



# Los Angeles County Office of Education

Serving Students ▪ Supporting Communities ▪ Leading Educators

## Personnel Commissioners

Michael J. Henry  
Dr. Sharon Dezutti  
Anita M. Ford

## PERSONNEL COMMISSION

### HYBRID PERSONNEL COMMISSION MEETING

April 20, 2023 at 10:00AM



#### TO ATTEND THE MEETING IN PERSON

Los Angeles County Office of Education – Board Room  
9300 Imperial Hwy., Downey, CA 90242



#### TO JOIN THE ONLINE MEETING

(BOTH Video and Audio)

<https://tinyurl.com/Personnel-Commission-Meeting>

Webinar ID: **826 6783 4759**

Password: **682503**



#### TO LISTEN BY TELEPHONE

(Audio ONLY)

Call: **(669) 900-9128**

Webinar ID: **826 6783 4759**

Password: **682503**



#### TO PROVIDE PUBLIC COMMENT

You may submit written public comments in person on the day of the meeting.

You may submit public comments using the Questions and Answers (Q & A) feature in the Zoom application on the day of the meeting.

You may submit written public comments or documentation by e-mail to: [Ochoa\\_Jennifer@laoe.edu](mailto:Ochoa_Jennifer@laoe.edu)

You may record a voicemail with your public comments by calling:  
**(562) 803-8366**

- Any public comment or documentation must be submitted no later than 5:00 p.m. the day before the scheduled Personnel Commission Meeting.
- Please include your name, phone number, specific agenda item, and Personnel Commission meeting date in your correspondence.
- Correspondence received shall become part of the official record.



**Los Angeles County  
Office of Education**

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# **Personnel Commission**

## **AGENDA**

**Thursday, April 20, 2023  
Personnel Commission Meeting  
Ed Center Board Room  
And as a Virtual Meeting Using  
Zoom  
10:00 a.m.**



**PERSONNEL COMMISSION MEETING**  
**Thursday, April 20, 2023**  
**Los Angeles County Office of Education**  
**Ed Center Board Room**  
**And as a Virtual Meeting Using Zoom**  
**10:00 AM**

**AGENDA**

**I. PRELIMINARY**

- A. Approval of the Minutes of the Regular Personnel Commission Meeting held on March 16, 2023.

**II. APPROVAL OF THE PROPOSED AGENDA**

**III. REQUEST TO SPEAK ON AGENDA ITEM**

**IV. REQUEST TO SPEAK ON NON-AGENDA ITEM**

**V. COMMISSIONERS/EXECUTIVE DIRECTOR DISCUSSION**

**VI. PUBLIC HEARING AND REPORTS**

- A. Twelve-Month Calendar of Events  
B. Report: Proposed 2023-2024 Personnel Commission Budget  
C. Public Hearing: 2023-2024 Personnel Commission Budget

**VII. CONSENT ITEMS**

**A. Adoption of the 2023-2024 Personnel Commission Budget**

**B. Approval of Eligibility Lists**

- |   |            |
|---|------------|
| 1. Business Intelligence Analyst                          | 03-10-2023 |
| 2. Secretary  | 03-14-2023 |
| 3. Head Start Program Manager, Interdisciplinary Services | 03-16-2023 |
| 4. Senior Typist Clerk, Bilingual Spanish                 | 03-16-2023 |
| 5. Project Management Officer                             | 03-17-2023 |
| 6. Systems Specialist                                     | 03-21-2023 |
| 7. Career Development Program Specialist                  | 03-23-2023 |
| 8. Head Start Program Manager, Quality Start              | 03-24-2023 |

9. Principal Systems Analyst	03-28-2023
10. Project Coordinator, Tobacco and Alcohol Prevention	03-29-2023
11. Assistant Payroll Manager	03-30-2023
12. Manager, ERP Application Systems	03-30-2023
13. Senior Application Developer	04-04-2023
14. Manager, Technology Services	04-10-2023

**C. Approval of Classification Items**

None

**VIII. RECOMMENDED ACTION**

A. Position Study: Head Start and Early Learning Grants Consultant

**IX. CLOSED SESSION**

None

**X. NEXT MEETING OF THE PERSONNEL COMMISSION**

The next regular Personnel Commission Meeting will be held on May 18, 2023 at 10:00 AM, Education Center – Board Room, 9300 Imperial Highway, Downey, CA and as a Virtual Meeting using Zoom.

**XI. ADJOURNMENT**

## **I. PRELIMINARY**

### **A.**

#### **APPROVAL OF THE MINUTES OF THE REGULAR PERSONNEL COMMISSION MEETING HELD ON MARCH 16, 2023**



**PERSONNEL COMMISSION MEETING**  
**Thursday, March 16, 2023**  
**Los Angeles County Office of Education**  
**Ed Center Board Room and as**  
**Virtual Meeting Using Zoom**  
**10:00 a.m.**

**MEETING MINUTES**

**Members Present**

Mr. Michael Henry, Chair  
Dr. Sharon Dezutti, Vice-Chair  
Mrs. Anita Ford, Member

**Staff Present**

Mr. Eric Rowen, Executive Director, Classified Human Resources  
Ms. Shirley Chang, Coordinator, Classified Human Resources  
Mrs. Jennifer Kirkpatrick, Senior Human Resources Analyst  
Ms. JungEun Park, Senior Human Resources Analyst  
Ms. Janlie Vuong, Human Resources Analyst II  
Ms. Celeste Arellano, Human Resources Analyst  
Mrs. Ella Gasparyan, Human Resources Analyst  
Mr. Jeff Henderson, Human Resources Analyst  
Mr. Shawn Heckler-Toyohara, Human Resources Analyst  
Ms. Jennifer Ochoa, Recording Secretary

**Others Present**

**I. PRELIMINARY**

The Meeting was called to order by Mr. Henry at 10:25 a.m.

A. Approval of the Minutes of the Regular Personnel Commission Meeting held on February 16, 2023

A MOTION was made by Mrs. Ford, SECONDED by Dr. Dezutti, to Accept and Approve the Meeting Minutes of the Regular Personnel Commission meeting held on February 16, 2023.

The MOTION Unanimously CARRIED.

**II. APPROVAL OF THE AGENDA**

A MOTION was made by Mrs. Ford, SECONDED by Dr. Dezutti, to Approve the Agenda of the regular meeting of March 16, 2023 as amended below.

