance at the BTS Payroll Services Center. Personnel Commission staff described feeling pleased to help their colleagues with payroll issues arising out of the BTS payroll transition. All those who volunteered did so while maintaining their full workloads back at their designated offices.

Computerized Examination Evaluation Center (CEE Center) – Provides Fast, Convenient, and Quality Results!

The CEE Center is transforming the way the PC reaches and tests applicants for a variety of classified positions across the District. The testing process that used to take three to four months, now takes approximately two weeks!

The CEE Center, located in east Los Angeles, first opened in 2005 providing testing opportunities three days a week to interested Office Technician applicants. Since then more than 6,000 individuals have been tested. In January of this year, the CEE Center’s services expanded with computerized testing opportunities being offered for not only Office Technician, but also Senior Office Technician, Library Aide, and Cafeteria Helper.

The CEE Center is now open four days a week.

To schedule an appointment, call (213) 353-4200 Ext. 1

Spread the News! LAUSD offers FREE training for employment as a **Building and Grounds Worker!**

The Maintenance and Operations Department, in partnership with the Personnel Commission's Recruitment Branch, is actively seeking individuals interesting in starting a career with the District as a Building and Grounds (B&G) Worker. Through a "Rapid Hire Program" individuals participate in a free ten-day Custodial Fundamentals course that provides them with "hands-on" training from District experts on how to successfully serve in this role. The bottom line is that motivated individuals who successfully complete this training and the LAUSD pre-employment screening and processing requirements receive a job offer for immediate employment with LAUSD. Please share this exciting opportunity with family and friends. Here are some of the details to pass along:

Day Rate: \$11^{.15} to \$15^{.44} per hour

Night Rate: \$11^{.76} to \$16^{.29} per hour

Plus **Extraordinary Benefits & Promotional Opportunities** once assigned in regular status

Receive an LAUSD Job Offer for **Immediate Employment**
Upon Successful Completion of Custodial Fundamentals Course & LAUSD Pre-Employment Screening

Minimum Requirements for Employment

High School Diploma, or GED, or Successful Completion of the
LAUSD High School Proficiency Exam
Completion of Custodial Fundamentals Course or 1 Year, Documented, Paid Custodial
Experience

A Valid California Driver's License and the Use of a Vehicle
U.S. Citizenship or Verification of Eligibility to Work in the U.S.
Must be at Least 18 Years Old and Speak, Read, Write & Understand English

Must Pass **Fingerprint Background Check**

Must Pass Tuberculosis Test

Classes Starting every Month

Rapid Hire Direct Line (888) 562-3003

The Organizational Excellence (OE) Classified Training Summer Catalog will Soon Hit Schools and Offices!



The catalog lists more than 100 diverse training classes and services available to Classified employees. Each has been specifically designed to be relevant, current, engaging, and highly

transferable to the services that Classified employees provide throughout the District.

Printed copies of the catalog will be sent to all schools and offices. To

view the online version of the catalog, visit: www.oetraining.net. Workshop seating is limited, so we urge you to pursue your professional growth and sign up for a class today.

Your Need to Know PC Numbers and Resources!

Personnel Commission Web Address	personnel.lausd.net
Personnel Commission Administrative Office	(213) 241-7800
Classification and Compensation Branch	(213) 241-7800
Classified Personnel Selection Branch	(213) 353-4211
Classified Recruitment Branch	(213) 353-4200
Employment Transaction Services Branch	(213) 241-6300
Organizational Excellence Classified Training Branch	(213) 353-4300
Campus Aide Training	(213) 353-4310
Mid-Cities Classified Employment Office	(323) 753-3323
Office Technician Training Program	(213) 353-4203/4204
On-line Workplace Harassment Prevention Training	(213) 353-4307
Reasonable Accommodations for Testing	(213) 353-4215
Tuition Reimbursement	(213) 353-3399
Valley Classified Employment Office	(818) 997-2533

WHAT'S ON THE PC WEBSITE?

- ▶ Current LAUSD Classified Job Openings
- ▶ OE Training Catalog
- ▶ Job Descriptions
- ▶ Classified Employee Handbook
- ▶ Ask the PC a Question via Email
- ▶ On-line Job Application
- ▶ PACE Information and Schedule of Classes
- ▶ Salary Schedules
- ▶ Tuition Reimbursement Forms

Just visit: personnel.lausd.net

Expansion of On-Site Degree Programs is Underway

The Organizational Excellence Classified Training Branch in partnership with the Los Angeles Community College District offers accelerated AA degree programs that are conveniently held for employees at District locations. Currently, two on-site AA-degree programs are underway at the Beaudry Building and at Kennedy High School. Plans for expanding the on-site AA degree programs are in the works with Local District 4 joining the collaborative to host the AA degree programs at Hollywood and Franklin High Schools.

Additional expansion plans include making on-site bachelor's degree and master's degree programs available. For additional information about any of the on-site degree programs, contact the Organizational Excellence Classified Training Branch at (213) 353-4300.

