LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

AGENDA / ORDER OF BUSINESS

Council Meeting	*Personnel Commission Meeting*
WEDNESDAY, JANUARY 25, 2012	WEDNESDAY, FEBRUARY 1, 2012
9:00 A.M., HEARING ROOM 12-146	3:00 P.M., BOARD ROOM
BEAUDRY BUILDING, 12TH FLOOR	BEAUDRY BUILDING, 1ST FLOOR

1. Convene regular meeting. Roll call.

2. Approval of minutes of the meeting of January 11, 2012.

3. Receipt of minutes of the meeting of January 18, 2012.

CONSENT ITEMS

4. a. Approval of Class Descriptions recommended, effective February 1, 2012:

Deputy Director of Transportation
Director of Sustainability
Director of Transportation
(Human Resources Specialist I
(Human Resources Specialist II
Human Resources Specialist III
Inspector General
Landscaping Supervisor
Supervising Investigator

4. Continued:

b. Authorization of field of competition in forthcoming examinations:

Class Title	Recommendation
IT Customer Service Support Representative ($20.55075-25.62550/hr.) Class Description dated September 27, 2006. Deputy Director of Transportation ($8332-10381/mo.) Human Resources Specialist III ($30.21663-37.67638/hr.) Supervising Investigator ($7080.00-8788.00/mo.) Class Descriptions dated February 1, 2012.	Promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service.
Director of Sustainability ($8677.16-10748.40/mo.) Inspector General ($13.587.08/flat rate) Human Resources Specialist I ($19.82863-24.71788/hr.) Human Resources Specialist II ($23.77050-29.61375/hr.) Class Descriptions dated February 1, 2012. Dual Certification.	Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service.

5. Study of a Special Assistant to the Inspector General position in the Office of the Inspector General. (Case 10419-I)

6. a. Reestablishment of the class of Assistant Inspector General, Investigations in the Office of the Inspector General. (Case 10419-J)

b. Approval of reestablished Class Description recommended, effective February 1, 2012:

Assistant Inspector General, Investigations

6. Continued - Case 10419-J:

   c. Authorization of field of competition in forthcoming examinations:

Class Title	Recommendation
Assistant Inspector General, Investigations ($7590.22-9403.68/mo.) Class Description dated February 1, 2012 Dual Certification.	Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service.

7. a. Establishment of the class of Space Utilization Analyst in the Facilities Services Division. (Case 10508)

   b. Approval of Class Description recommended, effective February 1, 2012:

Space Utilization Analyst

   c. Authorization of field of competition in forthcoming examinations:

Class Title	Recommendation
Space Utilization Analyst ($28.36825-35.33775/hr.) Class Description dated February 1, 2012. Dual Certification.	Open; also promotional for all regular or retired employees of the District who meet the entrance qualifications specified in the Class Description and who have served at least 130 paid days in regular status in the Classified Service or have permanent status in the Certificated Service.

8. Back Pay for Duties Performed While Working Out of Class. (Case 10524)

9. Recess to closed session in accordance with provisions of the Government Code (Section 54957) to consider:

   a. Public employee discipline/dismissal/release

      Public employee appointment

      Examination Appeals

      Contract Administration Analyst
      Regional Facilities Director

   b. Public comment

      Note: Public comment is for the purpose of hearing issues that are not addressed in staff or Hearing Officer reports. This time should not be used to attempt to re-hear the case. Speakers are requested to limit their comments to 1 - 1 ½ minutes with a maximum of 3 minutes for multiple speakers on the same side of an issue.

      It is preferable that individuals wishing to address these cases do so by submitting a written statement to staff by the close of business on the Thursday preceding the Commission hearing.

10. Reconvene regular session.

11. Report of actions taken in closed session.

REGULAR ITEMS

12. Consideration of decision on the disciplinary appeals of:

    Patricia Brown
    Martin G. Carelli
    Latrice M. Fizer-Cole
    Chihchieh Ma

13. Consideration of decision on the examination appeals of:

    Virginia S. Co
    Ronald D. Ellis
    Selwyn C. Lewis

14. Receipt of correspondence and recommended disposition. (See Addendum)

Notes: If you would like to address the Personnel Commission on an agenda or non-agenda item and have handouts, please bring in five copies of the documents.

Thank you for your assistance in this matter.

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Class Code 5703
Management

DEPUTY DIRECTOR OF TRANSPORTATION

DEFINITION

Assists the ~~Branch~~ Director of Transportation in planning, organizing, directing, and evaluating the activities of the Transportation ~~Branch of the Business~~ Services Division.

TYPICAL DUTIES

Assists in planning, organizing, directing, and coordinating the dispatching, operation, inspection, maintenance, repair, and storage of buses, and all other District vehicles.

Assists in administering the activities and functions of the Transportation Services Division ~~Branch~~ in accordance with legal regulations and Board of Education policies.

Formulates, recommends, and implements changes in rules, regulations, and procedures affecting Transportation Services Division ~~Branch~~ activities.

Assists in the preparation of the Division ~~Branch~~ budget by reviewing budget requests submitted by section heads and analyzing Division ~~Branch~~ functions and services.

Confers with administrators, contractors, officials of public agencies, and the public regarding transportation ~~problems~~ issues and compliance with legal regulation and Division ~~Branch~~ policies and procedures.

Directs studies and prepares recommendations concerning additions or reductions in service, need for equipment, facilities, and personnel and other matters related to Division ~~Branch~~ activities.

Coordinates organization plans and activities with those of other District organizations.

Establishes or recommends standards, schedules, and priorities, including contingency plans, and may direct the allocation of resources in emergencies.

Manages or assists in managing Division ~~branch~~ communication activities relative to staff, other organizations, the media, and the public.

Directs and evaluates or assists in directing line management and supervision of the organization's staff.

Directs and participates in liaison and coordination with other units involved in staff functions, such as finance, data processing, personnel, procurement, and labor relations.

Prepares and presents reports to committees of the Board of Education.

May direct or participate in the planning of data processing applications and their implementation.

May represent the ~~branch, d~~Division~~,~~ or District in presentations to public agencies, legislative committees, or other official bodies.

Directs in-service training programs including driver training, safety training, and vehicle inspection.

Acts for the Director of Transportation in his/her absence.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Deputy Director of Transportation assists the ~~Branch~~ Director ~~in the~~ of Transportation ~~Branch~~ in the direction and supervision of the Transportation Services Division ~~Branch~~ and acts for the ~~Branch~~ Director in his/her absence and as directed.

The Director of Transportation is the administrative head of the Transportation Services Division including student transportation and fleet maintenance, and supervises contracting transportation companies while on duty for the District.

~~Branch Directors are the administrative heads of large, multi-section organizational units (branches) with multiple functions that usually are interrelated.~~

A Regional Transportation Manager manages student transportation services of a student transportation section of the Transportation Services Division and supervises the transporting of students from pickup points to schools and return on special trips in a geographic region of the District or for a District-wide program.

~~A Fleet Maintenance Manager and a Regional Transportation Manager are responsible for the supervision of all activities of the respective sections.~~

SUPERVISION

General direction is received from the Director of Transportation. General supervision is exercised over lower-level transportation management personnel, and technical and clerical employees of the Transportation Services Division ~~Branch~~.

