

INTER-OFFICE CORRESPONDENCE
Los Angeles Unified School District

TO: Central and Local District Offices

DATE: October 17, 2008

FROM: Ramon C. Cortines
Sr. Deputy Superintendent

SUBJECT: REQUEST FOR CHANGES IN ASSIGNMENTS AND SALARIES

I have initiated a process to review central and Local District office requests to open new positions, fill vacant positions, augment salaries, and promote staff regardless of funding. We must make tough decisions now on how to responsibly spend our funds in order to meet the needs of our schools and fulfill our financial obligations.

Specially funded, Certificates of Participation (COPS), and Bond funded positions are not exempt. School-based, Board Reports, School Police Officer and Bus Driver positions are exempt. In addition, new positions for the Facilities Services Division that were formerly occupied by consultants and have been reviewed by the Personnel Commission are exempt.

The Human Resources Division and Personnel Commission will forward all requests on a bi-weekly basis to a review committee. Staff will notify the administrator immediately upon receipt of the approval/disapproval of the request.

Please use the attached form to request staff changes. The current process to request professional expert assignments will remain the same. Any appeals on denied requests must be submitted in writing.

Please call Sarah Walters at (213) 241-2051 for questions regarding certificated staffing and Wendy Guzman at (213) 241-7800 for classified.

yv

Attachment

c: Vivian Ekchian
Wendy Macy

Los Angeles Unified School District

Request for Staffing Change

Please use this form to request any of the following actions:

- | | |
|---|---|
| <input type="checkbox"/> Create a new position (please attach RPA) | <input type="checkbox"/> Fill an existing position (please attach RPA) |
| <input type="checkbox"/> Reclassify a position/classification upward | <input type="checkbox"/> Reallocate the salary of a position/class upward |
| <input type="checkbox"/> Open a substitute, relief or limited term assignment | <input type="checkbox"/> Certification Differential (classified only) |
| <input type="checkbox"/> Scarcity Differential (classified only) | |

Current/Most Recent Incumbent (if applicable)	Branch/Division	
Class Title/Class Code	Bargaining Unit	Maximum Salary Range/Schedule
Location Name	Location Code	Funding Source

Please attach responses to the following questions on a separate sheet of paper:

1. Identify at a minimum ten typical duties that will be assigned to this position. (Please do not copy from the class description.)
2. An organization chart with the position and supervisor indicated. If upgrading a position or closing a position to open a new one, please indicate that on the organizational chart.
3. What are the program efficiencies that will be gained by this request, e.g., cost savings?
4. How are the responsibilities of this position currently being fulfilled?
5. If opening a new position, please identify the funding source.

Requested By:

Branch/Section Head	Date	Division Head/Local District Supt.	Date
Contact Person	Phone	Fax & E-mail	

Request for Personnel Action (RPA) forms can be found at: www.teachinla.com

SUBMIT CERTIFICATED REQUESTS TO: Sarah Walters, Human Resources, 14th Floor, (213) 241-2051

SUBMIT CLASSIFIED REQUESTS TO: Wendy Guzman, Personnel Commission, 12th Floor, (213) 241-7800