LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

AGENDA / ORDER OF BUSINESS

Council Meeting

WEDNESDAY, APRIL 18, 2012
9:00 A.M., HEARING ROOM 12-146
BEAUDRY BUILDING, 12TH FLOOR

Personnel Commission Meeting

WEDNESDAY, APRIL 25, 2012
3:00 P.M., BOARD ROOM
BEAUDRY BUILDING, 1ST FLOOR

1. Convene regular meeting. Roll call.

2. Approval of minutes of the meeting of March 28, 2012.

3. Receipt of minutes of the meeting of April 11, 2012.

CONSENT ITEMS

4. Ratification of reclassifications by Director's approval:

   a. Position at Laurel Span School, Local District 4, from Clerk ($11.18300-13.78814/hr.) to Office Technician ($11.79250-16.37700/hr.), effective July 1, 2012. (RDA 2924, Clerical Series)

   b. Position at South East High School, Division of Special Education, from Special Education Trainee ($15.46275-19.25888/hr.) to Special Education Assistant ($17.23163-21.46500/hr.), effective March 28, 2012. (RDA 1464, Instructional Assistance Series)

   c. Position at Winnetka Elementary School, Division of Special Education, from Special Education Trainee ($15.46275-19.25888/hr.) to Special Education Assistant ($17.23163-21.46500/hr.), effective March 29, 2012. (RDA 1465, Instructional Assistance Series)

5. a. Approval of Class Descriptions recommended, effective April 25, 2012:

   Facilities Access Compliance Manager
   Facilities Access Compliance Specialist
   IT Solution Technician
   Payroll Specialist III

5. Continued:

b. Authorization of field of competition in forthcoming examinations:

Class Title	Recommendation
Facilities Access Compliance Manager ($8081.44-10011.70/mo.) Facilities Access Compliance Specialist ($36.25200-44.98375/hr.) Class Descriptions dated April 25, 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.
IT Solution Technician ($25.49300-31.75363/hr.) Payroll Specialist III ($26.95713-33.57550/hr.) Class Descriptions dated April 25, 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.

6. a. Establishment of a new classification in the Division of Special Education. (Case 10488)

b. Approval of Class Description recommended, effective April 25, 2012:

Special Education Fiscal Analyst

c. Authorization of field of competition in forthcoming examinations:

Class Title	Recommendation
Special Education Fiscal Analyst ($6011.26-7491.02/mo.) Class Description dated April 25, 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.

7. a. Establishment of three new classifications in the Office of the Superintendent. (Case 10492)

   b. Approval of Class Descriptions recommended, effective April 25, 2012:

      Program and Policy Development Advisor, Budget
      Program and Policy Development Advisor, TM
      Program and Policy Development Coordinator

   c. Authorization of fields of competition in forthcoming examinations:

Class Title	Recommendation
Program and Policy Development Advisor, Budget ($8677.16-10748.40/mo.) Program and Policy Development Advisor, TM ($8677.16-10748.40/mo.) Program and Policy Development Coordinator ($7413-9179/mo.) Class Descriptions dated April 25, 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. 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

      Resident Construction Engineer

   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.

9. Reconvene regular session.

10. Report of actions taken in closed session.

REGULAR ITEMS

11. Consideration of decision on the disciplinary appeals of:

Dennise Fausto

12. Consideration of decision on the examination appeals of:

Fernando S. Canon
Michael A. Howard
Richard Nguyen
Carla Romero

13. Receipt of Personnel Commission Budget for 2012-2013 school year.

14. Receipt of Monthly Report for Examination Appeals for March 2012.

15. 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 1882
Management

FACILITIES ACCESS COMPLIANCE MANAGER

DEFINITION

Oversees and manages staff responsible for technical Americans with Disabilities Act (ADA) code compliance support during the design and construction phases on multiple projects and providing technical expertise to assist schools with accessibility accommodation requests.

TYPICAL DUTIES

Represents the Facilities Access Compliance Unit and other facilities departments on accessibility related issues including the improvement and/or implementation of accessibility protocols on new construction and existing facilities projects.

Establishes strategies to execute work and manages the overall program budget and program schedule to meet the District's program objectives.

Supervises staff in the development and execution of access compliance program objectives.

Supervises staff in the performance of site accessibility surveys during the design phase as requested and makes recommendations for implementation which includes planning, supporting project delivery methods, scheduling, budgeting, coordination, and closeout of the project with the Division of State Architect (DSA).

Provide design reviews as requested for conformance with codes.

Coordinates with District's General Counsel on all matters associated with deliverables in support of Facilities Services Division's access compliance requirements

Coordinates with the federally appointed Independent Monitor (IM)on meeting program objectives and policy and procedural matters related to the requirements of the Modified Consent Decree (MCD).

Attends meetings with the Plaintiffs' Counsel on a monthly basis to provide updates on the Facilities Division progress towards accomplishing requirements of the MCD and other access compliance matters.

Assists project team members in bid analysis, pre-construction meetings and related contract award requirements.

Coordinates with project team members, architects, and contractors in communicating directives to ensure the project scope is built to meet ADA code and contract requirements.

Responsible for preparing and writing a variety of reports on accessibility assessments and recommendations in statistical, graphic and narrative form.

Plans, organizes, directs and reports on project activities and progress to upper management.

Assists higher level project team members with administration of provisions of Professional Service Agreements between architects and the District.

Performs duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Facilities Access Compliance Manager manages staff responsible for technical Americans with Disabilities Act (ADA) code compliance support during the design and construction phases on multiple projects.