CLASS QUALIFICATIONS

Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- Basic principles of merit-system personnel administration
- Basic concepts and business applications of data processing systems and procedures
- Principles of training, employee evaluation, and employee relations
- Collective bargaining law and labor agreements in the District
- Applicable concepts of progressive discipline
- Principles and practices of business and public administration as applied to organization and management, budgeting and fiscal practices, personnel management, and public relations
- Sections of the California Education Code; City and County ordinances; and rules, regulations, and policies of the Los Angeles Unified School District, which pertain to pupil transportation and fleet maintenance ~~trucking operations.~~
- Principles of supervision and in-service training
- Maintenance and management problems encountered in the transportation industry
- Current practices used in motor vehicle transportation and fleet maintenance operations

Motor vehicle specifications, types, and uses

Ability to:

Plan, schedule, and direct multiple operations, delegate to subordinates, and evaluate operational effectiveness
Analyze written materials and oral communications
Communicate effectively orally and in writing
Conduct meetings and make presentations
Synthesize facts, concepts, and influences that affect systems and procedures
Make, support, and explain recommendations and decisions
Estimate project requirements and organize resources to meet goals and deadlines
Plan, organize, assign, direct, and review the activities of a large group of employees
Develop and implement school bus transportation operating rules, regulations, procedures, and policies
Analyze school bus transportation operations, conduct research, and prepare clear and concise recommendations and reports
Interpret policies and procedures relating to the transportation program of the District
Maintain effective relationships with contractors and with officials of the District and other public agencies

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably ~~with a major~~ in business or public administration.

Experience:

Four years of experience in school transportation operations at the level of Area Bus Supervisor or above or four years of experience above the professional entry level in school, public, or business management activities, including at least two years of supervisory experience.

Special:

A valid California Driver License~~.~~
Use of an automobile~~.~~

SPECIAL NOTES

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and~~/or~~ abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
02-01-12
JPK

Administration Notification Date: 01-19-12

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Class Code 1805
Management

DIRECTOR OF SUSTAINABILITY

DEFINITION

The Director of Sustainability develops, supervises, and executes District-wide sustainability programs and utility elements of a comprehensive, sustainable and renewable energy program ~~and initiatives~~ to control ~~and reduce~~ energy usage and utility costs, reduce pollution and waste, ~~and~~ improve resource conservation, ~~pollution and waste reduction~~, and minimize reliance on landfills.

TYPICAL DUTIES

Supervises a staff to develop and execute sustainability strategies to address construction and District-wide operational issues.
Oversees the management and analysis of the District's energy usage patterns, utility rate schedules, and the cost impact of inflation and rate increases.
Oversees the development, preparation and administration of the District's utility budget.
Directs sustainability program operations to ensure compliance with policies, standards, laws, and environmental or governmental regulations.
Analyzes and negotiates regulatory affairs and rate benefits with utility companies.
Develops, approves, and implements procedures and methodologies to enhance or evaluate the viability or success of sustainability programs.
Represents the District regarding sustainability matters before the Board of Education, legislative and regulatory boards, outside organizations, and the community.
Develops and executes communications aimed at raising internal and external awareness of and support for District sustainability programs and activities.
Writes project proposals, grant applications, or other documents in pursuit of funding for environmental initiatives.
Oversees billing errors and the establishment of refund programs to ensure refunds and proper credits are received by the District
Evaluates engineering proposals and analyses regarding District-wide comprehensive energy and water retrofit projects.
Monitors energy retrofit projects to assure conformance with plans, specifications, and schedules.
Evaluates programs to ascertain if specific energy savings are achieved according to contract terms and conditions.
Ensures compliance with policies, standards, laws, and environmental or governmental regulations.
Evaluates the cost effectiveness, environmental risk, technical feasibility, and integration capability of sustainability projects and initiatives.
Analyzes sustainability legislation to determine their impact on District operations.
Oversees the District's sustainability steering committee.

Evaluates and recommends new sustainability technology.
Collaborates with parent and community groups, and landscape and architectural groups to restore or build gardens on District properties.
Collaborates with the office of Academic Affairs to develop and implement a sustainability curriculum at District schools.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Sustainability develops and executes District-wide sustainability programs and initiatives to address construction and operational issues in energy use, resource conservation, pollution, waste reduction, and reliance on landfills.

The Director of Facilities Maintenance and Operations manages the maintenance and operations activities of the District.

The Energy Program Manager administers the District's utility budget and supervises staff involved in analyzing and monitoring energy consumption and in recommending energy conservation and cost savings programs.

SUPERVISION

The Director of Sustainability receives administrative direction from a higher-level administrator and exercises general supervision over management, supervisory and lower-level technical, administrative, and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Sustainability and renewable energy practices
Energy/water conservation and efficiency practices
Environmental conservation
State and Federal laws pertaining to sustainability
Funding and grant sources for sustainability initiatives
RFQ and RFP processes related to construction and related services
Basic construction, engineering, and building principles
Contract development
Principles of heating, ventilation, and air-conditioning systems
Principles of electricity, natural gas, and water distribution
Principles of determining various types of energy usage and factors that affect consumption
Utility rate schedules and billing procedures
Principles of budgeting and cost benefit analysis
Computer systems and procedures design, analysis, and application
Sources of data on varieties of energy conservation projects

Lays, ordinances, and safety regulations relative to electrical, heating, ventilation, air-conditioning, plumbing systems, and related equipment
Statistics and research methodology
~~Public utility structures and pricing~~
Resource and utility management
Sustainable design standards and theories
Merit system

Ability to:

Develop and execute sustainability programs and projects
Conduct environmental risk assessments
Estimate costs associated with sustainability initiatives
Conduct meetings and make effective oral presentations
Manage budgets within parameters established
Analyze and interpret technical materials accurately and effectively in written and oral communication
Build rapport and maintain working relationships with stakeholders at all levels
Supervise effectively

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in environmental studies, urban planning, construction management, architecture, engineering, business administration, public administration, or a closely related field. Advanced degree in environmental science, environmental engineering, or related field is preferred.

Experience:

Seven years of experience managing large utility programs and budgets valued at least at $20 million, developing and implementing sustainability programs, coordinating with utility companies, or developing and executing demand-side and supply-side conservation programs and projects valued at up to $25 million. ~~planning, green building, energy efficiency, environmental or resource management policy or program initiatives in construction, facilities, or public works.~~ Experience in school construction, modernization, and repairs is preferred.

Special:

A valid California Driver License
Use of an automobile
LEED AP Certification is preferred
Professional designation as a Certified Energy Manager (CEM) is preferred.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
02-01-12
GMZ

Administration Notification Date: 01-11-12

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Class Code 5702
Sr. Management

DIRECTOR OF TRANSPORTATION

DEFINITION

Plans, directs, and coordinates the activities of the Transportation Services Division ~~Branch~~.

TYPICAL DUTIES

Administers the activities and functions of the Transportation Services Division ~~Branch~~ in accordance with legal regulations and Board of Education policies.

Plans, organizes, directs, and coordinates the dispatching, operation, inspection, maintenance, repair, and storage of school buses and other District vehicles.