Mr. Rowen pulled agenda item VII. B-2.

The MOTION Unanimously CARRIED.

**III. REQUEST TO SPEAK ON AGENDA ITEM**

None

**IV. REQUEST TO SPEAK ON NON-AGENDA ITEM**

None

**V. PERSONNEL COMMISSIONER/EXECUTIVE DIRECTOR DISCUSSION**

Mr. Rowen shared that staff recently participated in a couple of job fairs, one at Cal State Los Angeles with their Business and Economic school and the other was hosted by LACOE, and the California Council and Teacher Credentialing.

Mr. Rowen also noted that staff provided a training with the California County Superintendent's Business Advisory Council Conference on Succession Planning.

Mr. Rowen mentioned that staff will be conducting the Career Growth Workshop training for LACOE staff on PC 101.

**VI. PUBLIC HEARINGS AND REPORTS**

A. Twelve-Month Calendar of Events

Mr. Henry noted he will not be in attendance for the upcoming April and May PC meetings and asked Ms. Ochoa to look into arranging an alternate date, or suggested if need be the meetings could go on if two other Commissioners would be in attendance, or could be cancelled at the Executive Director's discretion.

**VII. CONSENT ITEMS**

**Approved Consent Items:**

**A. Approval of Eligibility Lists**

A MOTION was made by Mrs. Ford, SECONDED by Dr. Dezutti, to Ratify and Approve the Promulgation of the eligibility lists 1-10:

1. Labor Relations Associate

02-16-2023

2. Principal Auditor	02-22-2023
3. Senior Auditor	02-22-2023
4. Principal Systems Analyst	02-24-2023
5. Systems Specialist	02-24-2023
6. Principal Systems Specialist, District Support	02-28-2023
7. Secretary, Bilingual Spanish	02-28-2023
8. Senior School Clerk, Bilingual Spanish	02-28-2023
9. Senior Systems Specialist, District Support	02-28-2023
10. Senior Typist Clerk, Bilingual Spanish	02-28-2023

Mrs. Ford inquired about the data for banding versus ranking if the legislation passed.

Mr. Rowen noted he would prepare an analysis.

The MOTION Unanimously CARRIED.

**B. Approval of Classification Items**

A MOTION was made by Mrs. Ford, SECONDED by Dr. Dezutti, to Approve Classification Items as follows:

Item VII. B-2 was pulled from the Agenda.

1. Proposed New Classification: Application Database Administrator
- ~~2. Classification Specification Revision: Employee Development and Project Manager - Pulled~~
3. Classification Specification Revision: Human Resources Analyst II
4. Classification Specification Revision: Organizational Change Management Data Analyst

The MOTION Unanimously CARRIED.

**VIII. RECOMMENDED ACTION**

- A. Salary Reallocation and Classification Specification Revision: Education Community Worker and Educational Community Worker – Bilingual Spanish

A MOTION was made, by Mrs. Ford, SECONDED by Dr. Dezutti, to Approve the Salary Reallocation and Classification Specification Revision: Educational Community Worker and Educational Community Worker – Bilingual Spanish.

The MOTION Unanimously CARRIED.



**IX. CLOSED SESSION**

- A. Pursuant to Government Code Section §54957: Public Employee Performance Evaluation, Executive Director's Performance Evaluation

Mr. Henry called for a Motion to Adjourn to Closed Session.

A MOTION was made by Mrs. Ford, SECONDED by Dr. Dezutti, to Adjourn the meeting to Closed Session at 10:36 a.m.

The MOTION Unanimously CARRIED.

Mr. Henry announced that no actions or decisions would be made in Closed Session.

Mr. Henry announced that no actions or decisions were made while in Closed Session.

Mr. Henry called for a Motion to Reconvene the meeting of the Personnel Commission.

A MOTION was made by Mrs. Ford, SECONDED by Dr. Dezutti, to Reconvene the meeting of the Personnel Commission Meeting at 11:46 a.m.

The MOTION Unanimously CARRIED.

**X. NEXT MEETING OF THE PERSONNEL COMMISSION**

**Please note:** The Special Meeting scheduled for Thursday, March 30, 2023, has been canceled.

Mr. Rowen announced the cancellation of the March 30, 2023 Special Personnel Commission Meeting.

The next Personnel Commission Meeting will be held on April 20, 2023 at 10:00 AM, Education Center – Board Room, 9300 Imperial Highway, Downey, CA and as a Virtual Meeting using Zoom.

**XI. ADJOURNMENT**

A MOTION was made by Dr. Dezutti, SECONDED by Mrs. Ford, to Adjourn the regular meeting of the Personnel Commission at 11:47 a.m.

The MOTION Unanimously CARRIED

SUBMITTED BY: \_\_\_\_\_  
Eric Rowen  
Executive Director, Classified Human Resources

APPROVED BY: \_\_\_\_\_  
Mr. Michael Henry  
Personnel Commission, Chair

Approved: April 20, 2023

## **II. APPROVAL OF THE PROPOSED AGENDA FOR APRIL 20, 2023**

### **III. REQUEST TO SPEAK ON AGENDA ITEM**

## **IV. REQUEST TO SPEAK ON NON-AGENDA ITEM**

## **V. COMMISSIONERS/ EXECUTIVE DIRECTOR DISCUSSION**

## **VI. PUBLIC HEARINGS AND REPORTS**

### **A.**

## **TWELVE-MONTH CALENDAR OF EVENTS**

**PERSONNEL COMMISSION  
TWELVE- MONTH CALENDAR OF EVENTS  
APRIL 2023**

**PLEASE NOTE – ALL PC MEETINGS WILL BEGIN AT 10:00 AM  
UNTIL FURTHER NOTICE.**

<b>MAY 2023</b>	<b>JUNE 2023</b>	<b>JULY 2023</b>
18 PC Meeting	15 PC Meeting	20 PC Meeting
<b>AUGUST 2023</b>	<b>SEPTEMBER 2023</b>	<b>OCTOBER 2023</b>
17 PC Meeting	21 PC Meeting	19 PC Meeting
<b>NOVEMBER 2023</b>	<b>DECEMBER 2023</b>	<b>JANUARY 2024</b>
16 PC Meeting	21 PC Meeting	18 PC Meeting
<b>FEBRUARY 2024</b>	<b>MARCH 2024</b>	<b>APRIL 2024</b>
15 PC Meeting	21 PC Meeting	18 PC Meeting

The LACOE Channels Newsletter can be requested at: [communications@lcoe.edu](mailto:communications@lcoe.edu)



## **VI. PUBLIC HEARINGS AND REPORTS**

### **B.**

#### **REPORT: PROPOSED 2023-2024 PERSONNEL COMMISSION BUDGET**



**Los Angeles County  
Office of Education**

Serving Students • Supporting Communities • Leading Educators

## Business Advisory Services

### Annual Budget of Personnel Commission

Fiscal Year 2023-2024

**Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)**

**Los Angeles County Office of Education**

Name of Local Educational Agency (LEA)

, Los Angeles County, California.

#### Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

**Los Angeles County Office of Education, Ed Center - Board Room, 9300 Imperial Highway, Downey, CA 90242**

(Place)

on April 20, 2023 at 10:00 o'clock A M.

You are invited to attend and present your views.

  
Eric Rowen (Apr 13, 2023 08:27 PDT)

Signature of Chairman or Director of Personnel Commission

**Eric Rowen**

Print Name

**Executive Director, Classified Human Resources**

Title

#### Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting April 20, 2023

  
Eric Rowen (Apr 13, 2023 08:27 PDT)

Signature of Chairman or Director of Personnel Commission

**Eric Rowen**

Print Name

**Executive Director, Classified Human Resources**

Title

#### Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date

**Annual Financial and Budget Report**  
**Fiscal Year 2023-2024**

Name of Local Educational Agency: Los Angeles County Office of Education

Expenditure by Object	2021-2022 Actual*	2022-2023 Actual or Estimated*	2023-2024 Budget*
<b>2000 Classified Salaries <sup>(1)</sup></b>			
Commission Members <sup>(2)</sup>	\$ 3750	\$ 3750	\$ 3750
Director	983316	1134481	1313352
Secretaries, Clerks	385803	464763	494906
Other	65346.00	65346	65346
<b>3000 Employee Benefits</b>	825959	1067100	1193041
<b>Subtotal</b>	2264174	2735440	3070395
<b>4000 Supplies and Equipment Replacement</b>	22430	4587	17500
<b>5000 Operating Expenses</b>	62118	59927	98521.00
<b>6000 Equipment</b>	0	0	0
<b>Subtotal</b>	84548	64514	116021
<b>Appropriation for Contingencies <sup>(3)</sup></b>			
<b>Total Expenditures</b>	\$ 2348722	\$ 2799954	\$ 3186416

\* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.  
**For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

Personnel Commission  
Proposed Budget 2023-2024

FINAL

OBJECT		Revised Budget	Preliminary Budget	Maintenance
CODE	DESCRIPTION	2022-2023	2023-2024	\$+/-
2312	Board, Commissions, Committees	3,750	3,750	0
	<b>Subtotal</b>	<b>\$3,750</b>	<b>\$3,750</b>	<b>\$0</b>
2310	Director, Coordinator	326,828	348,948	22,120
	<b>Subtotal</b>	<b>326,828</b>	<b>348,948</b>	<b>\$22,120</b>
2410	Salaried Staff	807,653	964,404	156,751
	<b>Subtotal</b>	<b>\$807,653</b>	<b>\$964,404</b>	<b>156,751</b>
2411	Hourly Staff	382,724	409,616	26,892
2413	Confidential Staff	82,039	85,290	3,251
	<b>Subtotal</b>	<b>\$464,763</b>	<b>\$494,906</b>	<b>30,143</b>
2420	Technical Clerical Office Interns	50,846	50,846	0
2430	Technical Clerical, Office-L/T	14,500	14,500	0
2440	Non-management - O/T	-	-	0
	<b>Subtotal</b>	<b>65,346</b>	<b>65,346</b>	<b>0</b>
3212	PERS	543,903	619,329	75,426
3312	OASDI	100,698	113,443	12,745
3332	Medicare	24,206	27,236	3,030
3412	Health/Welfare Benefits	308,417	334,920	26,503
3512	SUI	8,347	3,757	-4,590
3612	Workers Compensation	\$61,265	\$79,268	18,003
3712	OPEB2	10,684	4,320	-6,364
3752	OPEB1&2 Combined	15,691	8,768	-6,923
3812	PERS Reduction	-	-	0
3912	Medical Ins Coverage Wvr-Clasf	2,000	2,000	0
	<b>Subtotal</b>	<b>\$1,075,211</b>	<b>\$1,193,041</b>	<b>117,830</b>
4310	Office & Other Supplies	10,500	10,500	0
4410	Equipment <\$4999	7,000	7,000	0
5210	Mileage	1,500	1,400	-100
5220	Travel and Conference	8,000	8,000	0
5310	Dues and Memberships	6,700	6,700	0
5622	Maintenance of Equipment	2,000	921	-1,079
5713	Intra Maintenance	1,000	1,000	0
5717	Reprographic Services	2,000	1,500	-500
5722	Postage	2,500	2,000	-500
5736	Copier Charges	2,500	2,000	-500
5880	Other Admin. Expenses (Ads)	7,000	7,000	0
5891	Contract Services (Hearings)	66,500	63,500	-3,000
5895	Contract Services (Food)	2,500	2,500	0
5920	Telephone	2,000	2,000	0
	<b>Subtotal</b>	<b>\$121,700</b>	<b>\$116,021</b>	<b>-5,679</b>
	<b>TOTAL</b>	<b>\$2,865,251</b>	<b>\$3,186,416</b>	<b>\$321,165</b>

Due to increases in salaries and benefits and the addition of one position, the personnel budget of the Office of Personnel Commission will increase in the upcoming fiscal year. The proposed overall increases have been discussed with and approved by Karen Kimmel, Chief Financial Officer, and Dr. Maria Poulin, Deputy Superintendent. Minor decreases in non-personnel budget were also made to support LACOE's greater budget reduction efforts.