A Deputy Director of Facilities Project Execution receives administrative direction from the Director of Facilities Project Execution and exercises administrative direction over lower-level personnel.

A Facilities Access Compliance Specialist provides technical ADA code compliance support during the design phase and construction phases on multiple new construction and existing facilities projects. In addition, it also provides access compliance expertise to assist schools with accessibility accommodation requests.

SUPERVISION

Administrative direction is received from a Deputy Director of Project Execution. Supervision is exercised over lower-level personnel.

CLASS QUALIFICATIONS

Knowledge of:

- The Americans with Disabilities Act and Title 24 of the California Building Code
- School design and construction processes including contract administration
- Professional service agreements, bidding documents, and contractual requirements applicable to public works access compliance projects
- Principles of the Public Contract Code, contract law, scheduling, estimating, and construction of buildings and structures
- Construction, schedule management, budgeting, Division of the State Architect (DSA) coordination and processes, and project finalization (certification) requirements.
- Principles of organization, management and supervision
- Current software technologies utilized to survey access compliance of facilities
- Construction scheduling software such as Primavera Scheduling

Ability to:

- Effectively solve conflicts
- Plan, coordinate, and provide leadership in the construction of access compliance construction projects
- Provide effective delegation of multiple operations and evaluate operational effectiveness of contractors
- Prepare clear and concise written communications in order to support and explain decisions and recommendations
- Conduct meetings and provide effective leadership to the construction project members
- Utilize ADA electronic surveys

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in architecture, engineering, or construction management or closely related field.

Experience:

Seven years of combined experience in providing Americans with Disabilities Act (ADA) compliance or access compliance support in the construction of multiple public or educational ~~facility~~ facilities and public works projects ~~access compliance work~~ which includes application of State and federal accessibility laws, codes, and regulations; surveying existing conditions for compliance; recommending corrective actions or acceptance based on best case solutions, or working with public administrators on accessibility requests and providing accommodation solutions. Experience in a lead or management capacity is preferred.

Special:

A valid California Driver License.
Use of an automobile.

The following certifications are preferred:

A valid Certificate of Registration as a Professional Engineer by the California State Board of Registration of Civil and Professional Engineers
A valid Certified Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)
Certification as a Certified Access Specialist (CASp) by the Division of the State Architect.

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
04-25-12
LKD

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Class Code 1883
Unit D

FACILITIES ACCESS COMPLIANCE SPECIALIST

DEFINITION

Provides technical Americans with Disabilities Act (ADA) code compliance support during the design phase and construction phases on multiple new construction and existing facilities projects. Also, provides access compliance expertise to assist schools with accessibility accommodation requests under the direction of the Facilities Access Compliance Manager.

TYPICAL DUTIES

Supports and participates in the development and execution of access compliance program objectives inclusive of performing electronic site surveys and providing recommendations for implementation of recommended corrective action work and assembling the surveys for execution which includes planning, support of project delivery methods, scheduling, budgeting, coordination with Division of the State Architect (DSA), and the closeout and certification of the project with DSA.

Provides site accessibility surveys which require recommendations for accessibility improvements to Design Management during design phase.

Provides design reviews as requested for assurance of conformance with codes.

Assists project team members in bid analysis, pre-construction meetings and related contract award coordinating requirements.

Provides technical ADA compliance support for new construction and existing facility projects.

Works with the Architect during the construction phase of projects for timely and accurate responses to requests for information as requested by the project team.

Coordinates with project team members and contractors in communicating directives and ensuring the project scope is built in accordance with all applicable Americans with Disabilities Act (ADA) codes and contract requirements.

Assists in managing project budgets and schedule in accordance with District's policies and procedures.

Prepares or assists in compiling and writing a variety of reports including responses to accessibility requests and recommendations in statistical, graphic and narrative form.

Coordinates meetings between site administrators, school personnel, parents, and community representatives as needed to review barrier removal requests and provide written recommendations for corrective action work as required.

Assists with the development of standards and specifications used for training to improve the new construction and existing facilities access compliance program.

Assists higher level project team members with administration of provisions of Professional Service Agreements between architects and the District.

Performs duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Facilities Access Compliance Specialist provides technical ADA code compliance support during the design phase and construction phases on multiple new construction and existing facilitiesprojects. In addition, it also provides access compliance expertise to assist schools with accessibility accommodation requests.

The Facilities Access Compliance Manager manages staff responsible for technical ADA code compliance support during the design and construction phases on multiple projects.

The Deputy Director of Facilities Project Execution receives administrative direction from the Director of Facilities Project Execution and exercises administrative direction over lower-level personnel.

SUPERVISION

Administrative direction is received from the Facilities Access Compliance Manager. Technical direction is given to the architect, contractor, and other project-related staff.

CLASS QUALIFICATIONS

Knowledge of:

- The Americans with Disabilities Act and Title 24 of the California Building Code
- School design and construction processes including contract administration
- Professional service agreements, bidding documents, and contractual requirements applicable to public works access compliance projects
- Principles of the Public Contract Code, contract law, scheduling, estimating, and construction of buildings and structures
- Construction, schedule management, budgeting, Division of the State Architect (DSA)
- Coordination and process, and project finalization (certification) requirements.
- Principles of organization, management and supervision
- Current software technologies utilized to survey access compliance of facilities
- Construction scheduling software such as Primavera Scheduling

Ability to:

- Effectively solve conflicts
- Plan, coordinate, and provide leadership in the construction of access compliance construction projects
- Provide effective delegation of multiple operations and evaluate operational effectiveness of contractors
- Prepare clear and concise written communications in order to support and explain decisions and recommendations
- Conduct meetings and provide effective leadership to the construction project members
- Utilize ADA electronic surveys

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in architecture, engineering, or construction management or closely related field. Additional qualifying experience may be substituted for the required education on a year for year basis.