Formulates and implements changes in rules, regulations, policies, and procedures affecting the Transportation Services Division ~~Branch~~.

Coordinates organization plans and activities with other District organizations to meet their transportation needs for the fiscal year.

Ensures that services, equipment, facilities, and procedures, including personnel management policies and procedures, conform to applicable regulations and District policies.

Establishes or recommends to the Chief Operating Officer ~~Business Manager~~ standards, schedules, and priorities related to contingency plans; represents the Division ~~Branch~~ on the District's emergency response teams, committees, and task force and directs the allocation of resources and transportation support services in emergencies.

Plans and administers the Division ~~Branch~~ budget and controls expenditures for appropriations.

Manages or assists in managing ~~branch~~ Division communications activities relative to staff, other organizations, the media, and the public.

Directs, reviews, and participates in studies to analyze and evaluate needs and services; amount and type of equipment, supplies, and human resources; feasibility and cost effectiveness; and other aspects of management.

Establishes, manages, monitors, and administers external contracts for facilities, materials and student transportation services, including forecasting the need for contracted services, procurement planning, contract development, quality assurance, performance monitoring, and management of the services.

Establishes and maintains budget and expenditure control for contracted yellow bus services.

Develops and reviews personnel management policies and procedures within the organization and ~~as~~ensures that personnel programs and transactions conform to regulations and District policies.

Plans, directs, reviews, and may participate in training for staff and others affected by the services of the organization.

Meets with, ~~and~~ addresses and~~/or~~ advises a variety of groups, including employees, school administrators, legislative committees, officials of public agencies, ~~and~~ community organizations, contractors, and the public regarding school transportation problems and policies.

Establishes and maintains effective and collaborative labor and management relationships and represents the Division ~~Branch~~ in labor negotiations.

Facilitates monthly labor and management meetings and convenes collaborative labor/management working groups as necessary and appropriate.

Directs the collection of cost and service records and other data for the preparation of motor vehicle specifications and for improved efficiency of the service.

Serves as the District's internal control point to ensure all District "white fleet" vehicles are tracked and maintained appropriately; assists departments in their capital planning for such vehicles; and sets replacement standards and specifications to meet District needs.

Prepares and presents reports to committees of the Board of Education.

Provides the day to day management of the Take Home Administrative Vehicle Program including budgeting, acquisition, maintenance, internal controls, and related duties to manage the program and confers with financial personnel regularly to reconcile vehicle assignments for the purposes of payroll deductions.

Establishes and promotes the use of technology in routing, maintenance, and management of the Division ~~Branch~~.

Confers with the Master Planning and Demographics Unit to forecast student transportation needs and establishes the most efficient and effective plans to meet those needs.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Transportation is the administrative head of the Transportation Services Division ~~Branch~~ including student transportation and fleet maintenance, and ~~the~~ supervise~~sion of~~ contracting transportation companies while on duty for the District.

The Chief Operating Officer plans, organizes, assigns, directs and reviews the business functions of the District and participates in the development and implementation of policies and programs at the executive level ~~Business Manager is the executive head of the Business Services Division~~.

The Deputy Director of Transportation assists the Director of Transportation in the direction and supervision of the Transportation Services Division ~~Branch~~ and acts for the Director in his/her absence and as directed.

SUPERVISION

Administrative direction is received from the Chief Operating Officer ~~Business Manager~~. General direction is exercised over lower-level management personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Sections of the California Education Code, City and County ordinances, and rules, regulations, and policies of the Los Angeles Unified School District which pertain to student transportation
- Best practices used in motor vehicle transportation and fleet maintenance-operations
- Maintenance and management problems encountered in the transportation industry
- Motor vehicle types and uses
- Administrative organization of the Los Angeles Unified School District
- Legal bases and sources of finance of California public education
- Basic principles of contract law, public purchasing, research, cost analysis and control, budgeting, accounting, and merit-system personnel administration
- Procedures and techniques of operations analysis, records development and management, and statistical analysis and presentation
- Basic concepts and business applications of data processing systems and procedures
- Principles of public relations
- Principles of training, employee evaluation, and employee relations
- Collective bargaining law and labor agreements in the District
- Applicable concepts of progressive discipline
- Personal computers and peripheral equipment, including software and hardware operation and usage
- Capital equipment replacement planning and financing, including the principals of debt service financing, lease/purchase, and other methods of financial planning for capital replacement

Ability to:

- Develop and implement school bus transportation operating rules, regulations, procedures, and policies
- Analyze school bus transportation operations and prepare clear and concise recommendations and reports
- Interpret policies and procedures relative to the District's transportation program
- Plan, schedule, and direct multiple operations, delegate to subordinates, and evaluate operational effectiveness
- Analyze written materials and oral communications
- Communicate effectively both orally and in writing
- Conduct meetings and make presentations
- Synthesize facts, concepts, and influences that affect systems and procedures
- Estimate project requirements and organize resources to meet goals and deadlines
- Develop operating rules, regulations, procedures, policies, and budgets
- Maintain effective relationships with contractors, District personnel, representatives of collective bargaining units, and officials of public agencies

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business or public administration, transportation management, logistics, or a related field.

Experience:

Five years of experience managing transportation services with at least 400 routes daily in an executive capacity in a school district or university setting with a student enrollment of at least 75,000 or a public or private organization having 5,000 or more employees; or a multi-unit transportation program with a major emphasis on bus and truck planning, routing and operation, and maintenance.

Special:

A valid California Driver License
Use of an automobile

SPECIAL NOTES

1. Senior Management Classification.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and~~/or~~ abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
02-01-12
JPK

Administration notification 01-19-12

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Unit D

	Class Codes
HUMAN RESOURCES SPECIALIST I	4997
HUMAN RESOURCES SPECIALIST II	5018

DEFINITION

Performs a variety of technical duties related to human resources of gradually increasing scope and complexity with increasing requirements of initiative and independence of action.

TYPICAL DUTIES

Learns and applies policies, regulations, procedures, and techniques of human resources administration in performing some of the tasks listed below:

- Designs and conducts job analyses for the purposes of position classification, salary evaluation, test construction and validation, recommendation of entrance requirements, and/or determination of necessary staff development programs.
- Develops and recommends examination plans, constructs tests, and assembles test materials in accordance with approved plans.
- Designs and delivers staff development programs including development of course objectives, curriculum, and class materials.
- Analyzes laws, rules, reports, publications, and court cases for information relating to human resources.
- Designs, constructs and conducts or assists in constructing and conducting surveys to gather compensation, classification, training, entrance requirements, rules, employee selection, collective bargaining, or other human resources data.
- Formulates or assists in formulating recruitment and training plans and assists in implementing plans by arranging for facilities, equipment, advertising, informational materials, and other details.
- Contacts District personnel, employee representatives, employers, community groups, and others, as assigned, in order to obtain or impart information, request raters for examinations, answer inquiries, and explain procedures and regulations.
- Compiles, calculates, and analyzes numerical data; extracts data from reports and records; and prepares tables, graphs, and narrative presentations.
- Composes or assists in composing a variety of technical written materials, including rules, procedures, class descriptions, classification and salary reports, employment examinations, job market trend reports, and other specialized reports.
- Administers tests and may give work direction to proctors, briefs examination interviewers, participates in interviews and evaluates candidates, and supervises test and interview procedures to assure that procedures are followed and that examination reports are complete and accurate.

