

EXHIBIT F

POSITION DESCRIPTIONS

Los Angeles Unified School District

Los Angeles Unified School District

EXHIBIT F - POSITION DESCRIPTIONS

The following descriptions provide a general overview of the typical duties and the minimum experience, education, and capabilities deemed necessary to successfully perform services required for each position. The District reserves the right to modify, substitute or waive qualifications at any time in the best interest of the District.

Note: Additional positions related to accomplishing the scope of services, although *not specifically listed herein, may be added at the discretion of the District*. The District reserves the right to a) add or delete positions; b) amend, modify or change current position descriptions at any time.

Regional Construction Director

Duties:

- Develops, establishes, and administers policies for the operation of an assigned Regional Area for the Construction Branch
- Develops, assigns, and monitors performance of Construction Managers or Regional Project Manager, Resident Construction Engineers and assigned subordinate project offices relative to construction program requirements
- Manages Facilities new school construction and modernization projects totaling less than \$1M to \$50M+
- Responsible to deliver construction projects on schedule and within budget
- Reviews status and provides management reports relative to overall progress relative to construction project delivery schedules
- Reviews status and provides management reports relative to scheduling, cost control, staffing and other related construction contract requirements
- Reviews and inspects construction site offices to assess performance of construction teams and adherence to legal requirements
- Coordinates with District management personnel and organizational departments such as
- Environmental Health & Safety, Facilities Program Management, Facilities Planning & Development, Facilities Design, Facilities Contract Administration, Facilities Support Services, Maintenance & Operations, and Local Districts to solve construction related issues
- Reviews recommended actions in resolving disputes relative to construction projects
- Implements recommended internal policies and procedure
- Performs other related duties as assigned

Experience:

- 20 years construction management experience including 7 years of related managerial experience in managing large programs with projects in construction values excess of 30 million

Additional Preferred Experience:

- 5 year's experience in educational facility construction or public works projects
- Experience utilizing Building Information Modeling (BIM)
- Experience in Leadership in Energy and Environmental Design (LEED) certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience in Formal Construction Partnering
- Experience with Division of the State Architect (DSA) construction/design processes

Education:

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- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management
- Additional courses in Business Administration, Public Relations, Accounting, School Finance, Personnel Management and Communication are preferable

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- A valid Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)

Senior Project Manager

Duties:

- Resolves complex construction project related issues, disputes, and disagreements
- Develops, assigns, and monitors performance of OARs relative to assigned construction projects
- Reviews status and overall construction project progress relative to submitted construction schedules
- Reviews change orders from all construction projects and assesses their impact on the District
- Assists regional directors and other Facilities management staff with bid and contract planning
- Assesses bid specifications for District need and probability of completion under stated timeline
- Reviews status and monitors variances of the construction project database relative to scheduling and cost control reporting
- Reviews and verifies submitted applications for payment and performs overall fiscal management of multiple construction projects
- Provides functional direction over areas of responsibility including construction project schedules, cost control, dispute resolution, contract administration, and quality control
- Reviews and monitors overall administration of contracts for the architect and related Consultants
- Coordinates program activities with other District organizational branches and departments such as the Office of Environmental Health and Safety, Design and A/E Technical Support, Asset Management Branch, Facilities Contract Administration, Inspection Unit, Maintenance and Operations, and local districts
- Reviews and takes recommended actions in resolving disputes relative to construction projects
- Develops and recommends internal policies and procedures
- Provides managerial and construction oversight to OARs
- Performs other related duties as assigned

Experience:

- 15 years project/construction management experience
- 5 years of the above experience in managing large programs with projects in construction values excess of \$100 million

Additional Preferred Experience:

- 5 years experience in educational facility construction or public works projects
- Experience utilizing Building Information Modeling (BIM)
- Experience in Leadership in Energy and Environmental Design (LEED) certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience in Formal Construction Partnering

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- Experience with Division of the State Architect (DSA) construction/design processes

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management
- Additional courses in Business Administration, Public Relations, Accounting, School Finance, Personnel Management and Communication are preferable

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- A valid Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)

Owners Authorized Representative II

Duties:

- Manages, oversees and coordinates all facets of the construction phase of a school facility project including mobilization, construction, and closeout
- Plans, organizes, directs and reports project management activities and progress to upper management
- Coordinates with all pertinent public agencies during construction to comply with all off-site work
- Manages both the project budget and schedule to meet the District's qualitative standards
- Performs day-to-day contract administration including assisting the Senior Project Managers in bid analysis, pre-construction meetings and related award coordinating activities
- Reviews contractors' initial construction schedule, submittals, schedule of values, and responds to contractor inquiries
- Manages and coordinates project team, District staff, and contractors in communicating directives and ensuring the project scope is built according to plans, specifications, and cost limits
- Reviews substitution submittals from contractors to ensure specification requirements are met
- Responds to requests for clarification from contractors and keeps a log of such requests
- Negotiates with contractors to achieve a fair and reasonable cost for change orders and reviews their impact on the project
- Rejects defective work
- Reviews and monitors applications for payment, and performs fiscal management of project resources
- Administers provisions of Professional Service Agreements between architects and the District
- Coordinates District delivery of related fixtures, furniture and equipment
- Performs related duties as assigned

Experience:

- 12 years experience in Project/Construction Management of Commercial and/or Public/Educational Facility Construction with full responsibility for coordinating complex projects with construction values in excess of \$25M

Additional Preferred Experience:

- Experience utilizing Building Information Modeling (BIM)

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- Experience with Leadership in Energy and Environmental Design (LEED) certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience with Division of the State Architect (DSA) construction/design processes

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- A valid Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)

Owners Authorized Representative I

Duties:

- Same as OAR II under appropriate supervision

Experience:

- 10 years experience in Project/Construction Management of Commercial and/or Public/Educational Facility Construction with full responsibility for coordinating complex projects with construction values in excess of \$15M

Additional Preferred Experience:

- Experience utilizing Building Information Modeling (BIM)
- Experience with Leadership in Energy and Environmental Design (LEED) certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience with Division of the State Architect (DSA) construction/design processes

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- A valid Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)

Program Manager

Duties:

- Program level oversight for scope, schedule and budget of managed programs
- Control check/balance function for scope, schedule and budget
- Identification of new programs and projects, inclusive of drafting Board informatives/actions

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- Policy, procedure, standards, project flow for Facilities building program
- Review/approval of EACs and Impact Statements (cost AND time)
- Development and oversight of program management systems and reports (i.e. EAC Tool, Smirnoff, offline reports, etc.)
- Program level financial reporting to Program Controls
- Collection and dissemination of Lessons Learned
- Gatekeeper for Owner added scope
- Responsible for the Closeout phase of the programs
- Provide training and guidance to project staff
- Perform supervisory lead and advisor duties
- Review of system outputs to determine areas of exposure or need for cleanup/correction

Experience:

- 15 years construction program management experience preferably for public works projects
- 5 years of the above experience in managing large programs with projects in construction values excess of \$100 million

Additional Preferred Experience:

- 5 years experience in educational facility construction or public works projects

Experience utilizing Building Information Modeling (BIM)

- Experience in Leadership in Energy and Environmental Design (LEED) certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience in Formal Construction Partnering

Experience with Division of the State Architect (DSA) construction/design processes

Education:

Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management

- Additional courses in Business Administration, Public Relations, Accounting, School Finance, Personnel Management and Communication are preferable.