Experience:

Four years of combined experience in providing Americans with Disabilities Act (ADA) compliance or access compliance support in the construction of multiple public or educational ~~facility~~ facilities and public works projects ~~access compliance work that included~~ which includes surveying existing conditions for compliance and recommending corrective actions or acceptance based on best case solutions; or working with school administrators on student accessibility requests and providing accommodation solutions.

Special:

A valid California Driver License.
Use of an automobile.

Any of the following certifications are preferred:

A valid Certificate of Registration as a Professional Engineer by the California State Board Of Registration of Civil and Professional Engineers
A valid Certified Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI);
Certification as a Certified Access Specialist (CASp) by the Division of the State Architect.

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
04-25-12
LKD

District Notification Date: 04-12-12
Union Notification Date: 04-13-12

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Class Code 3863
Unit C

IT SOLUTION TECHNICIAN

DEFINITION

Organizes the development, implementation, and management of the local networks, servers, and computers. Designs and maintains ~~a~~ complex dynamic web sites for a division administrative office. May develop instructional videos, ~~for the purpose of staff development~~ online courses, and internet/network based solutions for use of the Division.

TYPICAL DUTIES

Performs the following duties in relation to microcomputer and local area network operations:

Manages, troubleshoots, and monitors a local network at a division administrative office.
Installs network software and establishes server access rights and security per District policies.
Maintains anti-virus software for local computers and servers.
~~Performs server anti-virus checking on a regular basis.~~
Acts as a primary liaison contact for all local network problems and contacts ITD or vendors to resolve ~~local area network~~ related ~~problems~~ issues.
Installs, configures, and troubleshoots desktop Windows and Mac computers, software, and peripheral devices.
Performs routine maintenance, service, and repair of desktop computers and related peripherals.
Designs and implements technical modifications for existing network systems with corresponding documentation.
Creates and maintains an inventory of equipment and software licenses for the department.

Performs the following duties in relation to web site maintenance:

Designs and maintains ~~Local District~~ a complex internet web site for a division administrative office, including: planning and developing site design~~,~~; creating and maintaining site the server hardware and software architecture, developing advanced site content design using ~~advanced~~ techniques such as form validation, dynamic pages, ~~direct~~ coding, web database~~s~~ creation and maintenance, web queries and reports, and server side scripting.
Monitors web site to identify and ~~resolve~~ optimize performance issues. ~~problems~~.
Uploads new and revised web pages utilizing file transfer protocol software.
May create collaborative spaces for the department.
May design logos and minor digital artwork for the use of the department.
Maintains templates and image archives.

May perform the following duties in relation to instructional videos:

Provides work direction and participates in the planning and ~~recording of~~ developing of online videos for professional development and instructional purposes.
Travels to District locations to videotape special events as requested.
Edits videos for informational programs and activities.
Composes credits, titling, and voice-overs.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An IT Solution Technician provides technical support to an administrator by developing and maintaining a complex website for a division administrative office, and organizing the development, implementation, and management of the local networks, servers, and computers.

A Computer Technologist II installs, configures, and analyzes problems of desktop computers and software, and performs maintenance, service and complex repair of desktop computers and related peripherals.

An Information Systems Support Assistant II provides technical application support, primarily with regards to basic, non-dynamic web pages and moderately complex databases, for local sites under the guidelines established by the Information Technology Division and uses systems and software provided by the Information Technology Division when possible.

SUPERVISION

General supervision is received from an administrator. Work direction may be exercised over lower-level support personnel.

CLASS QUALIFICATIONS

Knowledge of:

~~Basic~~ Intermediate level computer terminology
Principles of local area networks, including installation, maintenance, and repair of network cabling and hardware
Network operating systems, e.g., Windows ~~NT, Windows 2000, Windows 2003~~ Server 2003 and 2008
Best practices in managing microcomputer operating systems, e.g. Windows XP, Vista, 7 and OS X
Current practices, tools, and materials involved in the repair and overhaul of desktop computers and peripherals
Imaging and web site design software such as Adobe Photoshop and Macromedia Dreamweaver
Operation and maintenance of video editing and production equipment

Ability to:

Develop standards compliant markup, utilizing ~~Hand code in formats such as:~~ (x)HTML~~,~~ with CSS driven styling~~, JavaScript~~
Develop standards compliant server-side scripts, ~~Utilize server side programming tools~~ such as: ASP, PHP, Pearl, Python, SQL ~~SSI, ASP, PHP,~~ and ColdFusion

Develop standards and compliant code in traditional languages, such as ~~Perform CGI Programming in languages such as: Perl, or~~ C++ and Java
Build a relational database and utilize it on a web application
Analyze and diagnose malfunctions and perform required repairs on microcomputers and related peripherals
Design and implement technical modifications
Learn new desktop ~~computer~~ and web-based software packages
Work effectively without immediate supervision
Maintain effective working relationships with District personnel and the public
Read, interpret, and apply technical information
Communicate effectively both orally and in writing
Provide work direction to others

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, and completion of 15 college semester units (or equivalent) or five trade school courses (or equivalent) in areas such as web, database, or network development; or Windows ~~NT or 2000~~ 2003/2008 series platforms.