Interviews applicants, candidates, and employees in regard to reviews of examination results and disqualifications.
Delivers or assists in oral presentations relative to assigned studies.
Develops and designs recruitment literature including bulletins, advertisements, and brochures.
Composes correspondence and responses to questionnaires.
Participates in the administration and rating of performance tests, interviews and other ssessment methods.
Screens applications in regard to entrance qualifications and advises applicants on employment opportunities in the Classified Service.
May substitute for higher-level personnel during short-term absences.
May develop, plan, and implement employee recruitment strategies and procedures.
May represent the District at career days, job fairs, and other recruitment functions.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Human Resources Specialist I applies basic knowledge and skills of Human Resources administration in the progression of duties and responsibilities leading to qualification as a Human Resources Specialist II or higher. A Human Resources Specialist I receives on-the-job training and performs duties directly related to the duties of the higher-level classes of Human Resources Specialist II and III.

A Human Resources Specialist II performs professional-level, technical human resources work in the areas of classification, compensation, organizational development, human resources rules and legislation, recruitment, selection, and staff development, that is more limited in scope and complexity, and subject to closer supervision and review, than work performed by a Human Resources Specialist III.

A Human Resources Specialist III performs professional-level, technical human resources work in the area of classification, compensation, organizational development, human resources rules and legislation, recruitment, selection, and staff development and may assist higher-level personnel in performing more complex assignments.

SUPERVISION

General supervision is received from a supervisory or administrative employee; immediate work direction may be received on assigned tasks from a higher level Specialist classification. Work direction may be exercised over Examining Assistants, Examination Proctors, and support staff.

CLASS QUALIFICATIONS

<u>Knowledge of</u>:

Basic statistics
Graphic and tabular presentation of data
Computer usage and systems

Basic principles of merit that relate to human resources
Principles of equal employment opportunity
Basic principles and terminology of employment selection, position classification, and salary administration
Research techniques and sources of information regarding human resources administration
History of and current trends affecting public human resource administration
Employment/recruitment sources
Equal employment recruitment procedures
Adult learning theories
Instructional design techniques
Job analysis methodology

Ability to:

Ability to use computers with Microsoft operating systems and word processing, data base, and spreadsheet software
Compile, tabulate, analyze, and compute data accurately
Learn principles and practices of human resources administration
Write clear, concise reports and other materials
Speak clearly and communicate effectively and make effective oral presentations
Relate well to co-workers, employees, and others
Apply concepts and make valid analyses and comparisons
Use critical judgment in the evaluation of data and the development of plans, test materials, reports, and other materials
Understand the concerns of protected groups and the disadvantaged and relate technical activities to those concerns in an equal opportunity program of selection and promotion based on merit

ENTRANCE QUALIFICATIONS

HUMAN RESOURCES SPECIALIST I

Education:

Graduation from a recognized college or university, preferably with a major in human resources, personnel, or public ~~or business~~ administration, or one of the behavioral sciences.

Experience:

Technical experience in employee recruitment, selection, position classification, labor relations, staff development, or salary administration is preferable ~~desirable~~.

Special:

Most positions require a valid California Driver License and use of an automobile.

HUMAN RESOURCES SPECIALIST II

Education:

Graduation from a recognized college or university, preferably with a major in human resources, personnel, or public ~~or business~~ administration, or one of the behavioral sciences.

Experience:

Six months of experience as a Human Resources Specialist I or one year of technical human resources experience in professional human resource functions. A master's degree in human resources, personnel, or public ~~or business~~ administration, or one of the behavioral sciences may be substituted for six months of the required technical experience.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
02-01-12
SD

Union Notification: 01-18-12
District Notification: 11-19-11

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Class Code 4989
Unit D

HUMAN RESOURCES SPECIALIST III

DEFINITION

Performs technical human resources duties related to position classification, compensation, recruitment, selection, staff development, employee relations, and/or formulation, development, and analysis of human resources policies, rules, and legislation.

TYPICAL DUTIES

Performs a variety of technical human resources administration duties, including the following:

- Conducts and participates in classification studies of a wide variety of positions and recommends their salary allocation.
- Develops and revises class descriptions and prepares recommendations for the establishment of new classifications and the reclassification of positions and classes.
- Recommends weights of test parts and analyzes their effect.
- Conducts job analyses to determine the knowledge, skills, and abilities or competencies that should be measured in content-valid examinations.
- Devises and develops methods of testing required competencies or knowledge, skills, and abilities, and establishes test standards.
- Plans, obtains, constructs, analyzes, and edits examination materials, content and procedures and training programs.
- Confers with subject-matter experts in the development and evaluation of tests.
- Plans, supervises, and participates in the administration and rating of performance tests, work sample tests, interviews, and other selection methods.
- Conducts analyses to determine staff development needs by developing and administering surveys and questionnaires, conducting interviews, and coordinating and leading focus groups.
- Designs and delivers staff development programs including development of program objectives, curricula, materials, and audio/visual training aides.
- Develops, plans, and implements human resources recruitment strategies, procedures, and programs.
- Develops and designs recruitment literature including bulletins, advertisements, and brochures.
- Obtains raters for interviews and other test parts and instructs raters regarding procedures and standards to be applied.
- Conducts or participates in surveys of wages, salaries, fringe benefits, differentials, class titles, qualifications required, recruitment practices and trends, training needs, instruction programs, and providers; selection and testing products, practices, and trends; and /or other areas of human resources.

Evaluates comparability of duties, level of responsibilities, and conditions of work performed for public and private employers.
Recommends wages or salaries for classes and groups of classes.
Plans and conducts statistical studies and makes recommendations based on the results of such studies in the fields of compensation, position classification, selection, and human resources policies and procedures.
Analyzes statistical data collected during training needs analyses and evaluations to identify staff development requirements and effectiveness of staff development programs.
Evaluates the effectiveness of staff development programs by observing programs, analyzing results of evaluations and surveys, and conducting focus groups.
Applies and explains State and federal employment-related laws, guidelines, and regulations, Personnel Commission Rules, and operating procedures.
Writes reports recommending new Personnel Commission rules and rule amendments and interprets rules and policies.
Confers with administrators, employees, employee organization representatives, and community representatives, relative to classification, recruitment examinations, compensation, rules, disciplinary actions and other employee relations issues and human resources transactions.
Uses technology to effect efficiencies and standardization.
Models good customer service in responding to customer service requests.
May schedule and provide staff services relative to disciplinary actions and investigate appeals and complaints regarding examination disqualifications and other matters.
May receive and examine arrest reports of employees and conviction records of applicants and eligibles and investigate disposition of cases.
May represent the District at career days, job fairs, and other recruitment functions.
May analyze and recommend responses to protests of examinations and participate in initial examination review procedures.
May design and implement recruitment campaigns for specific job classes, job families or to market the employer.
May advise Examination Proctors on corrections, modifications, or emergency measures needed for testing procedures.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Human Resources Specialist III performs professional-level, technical human resources work in the area of classification, compensation, organizational development, human resources rules and legislation, recruitment, selection, and staff development and may assist higher-level personnel in performing more complex assignments.