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- A valid Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)

Complex Development Manager

Duties:

- Establish and manage teams to oversee the design, management, construction, commissioning and certification of high school, middle school and elementary school complexes in the range of \$120 - \$200 Million.
- Establish and operate highly focused teams that will oversee large numbers of modernization and new schools projects for LAUSD over the next 10-15 years.
- Manage and oversee planning and master planning architects
- Work with board staff to translate policy direction into actionable staff instructions

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- Focus appropriate resources and energy toward high priority, high risk, high benefit projects for the Facilities Services Division

Experience:

- 10 years experience in planning, design and construction of facilities for public agencies, educational and institutional.
- Experience in overseeing project delivery teams of up to 100 persons with disparate skills and experiences
- Experience in overseeing design, construction, commissioning and certification process for multiple renovation and new construction projects

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management

Asset Development Manager

Duties:

- Establish the structures, formulae and assumptions necessary to plan for more than \$8 Billion school projects.
- Manage and oversee planning and master planning architects.
- Work with Board staff to translate policy direction into actionable staff instructions.
- Coordinate with the Office of Environmental, Health and Safety (OEHS) for California Environmental Quality Act (CEQA) and other agency environmental clearances.
- Protect the long term asset values and uses of district real estates and other assets.
- Guide a strategy that increases the flexible use of district assets.
- Focus appropriate resources and energy toward high priority, high risk, high benefit projects for the Facilities Services Division of the Los Angeles Unified School District.

Experience:

- 10 years experience in planning and development of facilities for public agencies, educational and institutional.
- Oversee complex survey activities at LAUSD properties for physical attributes and current and possible future facilities uses
- Oversee development of recommendations for allocation of anticipated funds that will enable future projects to be developed and undertaken.
- Oversee recommendations for future projects priority lists and phasing that supports educational master plans/educational programming

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management.

Solar OAR

Duties:

- Manages, oversees, and/or coordinates all facets of the design, pre-construction, and construction of solar projects including mobilization, construction, and close-out

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- Plans, organizes, directs, and reports project management activities and progress to upper management
- Coordinates with all pertinent public agencies during pre-construction and construction to comply with all off-site work
- Manages both the project budget and schedule to meet the District's qualitative standards
- Performs day-to-day contract administration including assisting the Senior Project Managers in the bid analysis, pre-construction meetings, and related award coordinating activities
- Reviews contractor's initial construction schedule, submittals, schedule of values, and responds to contractor inquiries
- Manages and coordinates project team, District staff, and contractors in communicating directives and ensuring the project scope is built according to plans, specifications, and cost limits
- Reviews substitution submittals from contractors to ensure specification requirements are met
- Responds to requests for clarification from contractors and keeps a log of such requests
- Negotiates with contractors to achieve a fair and reasonable cost for change orders and review their impact on the project
- Rejects defective work
- Reviews and monitors applications for payment, and performs fiscal management of project resources
- Administers provisions of Professional Service Agreements between architects, solar design, manufacture and installation firms and the District
- Coordinates delivery of related owner provided supplies/equipment
- Performs related duties as assigned

Experience:

- 5 years experience in Solar Project/Construction Management of Commercial and/or Public/Educational Facility Solar Installation with full responsibility for coordinating complex projects with values in excess of 100 KW per project.

Additional Preferred Experience:

- 12 years experience in Project/Construction Management of Commercial and/or Public Education Facility Construction
- Experience in utilizing Building Information Modeling (BIM)
- Experience with Leadership in Energy and Environmental Design (LEED) certified projects and/or Collaborative for High Performing Schools (CHPS)
- Experience with Division of State Architects (DSA) construction/design process

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- A valid Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)

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Construction Project Engineer

Duties:

- Performs liaison duties among various units in the District such as schools, offices, construction management, Real Estate Branch, Purchasing Branch, Construction, Maintenance and Operations Branch and other administrative offices involved in the completion of construction and rehabilitation projects as well as in the alteration, improvement, and repair of buildings and grounds and the acquisition and installation of equipment
- Provides technical and engineering support to Senior Project Managers and OARs
- Manages Architect for timely and accurate responses to requests for information
- Oversees staff in the maintenance and distribution of current contract plans and specifications
- Confirms contractor's maintenance of record drawings prior to monthly progress payments to the Contractor
- Coordinates with surveying, testing and inspection staff
- Analyzes proposals for rehabilitation and improvement of existing facilities, grounds, or equipment to determine suitability and economic feasibility and to estimates costs
- Advises personnel on most appropriate equipment purchases and resolves questions or problems related to equipment, replacement, delivery, and installation
- Makes field checks on construction, demolition, rehabilitation, alteration addition or repair projects to determine compliance with job specifications, plans, established District standards, and federal policies on layout and installation requirements
- Prepares written materials including correspondence, reports, procedures, and guidelines related to project file maintenance and document control
- Reviews submittals for conformance to plans and specifications
- Develops strategies and schedules and to create submittal packages that conform to schedule requirements
- Assists OARs in establishing project priority lists that include annual and long range programs for various construction projects, including the maintenance, repair, and rehabilitation of existing schools and equipment
- Assists in coordinating meetings between site administrators, school personnel, parents, and community representatives to organize construction plans from pre-construction to post-construction and close out
- Coordinates various aspects of interim housing while construction is taking place at school sites
- Assists and provides support in the development of standards and specifications used for both new construction and existing projects
- Approves and processes requisitions related to equipment
- Prepares reports on project updates to site administrators and senior management to ensure coordination in timelines and construction schedules
- Develops lay-out plans for furniture and equipment to conform with instructional programs and safety requirements and provides accurate information to the Design Management and the Architectural and Engineering Technical Support units for consideration in preliminary architectural drawings, including analysis of budget and cost constraints
- Assists school administrators in conducting inventories to establish classroom capacities and facility utilization for each grade level
- Develops estimates, negotiates costs and writes change orders
- Analyzes change orders and confirms the merit and validity of these requests
- May assist other District personnel by coordinating the portable building moving program, the access compliance barrier removal program, and other special, centrally controlled programs
- Assists in review of submittal procedures, RFI's and monthly invoices

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- Logs & tracks all change orders, claims in Primavera Expedition; proficiency in change management
- Performs other duties as directed by Senior Project Managers / OARs

Experience:

- Minimum of 8 years experience in a similar or equivalent position involved in project or construction management of commercial and/or public or educational facility construction projects with values in excess of \$15M.

Additional Preferred Experience:

- Experience utilizing Building Information Modeling (BIM)
- Experience with Leadership in Energy and Environmental Design (LEED) certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience with Division of the State Architect (DSA) construction/design process

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management

Senior Office Engineer

Duties:

- Performs liaison duties among various units in the District such as schools, offices, construction management, Real Estate Branch, Purchasing Branch, Construction, Maintenance and Operations Branch and other administrative offices involved in the completion of construction and rehabilitation projects as well as in the alteration, improvement, and repair of buildings and grounds and the acquisition and installation of equipment
- Provides technical and engineering support to Senior Project Managers and OARs
- Manages Architect for timely and accurate responses to requests for information
- Oversees staff in the maintenance and distribution of current contract plans and specifications
- Confirms contractor's maintenance of record drawings prior to monthly progress payments to the Contractor
- Coordinates with surveying, testing and inspection staff
- Analyzes proposals for rehabilitation and improvement of existing facilities, grounds, or equipment to determine suitability and economic feasibility and to estimates costs
- Advises personnel on most appropriate equipment purchases and resolves questions or problems related to equipment, replacement, delivery, and installation
- Makes field checks on construction, demolition, rehabilitation, alteration addition or repair projects to determine compliance with job specifications, plans, established District standards, and federal policies on layout and installation requirements
- Prepares written materials including correspondence, reports, procedures, and guidelines related to project file maintenance and document control
- Reviews submittals for conformance to plans and specifications
- Develops strategies and schedules and to create submittal packages that conform to schedule requirements
- Assists OARs in establishing project priority lists that include annual and long range programs for various construction projects, including the maintenance, repair, and rehabilitation of existing schools and equipment