Experience:

Two years of experience in the installation, maintenance, and management of networks; web programming; and/or web developing. At least one year of experience in web programming and/or web developing is desirable.

Special:

A+ certification or equivalent certification
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 to change typical duties of a position at any time.

Revised
04-25-12
TH

District Notification Date: 03-23-12
Union Notification Date: 04-13-12

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Class Code 5066
Unit D

PAYROLL SPECIALIST III

DEFINITION

Plans, performs, and analyzes complex professional and technical payroll activities.

TYPICAL DUTIES

Consults with operating and management personnel in the design of payroll systems to ascertain accuracy of payroll data and report requirements and directs, facilitates, and implements new policies, procedures, and organizational governances that affect the Payroll Branch.
Confers with information technology personnel on the formulation of computerized system plans and specifications related to payroll processes.
Leads or coordinates a team of staff in the analysis, completion, and validation of complex and technical projects.
Interprets and researches proposed legislation, laws, regulations, contract provisions, and legal opinions and decisions that affect the payroll process.
Applies certificated and classified personnel regulations as well as payroll policies in determining correct payments and records and explains them to administrators, office managers, and employees.
Analyzes daily payroll inquiries from employees to resolve complaints and grievances and payroll and/or accounting-related data processing activities and recommends changes needed in processing of payroll and related data to alleviate future problems.
Provides confidential payroll information, as authorized by subpoena or supervisor, to courts, public agencies, loan and insurance companies, and other offices of the District, and attends court on behalf of the District to present the information.
Writes procedural documentation and analyzes payroll reports, workflow diagrams, work instructions, user guides, business process procedures, job aids, simulations and manuals to recommend more efficient systems.
Coordinates and maintains work schedules and reviews the work of staff.
Provides technical support, direction, and training to lower level payroll staff.
Develops and presents programs to provide training and information to administrators, time reporters, and other personnel regarding payroll procedures and problem resolution.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Payroll Specialist III analyzes the payroll system and procedures and provides technical support for Payroll Services Branch staff.

A Senior Payroll Specialist oversees and supervises the activities of multiple units within the Payroll Services Branch and monitors the payroll system and procedures used for all aspects of payroll processing in order to anticipate and resolve problems and improve payroll services.

A Payroll Specialist II performs a variety of technical and analytical duties related to the District's SAP Payroll application system and subsequent activities. The Payroll Specialist II may act as a lead in the completion of daily payroll processing cycle or special projects.

SUPERVISION

General supervision is received from a Senior Payroll Specialist and Payroll Administration Manager. Technical direction may be exercised over work performed by technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Functionality and processes of SAP Human Capital Management System
- Policies, rules, and regulations related to the States Teachers' Retirement System, Public Employees; Retirement System, and Public Agency Retirement System
- Principles, practices, and procedures of payroll administration including payroll processing, personnel assignments, time reporting, deduction control, records maintenance and documentation, and payroll accounting
- Accounting principles and procedures, with emphasis on governmental accounting
- Federal, state, local law, and District and Personnel Commission rules and regulations, and union contracts related to payroll systems, wages, salaries, fringe benefits, and deductions
- Internal Revenue Service (IRS) and Franchise Tax Board (FTB) circulators as they pertain to salary taxation
- Principles of work simplification and forms design
- Principles and techniques for designing and developing training solutions
- Research, statistical, and forecasting methods used in payroll analysis and management

Ability to:

- Plan, schedule, and coordinate the operations of complex payroll and retirement systems
- Work independently and provide leadership and technical assistance to others
- Effectively oversee the work of technical and clerical personnel
- Effectively utilize computer hardware and software in the performance of duties
- Apply research and analytical techniques to the resolution of retirement systems payroll problems
- Analyze payroll and retirement data to implement pertinent laws, policies, procedures, and practices
- Work effectively and cooperatively with District personnel and representatives of government agencies and various private organizations
- Train and provide direction to employees in systems and procedures implementation
- Prepare clear, concise instructions, reports, and recommendations
- Develop effective written and oral presentations
- Utilize Microsoft operating systems, Word, Excel, and Powerpoint

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in business administration, accounting, public administration, information systems, or a related field. Additional experience in payroll processing may be substituted for two years of the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Three years of experience in payroll processing with responsibilities in such areas as payments, deductions, personnel assignments, accounting, grievance processing, application of payroll regulations, or systems analysis. Two years of the required experience must be as a professional or lead providing work direction in utilizing the SAP Human Capital Management system.

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

Revised
04-25-12
SJ

Administration Notification Date: 04-09-12
Union Notification Date: 04-09-12

SUBJECT TO THE APPROVAL
OF THE PERSONNEL COMMISSION

PERSONNEL COMMISSION
LOS ANGELES UNIFIED SCHOOL DISTRICT
ESTABLISHMENT OF CLASS

CASE NO. 10488

RECOMMENDATION(S):

CLASS TITLE:	EFFECTIVE DATE:
Special Education Fiscal Analyst	April 25, 2012

GROUP, SERIES:	SALARY RANGE OR FLAT RATE/PP:
Financial Analysis Group, Accounting Series	$6,011.26 $6,346.22 $6,710.86 $7,094.58 $7,491.02/month

SALARY SETTING BASIS: Future salary movement to be based on related classes in the Financial Analysis Group, Accounting Series.

BACKGROUND: The Division of Special Education requested the establishment of the proposed classification to ensure they can effectively analyze, monitor, report, and expend financial responsibilities pertaining to District-wide Special Education operated programs, Special Education Local Plan Area (SELPA), and Charter-operated programs.