A Senior Human Resources Specialist performs the more responsible and complex technical human resources work related to position classification, recruitment and selection, and may supervise technical and/or clerical employees in the performance of human resources work related to position classification, compensation, selection, training and other human resources functions.

A Human Resources Specialist II performs professional-level, technical human resources work in the areas of classification, compensation, organizational development, human resources rules and legislation, recruitment, selection, and staff development, that is more limited in scope and complexity, and subject to closer supervision and review, than work performed by a Human Resources Specialist III.

SUPERVISION

General supervision is received from a higher-level human resources supervisory or management employee. Work direction may be exercised over employees in lower-level technical and support classes.

CLASS QUALIFICATIONS

Knowledge of:

- Personnel Commission Rules, policies and procedures, Merit System Provisions of the Education Code, and basic human resources law
- District people, organization, departments, and resources sufficient to assist others in the District and members of the public without having to refer them elsewhere
- Principles, policies, and practices of public and private human resources administration
- Methods used in the development and administration of position classification and compensation plans and human resources assessment techniques
- Test strategies and statistics used in test and item analysis and validation
- Methodology and techniques of job analysis and research
- Merit principles of public human resources administration based upon selection and retention of the best qualified
- Legal requirements related to public human resources administration
- State and federal rules, regulations and guidelines relating to employment discrimination and equal opportunity
- Recruitment strategies and sources
- Equal employment opportunity recruitment procedures
- Principles of instructional design
- Adult learning theories
- Principles of work place diversity
- Principles of organizational analysis

Ability to:

- Ability to use computers with Microsoft operating systems and word processing, data base, and spreadsheet software
- Organize working time and procedures under the pressures of multiple projects and deadlines
- Express technical concepts clearly, concisely, and persuasively, both orally and in writing
- Analyze and resolve problems in classification, compensation, staff development, and employee selection

Understand and explain regulations, policies, and procedures
Compile, tabulate, and calculate data accurately
Exercise tact and judgment in contacts with administrators, co-workers, employees, candidates, and others
Make effective oral presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a major in human resources, personnel~~,~~ or public ~~or business~~ administration, or one of the behavioral sciences.

Experience:

Minimum experience qualification can be met in any one of the following ways:

1) Two years of technical human resources experience, including at least one year involving job or needs analysis or job evaluation, preferably in a public agency, for the purpose of human resources recruitment, selection, position classification and compensation, labor relations, employee relations or staff development.

~~or~~

2) One year LAUSD experience as a Human Resources Specialist II.

3) A master's degree in industrial or organizational psychology or human resources administration and one year involving job or needs analysis or job evaluation, preferably in a public agency for the purpose of human resources recruitment, selection, position classification and compensation, labor relations, employee relations or staff development.

~~or~~

4) A doctoral degree in industrial or organizational psychology or a human resources administration specialty.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

Some positions in these classes have been designated "confidential", exempt from bargaining units.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
02-01-12
KG

Administration Notification Date: 01-13-12
Union Notification Date: 01-18-12

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Senior Management
Class Code 1384

INSPECTOR GENERAL

DEFINITION

Plans, directs, organizes, and manages the District's audit and investigation functions, including the activities and functions of the Office~~s~~ of Internal Audit, the Office of Investigations, and the Office of Contract Audit.

TYPICAL DUTIES

Directs and oversees the conduct of complex performance, financial, contract, and compliance audits of District operations and practices to ensure that appropriate safeguards of District resources are maintained.

Directs the planning and organization of the performance of complex investigations that could involve fraud, waste, and violations of District policy or the law.

Directs and oversees the establishment and effectiveness of policies, guidelines, requirements, and strategies for internal and contract audits, investigations, and special studies.

Works in collaboration with the Board and staff in preparing Internal Audit and Contract Audit Unit Annual Work Plans.

~~Advises~~ Informs the Board of Education and Superintendent of major internal and contract audits and investigations and their outcomes, and advises on appropriate disposition of such matters.

Directs and reviews the preparation of reports of audits, investigations, and special studies for the Board and the Superintendent of Schools.

Directs the fraud prevention and fraud awareness programs such as the "whistle-blower protection" policy and ensures implementation and compliance.

Oversees the monitoring and operation of the District's Fraud Hotline.

Consults with members of the District's management, senior management, the Bond Oversight Committee, and other representatives of other sections, branches, divisions, and governmental agencies in order to coordinate activities, resolve discrepancies identified in audits or investigations; improve financial management and operational controls and procedures; to advise on any requirements and restrictions imposed by laws, rules, or procedures.

Reviews and analyzes statements and recommendations of contract auditors in regard to District fiscal management and coordinates with Facilities Program Management on the Annual Work Plan.

Oversees the issuance of public record due diligence reports on charter school operators, Facilities Services Division contracts, and executive level employment.

Directs and reviews the supervision and training of the auditing and investigative staff.

Testifies as an expert witness.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Inspector General prevents fraud, waste, and abuse in District operations and thereby fosters and promotes accountability, transparency, and the responsible and effective use of District resources to support ~~suppose~~ the achievement of District goals and objectives. The Inspector General manages the audit and investigation functions of the District as well as other areas assigned.

The Deputy Inspector General, Audits develops the audit plans, directs, organizes, and manages the functions of the ~~Office of~~ Internal Audits or the ~~Office of~~ Contract Audit~~s~~ Unit.

The Assistant Inspector General, Investigations plans, directs, organizes, and reivews the functions of the Office of Investigations.

~~The Deputy Inspector General, Investigations plans, directs, organizes, and manages the functions of the Office of Investigations.~~

SUPERVISION

The Inspector General receives administrative direction from the Board of Education and provides general direction to professional audit, investigative, and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Theory and practice of accounting, including governmental and public-school accounting
Auditing theory and practice
Principles of supervision and personnel management
Fraud investigative techniques
Criminal law, civil law, rules of evidence and expert witness matters
Crimes involving accounting and financial activities
Computer auditing techniques
Legal foundations of public school organization and finance in California
Office organization, methods, and procedures
Government Auditing Standards, American Institute of Certified Public Accountants Standards, Statements on Auditing Standards, and Internal Auditors professional standards

Ability to:

Direct, evaluate, and train a professional staff
Plan, organize, and direct an audit investigation program
Prepare clear instructions on financial management procedures
Express complex concepts effectively orally and in writing
Deal tactfully and effectively with a wide range of District employees and others
Analyze and evaluate accounting procedures, data and internal controls

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in accounting, business, law enforcement, public administration, or other related field. Possession of a J.D. or M.B.A. degree or a C.P.A., C.I.A., or C.F.E. certificate is preferable ~~preferred~~.

Experience:

Eight years of management-level experience as a department head or lead managing operational or internal audits. Experience in managing ~~criminal~~ investigations in addition to the required experience is preferable.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Senior Management Classification.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
02-01-12
MT

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Class Code 4116
Unit S

LANDSCAPING SUPERVISOR

DEFINITION

Supervises track and field and large turf reconditioning, weed abatement, other centrally managed landscape work on District properties.