- Assists in coordinating meetings between site administrators, school personnel, parents, and community representatives to organize construction plans from pre-construction to post-construction and close out
- Coordinates various aspects of interim housing while construction is taking place at school sites
- Assists and provides support in the development of standards and specifications used for both new construction and existing projects
- Approves and processes requisitions related to equipment
- Prepares reports on project updates to site administrators and senior management to ensure coordination in timelines and construction schedules
- Develops lay-out plans for furniture and equipment to conform with instructional programs and safety requirements and provides accurate information to the Design Management and the Architectural and Engineering Technical Support units for consideration in preliminary architectural drawings, including analysis of budget and cost constraints
- Assists school administrators in conducting inventories to establish classroom capacities and facility utilization for each grade level
- Develops estimates, negotiates costs and writes change orders
- Analyzes change orders and confirms the merit and validity of these requests
- May assist other District personnel by coordinating the portable building moving program, the access compliance barrier removal program, and other special, centrally controlled programs
- Assists in review of submittal procedures, RFI's and monthly invoices
- Logs & tracks all change orders, claims in Primavera Expedition; proficiency in change management
- Performs other duties as directed by Senior Project Managers / OARs

Experience:

- Minimum 6 years experience in a similar or equivalent position involved in project or construction management of commercial and/or public or educational facility construction projects with values in excess of \$15M

Additional Preferred Experience:

- Experience utilizing Building Information Modeling (BIM)
- Experience with Leadership in Energy and Environmental Design (LEED) certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience with Division of the State Architect (DSA) construction/design process

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management

Office Engineer

Duties:

- Performs liaison duties among various units in the District such as schools, offices, construction management, Real Estate Branch, Purchasing Branch, Construction, Maintenance and Operations Branch and other administrative offices involved in the completion of construction and rehabilitation projects as well as in the alteration, improvement, and repair of buildings and grounds and the acquisition and installation of equipment
- Provides technical and engineering support to Senior Project Managers and OARs
- Manages Architect for timely and accurate responses to requests for information

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- Oversees staff in the maintenance and distribution of current contract plans and specifications
- Confirms contractor's maintenance of record drawings prior to monthly progress payments to the Contractor
- Coordinates with surveying, testing and inspection staff
- Analyzes proposals for rehabilitation and improvement of existing facilities, grounds, or equipment to determine suitability and economic feasibility and to estimate costs
- Advises personnel on most appropriate equipment purchases and resolves questions or problems related to equipment, replacement, delivery, and installation
- Makes field checks on construction, demolition, rehabilitation, alteration addition or repair projects to determine compliance with job specifications, plans, established District standards, and federal policies on layout and installation requirements
- Prepares written materials including correspondence, reports, procedures, and guidelines related to project file maintenance and document control
- Reviews submittals for conformance to plans and specifications
- Develops strategies and schedules and to create submittal packages that conform to schedule requirements
- Assists OARs in establishing project priority lists that include annual and long range programs for various construction projects, including the maintenance, repair, and rehabilitation of existing schools and equipment
- Assists in coordinating meetings between site administrators, school personnel, parents, and community representatives to organize construction plans from pre-construction to post-construction and close out
- Coordinates various aspects of interim housing while construction is taking place at school sites
- Assists and provides support in the development of standards and specifications used for both new construction and existing projects
- Approves and processes requisitions related to equipment
- Prepares reports on project updates to site administrators and senior management to ensure coordination in timelines and construction schedules
- Assists school administrators in conducting inventories to establish classroom capacities and facility utilization for each grade level
- Develops estimates, negotiates costs and writes change orders
- Analyzes change orders and confirms the merit and validity of these requests
- Assists in review of submittal procedures, RFI's and monthly invoices
- Logs & tracks all change orders, claims in Primavera Expedition; proficiency in change management
- Performs other duties as directed by Senior Project Managers / OARs

Experience:

- Minimum 3 years Architectural, Engineering, Construction or Furniture and Equipment Planning and Interior Design experience, coordinating, analyzing, planning, inspecting, or reporting on building project or maintenance activities, budgets, or schedules

Additional Preferred Experience:

- Educational Facility experience performing construction project coordination

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management

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Director of Facilities Access Compliance:

Duties:

- A direct report to the Chief Facilities Executive in support of the Facilities Services Division's requirements associated with the Chanda Smith Modified Consent Decree (MCD).
- Represent the District on matters associated with New Construction and Existing Facilities as they relate to the Facilities portion of the MCD and associated Stipulations.
- Interface with District's General Counsel on all matters associated with deliverables in support of the requirements of the MCD.
- Interface with the federally appointed Independent Monitor (IM), IM's staff and IM's outside consultant on policy and procedural matters related to the requirements of the MCD.
- Meet 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.
- Review and approve all deliverables to the IM in support of the various Facilities outcomes associated with the MCD.
- Monitor monthly progress of the various programs being executed in support of the MCD to ensure deliverables are being completed in accordance with submitted plans.
- Provide oversight and monitoring of the execution of all Repair and Renovation projects required to be submitted to the IM for the purpose of obtaining credit against the \$67.5m requirement of the MCD and to ensure deliverables are progressing in accordance with submitted plans.
- Provide oversight and monitoring of the execution of all On-Demand projects required to be submitted to the IM for the purpose of obtaining credit against the \$20.0m requirement of the MCD and to ensure deliverables are progressing in accordance with submitted plans.
- Provide oversight and monitoring of the execution of the New School's Corrective Action Plan to be submitted to the IM for the purpose of validating that the deficiencies identified in surveys has been appropriately addressed through corrective work.
- Provide oversight and monitoring of the Deficiency Trend Analysis for New Schools completing construction for the purpose of tracking and measuring the results of process improvements put into place to address access compliance related construction matters.
- Interface with the Division of Special Education pertaining to issues associated with the requirements of Existing Facilities to support the On-Demand Program.
- Interface as required with the Division of the State Architect local office on matters requiring clarification and interpretation.

Experience:

- 10 or more years of experience working in all aspects of ADA planning, design, and implementation.
- Experience in preparing, implementing and verifying ADA surveys, Transition Plans, and Self evaluations.
- Experience with campus construction management teams as well as with campus administrators, faculty and staff and/or experience working professionally with a similar or related clientele.
- Experience in preparing ADA training manuals.
- Experience in plan review of construction drawings for ADA and Title 24 errors and omissions.
- Experience in ADA or related civil rights investigation and/or litigation.

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Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management
- California Certified Access Specialist is required

Preferred Education:

- California Licensed Architect. A Juris Doctor degree is strongly preferred. California Title 24 Accessibility Code, the ADA Accessibility Guidelines, DSA California Access Compliance reference Manual, as well as Federal ADA regulatory requirements, including disability civil rights legislation related to persons with disabilities and Section 504 of the Rehabilitation Act.

Field Supervisor

Duties:

- Perform onsite quality assurance evaluations of projects, report results, prepare scope of work definitions for corrective action projects, and manage these projects to ensure full compliance.
- Provide interpretation of California Business Codes and ADA Access Guidelines (ADAAG).
- Collaborate with LAUSD and commissioned Architects in the design of ADA facilities projects.
- Ensure that construction projects meet client's requirements and/or propose alternative design solutions in conjunction with site administrators, review agencies, and contractors.
- Check the accuracy of construction drawings in comparison to existing field conditions.
- Assist the Project Manager in preparing budget estimates and constructability time schedules.
- Collect and interpret LAUSD financial records and interface with internal accounting systems.
- Apply Quality Assurance and Quality Control (QA/QC) on technical aspects of bid packages as required and directed by Project Manager prior to project bidding.
- Prepare technical and financial reports using a variety of District sponsored software, such as MS Word, MS Excel, and DACTrack.
- Perform related duties as assigned.