## **VI. PUBLIC HEARINGS AND REPORTS**

### **C.**

#### **PUBLIC HEARING: 2023-2024 PERSONNEL COMMISSION BUDGET**



**Los Angeles County  
Office of Education**

Serving Students • Supporting Communities • Leading Educators

**Business Advisory Services**

**Annual Budget of Personnel Commission**

**Fiscal Year 2023-2024**

**Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)**

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To: Governing Board and District Administration

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(Place)

on April 20, 2023 at 10:00 o'clock A M.

You are invited to attend and present your views.

  
Eric Rowen (Apr 13, 2023 08:27 PDT)

Signature of Chairman or Director of Personnel Commission

**Eric Rowen**

Print Name

**Executive Director, Classified Human Resources**

Title

**Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission**

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting April 20, 2023

  
Eric Rowen (Apr 13, 2023 08:27 PDT)

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**Eric Rowen**

Print Name

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This report has been examined and approved by

Date \_\_\_\_\_

**Annual Financial and Budget Report**  
**Fiscal Year 2023-2024**

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<b>Total Expenditures</b>	\$ 2348722	\$ 2799954	\$ 3186416

\* Round to the nearest dollar.

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**For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

## **VII. CONSENT ITEM**

### **A.**

## **ADOPTION OF THE 2023-2024 PERSONNEL COMMISSION BUDGET**





**Los Angeles County  
Office of Education**

Serving Students • Supporting Communities • Leading Educators

**Business Advisory Services**

**Annual Budget of Personnel Commission**

**Fiscal Year 2023-2024**

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Signature of Chairman or Director of Personnel Commission

**Eric Rowen**

Print Name

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**Eric Rowen**

Print Name

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Date \_\_\_\_\_

**Annual Financial and Budget Report**  
**Fiscal Year 2023-2024**

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(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

## **VII. CONSENT ITEM**

### **B.**

## **APPROVAL OF ELIGIBILITY LISTS**

**PERSONNEL COMMISSION  
APPROVAL OF ELIGIBILITY LISTS**

**Recommendation**

The Executive Director of Classified Human Resources recommends that the Personnel Commission ratify and approve the promulgation of the following eligibility lists for the periods indicated below as outlined in Personnel Commission Rule 4230.6.A.

<u>Classification</u>	<u>Date Approved</u>
1. Business Intelligence Analyst	03-10-2023
2. Secretary	03-14-2023
3. Head Start Program Manager, Interdisciplinary Services	03-16-2023
4. Senior Typist Clerk, Bilingual Spanish	03-16-2023
5. Project Management Officer	03-17-2023
6. Systems Specialist	03-21-2023
7. Career Development Program Specialist	03-23-2023
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10. Project Coordinator, Tobacco and Alcohol Prevention	03-29-2023
11. Assistant Payroll Manager	03-30-2023
12. Manager, ERP Application Systems	03-30-2023
13. Senior Application Developer	04-04-2023
14. Manager, Technology Services	04-10-2023

As stipulated in Personnel Commission Rule Section 4230.1 A., the Personnel Director has the authority to establish an eligibility list to facilitate the orderly progress of business. All eligibility lists shall be certified at the first reasonable opportunity at the Personnel Commission meeting.

## **VII.CONSENT ITEM**

**C.**

**NONE**

## **VIII. RECOMMENDED ACTION**

### **A.**

**POSITION STUDY:  
HEAD START AND EARLY  
LEARNING GRANTS CONSULTANT**

**POSITION STUDY  
HSEL GRANTS CONSULTANT  
HEAD START & EARLY LEARNING DIVISION**

**I. RECOMMENDATION**

The Executive Director of Classified Human Resources recommends that the Personnel Commission approve the following:

1. Classification:
  - a. Reestablish the classification of Program Coordinator, Early Childhood Education
  - b. Revise and retitle the Program Coordinator, Early Childhood Education to Program Coordinator Head Start and Early Learning to reflect the current needs of the division
2. Position:
  - a. Reclassify HSEL Grants Consultant, position number 5761-01, Management Salary Schedule L - Exempt, range 76 (\$8,674 - \$10,746/monthly), to Program Coordinator, Early Childhood Education, range 80 (\$9,108 - \$11,283/monthly) of the Classified Management Salary Schedule – L Exempt
  - b. Administer a special administration for the incumbent, Ms. Lindsey Hanlon, as the duties assigned to the position does not meet the requirements of gradual accretion (Personnel Commission Rule 4210.6.A, C.1, and C.4). The effective date would be contingent upon the final selection examination process.

**II. BACKGROUND**

The incumbent, Ms. Lindsey Hanlon, submitted a position study request in November, 2022 for position number 5761-01 to assess and determine if the duties performed were outside of the scope of HSEL Grants Consultant. The supervisor, Luis Bautista, Executive Director of Head Start and Early Learning also signed the form confirming the information provided.

The position being studied is located in the division of Head Start and Early Learning (HSEL). LACOE HSEL offers a comprehensive prenatal-to-five early learning program and partners with families, communities, and providers to give children of all abilities the skills needed to succeed in school and life.

**III. FACT FINDING**

An initial fact finding interview with Ms. Hanlon was conducted by Personnel Commission staff on December 21, 2022 followed by an interview with the incumbent's supervisor, Mr. Luis Bautista, on January 18, 2023.

In the meeting with the incumbent, the position study form was reviewed and a thorough investigation into the duties deemed out of class was explored in regards to the level of responsibility, the knowledge required, any possible accretion of the duties, and the impact of the duties.

In the meeting with the supervisor, a thorough review of the findings from the incumbent interview was explored and validated by the supervisor. Mr. Bautista confirmed that a number of possible out-of-class duties including supervision of professional and clerical staff were assigned to Ms. Hanlon due to program needs.