TYPICAL DUTIES

Supervises crews engaged in the mowing, reconditioning and renovation of athletic fields, baseball diamonds, running tracks, jumping pits, and runways.
Supervises, assigns, inspects, and evaluates the work of assigned staff.
Monitors, inspects, and reviews work performed by contractors.
Schedules and coordinates the work of field reconditioning, landscaping, and mowing crews with Area Maintenance and Operations personnel, physical education instructors, and school administrators in accordance with priority of need, availability of school grounds, and weather conditions.
Plans and coordinates with community representatives, contractors, vendors, and the public in planning and scheduling of gardening and landscaping projects.
Estimates labor, equipment, and material costs; writes job and material orders; and maintains cost and other records.
Tests gardening materials and equipment, including fertilizers, sod cutters, power equipment, tractors, and riding movers.
Supervises the minor repair of gardening tools irrigation systems, and power equipment.
Recommends or selects equipment, materials, and supplies used by gardening and landscaping personnel and assists in their testing and procurement.
Inspects gardening and related work and prepares required reports.
Trains and provides orientation to work crew in the proper and safe use of tools, equipment, and materials, and in proper and safe work procedures and habits.
Reviews, evaluates, and implements laws, regulations, and standards.
Confers with personnel of the Design and Construction Branch to provide technical advice and assistance in the preparation, interpretation, and change of plans and specifications for new landscaping, tracks, turfed athletic areas, clock control sprinkler systems, and other facilities.
Advises school administrators, officials, and civic groups regarding gardening hazards or problems.
Investigates accidents and recommends preventative measures.
Evaluates staff performance and conducts progressive discipline procedures when needed.
Allocates resources for projects.
Investigates accidents and develops and implements corrective and preventative measures.
Enters work orders and requisitions data utilizing computer systems.

Communicates with District staff, consultants, and the public.
May act in place of a higher-level supervisor in case of absence.
May participate or assist in obtaining contracts from private vendors.
~~May act for the Gardening Supervisor in case of absence.~~
May inspect landscape contract work and represent the District in dealing with contractors.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Landscaping Supervisor supervises track and field reconditioning and mowing, weed abatement, and other centralized gardening activities in the maintenance of athletic fields and large turf areas on school properties throughout the District.

~~The Gardening Supervisor manages the overall gardening operations at schools and other sites throughout the District. Supervises, assigns, and evaluates the work of the centralized garden staff and provides technical work direction to other site-based gardening staff~~.

A Maintenance Manager supervises an assigned maintenance services unit or one of its satellite-organizations.

A Gardener performs maintenance gardening for a group of schools or office buildings, and works under the general supervision of a Principal Gardener, Tractor Mower Operator, or Power Spray Operator.

SUPERVISION

General supervision is received from the ~~Operations Program Manager~~ Maintenance Manager. Supervision is exercised over employees in the classes of Tractor Mower Operator, Tractor Operator, and Gardener. Technical supervision is exercised over ~~site-based Senior Gardeners, Gardeners, and Assistant Gardeners.~~ lower level staff in the gardening series.

CLASS QUALIFICATIONS

Knowledge of:

Principles of organization, personnel management, and progressive disciplinary procedures
Characteristics and care of trees, shrubs, flowers, lawns, and athletic turf areas adapted to the climate of the Los Angeles area
Methods of grounds and exterior athletic facility maintenance and gardening such as landscaping and design, planting, pruning, fertilization, irrigation, and weed control
Maintenance and operations of gardening and related equipment
Grading, leveling, dimensions, and drainage of athletic fields and baseball diamonds
Various types of soil found in the Los Angeles area and the use and application of topsoils
Soil erosion and its control
Planting and transplanting of trees and shrubs

Management of plant pests and diseases without the use of pesticides or herbicides, in accordance with the District integrated pest management policy
Weed abatement methods in accordance with the District integrated pest management policy
Health, safety, and other laws, regulations, district policy, procedures, personnel rules, collective bargaining agreements, and other requirements affecting gardening, landscaping and related activities
Microsoft Windows operating systems
Microsoft Word, Excel, and Outlook

Ability to:

Plan, coordinate, schedule, supervise, and inspect landscaping operations
Effectively provide training, orientation, coordination, guidance, and discipline to staff
Analyze work methods, equipment, and other aspects of gardening and related activities
Prepare reports and write clear, concise instructions
Work cooperatively with administrators, other District personnel, and the public
Interpret and work from landscape plans and blueprints
Enter and retrieve information using computers
Communicate effectively, both orally and in writing
Use appropriate types of soil, fertilizer, and pest and weed management materials in proper proportion and sequence
Prepare estimates of job and material costs and maintain accurate cost records
Supervise effectively

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Successful completion of college-level courses in turf management, landscape management, horticulture, supervision, organization, management or eight sessions of Los Angeles Unified School District's Organizational Excellence Supervisor Certificate Program is desirable.

Experience:

Four years of experience in gardening operations including landscaping and design, planting, pruning, fertilization, and maintenance of large scale formal landscaped areas. Experience must include planning and coordinating public gardening, and landscaping projects and renovation of athletic fields.

Special:

A valid California Driver License and use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.

Revised
02-01-12
LKD

Administration Notification Date: 01-17-12
Union Notification Date: 01-17-12

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Class Code 1388
Management

SUPERVISING INVESTIGATOR

DEFINITION

Assists the Assistant ~~Deputy~~ Inspector General, Investigations in managing, planning, directing, organizing, and reviewing the activities and functions of the Office of Investigations. Directs an investigative team that conducts investigations of civil or criminal ~~on complex or sensitive potentially criminal and/or noncriminal~~ cases assigned by the Assistant ~~Deputy~~ Inspector General, Investigations.

TYPICAL DUTIES

Manages investigations regarding allegations of irregularities, fraud, collusion, conflicts of interest, and improprieties on the part of District employees, contractor personnel or others in connection with District programs.
Supervises investigations regarding any violation of, or noncompliance with the requirements of legislation and/or administrative rules and regulations pertaining to the programs administered by the District.
Ensures investigators obtain facts and develop evidence from all sources to establish the extent and nature of violations being investigated.
Provides supervision and guidance to investigators.
Reviews reports of investigations and summaries.
Reviews statements of fact developed in the course of an investigation for possible referral to the U.S. Attorney, District Attorney, or City Attorney.
Conducts in-service training for District personnel regarding fraud prevention and awareness programs.
Supervises the Fraud Hotline.
Supervises investigations involving the Whistleblower Protection Act.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Investigator plans, directs, organizes and ~~reviews broad investigative strategies;~~ supervises the investigators and investigations assigned to his/her group~~; assigns investigations and projects to the investigators in his/her group~~.

The Assistant Inspector General, Investigations plans, directs, organizes, and reviews the functions of the Office of Investigations.

~~A Deputy Inspector General, Investigations plans, directs, organizes, and reviews the functions of the Office of Investigations.~~

A Senior Investigator acts as a leader of an investigative team and plans and conducts ~~complex and sensitive~~ investigations regarding possible fraudulent activities.