Experience:

- 6 or more years of experience working in all aspects of ADA planning, design, and implementation
- Experience in preparing, implementing, and verifying ADA surveys, Transition Plans, and Self Evaluations
- Experience with campus construction management teams as well as with campus administrators, faculty, and staff and/or experience working professionally with similar or related clientele.
- Experience in plan review of construction drawings for ADA and Title 24 errors and omissions.
- Experience in ADA or related civil rights investigation and/or litigation

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management
- California Certified Access Specialist is preferred

Skills/Competencies:

- CA Title 24 Accessibility Code, the ADA Accessibility Guidelines, DSA CA Access Compliance reference Manual, as well as Federal ADA regulatory requirements, including disability Civil Rights legislation related to persons with disabilities and Section 504 of the Rehabilitation Act.

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Safety Program Director

Duties:

- Sets expectations of a zero incident safety program and manages the safety program to achieve that outcome
- Provides professional oversight, technical guidance, training and support to project management personnel
- Leads safety audit efforts and champions the implementation of the LAUSD Construction Safety Program initiatives in conjunction with the Owners Controlled Insurance Program (OCIP)
- Develops and implements metrics for tracking and reporting on safety performance issues such as accidents, “near misses,” and lost time events
- Assists management in meeting established LAUSD and OCIP safety and risk goals and objectives.
- Receives assignments in terms of broad objectives from the LAUSD Chief Facilities Executive, Deputy Chief Facilities Executive or the Director of Program Support Services
- Implements the process for reviewing contractor safety performance against applicable laws, regulations, and District requirements
- Develops and enforces policies, procedures, programs, standards, and design criteria affecting construction safety of multiple construction projects
- Coordinates construction safety program development and implements activities with the District’s Owner Controlled Insurance Program (OCIP) field representatives, Environmental Health and Safety Branch and Asbestos Technical and Lead Support Unit
- Reviews and approves Injury Illness Prevention Programs (IIPP) prepared by construction contractors working for the District
- Reviews and oversees procedures for investigating construction accidents
- Implements and maintains a standard reporting procedure for the District’s on-site OCIP
- Represents the District’s interests and responsibilities on task forces, committees, and outside agencies such as Cal/OSHA, management councils, labor unions, and safety organizations
- Prepares and presents written and oral reports to management, the Board of Education, outside agencies and the public

Experience:

- 15 years of construction safety management experience in developing and implementing accident prevention programs for a large private or public organization.
- 7 years must be supervisory experience managing safety professionals on multiple construction projects
- Familiarity with administration of and/or working with an OCIP

Education:

- Graduation from recognized college or university with a Bachelor’s degree in Industrial or Environmental Engineering, Occupational Safety or Industrial Hygiene or closely related field.
- Completion of the OSHA 500 and 40-hour HAZPOWER courses is required

One of the Following Credentials is required:

- Certified Safety Professional (CSP) from the Board of Certified Safety Professionals (BCSP)
- Licensed Safety Professional (LSP) from the National Association of Safety Professionals (NASP)
- Certified Safety Consultant (CSC) from the National Association of Safety Professionals (NASP)
- Certified Industrial Hygienist (CIH) from the American Board of Industrial Hygiene (ABIH)

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Safety Specialist

Duties:

- Conducts construction site safety audits to identify improper procedures, checks equipment and facilities for hazardous conditions, and recommends corrective actions
- Monitors policies, procedures, programs, standards, and design criteria affecting construction safety at multiple construction projects
- Investigates complaints and on-site construction accidents to determine root cause and recommend effective hazard controls
- Conducts noise, ventilation, and gas testing at construction sites to determine if employees may be exposed to unhealthful conditions and makes appropriate recommendations
- Conducts construction safety and standard reporting procedure training for project managers and on-site employees
- Collects and analyzes injury, claim, and safety survey statistical data to write technical reports and make presentations to contractors and District management regarding contractor performance
- Coordinates construction safety activities such as project site safety audits and attends pre-bid and post-award contract meetings as a member of the Owner Controlled Insurance Program (OCIP) team
- Reviews construction Injury Illness and Prevention Programs (IIPPs) submitted by contractors for accuracy and conformance with safety standards
- Trains, assigns projects, and tasks to lower-level personnel, and reviews reports for completeness and accuracy (Construction Safety Specialist only)
- Performs related duties as assigned

Experience:

- 5 years of construction safety management experience in developing and implementing accident prevention programs for a large private or public organization

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Industrial or Environmental Engineering, Occupational Safety or Industrial Hygiene or closely related field.
- Completion of the OSHA 500 and 40-hour HAZWOPER courses is preferred

Preferred Licenses and Certificates:

- Certified Safety Professional (CSP) from the Board of Certified Safety Professionals (BCSP)
- Licensed Safety Professional (LSP) from the National Association of Safety Professionals (NASP)
- Certified Safety Consultant (CSC) from the National Association of Safety Professionals (NASP)
- Certified Industrial Hygienist (CIH) from the American Board of Industrial Hygiene (ABIH)

Construction Claims Manager

Duties:

- Assists project staff with the prevention, management, and defense of claims including the management of issues with claims potential
- Claim Prevention- Periodic monitoring of, and feedback on, the management of projects and the administration of construction contracts
- Claim Preparation- Review of the project documents and records along with other pertinent information to support the District's position.

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- Establishes entitlement
- Develops impacted schedule analysis
- Evaluates damages
- Delay impact analysis
- Standard care evaluations
- Productivity analysis
- Merit analysis
- Contract/entitlement analysis
- Cause/effect analysis
- Schedule of analysis
- Assessment of damages
- Report preparation
- Claim Resolution
- Negotiation and mediation support
- Arbitration and litigation support
- Supervision
 - Coordinate and provide leadership for claims team supporting District New Construction projects
- Claim Management and Defense
 - Review and analyze project documents and records along with other pertinent information to establish support for the District's position
- Issue Management
 - Assist project staff with the management of issues affecting time and cost
 - Review drawings, specifications, submittals, RFI's, etc., to determine issue merit
 - Evaluate contractor's standard of care in managing issues
 - Evaluate issue contribution to the cause / effect of impacts such as disruption, re-sequencing and delays
 - Recommend issue management approaches to mitigate impacts
- Schedule Analysis
 - Analyze contractor time extension requests
 - Evaluate entitlement to time extensions
 - Evaluate compensability
 - Prepare owner's time extension evaluation alternate to contractor's proposals
- Damage Assessment
 - Evaluate requests for increased, extended and unabsorbed field and home office overhead
 - Evaluate requests of productivity loss reimbursement
 - Evaluate contractor's direct cost claims
- Claim Resolution
 - Negotiation and mediation support
 - Arbitration and litigation support
- Other Skills
 - Written report preparation
 - Verbal presentations
 - Graphics preparation in support of analysis conclusions

Experience:

- Minimum of 7 years analyzing construction claims on large commercial or public projects or programs, including 5 years supervising a technical team of varying skill levels in support of construction claims
- General working knowledge of California Contract Code

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- Experience with P3

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, Construction Management or Law

Senior Design Manager

Duties:

- Manages, develops, and coordinates the District's design process for the Facilities Services Division to ensure that plans are within functional program, budgetary, environmental and legal requirements
- Manages multiple projects through interaction with Architects, consultants, and District personnel from project conception, through draft to final review, approval, and handoff to construction
- Oversees the building design process to ensure compliance with LAUSD's standards and guidelines for the District by working with design professionals and various District administrators to ensure that new and modernized structures meet both educational and building standards requirements
- Establishes and follows a process to identify, select, and procure the architectural firm best suited for each project based on the firms qualifications and ability to meet performance standards
- Provides Architects with clear and consistent direction with regard to goals and objectives, standards, site, schedule, and budget for each project
- Establishes and follows an effective and efficient design review process to ensure that the design meets the overall goals and objectives for the project, provides maximum value for dollars budgeted, and are appropriate and enduring to meet the functional needs of the District, the local community, and the environment
- Ensures that decisions are made in a timely manner
- Ensures that all steps within the project are documented and that the documentation meets legal requirements
- Reviews design changes submitted to ensure project remains within budget
- Establishes and maintains list of pre-qualified Architectural firms for consideration
- Establishes a review panel of Architects for design consultation
- Participates in community relations and outreach programs to create understanding and acceptance of District building projects design within the community
- Recruits, develops, and manages a professional staff to support the design function for the District
Develops continuing education opportunities, i.e., seminars and workshops, to learn and share-up-to-date information on working with architects and contractors
- Performs others duties as assigned

Experience:

- 15 years of experience managing the facilities design, or the planning and coordination of capital projects that included the over all design, contract administration, cost estimating, and scheduling activities.