BASES OF RECOMMENDATION: An incumbent in the proposed class of Special Education Fiscal Analyst will assist an administrator by conducting specialized operational analysis and review, monitoring, and reporting various fiscal aspects related to SELPA. The incumbent in the proposed class will also be responsible for:

- Planning the SELPA-wide annual operational planning process activities, consisting of annual centralized budgeting, resource allocation, and year-end expenditure distributions.
- Preparing and analyzing long-term financial and statistical revenues, expenditure projections, budget alignment, and consolidated expenditure forecasts and trend analysis to review and analyze the budget.
- Analyzing federal and State legislations, Education Codes, Mandated Consent Decrees, and fiscal regulations as it relates to special education to determine fiscal implications, appropriate use of funds, and revenue maximization.
- Reviewing and analyzing the budget, policies, and programs to gain operational improvements, cost savings, establish priority on allocation of funds, and alignment of budget
- Developing criteria and assisting in fiscal scenarios for different membership options and revenue allocation models; determines the financial impact on charter schools and the District; studies and evaluates the effectiveness of each SELPA membership option, identifies opportunities for improvements; and prepares status report to the Board of Education with recommendations

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

The proposed classification and salary are based on internal alignment with the existing Principal Financial Analyst classification. The scope and level of responsibility are similar in that both classification's core concept is to analyze and plan financial matters. Therefore, the same salary level is appropriate ($6,011.26 - $7,491.02/month).

RULE AMENDMENT(S): None.

JWG/SJ
PC1A (Rev. 08/11)

Presented to the Personnel Commission on April 25, 2012.

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION

SPECIAL EDUCATION FISCAL ANALYST

DEFINITION

Assists a Special Education administrator by conducting complex operational analysis and review, monitoring, and reporting various fiscal aspects related to Special Education and Special Education Local Plan Area (SELPA).

TYPICAL DUTIES

Performs the following duties within the spectrum of various LAUSD school models and external Fiscally Independent Charter-operated programs:

- Plans the SELPA-wide annual operational planning process activities, consisting of annual centralized budgeting, resource allocation, and year-end expenditure distributions.
- Prepares and analyzes long-term financial and statistical revenues, expenditure projections, budget alignment, and consolidated expenditure forecasts and trend analysis to review and analyze the budget.
- Analyzes federal and State legislations, Education Codes, Mandated Consent Decrees, and fiscal regulations as it relates to special education to determine fiscal implications, appropriate use of funds, and revenue maximization.
- Reviews and analyzes the budget, policies, and programs to gain operational improvements, cost savings, establish priority on allocation of funds, and alignment of budget.
- Develops criteria and assists in fiscal scenarios for different membership options and revenue allocation models; determines the financial impact on charter schools and the District; studies and evaluates the effectiveness of each SELPA membership option, identifies opportunities for improvements; and prepares status report to the Board of Education with recommendations.
- Develops and maintains policies and procedures, methodologies, and processes to collect data.
- Manages processing and tracking of financial transactions, files, and records.
- Conducts research studies, ad hoc analysis, scenarios, and prepare reports regarding policies, procedures, organization structure, and other administrative, budgeting, and financial analysis needs for overall problem solving.
- Performs complex analysis independently and identifies and informs administration of potential financial impact, opportunities, and recommendation in areas, such as NPS, NPA, Per Diem, Reimbursements, and Fee For Service.
- Delivers presentations for SELPA related items such as reporting requirements, Charter Options, revenue allocation models, expenditure trends, and Special Ed funding sources.
- Analyzes and reviews data from Welligent IEP system, Special Education Integrated Processing System (SpEd IPS), California Special Education Management Information System (CASEMIS), SAP, FRDB, IFS, and COFE.
- Develops and maintains data consolidation for federal and state reporting.

Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Special Education Fiscal Analyst serves as a specialist in the Special Education Division related to financial data, analysis, projections related to District-wide Special Education operated programs, SELPA, and Charter-operated programs.

A Fiscal Services Manager supervises and participates in budget preparation and modification, expenditure analysis, and budget adjustment for schools, administrative regions, programs, or the District.

A Principal Financial Analyst serves as a specialist in financial matters and procedures related to proposal and budget preparation and modification, expenditure analysis, position control, and income forecasting for special or regular programs.

SUPERVISION

General direction is received from an Assistant Budget Director, or higher-level administrative staff. Supervision may be exercised over financial staff or clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- Federal and state legislation, fiscal regulations, guidelines, compliance, budgeting, policies and procedures as it relates to special education and SELPA
- Modified Consent Decree fiscal implications
- Accounting theory, practices, procedures, and statistical analysis
- Budgetary and cost analysis practices, procedures, and techniques.
- District specific software such as Welligent, SpEd IPS, SAP, FRDB, IFS, and COFE
- Microsoft Office

Ability to:

- Analyze and interpret regulations, laws, policies, and rules
- Devise a variety of methods, procedures, and systems to resolve budget, financial, and administrative problems
- Analyze cost information, present reports to management for executive decision making, and make recommendations
- Communicate clearly and concisely, both orally and in writing
- Work collaboratively with all levels of District personnel and external agencies
- Work independently with minimal direction
- Manage multiple tasks with effective time management skills

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university preferably with a bachelor's degree in accounting, finance, public or business administration, economics, or a related field. Professional experience in finance, budgeting, or a related field beyond that required, may be substituted for up to two years of the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met.