SUPERVISION

General direction is received from the Assistant ~~Deputy~~ Inspector General, Investigations. Supervision is exercised over Senior Investigators, Investigators, and Investigative Assistants.

CLASS QUALIFICATIONS

Knowledge of:

Investigative procedures and techniques
Civil and c~~C~~riminal law, fraud auditing, ~~civil law~~, rules of evidence, and expert witness matters
Federal and California State Penal Code provisions relating to economic crimes
Principles of supervision and personnel management
Board and Personnel Commission rules pertaining to disciplinary actions and grievance procedures
District organization, programs, policies, regulations, and procedures

Ability to:

Supervise, direct, and coordinate complex investigations
Recognize relevant and material information
Establish investigative priorities and assign investigative personnel
Effectively analyze and interpret data
Express sensitive and complex information clearly, in writing and orally
Supervise the preparation of clear, concise, and conclusive reports
Work effectively with a wide range of District personnel and the public
Communicate effectively with individuals and groups

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. ~~Additional qualifying experience may be substituted for the required education on a year-for-year basis~~. A Certified Fraud Examiners certificate or at least four years of professional-level investigative, law enforcement experience is preferable.

Experience:

Four years of professional-level investigative, law enforcement experience as a civil or criminal investigator, or fraud auditing experience, including three years of providing work direction.

Special:

A valid California Driver License
Use of an automobile

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level and knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
02-01-12
MT

Administration Notification Date: 12-18-12

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: JANALYN W. GLYMPH, Ph.D.

SUBJECT: **STUDY OF A SPECIAL ASSISTANT TO THE INSPECTOR GENERAL POSITION IN THE OFFICE OF INSPECTOR GENERAL**

RECOMMENDATION:

I. It is recommended that the Special Assistant to the Inspector General position ($6,710.86-8,330.54/pp) (P30088844), (Cost Center 1057001) located in the Office of the Inspector General be reclassified to Supervising Investigator ($7,080-8,788/pp).

II. Incumbent M. Bookstein (EN 730433) be given back pay for the sum of approximately $3,035.37*, minus any legally required deductions, for performing work out of classification as a Deputy Inspector General, Investigations, from July 1, 2011 to January 6, 2012.

III. A 2.75 percent responsibility differential be granted to the incumbent from January 7, 2012 to May 31, 2012 or until the incumbent leaves the position, whichever is sooner, and that the Personnel Director be authorized to amend the effective date of reclassification and termination date of the differential should testing be delayed, the position become vacant, or the incumbent become eligible for appointment prior to the reclassification date.

BASIS OF RECOMMENDATION:

Staff received a request from the Inspector General to study the subject position based on the belief that the incumbent was performing higher-level duties. The duty statement was reviewed and the incumbent was interviewed. After reviewing the information received, staff has determined that the majority of the duties performed by the incumbent fall within the classification of Deputy Inspector General.

The Inspector General contacted the Commission on January 6, 2012, informing staff that the higher-level duties assigned to the subject position will be absorbed by the Inspector General. The duties assumed by the Inspector General are meeting with the Board and advising and addressing their matters; meeting and advising the Superintendent and senior management staff; and meeting with investigators monthly to discuss assignments. Consequently, it is recommended that M. Bookstein be awarded compensation for work out-of-class retroactively from July 1, 2011 to January 6, 2012. The remaining duties of overseeing the day-to-day progress of assigned cases; providing supervision and guidance to investigators; and reviewing reports and investigations and summaries are at the level of Supervising Investigator.

STATUS OF INCUMBENT:

Incumbent M. Bookstein (EN 730433)) must qualify by examination for Supervising Investigator and be appointed to his reclassified position or be otherwise assigned.

* Subject to Payroll verification and adjustment.

Approved:

JWG/MT

c: Workforce Management
Files Unit

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

PERSONNEL COMMISSION
LOS ANGELES UNIFIED SCHOOL DISTRICT
REESTABLISHMENT OF CLASS

CASE NO. 10419J

RECOMMENDATION(S):

CLASS TITLE:	EFFECTIVE DATE:
Assistant Inspector General, Investigations	February 1, 2012

GROUP, SERIES:	SALARY RANGE OR FLAT RATE/PP:				
Executive/Administrative Group, Accounting Series	$7,590.22	$8,014.65	$8,452.34	$8,910.52	$9,403.68

SALARY SETTING BASIS:

Future salary movement to be based on that of related classes in the Executive/Administrative Group, Accounting Series.

BACKGROUND: The classification of Assistant Inspector General, Investigations was abolished in conjunction with three other classifications at the Personnel Commission meeting of December 18, 2002. Due to a reorganization of the Office of the Inspector General, the administration has requested that the class be reestablished.

BASES OF RECOMMENDATION:

An incumbent in the proposed class of Assistant Inspector General, Investigations will manage the Investigations unit and assist the Inspector General with providing information to present to the Board and Committee meetings; advises the Inspector General on investigative matters with responsibility for directing Investigative staff; and ensures the protection, storage, and destruction of all information developed during investigations are done in a manner consistent with relevant laws and District policies.

The proposed salary for the reestablished class maintains the salary rate it would have been assigned had it not been abolished ($7,590.22-9,403.68/pp).

The duties and responsibilities of the class are listed in the class description presented for approval in conjunction with this report.

RULE AMENDMENT(S):

596 OVERTIME

* * *

E. Incumbents of positions in the classes listed below are assigned as executive/administrative and are thereby exempt from the overtime payment provisions of this Rule:

Executive/Administrative Classes

* * *

Assistant General Counsel
Assistant Inspector General, Investigations
Assistant Project Manager

* * *

* * *

JWG/MT
PC1A (Rev. 09/05)

Presented to the Personnel Commission on February 1, 2012

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Class Code 1391
Management

ASSISTANT INSPECTOR GENERAL, INVESTIGATIONS

DEFINITION

Assist the Inspector General ~~and Deputy Inspector General~~ in planning, directing, organizing, and reviewing the activities and functions of the Office of Investigations. Supervises~~,~~ and coordinates~~, and conducts complex and sensitive investigations into potentially criminal and non-criminal cases~~ all investigations.

TYPICAL DUTIES

Manages the Office of Investigations.

Serves as the principal advisor to the Inspector General on investigative matters with responsibility for directing a staff of investigators in the prosecution and resolution of civil matters that arise in the District, the review of due diligence cases, and assistance with criminal matters that are referred to law enforcement authorities ~~accomplishment of potentially criminal and non-criminal cases~~.

Ensures investigations are handled professionally and with tact~~,~~ and discretion~~, and professionalism~~.

Directs and/or conducts ~~extremely difficult, complex, and sensitive~~ investigations regarding ~~of~~ allegations of irregularities, fraud, collusion, conflicts of interest, and improprieties on the part of District employees, contractor personnel, or others in connection with District programs.

Provides ~~professional~~ advice~~,~~ and consultation, and ~~guidance and~~ makes recommendations ~~recommends~~ to the Inspector General on appropriate actions needed to correct ~~noted~~ deficiencies identified in the program or function being investigated.