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture or Engineering
- A Masters degree in Architecture or Engineering is preferred.

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Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- LEED Professional Accreditation

Design Manager

Duties:

- Same as Senior Design Manager under appropriate supervision

Experience:

- Minimum 10 years of experience managing the facilities design, or the planning and coordination of capital projects that included the overall design, contract administration, cost estimating, and scheduling activities.

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture or Engineering

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- LEED Professional Accreditation

Design QA/QC Specialist

Duties:

- Under direct supervision and as part of the Quality Assurance / Quality Control Team, perform peer review of school designs and associated technical documentation
- Ensures compliance with LAUSD standards, guidelines and specifications
- Ensures drawings promote excellent functional relationships, efficient use of construction materials, and quality design
- Ensures that specialty disciplines are coordinated throughout the Construction Document Set, integrating architectural aspects
- Ensures completeness of Construction Documents to promote better construction bids through clarity and completeness of bid information
- Ensures compliance with DSA requirements and promote plan completeness to foster faster DSA review and approval
- Coordinates Architects and sub-consulting engineers focus of work
- Assists in Value Engineering and Cost Control studies
- Provides technical expertise to Design Management team

Experience:

- Minimum 10 years experience managing the facilities design, or the planning and coordination of capital projects

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Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management
- Additional courses in Business Administration, Public Relations, Accounting, School Finance, Personnel Management, and Communication are preferable.

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- LEED Professional Accreditation

Design Build Expert

Duties:

- Provide Program level guidance to LAUSD in the development of a large-scale design/build program and the selection process of Design-Build contractors utilizing California AB 1402 (California Education Code 17250.10 et seq.) While working in conjunction with various LAUSD FSD Branches (at a minimum, Facilities Contracts, Construction, Planning and Development):
 - Define and develop the overall process.
 - Develop the General Conditions and Division document standards.
 - Develop the contract document standards.
 - Develop the Request for Qualifications and Request for Proposal process and template documents.
- Provide oversight for the implementation and execution of the first 9 projects through the award of the contracts and Notice to Proceed phase.

Experience:

- Developed design build strategy for large, complex projects, developing solicitation and award contract documents.
- Experience in tailoring the scope of a design-build project to include the bundling of multiple existing building renovation projects at multiple site locations in a single contract.
- Preparation of contract documents; RFQ/RFPs and selection criteria used as a basis of selection of a design build contractor.
- Managed a design-build project from selection process through construction on a new construction and/or existing renovation project in excess of \$20,000,000.
- Demonstrated ability to establish special conditions and scope descriptions to avoid contract disputes.
- Work with or within a large government agency.
- Experience leading workshops/training sessions.

Preferred Experience:

- Managed and provided training and mentoring of client staff in the successful delivery of design/build projects.
- Has been actively engaged in the advancement of the design/build delivery model for major construction programs and projects.
- Experience in addressing all CDE, DSA, DTSC, OPSC, and CEQA project-related matters.

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Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management

Required License and Certification:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- Design-Build Professional Certification from the Design Build Institute of America (DBIA)

Senior Design Build Manager

Duties:

The Senior Design Build Manager will perform complex project management tasks, requiring familiarity with the broad fields of planning, architecture and engineering, construction, and knowledge of the reciprocal effect of work upon other fields in design/build procurement, and delivery. This position will be capable of independent project management studies, reports, analyses, interpretations and recommendations.

- Reports to the Director of Design-Build in support of the development and implementation of the Facilities Services Design-Build Program.
- Provides oversight and monitoring of all stages of the design-build project life-cycle including all pre-award coordination with internal and external agencies/stakeholders and ensures project delivery according to schedule and within budgetary parameters.
- Participates in team meetings with contractors, negotiation of contract terms and conditions including management and oversight through final delivery.
- Interfaces as necessary with internal/external departments/agencies such as the Office of Environmental Health and Safety (OEHS), and the Division of the State Architect (DSA) regarding project requirements and on matters requiring clarification, interpretation, or resolution.
- Prepares, modifies and tailors as necessary all project specific documents including RFP/RFQs, Division 1/General Conditions, scoping documents, and ensures compliance with all applicable laws and codes.
- Develops and implements appropriate policies and procedures incorporating lessons learned.
- Provides for meaningful oversight of design-build contract firms including development of KPIs and milestone reviews.
- Works closely with project sponsors including Board of Education members, Local District Superintendents, Principals and others and ensures projects are delivered to specified requirements.
- Meets monthly with the Director of Design-Build, the Director of Project Execution and the Deputy Chief Facilities Executive to provide updates on Program implementation and project delivery progress
- Develops narrative and graphical presentations.

Experience:

- 10 years project related experience managing complex public works school construction and/or design-build projects.

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- 5 years of the above project management experience advising public agencies in the delivery of 17250 or other similar models with design-build contracts of at least \$50 million construction value.
- Experience with CEQA, DSA and other pre-award project related requirements, and in awarding a 17250 General Contractor contract prior to CEQA approval.
- Knowledge of the appropriate documents and procedures and experience with development and implementation of the 17250 (community college) model-where the agency was utilizing design-build or a similar model for the first time.
- Experience bundling smaller projects (of similar scope) into one large 17250 contract.
- Experience utilizing the “best-value method” versus the “lowest responsible bidder method”.
- Knowledge of mistakes other agencies have made, and how these issues are approached differently.
- Experience in plan review of construction drawings.
- Demonstrated ability to develop and maintain successful relationships with both internal and external stakeholders at all stages of project delivery.
- Experience with campus construction management teams, campus administrators, faculty and staff and/or experience working professionally with a similar or related clientele in delivery of design-build projects.
- Experience in the preparation, and modification of the following templates and project specific documents and tailoring them to LAUSD’s needs including:
 - RFP/RFQ’s
 - Modification of Division 1/General Conditions
 - Scoping Documents
 - Experience with conflict resolution, negotiation, and risk management

Education:

- Graduation from a recognized college or university with a Bachelor’s degree in Architecture, Engineering, or Construction Management

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board of Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- Design-Build Professional Certification from the Design Build Institute of America (DBIA)

Senior Project Development Manager

Duties:

- Plans and coordinates the execution of pre-construction activities associated with the preparation for the building of schools and modernization projects. A Senior Project Development Manager supervises a team of Facilities Development Managers and other assigned staff to oversee the design, management, and pre-construction activities of school facilities.
- Assists the Facilities Asset Development Manager in the coordination of architectural planning, design, funding, and development of school facilities. Provides functional direction over pre-construction project schedules, cost control, dispute resolution, and quality control. Reviews pre-construction project status to monitor schedule and budget variances relative to submitted schedules. Coordinates the efforts of staff engaged in activities such as acquisition of property, relocation of tenants, and the eminent domain process.