#### **IV. ANALYSIS**

Ms. Hanlon started working as a HSEL Grants Consultant in January, 2020. As a HSEL Grants Consultant, Ms. Hanlon has a wide range of fiscal and grants responsibilities and is involved with providing consultation to all level of administrators and funding agency representatives regarding grant application, compliance, implementation, and other related issues. Although the technical responsibilities of this position are within the HSEL Grants Consultant classification, the administrative duties assigned to Ms. Hanlon vastly differentiate her position from other Head Start consultants. Ms. Hanlon has been assigned as a regular member of the Strategic Leadership Team (SLT) in the Head Start and Early Learning (HSEL) division at inception as a HSEL Grants Consultant, while no other consultant-level positions are part of SLT. As a SLT member, Ms. Hanlon regularly engages in strategic planning activities and data analyses alongside of executive and senior-level leadership in HSEL division. She also participates in frequent discussions with the management team to review delegate and program data and identify and discuss resolutions and continuous improvements. Unlike other consultants who are primarily individual contributors, Ms. Hanlon supervises both professional and clerical staff and through them, oversees division-wide administrative functions that provide the compilation, analysis, and tracking of shared data and procedures for both the delegates and grantee in all HSEL content areas. The position also provides oversight of general clerical/technical support for the policy counsel, attendance, leave, equipment, inventory, and other related administrative areas for HSEL. Furthermore, Ms. Hanlon is heavily involved in the coordination and management of specialized projects and associated budget and financials for HSEL division, a role that is not expected of a consultant-level position, but more at the level of a program coordinator.

The following is the Statement of Duties of the position.



STATEMENT OF DUTIES	CRIT	FREQ	POJ*
Advise administrators and funding agency representatives on grant compliance, resolution of implementation issues, and financials	3	3	8%
Coordinates, aggregates, analyzes, maps, and monitors census, zip code, and delegate agencies service data and makes recommendations in modifying geographical service areas based on community needs	3	3	8%
Develops and maintains partnerships to support specialized grant-funded projects and delegate agencies	3	3	8%
Establishes and implements procedures, work processes, and database systems for grant acquisition, approval, requirements, tracking, monitoring, documentation, and reporting	3	3	8%
Participate and coordinates assigned agency-wide or county-wide initiatives and projects	3	3	8%
Plans, implements, coordinates and manages specialized grant-funded projects, associated budgets, and other related activities	3	3	8%
Researches, analyzes, updates, and monitors various program data, slot changes, and funding agreements to make appropriate recommendations and support delegate agencies in meeting performance standards of the program	3	3	8%
Researches, coordinates, writes, reviews, implements, monitors, and manages grant applications and renewals	3	3	8%
Supervises and oversees professional and clerical staff and their administrative and clerical functions that support the division and the administrative unit	3	3	8%
Engages in strategic planning activities and data analyses as a regular member of Strategic Leadership Team (SLT) and works with the Executive Director and other team members to resolve issues and improve services	3	2	6%
Prepares and oversees contracts and requests for proposals/qualifications for specialized grant	3	2	6%
Researches and monitors laws and regulations related to Head Start and early education and analyzes the impact to the operations of division programs and grants	2	3	6%

Participates in meetings with the state, county, partners, and funders to provide relevant data and resolve program issues	<b>2</b>	<b>2</b>	<b>4%</b>
Leads delegate and grantee activities for federal and state reviews	<b>3</b>	<b>1</b>	<b>3%</b>

\*POJ = "Part of Job" as a function of criticality and frequency.  
POJ total may differ from 100% due to rounding.

The following is the Factor Evaluation Summary.

<b>Factor</b>	<b>Description</b>
<b>Knowledge Required</b>	Knowledge of a wide range of concepts, principles, and practices of a professional or administrative occupation, such as would be gained through extended study or experience, and skill in applying this knowledge to difficult and complex work assignments. OR A comprehensive, intensive, practical knowledge of a technical field, and skill in applying this knowledge to the development of new methods, approaches, or procedures.
<b>Supervisory Controls</b>	The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.
<b>Guidelines</b>	Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.
<b>Complexity</b>	Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning such things as interpretation of considerable data, planning of the work, or refinement of the methods and techniques to be used.
<b>Scope and Effect</b>	The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions. The work product or service affects a wide range of agency activities, major activities or industrial concerns, or the operation of other agencies.
<b>Personal Contacts</b>	The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting. For example, the contacts are not established on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact. Typical of contacts at this level are those with people in their capacities as attorneys; contractors; or representatives of professional organizations, the news media, or public action groups.
<b>Purpose of Contacts</b>	The purpose is to plan, coordinate, or advise on work efforts, or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

<b>Physical Demands</b>	The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts; or driving an automobile. No special physical demands are required to perform the work.
<b>Work Environment</b>	The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

After conducting a FES analysis and reviewing the results, staff found that the incumbent is performing work above the consultant level and similar to that of a program coordinator. The following is an internal FES and salary comparison of classifications similar to the type and level of work performed by the incumbent:

#### Internal Agency Salary Information

<b>Occupational Hierarchy</b>	<b>Classification</b>	<b>Range (MGMT-Exempt)</b>	<b>Monthly Salary</b>
Administrative Management	Program Coordinator	80	\$9,108 - \$11,283
Administrative Management	Nutrition and Wellness Coordinator	80	\$9,108 - \$11,283
Administrative Management	<i>Program Coordinator, Early Learning Education (proposed)</i>	80	\$9,108 - \$11,283

Staff recommends the initial salary placement for the reclassification be based on internal alignment at range 80, \$9,108 - \$11,283/monthly, of the Classified Management Salary Schedule L – Exempt.

#### V. SUMMARY AND CONCLUSION

Although the incumbent is found to be working out-of-class at the program coordinator level, staff is not able to find evidence of gradual accretion of duties. The administrative and supervisory responsibilities are assigned to the position at a given point in time; such duties cannot be accreted. Staff recommends to reestablish the Program Coordinator, Early Learning Education with revisions and retitle and reclassify the HSEL Grants Consultant, position number 5761-01, to the Program Coordinator, Early Learning Education pending the results of a competitive examination.

#### VI. FISCAL IMPACT

The fiscal impact of a reallocation from range 76 to range 80 at the fifth step would be \$537 monthly and \$6,444 annually. The difference in benefits cost would be \$252 monthly and \$3,019 annually. Total fiscal impact would be \$789 monthly and \$9,463 annually.

**LOS ANGELES COUNTY OFFICE OF EDUCATION  
PROGRAM COORDINATOR, HEAD START AND EARLY CHILDHOOD  
EDUCATION LEARNING**

**DEFINITION**

Under administrative direction, coordinates and provides technical, specialized, consultative and advisory ~~planning assessment~~ services for **specialized grant-funded programs in Head Start and early childhood education learning; researches, develops, and manages grant program applications and renewals;** and plans, organizes, develops, recommends and evaluates programs, processes, ~~and procedures and products~~ **for continuous improvement.**

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from other **coordinator** classes in the following ways: Requires specialized subject matter expertise in **Head Start and early learning** ~~early childhood education~~ programs and services, as well as extensive, directly related experience which can be applied to the research, evaluation and recommendation of solutions concerning ~~educational programs~~ **specialized grant-funded programs and related activities.**

**SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by ~~higher level management and administrative personnel~~ **the Executive Director, Head Start and Early Learning.** Responsibilities may include ~~technical functional~~ supervision of professional, technical and clerical personnel.