Experience:

Five years of professional-level experience in financial analysis, budgeting, cost accounting and/or auditing, including analysis of income and expenditure statements, budgets, or cash flow. Experience with Welligent, SpEd IPS, SAP, FRDB, IFS, and COFE is preferable.

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 abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
04-25-12
SJ

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 VARIOUS PROGRAM AND POLICY DEVELOPMENT ADVISOR POSITIONS**

RECOMMENDATIONS:

It is recommended that, effective June 11, 2012:

I. A. The classification of Program and Policy Development Advisor, Budget (Business Administrative Group, Executive/ Administrative Series) be established and future salary movement be based on that of related classes in the Business Administrative Group.

Monthly Rates

(A-basis)	$8,677.16	$9,156.28	$9,654.48	$10,191.90	$10,748.40
(E-basis)	$7,779.52	$8,209.08	$8,655.74	$9,137.57	$9,636.50

B. The Program and Policy Development Advisor position ($8,677.16-$10,748.40/month) occupied by W. Bass (EN 1009018) (PN 30338176) be reclassified to Program and Policy Development Advisor, Budget ($8,677.16-$10,748.40/month) (NEW CLASS).

C. Incumbent W. Bass (EN 1009018) may request a transfer to the reclassified position or be otherwise assigned.

II. A. The classification of Program and Policy Development Advisor, Talent Management (Business Administrative Group, Executive/Administrative Series) be established and future salary movement be based on that of related classes in the Business Administrative Group.

Monthly Rates

(A- basis)	$8,677.16	$9,156.28	$9,654.48	$10,191.90	$10,748.40
(E- basis)	$7,779.52	$8,209.08	$8,655.74	$9,137.57	$9,636.50

B. The Program and Policy Development Advisor positions ($8,677.16-$10,748.40/month) occupied by the following incumbents be reclassified to Program and Policy Development Advisor, Talent Management ($8,677.16-$10,748.40/month) (NEW CLASS).

S. Figueroa (EN 783662) (PN 30335870) H. Hrowal (EN 556964) (PN 30354667)

C. The following incumbents may request transfers to the reclassified positions or be otherwise assigned.

S. Figueroa (EN 783662) H. Hrowal (EN 556964)

III. A. The classification of Program and Policy Development Coordinator (Business Administrative Group, Executive/ Administrative Series) be established and future salary movement be based on that of related classes in the Business Administrative Group.

Monthly Rates

(A- basis)	$7,413.00	$7,819.00	$8,247.00	$8,705.00	$9,179.00
(E- basis)	$6,646.14	$7,010.14	$7,393.86	$7,804.48	$8,229.45

B. The Program and Policy Development Advisor positions ($8,677.16-$10,748.40/month) occupied by the following incumbents be reclassified to Program and Policy Development Coordinator ($7,413-$9,179/month) (NEW CLASS).

D. Carr (EN 1036522) (PN 30362892)
J. Chavira (EN 698048) (PN 30362893)
L. Gregor (EN 922132) (PN 30362897)
D. Lee (EN 1036182) (PN 30362896)
P. Sadaqatmal (EN 779151) (PN 30362895)

C. The following incumbents may request a regular appointment to the reclassified Program and Policy Development Coordinator positions in accordance with Rule 745 (Voluntary Demotion or Reduction in Status or Assigned Time) and Rule 591 (Salary Allocation at Reclassification, Reallocation or Demotion).

D. Carr (EN 1036522)
J. Chavira (EN 698048)
L. Gregor (EN 922132)
D. Lee (EN 1036182)
P. Sadaqatmal (EN 779151)

BACKGROUND:

The classification of Program and Policy Development Advisor (PPDA) was created in 2005 to serve as a technical consultant and advisor to Senior Management regarding highly complex problems having District-wide fiscal, policy, or procedural impact. It was intended to be used for one or two positions. There are currently thirteen filled PPDA positions throughout the District. The Personnel Commission administrative staff required that the positions be studied to ensure that the positions were assigned duties consistent with the classification. Staff reviewed the requested duty statements and met with the incumbents to gather and verify data regarding their current duties. The following recommendations are based on position audits of each position and a review of related internal classifications to maintain alignment.

BASES OF RECOMMENDATIONS:

1. Program and Policy Development Advisor, Budget

An incumbent in the proposed Program and Policy Development Advisor, Budget classification will be responsible for reviewing and modifying existing budget policies and practices; conceptualizing, developing, and implementing a new budget planning tool; examining and resolving policy issues related to conflicts between the District's Norm Allocation model and the implementation of per pupil funding; and authoring and submitting competitive grant and program applications supporting the roll out of the Budgeting for Student Achievement initiative.

A class description detailing the duties and responsibilities of the classification is presented for approval in conjunction with this report.

The proposed classification and salary are based on internal alignment with the existing Branch Director classification. The scope and level of responsibility are similar in that both classifications plan, organize, direct, and coordinate a variety of activities and ensure that policies and procedures are properly implemented and executed. Therefore, the same salary level is appropriate ($8,677.16-$10,748.40/month). Using the point factor evaluation system, the subject classification was evaluated at a schedule 45G in terms of responsibility, management, and accountability.

2. Program and Policy Development Advisor, Talent Management

An incumbent in the proposed Program and Policy Development Advisor, Talent Management classification will be responsible for working with senior District management and the Talent Management Division to strategize and plan the Supporting All Employees initiative; proposing changes to policy, legislation, and process improvements by reviewing relevant information; and working with the Office of Staff Relations on strategy planning around the District's collective bargaining agreements.