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- Assists in coordinating the pre-construction program activities and related work products of those in other District branches and departments such as the Office of Environmental Health and Safety, Real Estate, Community Outreach, Master Planning, Demographics, and Maintenance and Operations.
- Resolves pre-construction project issues by resolving differences of opinion, conflicts in schedules, and disagreements over the most efficient approach to the plan and design of new schools. Reviews, recommends, and implements program and project level policy and procedural innovations. Coordinates with representatives from various utility and government agencies to obtain timely action on successive phases of project completion. Assesses bid specifications for District need and probability of completion within the specified timeline. Makes presentations to Board Members, District administrators, and representatives of public agencies. Reviews and verifies submitted applications for payment and performs overall fiscal management of multiple construction projects.
- Manages multiple projects through interaction with Architects, consultants, and District personnel from project conception, through draft to final review, approval, and handoff to project execution
- Oversees the pre-construction process to ensure compliance with LAUSD's standards and guidelines for the District by working with design professionals and various District administrators to ensure that new and modernized structures meet both educational and building standards requirements
- Establishes and follows a process to identify, select, and procure the architectural firm best suited for each project based on the firms qualifications and ability to meet performance standards
- Establishes and follows an effective and efficient review process to ensure that the design meets the overall goals and objectives for the project, provides maximum value for dollars budgeted, and are appropriate and enduring to meet the functional needs of the District, the local community, and the environment
- Ensures that decisions are made in a timely manner
- Ensures that all steps within the project are documented and that the documentation meets legal requirements
- Establishes and maintains list of pre-qualified Architectural firms for consideration
- Establishes a review panel of Architects for design consultation
- Participates and presents in community relations and outreach programs to create understanding and acceptance of District building projects design within the community
- Recruits, develops, and manages a professional staff to support the design function for the District
Develops continuing education opportunities, i.e., seminars and workshops, to learn and share-up-to-date information on working with architects and contractors
- Performs other duties as assigned

Experience:

- 15 years of full time paid-professional experience managing the facilities design, or the planning and coordination of capital projects that included the overall design, contract administration, cost estimating, and scheduling activities
- 5 years of experience with educational facilities design, planning and construction

Supervision:

- General supervision is received from the Facilities Asset Development Director, or other higher level administrator. General supervision is exercised over technical employees assigned to pre-construction activities, such as planning and demographics, community outreach, design, site acquisition, and the evaluation of environmental health and safety.

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Additional Preferred Experience:

- Experience utilizing Building Information Modeling (BIM)
- Experience with LEED and/or Collaborative for High Performance Schools (CHPS) projects
- Experience with the Division of the State Architect (DSA) construction/design processes
- Experience with construction management

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering or Construction Management.
- Additional courses in Business Administration, Public Relations, Accounting, School Finance, Personnel Management, Educational Facilities Planning, and Communication are preferable.

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- A valid Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)
- LEED Professional Accreditation

Project Development Manager

Duties:

- Plans and coordinates the execution of pre-construction activities associated with the preparation for the building of new schools and modernization projects
- Responsible for the scope, schedule and budget and overall success of multiple new and modernization school projects
- Resolves complex planning, design and construction project-related issues, disputes and disagreements
- Develops, assigns and monitors performance of Assistant Facility Development Managers (AFDM), Design Managers (DM) and Design professionals relative to assigned projects
- Reports on project budget, schedule and issues. Provides information and analysis of project issues to Departmental, Branch and Board representatives
- Reviews status and overall planning, design and construction project progress relative to submittal schedules. Reviews project through all development phases, and assesses status, progress and potential
- Coordinates with representatives from various utility and government agencies to obtain timely action on successive phases of project completion
- Assists project team staff with A/E contracts, bid and contract planning
- Reviews and verifies Design Professional contract scope, fees and applications for payment and performs overall fiscal management of multiple projects
- Provides functional direction over areas of responsibility including project schedules, cost control, dispute resolution, contract administration and quality control
- Coordinates project activities, requirements and schedules with other District organizational branches and departments such as the Office of Environmental Health and Safety, Design and A/E Technical Support, Project Execution, Facilities Contract Administration, Inspection Unit, Maintenance and Operations, local Educational Service Centers and site personnel
- Develops and recommends internal policies and procedures
- Performs other duties as assigned

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Experience:

- 10 years of experience managing the planning, design, construction and coordination of capital projects
- 5 years of the above experience in educational facility construction or public works projects

Additional Preferred Experience:

- Experience with scoping and planning of new construction and/or modernization projects
- Experience with the Division of the State Architect (DSA) construction/design processes.
- Experience with LEED and/or Collaborative for High Performing Schools (CHPS) projects.
- Experience with the development of major facilities (CEQA, agency approvals, coordination with City and County agencies).
- Experience with both project delivery and procurement methods for public projects
- Experience with community engagement processes and strong communication skills, both oral and written
- Experience utilizing Building Information Modeling (BIM)
- Experience in Formal Construction Partnering

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management.

Preferred Licenses and Certificates:

- A valid Certificate of Registration as an Architect by the California Architectural Board or Professional Engineer by the California State Board for Professional Engineers and Land Surveyors
- A valid Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI)
- LEED Professional Accreditation

Capacity Assessment Surveyor

Duties:

- Conduct survey interviews to K-12 school principals
- Verify number of classrooms at each school and determine their use
- Calculate school operating capacities
- Identify available classrooms for future use
- Provide FSD staff and Innovation and Charter Schools Division (ICSD) for planning purposes

Required Experience:

- Previous experience in conducting the same types of interviews and the School Capacity Assessment Roadshow

New School Coordinator

Duties:

- Coordinates the opening of new school schedules

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- Serves as liaison between Facilities Division and local district superintendents concerning new construction
- Plans and develops the start-up budgets for new schools
- Trains the new principal and school administrative assistant in the implementation of a start-up budget
- Provides and facilitates professional development for principals and other district staff in all aspects of the new school
- Monitors and provides guidance for the new school principal and staff on the monthly School Management Services task checklist

Experience:

- Previous experience in working as school principal and managing all aspects of new school opening

GIS Manager

Duties:

- Finalizing School Management Services (MPD Unit) mapping/GIS Projects, as part of both the unit's established 100-day goals (as directed by the CFE) and annual end of school year responsibilities
- Projects include support to planning teams with development of charts and graphs, maps that depict the District organizational change and revised legislative District maps
- Works on maps that will show changes to attendance areas of over 100 schools due to the new school openings in 2012-13
- Work with staff to finalize documentation of policy and procedures and insure that the necessary knowledge transfer has been completed

Education/Certificates:

- Certificate in Design and Drafting
- Certificate- System Architecture Design for GIS
- GIS Certification

Experience:

- Minimum 15 years experience in Geographic Information Systems (GIS)

Associate Condemnation Coordinator

Duties:

- Upload, evaluate and improve master planning products, such as post-charrette and final conceptual master plans on PlanLAUSD website
- Correct, research, and develop methods for measuring and analyzing Computer-Aided Facility Management (CAFM) datasheets quality
- Coordinate and review the Eminent Domain calendar, their funding, and the development of multiple Eminent Domain activities
- Manage and coordinate ongoing active Eminent Domain Cases
- Engage in critical and specialized litigation matters and provide narrative reports and analysis in these matters to Senior Management staff.

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- Provide supplemental and administrative support to the Office of General Counsel, in all matter involving Eminent Domain cases and specialized projects
- Process, review and finalize all Closed Session Eminent Domain Board Reports for approval of the Board, particularly for the pending active cases
- Obtain Final Title Policy for each condemned property after receipt of Final Order
- Process Project Close-Out and manages document archives
- Coordinate daily activities between Eminent Domain Counsel, the Office of General Counsel and District acquisition and relocation staff
- Act as a liaison between District Staff and Eminent Domain counsel related to engagement assignments
- Review requests for settlement authorization from District Eminent Domain counsel and draft settlement responses for District acquisition and relocation staff
- Analyze and coordinate District discovery responses related to Eminent Domain cases
- Process final payment requests by the District Eminent Domain counsel
- Coordinate responses to Public Records Requests related to District property acquisition and Eminent Domain actions
- Update District data base regarding case filings, case status, settlements, verdicts, and final orders
- Organize and perform a preliminary review of Eminent Domain Counsel Legal bills prior to review and approval by the District acquisition and relocation staff and Office of General Counsel
- Analyze studies and reports and maintain check and balance policies and procedures' system to effectively monitor payments to and from court on all Eminent Domain cases

Experience:

- 7 years experience working in a Public or Government Agency involved with Eminent Domain Real Estate Acquisition process
- 5 years experience in using Microsoft Office applications (including Word, Power Point, Excel, and Access)

Education:

- Graduation from a recognized college or university with a Bachelor's degree; preferably in Architecture, Engineering, Construction Management
- Courses in business administration or public relations and Real Estate are preferred.