**EXAMPLES OF DUTIES** – The classification specification provides a summary of the typical job duties performed, along with the general nature and level of work performed by employees in this classification. Duties may include, but are not limited to the following:

- **Researches, coordinates, writes, reviews, implements, monitors, and manages grant- funded program applications and renewals**
- **Plans, implements, ~~coordinates and administers~~ manages specialized grant-funded ~~early childhood education~~ initiatives, projects, programs and services**
- **Assesses and evaluates program and service effectiveness based on program data and analyses**
- **~~Prepares, administers, and coordinates~~ Manages and oversees program budgets and expenditures**
- **Prepares and oversees contracts and requests for proposals/qualifications for specialized grants**
- **Establishes and implements procedures, work processes, and database systems for grant acquisition, approval, requirements, tracking, monitoring, documentation, and reporting**
- ~~Plans, schedules, and arranges for a wide distribution of information~~

- regarding training workshops, seminars, conferences, and meetings
- Advises and assists **administrators and funding agency representatives on grant compliance, resolution of implementation issues, and financials** participating school and non-school agencies to plan, develop, and organize programs
- **Develops and maintains partnerships to support specialized grant-funded programs and delegate agencies**
- Serves on advisory committees **and participates in meetings with the state, county, partners, and funders to provide relevant data and resolve program issues**
- **Leads delegate and grantee activities for federal and state reviews**
- Provides leadership in the **research, interpretation, and application, and monitoring** of state and federal laws and regulations pursuant to area of responsibility
- **Researches, analyzes, updates, and monitors various program data, slot changes, and funding agreements to make appropriate recommendations and support delegate agencies in meeting performance standards of the program**
- **Coordinates, aggregates, analyzes, maps, and monitors census, zip code, and delegate agencies service data and makes recommendations in modifying geographical service areas based on community needs**
- **Engages in strategic planning activities and data analyses as a regular member of Strategic Leadership Team (SLT) and works with the Executive Director and other team members to resolve issues and improve services**
- Performs related duties as assigned

## **JOB REQUIREMENTS**

**Knowledge of:** Relevant guidelines and best practices of early childhood educational programs; applicable sections of the California Education Code, California Administrative Code, and policies, rules and regulations of the Los Angeles County Office of Education; strength-based approaches; training, program development, group facilitation, and consultation; public and private funding sources, funding acquisition procedures and expenditure regulations; effective management and administrative techniques regarding program planning, budgeting, and implementation; program assessment, design, and evaluation procedures; principles of implementing diversity in the workplace; operations of applicable computer hardware and software.

- **Applicable laws, codes, and regulations including California Education Code, Federal and State program regulations and policies that apply to the management and administration of Head Start/Early Head Start and California Department of Education (CDE) funded programs**

- Applicable procedures related to CDE's Preschool Development Grant and Quality Counts California/Quality Start Los Angeles
- Process and procedure in developing and writing grant proposals
- Management methods in order to improve the effectiveness and efficiency of workflow and reporting procedures
- Quantitative statistical methods and concepts such as descriptive statistics, correlations, and ANOVA
- Qualitative research methods and the integration of quantitative and qualitative analyses
- Microsoft Office Word, Excel, PowerPoint, and other MS applications
- Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

**Ability to:** Plan and organize multiple projects simultaneously; incorporate methods of ensuring accuracy and thoroughness in completing assignments; accurately present technical information; analyze complex problems and recommend viable solutions; demonstrate resourcefulness in creating and implementing new and imaginative practices and ideas; communicate effectively, orally and in writing; establish and maintain effective working relationships with a variety of individuals, groups and organizations; operate a personal computer; model communication and interaction that respect and include all individuals and their languages, abilities, religions and cultures.

**Core Competencies:**

- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative and/or qualitative data
- Decision Making – Choosing optimal courses of action in a timely manner
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Professional & Technical Expertise – Applying technical subject matter to the job
- Oral Communication – Engaging effectively in dialogue
- Writing – Communicating effectively in writing
- Customer Focus – Attending to the needs and expectation of customers
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Group Facilitation – Enable constructive and productive group interaction
- Managing Performance – Ensuring superior individual and group performance
- Business Process Analysis – Defining, assessing, and improving operational processes and workflow

- **Project Management** – Planning and tracking projects to ensure they are on-time, on-budget, and achieve their objectives
- **Cultural Proficiency** – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures

**PHYSICAL DEMANDS AND WORK ENVIRONMENT** – This summary provides examples of the typical physical demands and work environment of this classification.

**Physical Demands:**

- Remains in a stationary position to perform desk work
- Lifts items such as binders and documents weighing less than 10 pounds without assistance
- Carries items such as binders and documents weighing less than 10 pounds without assistance
- Uses hands, wrists, and fingers repetitively to type and operate office equipment
- Rotates the head right or left from a neutral position to review work materials
- Exchanges information with co-workers and customers regarding work-related matters
- Uses near visual acuity at 20 inches or less to operate desktop or laptop computer

**Work Environment:**

- Works in an indoor, climate-control environment
- Requires frequent travel by car or plane

**MINIMUM QUALIFICATIONS**

**Experience:** Five years of experience in program **and grant** development and administration in the field of early childhood education.