A class description detailing the duties and responsibilities of the classification is presented for approval in conjunction with this report.

The proposed classification and salary are based on internal alignment with the existing Branch Director classification. The scope and level of responsibility are similar in that both classifications plan, organize, direct, and coordinate a variety of activities and ensure that policies and procedures are properly implemented and executed. Therefore, the same salary level is appropriate ($8,677.16-$10,748.40/month). Using the point factor evaluation system, the subject classification was evaluated at a schedule 45G in terms of responsibility, management, and accountability.

3. Program and Policy Development Coordinator

An incumbent in the proposed Program and Policy Development Coordinator classification will be responsible for coordinating, implementing, and reviewing the non-content aspects of the initial phase of the new certificated performance evaluation system, the Educator Growth and Development cycle; capturing, analyzing, and synthesizing feedback from the participants to develop appropriate adjustments and implement changes for the current implementation and future scale up; managing and planning various projects to build out key components; and analyzing research, best practices, and data regarding teacher effectiveness in Los Angeles and across the nation.

A class description detailing the duties and responsibilities of the classification is presented for approval in conjunction with this report.

The proposed classification and salary are based on internal alignment with the existing Charter Schools Operations Coordinator classification. The scope and level of responsibility are similar in that both classifications manage, coordinate, and implement a complex program and ensure that the program's policies and procedures are properly implemented and executed. Therefore, the same salary level is appropriate ($7,413- $9,179/month). Using the point factor evaluation system, the subject classification was evaluated at a schedule 39G in terms of responsibility, management, and accountability.

JWG/PJO

c: Workforce Management
Files Unit

PROGRAM AND POLICY DEVELOPMENT ADVISOR, BUDGET

DEFINITION

Advises Senior District Management in planning, redesigning, directing, and implementing the District's Budgeting for Student Achievement initiative.

TYPICAL DUTIES

Conceptualizes, develops, implements, and directs the budget planning process.
Reviews and modifies existing budget policies and practices.
Examines and resolves policy issues related to conflicts between the District's Norm Allocation model and the implementation of per pupil funding.
Authors and submits competitive grant and program applications supporting the roll out of the Budgeting for Student Achievement initiative.
Identifies program purpose, cost, impacts, and outcomes to students for the Superintendent and leadership team.
Directs and participates in liaison and coordination activities with other units involved in decisions regarding the District's strategic initiatives.
Renders expert consultation and advice to Senior Management.
Analyzes and makes recommendations on proposed changes in State and federal legislation.
May represent the Budgeting for Student Achievement initiative before the Board of Education and its committees.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Program and Policy Development Advisor, Budget serves as a technical consultant and advisor to Senior Management on issues relating to the alignment of fiscal matters.

The Director of Budget Services and Financial Planning directs and coordinates the administration of the Budget Services, Financial Planning and Research, and School Fiscal Services Branches of the Budget Services and Financial Planning Division.

A Program and Policy Development Specialist serves as a staff assistant to Senior Management by developing, coordinating, and monitoring studies relating to instructional programs and the District's strategic plan.

SUPERVISION

The Program and Policy Development Advisor, Budget receives administrative direction from the Director of Budget Services and Financial Planning and provides administrative direction to lower-level management or administrative staff.

CLASS QUALIFICATIONS

Knowledge of:

Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
Educational theory and practice for K-12 programs
Concepts and business applications of data management systems and procedures
Proposed, pending, or existing local, county, State, and federal legislation on designated subjects pertinent to the District's budgetary and financial policies and processes
Federal and State academic accountability systems
Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures, and policies that determine public finance and reporting
Research techniques, including business statistical analysis and graphic presentation of data
State and district budget processes and dependencies
Performance metrics and benchmarking

Ability to:

Present information regarding District programs in a proactive, accurate, and media-sensitive manner
Estimate project requirements and organize resources to meet established deadlines and goals
Communicate effectively both orally and in writing
Prepare clear and concise reports
Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
Exercise independent judgment and initiative
Analyze costs and statistical data for reports and financial forecasts
Delegate and monitor a variety of tasks through subordinate staff
Analyze and evaluate the effectiveness of plans and programs
Objectively apply and review decisions
Synthesize facts, concepts, and influences that affect systems and procedures
Make, support, and explain recommendations and decisions
Evaluate procedures and problems and develop and install improvements
Analyze financial data, laws, and regulations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in finance, accounting, or public policy. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of executive or management level experience analyzing and making recommendations for the implementation of financial initiatives to improve complex programs. Experience in California K-12 school district budgeting and finance is preferable.

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 abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
04-25-12
PJO

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION

PROGRAM AND POLICY DEVELOPMENT ADVISOR, TALENT MANAGEMENT

DEFINITION

Advises Senior District Management and the Talent Management Division in strategizing, planning, directing, and implementing the District's human capital development work, including, but not limited to, the Supporting All Employees initiative.