Ensures that the protection, storage, and destruction of all information developed during ~~concerning the subjects of~~ investigations are done in a manner that is consistent with all relevant laws and District policies. ~~consistent with the policies of the Public Records Act and the Privacy Act.~~

Ensures that each subordinate investigator maintains investigative files in accordance with internal operating procedures.

Analyzes and reviews all preliminary and final investigative reports to ensure compliance with investigative directives, standards, and guidelines.

Manages the ~~Prepares~~ preparation of statements of fact developed in the course of the investigation for possible referral to the U.S. Attorney, Attorney General, District Attorney, or City Attorney.

Conducts in-service programs for District personnel regarding fraud prevention and awareness programs.

Develops and conducts internal programs on fraud prevention and awareness for District personnel.
Ensures that the Fraud Hotline is properly and effectively operated.
Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Assistant Inspector General, Investigations plans, directs, organizes, and reviews the functions of the Office of Investigations.

The Inspector General prevents fraud, waste, and abuse in District operations and thereby, fosters and promotes accountability, transparency, and the responsible and effective use of District resources to support the achievement of District goals and objectives. The Inspector General managers the audit and investigation functions of the District as well as other areas assigned.

~~The Assistant Inspector General, Audits plans, directs, organizes, and reviews the functions of the Office of Audits.~~

~~The Deputy Inspector General assists in the overall direction of the inspector general function and acts for the Inspector General during absence and in the exercise of delegated authority.~~

A Supervising Investigator plans, directs, organizes and supervises the investigators and investigations assigned to his/her group.

~~A Senior Investigator acts as a leader of an investigative team and plans and conducts complex and sensitive investigations regarding possible fraudulent activities.~~

SUPERVISION

General direction is received from the Inspector General ~~or Deputy Inspector General~~. ~~Work direction~~ General supervision is exercised over ~~may be given to~~ subordinate investigators and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Investigative fraud techniques
Civil and criminal law, white-collar crimes, criminal rues, rules of evidence and expert witness matters
~~Criminal law, civil law, rules of evidence, and expert witness matters~~
~~White-collar crimes~~
Principles of supervision and personnel management

Ability to:

Recognize relevant and material information
Effectively analyze and interpret data
Express sensitive and complex information clearly, in writing and orally
Prepare clear, concise, and conclusive reports
Maintain confidentiality of evidence gathered
Work effectively with a wide range of District personnel and the public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree ~~or an equivalent level of experience~~. In addition, a Certified Fraud Examiners certificate is required. ~~or at least F~~five years of civil law and/or law enforcement experience (criminal investigator or detective) is preferable ~~required~~.

Experience:

Five years of professional-level investigation or fraud auditing experience, including two years of supervisory experience.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTE

I. Management class, exempt from bargaining units.
II. Exempt from FLSA.
III. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Reestablished and Revised
02-01-12
MT

Administration Notification Date: 01-18-12

PERSONNEL COMMISSION
LOS ANGELES UNIFIED SCHOOL DISTRICT
ESTABLISHMENT OF CLASS

CASE NO. 10508

RECOMMENDATION(S):

CLASS TITLE:	EFFECTIVE DATE:
Space Utilization Analyst	February 1, 2012

GROUP, SERIES:	SALARY RANGE OR FLAT RATE/PP:
Administrative Analyst and Assistant Series and Administrative Analysis Group	$28.36825 $29.94500 $31.66750 $33.46950 $35.33775/ hour

SALARY SETTING BASIS:

Future salary movement to be based on related classes in the Administrative Analyst and Assistant Series and Administrative Analysis Group.

BACKGROUND:

The administration has requested the establishment of the proposed new class to support the District's efforts towards implementing strategic space management for District facilities.

BASES OF RECOMMENDATION:

A new classification was requested in order to support management in maximizing District space use. The incumbent in the proposed class will be responsible for managing District space utilization data through a computer-aided facilities management system. Specifically, the incumbent will:

- Collect, inventory, and categorize District spaces, utilizing provided standards.
- Maintain and update computer aided facilities management (CAFM) records for District facilities.
- Perform space analysis and provide management with recommendations on most efficient and cost effective ways to maximize use of existing space.
- Prepare information and reports to assist management with short and long-term space planning.

Additional duties and responsibilities are listed on the class description presented for approval in conjunction with this report.

The recommended salary for the proposed class is based on internal alignment considerations and external market data. Internally, the proposed classification of Space Utilization Analyst operates at a similar level of scope and responsibility as the existing Administrative Analyst classification ($35.33775/top step) in that they are both responsible for compiling and analyzing data, preparing reports, and providing recommendations to management. Externally, Personnel Commission staff surveyed several public agencies and found classes that operate at a comparable level to the proposed Space Utilization Analyst classification such as the Seminole County Public School's Facilities Analyst classification ($29.65/top step) and Boise State University's Space Planning Analyst classification ($40.52/top step). The salary distribution of public sector data indicates a salary of $36.39/hour at the 50th percentile. However, internal alignment considerations necessitate that salary recommendations based upon external market data be tempered dependent upon the salary of the District classifications operating at a comparable level of responsibility. Therefore, it is appropriate that the class be aligned with the District classification of Administrative Analyst ($28.36825– 35.33775/hour).

RULE AMENDMENT(S): None

SPACE UTILIZATION ANALYST

DEFINITION

Manages and updates facilities usage, asset, access, and capacity data in a computer-aided facilities management system.

TYPICAL DUTIES

Collects data on, inventories, and categorizes District spaces, utilizing provided standards.
Maintains and updates District site plans and records through the computer aided facilities management (CAFM) system software.
Performs space analysis and provides management with recommendations on most efficient and cost effective ways to maximize use of existing space.
Prepares information and reports to assist management with short and long-term space planning.
Develops and maintain space management drawings, incorporating architectural and systems furniture from as-built drawings in AutoCAD and enters information into CAFM.
Prepares internal guidelines and procedures related to CAFM data entry.
Assists District facilities architects and designers in inputting information into CAFM.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Space Utilization Analyst tracks the usage of District facilities through the computer-aided facilities management system and provides services to maximize the District's use of existing space.

The Director of Non-Academic Facilities Planning develops strategic plans, organizes, and coordinates activities related to facilities requirements identification and facilities planning and space allocation for the District.

SUPERVISION

General supervision is received from the Director of Non-Academic Facilities Planning. Work direction may be provided to lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

Office computer applications as related to job functions
The Building Owners and Managers Association (BOMA) or International Facilities Management Association (IFMA) methodologies and industry standards in space management
Architectural nomenclature and conventional symbols
Sources of drafting and architectural information
Major computer-aided software system such as AutoCAD, CAFM, and GIS

Ability to:

Work in a dynamic environment with multiple clients
Interpret architectural and engineering plans and drawings
Make accurate field observations
Manage data accurately and effectively
Communicate effectively both verbally and in writing

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with an associate's degree or completion of 60 semester units or 90 quarter units from a recognized college or university. Additional qualifying experience may be substituted for the required education on the basis of two years of experience for one year of education, provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Three years of experience in property accounting or facilities management using an industry recognized computer-aided facilities management system such as Geomap, Archibu, or FAMIS (Facilities Administration and Maintenance Information System).

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
02-01-12
HV

Administration Notification Date: 01-23-12