**Education:** Bachelor's degree ~~with upper-level coursework in early childhood education, child development, education, educational psychology~~ **business administration, public administration, social science, or a other fields** closely related ~~field~~ **to the job requirements of this classification** from an institution of higher learning ~~accredited by a regional accrediting organization~~ recognized by the Council of Higher Education Accreditation. **Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.**

**Additional Requirements/Information:** Positions in this classification require frequent traveling to various sites in the Los Angeles County and overnight traveling to Sacramento and to national conferences, committees, and

**meetings. A valid California driver's license and the availability of private transportation or the ability to obtain transportation between job sites is required.**

**CLASSIFICATION APPROVED BY PERSONNEL COMMISSION ON: July 16, 2009**

**Abolished on: October 20, 2016**

**Proposed Reestablishment: April 20, 2023**



**LOS ANGELES COUNTY OFFICE OF EDUCATION  
PROGRAM COORDINATOR, HEAD START AND EARLY LEARNING**

**DEFINITION**

Under administrative direction, coordinates and provides technical, specialized, consultative and advisory services for specialized grant-funded programs in Head Start and early learning; researches, develops, and manages grant program applications and renewals; and plans, organizes, develops, recommends and evaluates programs, processes, and procedures for continuous improvement.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from other coordinator classes in the following ways: Requires specialized subject matter expertise in Head Start and early learning programs and services, as well as extensive, directly related experience which can be applied to the research, evaluation and recommendation of solutions concerning specialized grant-funded programs and related activities.

**SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by the Executive Director, Head Start and Early Learning. Responsibilities include supervision of professional, technical and clerical personnel.

**EXAMPLES OF DUTIES** – The classification specification provides a summary of the typical job duties performed, along with the general nature and level of work performed by employees in this classification. Duties may include, but are not limited to the following:

- Researches, coordinates, writes, reviews, implements, monitors, and manages grant-funded program applications and renewals
- Plans, implements, coordinates and manages specialized grant-funded initiatives, projects, programs and services
- Assesses and evaluates program and service effectiveness based on program data and analyses
- Manages and oversees program budgets and expenditures
- Prepares and oversees contracts and requests for proposals/qualifications for specialized grants
- Establishes and implements procedures, work processes, and database systems for grant acquisition, approval, requirements, tracking, monitoring, documentation, and reporting
- Advises and assists administrators and funding agency representatives on grant compliance, resolution of implementation issues, and financials
- Develops and maintains partnerships to support specialized grant-funded programs and delegate agencies
- Serves on advisory committees and participates in meetings with the state, county, partners, and funders to provide relevant data and resolve program issues

- Leads delegate and grantee activities for federal and state reviews
- Provides leadership in the research, interpretation, application, and monitoring of state and federal laws and regulations pursuant to area of responsibility
- Researches, analyzes, updates, and monitors various program data, slot changes, and funding agreements to make appropriate recommendations and support delegate agencies in meeting performance standards of the program
- Coordinates, aggregates, analyzes, maps, and monitors census, zip code, and delegate agencies service data and makes recommendations in modifying geographical service areas based on community needs
- Engages in strategic planning activities and data analyses as a regular member of Strategic Leadership Team (SLT) and works with the Executive Director and other team members to resolve issues and improve services
- Performs related duties as assigned

## **JOB REQUIREMENTS**

### **Knowledge:**

- Applicable laws, codes, and regulations including California Education Code, Federal and State program regulations and policies that apply to the management and administration of Head Start/Early Head Start and California Department of Education (CDE) funded programs
- Applicable procedures related to CDE's Preschool Development Grant and Quality Counts California/Quality Start Los Angeles
- Process and procedure in developing and writing grant proposals
- Management methods in order to improve the effectiveness and efficiency of workflow and reporting procedures
- Quantitative statistical methods and concepts such as descriptive statistics, correlations, and ANOVA
- Qualitative research methods and the integration of quantitative and qualitative analyses
- Microsoft Office Word, Excel, PowerPoint, and other MS applications
- Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

### **Core Competencies:**

- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative and/or qualitative data
- Decision Making – Choosing optimal courses of action in a timely manner
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Professional & Technical Expertise – Applying technical subject matter to the job

- Oral Communication – Engaging effectively in dialogue
- Writing – Communicating effectively in writing
- Customer Focus – Attending to the needs and expectation of customers
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Group Facilitation – Enable constructive and productive group interaction
- Managing Performance – Ensuring superior individual and group performance
- Business Process Analysis – Defining, assessing, and improving operational processes and workflow
- Project Management – Planning and tracking projects to ensure they are on-time, on-budget, and achieve their objectives
- Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures

**PHYSICAL DEMANDS AND WORK ENVIRONMENT** – This summary provides examples of the typical physical demands and work environment of this classification.

**Physical Demands:**

- Remains in a stationary position to perform desk work
- Lifts items such as binders and documents weighing less than 10 pounds without assistance
- Carries items such as binders and documents weighing less than 10 pounds without assistance
- Uses hands, wrists, and fingers repetitively to type and operate office equipment
- Rotates the head right or left from a neutral position to review work materials
- Exchanges information with co-workers and customers regarding work-related matters
- Uses near visual acuity at 20 inches or less to operate desktop or laptop computer

**Work Environment:**

- Works in an indoor, climate-control environment
- Requires frequent travel by car or plane

**MINIMUM QUALIFICATIONS**

**Experience:** Five years of experience in program and grant development and administration in the field of early childhood education.

**Education:** Bachelor's degree in education, business administration, public administration, social science, or other fields closely related to the job

requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

**Additional Requirements/Information:** Positions in this classification require frequent traveling to various sites in the Los Angeles County and overnight traveling to Sacramento and to national conferences, committees, and meetings. A valid California driver's license and the availability of private transportation or the ability to obtain transportation between job sites is required.

**CLASSIFICATION APPROVED BY PERSONNEL COMMISSION ON: July 16, 2009**  
**Abolished on: October 20, 2016**  
**Proposed Reestablishment: April 20, 2023**

**LOS ANGELES COUNTY OFFICE OF EDUCATION  
HEAD START & EARLY LEARNING GRANTS CONSULTANT**

**DEFINITION**

Under general direction, reviews early learning industry to leverage resources for school readiness outcome; seeks, develops, and writes grants opportunities for Head Start and Early Learning division; provides consultation and technical assistance to delegate agencies with funding applications; analyzes and tracks geographical service areas of delegate agencies and other grantees of Head Start and early learning programs; performs various administrative duties to support the workforce development and staffing needs of the division and delegate agencies; and assists with coordination of specialized projects.

**DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from other Head Start Consultant classifications in that it develops, writes, interprets, and provides consultation on Head Start and Early Learning grants and that it develops, plans, and implements special projects to reduce gaps and ensure uninterrupted program services to children and families. Other Head Start Consultant classifications are content area experts in areas such as health, mental health, disability services, and child development.

**SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by a higher-level administrator. Responsibilities may include direct supervision of clerical staff.

**EXAMPLES OF DUTIES** – The classification specification provides a summary of the typical job duties performed, along with the general nature and level of work performed by employees in this classification. Duties may include, but are not limited to, the following:

- Plans, implements, and manages small grant-funded projects related to Head Start and early learning
- Provides special project oversight to ensure reporting and evaluation for funding sources
- Researches, monitors, writes, and manages grant application processes to secure new funding from private, county, state, and federal grantors for Head Start & Early Learning division
- Develops and maintains partnerships to support delegate agencies in specialized areas
- Develops, updates, and manages the effectiveness of the policies and procedures in assigned areas
- Reviews and evaluates new delegate agency proposals with Strategic Leadership Team (SLT)
- Assists in the development of templates and rubrics for delegate agency funding applications and delegate agency qualification reviews
- Coordinates with division staff and assists with the start-up implementation of grants

- Plans, schedules, assigns, reviews, and evaluates the work performed by clerical support staff
- Develops contracts and oversees professional experts to ensure quality service and proper payment
- Coordinates, aggregates, analyzes, maps, and monitors census, zip code, and delegate agencies service data and makes recommendations in modifying geographical service areas based on community needs to minimize breaks in program services for the children and families
- Monitors and updates Head Start Enterprise System and Head Start Agency and Referral System (HARS) with delegate agency operating hours, facility, and program information
- Researches, analyzes, and tracks staffing, personnel, and program data from the division and delegate agencies to make recommendations and support delegate agencies in meeting performance standards of the program
- Coordinates, facilitates, and tracks delegate agency appeals to ensure that the team meets the timeline of the process
- Provides technical assistance, such as training, consulting, and developing resources for delegate agencies, by working collaboratively with Head Start Early Learning Outcomes and Workforce and Professional Learning teams
- Participates in delegate agency close out team and facilitates the implementation of activities
- Coordinates the activities and schedules of the Office of Head Start or California Department of Education (CDE) review with division and delegate agencies staff
- Participates and represents the division in federal and state workgroups related to Quality Start Los Angeles and/or providers of Head Start and Early Learning
- Researches proposed laws and regulations in Head Start and early education field, analyzes the impact to the operations of division programs, and develops policy positions
- Participates in special initiatives that encourage, guide, and support Head Start parents in the Early Childhood Education (ECE) workforce and career pathway
- Assists with special monitoring reviews for delegate agencies
- Performs related duties as assigned

## **JOB REQUIREMENTS**

### **Knowledge:**

- Applicable laws, codes, and regulations including federal and state program regulations and policies that apply to the management and administration of Head Start/Early Head Start and California Department of Education funded programs
- Applicable procedures related to CDE's Preschool Development Grant and Quality Counts California / Quality Start Los Angeles

- Process and procedure in developing and writing grant proposals
- Establish and implementation of community partnerships to leverage resources
- Method of geospatial mapping and overlaying various types of data onto a map
- Quantitative statistical methods and concepts such as descriptive statistics, correlations, and ANOVA
- Qualitative research methods and the integration of quantitative and qualitative analyses
- Microsoft Office Word, Excel, PowerPoint, and other MS applications
- Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

### **Core Competencies:**

- Analyzing and Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Industry Monitoring – Grasping the external political, economic, competitive, and social factors affecting the industry
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Professional & Technical Expertise – Applying technical subject matter to the job
- Using Technology – Working with electronic hardware and software applications
- Action & Results Focus – Initiating tasks and focusing on accomplishment
- Adaptability – Responding positively to change and modifying behavior as the situation requires
- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Oral Communication – Engaging effectively in dialogue
- Presentation Skill – Formally delivering information to groups
- Writing – Communicating effectively in writing
- Customer Focus – Attending to the needs and expectation of customers
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Influencing – Affecting or changing others' positions and opinions
- Project Management – Planning and tracking projects to ensure they are on-time, on-budget, and achieve their objectives
- Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures

**PHYSICAL DEMANDS AND WORK ENVIRONMENT** – This summary provides examples of the typical physical demands and work environment of this classification.

**Physical Demands:**

- Remains in a stationary position to perform desk work
- Lifts items such as binders and documents weighing less than 10 pounds without assistance
- Carries items such as binders and documents weighing less than 10 pounds without assistance
- Uses hands, wrists, and fingers repetitively to type and operate office equipment
- Rotates the head right or left from a neutral position to review work materials
- Exchanges information with co-workers and customers regarding work-related matters
- Uses near visual acuity at 20 inches or less to operate desktop or laptop computer

**Work Environment:**

- Works in an indoor, climate-control environment
- Requires frequent travel by car or plane

**MINIMUM QUALIFICATIONS**

**Experience:** Four years of experience developing, writing, and tracking grants in a Head Start program or similar early childhood education agency providing services to low income families, or operating in a capacity to support the development and design of policies and legislation for ECE.

**Education:** A bachelor's degree in education, business administration, public administration, social science, or other fields closely related to the job requirements of this classification from an institution of higher learning accredited by a regional accreditation association as recognized by the Council for Higher Education. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

**Equivalency Provision:** A master's degree or equivalent graduate-level coursework towards a degree in the field of education, business administration, public administration, social science, or other fields closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation, may substitute for one year of required experience. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.



**Additional Requirements/Information:** Positions in this classification require frequent traveling to various sites in the Los Angeles County and overnight traveling to Sacramento and to national conferences, committees, and meetings. A valid California driver's license and the availability of private transportation or the ability to obtain transportation between job sites is required.

**CLASSIFICATION APPROVED BY PERSONNEL COMMISSION:**

**January 23, 2020**

**Revised: June 12, 2020**

**Revised: June 17, 2021**

**Revised: February 17, 2022**

## **IX. CLOSED SESSION**

**A.**

**NONE**

## **X. NEXT MEETING OF THE PERSONNEL COMMISSION**

## **PERSONNEL COMMISSION**

### **NEXT MEETING OF THE PERSONNEL COMMISSION**

The next regular Personnel Commission Meeting will be held on May 18, 2023, at 10:00 AM, Education Center – Board Room, 9300 Imperial Highway, Downey, CA and as a Virtual Meeting using Zoom.

## **XI. ADJOURNMENT**