Director of Program & Project Controls

Duties:

- Directs and reviews the administration of facilities bond program budgeting, funding, financial oversight, program management and allocation of funds through managers and staff personnel engaged in:
 - a. Developing and recommending organizational policies and procedures related to program and project financial management
 - b. Authorization, management, allocation, and maintenance of all bond program funds.
- Providing bond program financial reports to the Board of Education and Bond Citizens' Oversight Committee and for the inclusion in the Strategic Execution Plan
- Plans, forecasts and manages bond program indirect (program) budgets including estimating program overhead costs associated with execution of the bond program.
- Implementing and managing systemic operations related to program and project management and controls.

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- Identify and recommend policy changes to improve the effectiveness of the organization and delivery of facilities projects
- Provides strategic direction and oversees implementation of program and project controls IT systems related to Facilities Bond Program and the integration with the LAUSD financial system
- Developing and training staff on program controls procedures, methodologies, and best practices.
- Responsible for the production of the annual publication of the Division's Strategic Execution Plan.
- Ensures scope of projects is aligned with bond language and the Strategic Execution Plan.
- Oversees project and program scheduling standards and resources, including oversight and direct management of centralized and decentralized scheduling resources.
- Provide early warning and mitigation of risks on projects
- Provides updates on scope, schedule, and budgets across various programs and projects to the Board, Local District Superintendents, District Management, and the public.
- Reviews and makes recommendations on legislation, organizational policies and procedures affecting the Bond Program and Division.
- Develop and implement program and project level funding strategy
- Directs and reviews the establishment of records and the preparation of required reports in order to ensure compliance with law, government regulations, and District policies.
- Serves as subject matter expert for technology projects as they relate to bond funded employees, project cost forecasting tools and business process automation.

Experience:

- 15 years of administrative, finance or management experience managing program budgets, finances, and project controls in a construction or public works program.
- 10 years of the above experience working on program or project controls on Government Agency Building or Infrastructure Engineering and Construction projects, using state-of-the-art productivity and Controls tools such as Microsoft Office, Primavera Project Planner, Oracle Skire, Contract Manager, Expedition or similar
- Experience in the administrative organization of Facilities programs, activities, regulations and complexities
- Proficiency in the legal bases and sources of finance of California school building programs
- Knowledge and experience in the principles and practices of accounting and financial planning
- Experience in public sector planning, funding, operations, and construction activities
- Knowledge of data aggregation, financial and Program/Project Management software (e.g. Contract Manager, P6, SAP, etc.)
- Experience in supervision, management, and employee training and development

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Engineering, Construction Management or Finance.
- Masters degree in Business Administration, Finance, Engineering or Construction Management is strongly preferred

Program & Project Controls Manager

Duties:

- Manage a staff of project controls professionals responsible for program scheduling, cost control, data management and/or reporting and the project control system.

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- Identify best practices and coordinate the development and implementation of project controls tools and procedures to support these best practices.
- Hands on, detailed analysis and validation of data to ensure accuracy and timeliness.
- Assist in the development of a master schedule, identification of major milestones and deliverables, provide regular input updating relevant information
- Developing and training staff on program controls procedures, methodologies, and best practices.
- Ensure that all agency stakeholders have been engaged, follow up
- Organize program and project level data to enable timely and accurate reports
- Assist in the development of the strategic execution plan
- Interface with senior management to support decision making.
- Oversee financial metrics so that information is accurate and timely recorded
- Provide oversight to ensure that projects are on schedule, under budget and achieving the scope of work intended
- Provide oversight of job cost budgets as they relate to the bond program
- Monitor and maintain the project budget and scope change procedures
- Reviews proposed project budget and scope changes for proper justification and documentation
- Develop metrics and reports that aid in the improvement and efficiency of project execution
- Train program controls staff and relevant staff throughout FSD on program controls policies, procedures and tools
- Ensure that each operating FSD branches apply the same, consistent forecasting methods and project execution procedures
- Provide support for internal and external audits

Experience:

- 10 years experience in Project Controls work, including planning, estimating, forecasting, scheduling, cost control, schedule control, and project reports
- 8 of the above experience as a Project Controls Manager on Government Agency Building or Infrastructure Engineering and Construction projects, using state-of-the-art productivity and Project Control tools such as Microsoft Office, Primavera Project Planner, Timberline Gold Job Cost & Accounting System, Primavera Expedition, and the like

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Engineering, Construction Management, or Finance/Accounting

Preferred Education:

- Masters degree in Business Administration, Finance, Engineering or Construction Management strongly preferred

Program and Project Control Specialist

Duties:

- Manage a staff of project controls professionals responsible for scheduling, cost control, data management, reporting and the project control system.
- Identify best practices and coordinate the development and implementation of project controls tools and procedures to support these best practices.
- Interface with Senior Management to support decision making.
- Hands on, detailed analysis and validation of data to ensure accuracy and timeliness.

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- Identify and recommend policy changes to improve the effectiveness of the organization and delivery of projects
- Organize program and project level data to enable timely and accurate reports
- Assist in the development of the strategic execution plan
- Develop metrics and reports so that accurate and timely information can be provided to management and stakeholders
- Develop new program and project control processes and procedures related to budgets, estimates, schedules and roll up of program information
- Provide documentation support for program controls processes, policies and procedures
- Provide support for internal and external audits
- Reviews proposed project budget and scope changes for proper justification and documentation
- Train program controls staff and relevant staff throughout FSD on program controls policies, procedures and tools
- Troubleshoot project-specific budget, scope, schedule, funding or documentation issues working with other Divisions, Branches or Departments

Experience:

- 8 years experience in Project Controls work, including planning, estimating, forecasting, scheduling, cost control, schedule control, and project reports
- 5 of the above experience as a Program or Project Controls Manager on Government Agency Building or Infrastructure Engineering and Construction projects, using state-of-the-art productivity and Project Control tools such as Microsoft Office, Primavera Project Planner, Timberline Gold Job Cost & Accounting System, Primavera Expedition, and the like

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Engineering, Construction Management, or Finance/Accounting

Preferred Education:

- Masters degree in Business Administration, Finance, Engineering or Construction Management strongly preferred

Senior Cost Specialist

Duties:

- Provides financial and program and project control analysis for Construction and capital improvement projects, using the District applications such as Expedition, SAP, and Citrix Cost Control Systems
- Provides and tracks cost control and budgetary analysis and reports, including key budgets and summary reports, to Project Managers, Regional Directors, and other Senior Project management staff
- Review financial structure of key Programs/Projects by performing analytical tasks involved in cost controls, burn rate analysis and providing direction to Regional Staff in preparing cost analysis proposals and budget modification requests
- Reconcile Program Controls data with District financial systems
- Coordinate with Project Managers and Directors to define and maintain data coding structures, project control tools and quality data for budgets, contracts, change orders, trends in controls, and actual costs

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- Analyze a variety of federal and state laws and guidelines to assure correct utilization of funds from a variety of sources
- Makes effective use of management reporting data warehouse to produce program control reports; analyze and report on key program/project performance metrics
- Maintains files and records of fund allocations and expenditures to prevent overdrafts
- Conducts research on studies and prepares reports regarding policies and procedures, the organization structure; and other fiscal requirements in a Department and coordinates results to Senior Management for improvement of work process
- Analyze program/project financial data to unencumbered available funds and provides summary reports
- Set up a system of tracking funding changes, budget adjustments, and contract modifications for Senior Management review
- Coordinates, integrates, manages, and reviews the work of Program Controls Specialists in a department to create and maintain program control databases and reports

Experience:

- 8 years experience in using Microsoft Office applications (including MS Word, Excel, Power Point, and Access); and Project Cost Control Systems, including Contract change management, cost forecasting, invoice processing, and document control
- 5 years of Program/Project Controls experience in Education, Public Works, or any related government agency projects
- 2 years in a major School Construction Program

Preferred Experience:

- Accounting experience and account reconciliation for an educational setting is preferred.
- Supervisory experience is preferred.

