

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS DESCRIPTION
Confidential

Class Codes

STAFF ASSISTANT TO BOARD MEMBERS I	5980
STAFF ASSISTANT TO BOARD MEMBERS II	5979
STAFF ASSISTANT TO BOARD MEMBERS III	5981
STAFF ASSISTANT TO BOARD MEMBERS IV	5992
STAFF ASSISTANT TO BOARD MEMBERS V	5983
STAFF ASSISTANT TO BOARD MEMBERS VI	5984

DEFINITION

Represents a Board Member in communication with constituents, employees and representatives of governmental agencies and conducts studies in a variety of areas, such as operating procedures, legislation, communications, systems design and analysis, budgetary and fiscal matters, facilities and equipment evaluation, and experimental programs and prepares and presents recommendations to a Board Member.

TYPICAL DUTIES

Under the direction of the supervising Board Member:

- Represents a Board Member in meetings with administrators, representatives of other agencies, parents, students and the public.
- Investigates concerns and resolves problems brought to the Board Member's attention and addresses administrative details.
- Consults with senior management and other District staff members regarding items of interest or concern to a Board Member.
- Conducts extensive studies in the following areas: organization, staffing, communications, work distribution and work flow, program evaluation, systems and procedures, surveys, and general administrative matters.
- Evaluates alternative administrative systems required to conduct District programs and supply support services.
- Provides information to District personnel, community groups, educational agencies, and the public concerning District policies and procedures.
- Composes, edits, and coordinates the presentation and publishing of reports, bulletins, reference lists, correspondence, research documents, and procedures, or reviews reports prepared by others prior to forwarding to the administration.
- Investigates and recommends ways to disseminate research findings to users within the District.
- Schedules and plans the sequence for development of research programs and organizational goals and objectives, including criteria for evaluating organizational performance.
- Consults with data processing personnel to define information systems requirements or problems and coordinates the installation and utilization of data processing equipment.
- Prepares analyses of cost proposals, budgets, and other facets of financial management.

May analyze and make recommendations in regard to legislation and draft proposed legislation.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Staff Assistant to Board Members represent a Board Member and independently conducts studies and makes recommendations regarding work methods, organization, management planning, systems analysis, and procedures and policy development. The designated level of a position is determined by the complexity of duties and the level of responsibility assigned by the Board Member. Incumbents in the proposed classification will be employed in accordance with the provisions of Education Code Section 45112.

An Administrative Assistant to Board Members performs administrative duties of a highly responsible nature under the direction of a Member of the Board of Education; exercises judgment, discretion, and tact in dealing with the public; and assists the Board Member in administrative detail.

SUPERVISION

General direction is received from a member of the Board of Education. Supervision may be exercised over lower-level staff analysts and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration, particularly as related to organization and management, planning, research and budget
- Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures, and policies
- Research techniques, including business statistical analyses and graphic presentation
- Data processing systems as they relate to administrative analysis and developing management systems
- Principles of work simplification and forms designs

Ability to:

- Work effectively with all levels of District employees and the public
- Make effective oral presentations
- Plan, conduct, and evaluate studies of administrative and financial systems
- Conduct investigations and analyze systems, methods, and procedures
- Write clear, concise reports, incorporating statistical methods when required
- Analyze and interpret rules, regulations, and policies
- Analyze and review organization plans, legislation, and other items

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably including courses in organization and management, accounting, finance, liberal arts, political science, economics, and research techniques and statistics.

Experience:

 * minimum years of experience in an administrative or staff position with responsibility for such activities as policy analysis, financial analysis, communications, strategic planning, and report writing.

- Level I - no experience required
- * Level II - 6 months
- Level III - one year
- Level IV - two years
- Level V - three years
- Level VI- four years

Special:

Some positions may require bilingual skills and/or the use of an automobile and a valid California Driver License.

SPECIAL NOTE

Incumbents employed under the provisions of Education Code Section 45112.

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

New Class
and Revised
09-02-09
PJO