TYPICAL DUTIES

Strategizes, plans, directs, and implements the District's human capital development work, including, but not limited to, the Supporting All Employees initiative by performing a combination of the following duties:

- Proposing changes to policy, legislation, and process improvements by reviewing economic forecasts, existing and proposed legislation, existing policies, federal and State budgets, trends, best practices in human resources and performance management, collective bargaining agreements, and any other related information.
- Leading in the development, implementation, and project management of outreach and communications for the Talent Management Division to educators, local and central District leadership, parents, families, and community partners.
- Managing, with the support of the Personnel Commission, the implementation and collection of existing support mechanisms for classified employees that align to performance rubrics.
- Liaising with the Office of Government Relations by assisting with the review and drafting of proposed State-wide legislation in support of the District's human capital development work, including, but not limited to, the Supporting All Employees initiative.
- Researching and analyzing best practices and data related to employee development and recommending ways to integrate the practices within the District.
- Developing and implementing the updated certificated and classified employee performance evaluation and individual goal-setting materials, such as the stakeholder feedback surveys.
- Directing and participating in the liaison and coordination with other units involved in decisions regarding the District's strategic initiatives.
- Rendering expert consultation and advice to Senior Management.
- Analyzing and making recommendations on proposed changes in State and federal legislation.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Program and Policy Development Advisor, Talent Management serves as a technical consultant and advisor to Senior Management on issues relating to the Supporting All Employees initiative.

The Executive Director of Talent Management directs, develops, implements, and supports District- wide employee development systems.

A Program and Policy Development Specialist serves as a staff assistant to Senior Management by developing, coordinating, and monitoring studies relating to instructional programs and the District's strategic plan.

SUPERVISION

A Program and Policy Development Advisor, Talent Management receives administrative direction from the Executive Director of Talent Management and provides administrative direction to lower-level management or administrative staff.

CLASS QUALIFICATIONS

Knowledge of:

- Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
- Educational theory and practice for K-12 programs
- Concepts and business applications of data management systems and procedures
- Proposed, pending, or existing local, county, State, and federal legislation on designated subjects pertinent to collective bargaining law and labor agreements in the District
- Federal and State academic accountability systems
- Research techniques, including business statistical analysis and graphic presentation of data
- Internal and external communication methods and outreach strategies
- Performance metrics and benchmarking
- Principles and practices of talent management, merit system provisions, organization development, and supervision
- Provisions of applicable federal and State laws, regulations, rules, and codes pertaining to personnel and collective bargaining agreements

Ability to:

- Present information regarding District programs in a proactive, accurate, and media-sensitive manner
- Estimate project requirements and organize resources to meet established deadlines and goals
- Communicate effectively both orally and in writing
- Prepare clear and concise reports
- Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
- Exercise independent judgment and initiative
- Delegate and monitor a variety of tasks through subordinate staff
- Analyze and evaluate the effectiveness of plans and programs
- Objectively apply and review decisions
- Synthesize facts, concepts, and influences that affect systems and procedures
- Make, support, and explain recommendations and decisions
- Evaluate procedures and problems and develop and install improvements

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in a social science or public policy. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of executive or management level experience implementing and managing complex talent management strategies preferably including experience with employee performance management. Experience in a California school district is preferable.

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 abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
04-25-12
PJO

PROGRAM AND POLICY DEVELOPMENT COORDINATOR

DEFINITION

Coordinates, develops, and administers the District's human capital development work, including, but not limited to, the Educator Growth and Development Cycle, Work Force analysis, and development of human capital data systems.

TYPICAL DUTIES

Coordinates and administers the implementation of the non-content aspects of the certificated performance evaluation system, the Educator Growth and Development Cycle.
Captures, analyzes, and synthesizes feedback from the field.
Manages various projects to build out key components.
Leads project teams at the central level tasked with developing recommendations and advising the District senior leadership.
Advises the local District leadership on planning for and implementing the District's strategic initiatives.
Presents information on the cycle's evaluation policies.
Coordinates with other district departments focused on planning and implementing the District's strategic operating plan, with a focus on human capital development.
Researches and analyzes best practices and data from other school districts and recommends ways to integrate the practices within the District.
Evaluates and reports on the performance of other school districts' evaluation programs.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Program and Policy Development Coordinator coordinates, plans, develops, and administers the District's human capital development work, including, but not limited to, the Educator Growth and Development Cycle.

A Program and Policy Development Advisor serves as a technical consultant and advisor to Senior Management on issues relating to the alignment of fiscal, policy, and procedural matters.

A Program and Policy Development Specialist serves as a staff assistant to Senior Management by developing, coordinating, and monitoring studies relating to instructional programs and the District's strategic plan.

SUPERVISION

General supervision is received from the Executive Director of Talent Management. Supervision may be exercised over lower-level certificated, technical, and clerical classified personnel.

CLASS QUALIFICATIONS

Knowledge of:

Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
Educational theory and practice for K-12 programs
Concepts and business applications of data management systems and procedures
Principles of training, employee evaluation, and employee relations
Collective bargaining law and labor agreements in the District
Proposed, pending, or existing local, county, State, and federal legislation on designated subjects pertinent to the District's instructional programs and policies
The development and implementation of the District's educational initiatives
Federal and State academic accountability systems
Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures, and policies that determine educational policies and practices
Research techniques, including business statistical analysis and graphic presentation of data
Instructional and educational issues
Statistical analyses and various methods of presentation

Ability to:

Assess the implementation of educational programs, based on District policy and the District's core instructional goals
Present information regarding District programs in a proactive, accurate, and media-sensitive manner
Estimate project requirements and organize resources to meet established deadlines and goals
Conduct meetings and make oral presentations
Communicate effectively both orally and in writing
Prepare clear and concise reports
Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
Exercise independent judgment and initiative

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in education, public policy, public or business administration, or a closely related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of professional level experience implementing and managing strategic initiatives in the area of education reform. Experience in the area of talent management is preferable. Experience in a California school district is preferable.

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 abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
04-25-12
PJO