Education:

- Graduation from a recognized college or university with a Bachelor's degree is required
- Major in Engineering, Finance or Construction Management is preferred
- Additional Business courses, specifically Accounting courses are also preferred

Cost Specialist

Duties:

- Provides financial program and project control analysis for Construction and capital improvement projects, using the District applications such as Expedition, SAP, and Citrix Cost Control Systems
- Provides and tracks cost control and budgetary analysis and reports, including key budget and summary reports, to Project Managers, Regional Directors, and other Senior Project Management staff
- Tracks financial data related to grant proposals, budget preparation, and modification, expenditure analysis, and budget control, and makes recommendations to improve work progress
- Review financial structure of key Programs/Projects by performing analytical tasks involved in cost controls, burn rate analysis and providing direction to Regional Staff in preparing cost analysis proposals and budget modification requests
- Reconcile Program Controls data with District financial systems
- Coordinate with Project Managers and Directors to define and maintain data coding

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structures, project control tools and quality data for budgets, contracts, change orders, trends in controls, and actual costs

- Analyze a variety of federal and state laws and guidelines to assure correct utilization of Funds from a variety of sources
- Makes effective use of management reporting data warehouse to produce program control reports; analyze and report on key program/project performance metric
- Maintains files and records of fund allocations and expenditures to prevent overdrafts

Experience:

- 5 years experience in using Microsoft Office applications (including Word, Powerpoint, Excel, and Access); and Project Cost Control Systems including Contract change management, Cost Forecasting, Invoice Processing, and Document Control.
- 3 years of Project Controls experience in Education, Public Works, or Government agency project
- 2 years on a major school construction program

Education:

- Graduation from a recognized college or university with a Bachelor's degree is required
- Major in Engineering, Finance or Construction Management is preferred
- Additional Business courses, specifically Accounting courses are also preferred

Senior Project Cost Estimator

Duties:

- Plans, supervises, and participates in the preparation of construction cost estimates of buildings or other structures from drawings, outlines, and specifications
- Prepares and reviews cost estimates and forms and other materials submitted to secure State and/or federal grants and loans from school aid programs and represents the District on matters pertinent to securing such funds
- Checks construction cost estimates submitted by commissioned architects and engineers for accuracy and completeness and compares them with District estimates
- Confers with commissioned architects and engineers to resolve differences in their cost estimates and District estimates for each project and negotiates agreements on preliminary estimates of construction costs
- Makes studies and prepares reports when contractors' bids vary widely from the agreed construction cost estimate
- Checks segregations of contract costs as estimated by building contractors and recommends acceptance or rejection as a basis for progress payments
- Analyzes change orders on construction work under contract and approves or rejects extras or credits submitted
- Prepares or reviews cost estimates for projects
- Establishes and maintains procedures for approval of plans and specifications for building projects and submission of approved projects to public bidding
- Develops methods for maintaining data used in records, charts, and graphs reflecting estimated construction costs compared with actual costs
- Conducts and participates in seminars and workshops with staff and minority contractors relative to school construction bidding procedures, contracts, and cost estimating
- Estimates costs of damages to District property caused by fire, natural disaster, and major acts of vandalism

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- Establishes budgets for school building projects
- Assists other branches with related functions
- Prepares preliminary and final independent cost estimates of projects for comparison with designer or contractor for PM/CM to establish negotiating position
- Prepares change order estimates for Owner Authorized Representatives to establish negotiating position
- Provides support in price negotiations
- Prepares claim analyses and estimates
- Reviews contractor's claims and proposals for merit and accountability
- Performs related duties as assigned

Experience:

- 10 years of professional experience in the preparation of complete cost estimates for type I, II, or III, and V building construction as defined by the State building code including two years in a supervisory capacity
- Knowledge of current local construction labor and material costs
- Extensive experience in developing and estimating the scope of work for change orders
- Good oral and written communications skills
- Ability to compare the independent cost estimate with contractor proposal to quickly identify differences
- Ability to develop scope of work based on RFI/RFC answers and estimates the detailed costs of those scopes of work independent of the contractor proposal

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management

Project Cost Estimator

Duties:

- Prepares preliminary and final independent cost estimates of projects for comparison with designer or contractor for PM/CM to establish negotiating position
- Prepares change order estimates for Owner Authorized Representatives to establish negotiating position.
- Provides support in price negotiations
- Prepares claim analyses and estimates
- Prepares detailed estimates of construction costs based on drawings, specs and sketches
- Reviews contractor's claims and proposals for merit and accountability

Experience:

- Minimum of 7 years or professional experience in construction estimating of facilities or school construction
- Knowledge of current local construction labor and material costs
- Extensive experience in developing in developing and estimating the scope of work for change orders
- Good oral and written communication skills.
- Ability to compare the independent cost estimate with contractor proposal to quickly identify differences

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- Ability to develop scope of work based on RFI/RFC answers and estimates the detailed costs of those scopes of work independent of the contractor proposal

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management

Senior Project Scheduler

Duties:

- Review Contractor's Baseline schedule submissions and provide narrative.
- Perform QA/QC on contractor schedule submittals for conformance with contract. Review critical path, cost loading, schedule content, use of relationships and lag, constraints and milestones
- Perform schedule impact analysis for contractor change orders and conduct schedule negotiations for contractor change orders
- Perform Critical Path analysis and Earned Value analysis
- Track and be involved in project issues as they relate to project schedules
- Walk the field, check the contractor's weekly and monthly schedule progress and provide reports to the project OAR and upper management
- Ability to read drawings, ability to determine if work is in or out of scope, and understand terms and conditions of the contract to determine compensability, as well as concurrent delays
- Proactively anticipate schedule impacts and advise Project Team concerning same
- Effectively communicate with the Contractor regarding all schedule/progress related matters and concerns in the weekly status meetings and all other schedule related meetings
- Review, evaluate, and reject or approve contractor recovery schedules.
- Prepare reports as needed and directed by Management
- Perform status updates to Program Schedule/Master Schedule
- Effectively communicate with Project Team and Leadership
- Perform Program Schedule QA/QC review and updates
- Create project Ad hoc project schedules as requested

Experience:

- 15 years experience in Construction Scheduling, preferably for public works projects

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management.
- Proficiency in Primavera Project Planner (P3)

Preferred Experience:

- Primavera 5.0 or 6.0

Project Scheduler

Duties:

- Same as Senior Project Scheduler under appropriate supervision

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Experience:

- 10 years experience in Construction Scheduling, preferably for public works projects

Education:

- Graduation from a recognized college or university with a BA or BS degree in Architecture, Engineering, or Construction Management
- Proficiency in Primavera Project Planner (P3)

Preferred Experience:

- Primavera 5.0 or 6.

Senior Program Scheduler

Duties:

- Provide guidance in Program Scheduling related to scheduling methodology, work breakdown structure, project and activity coding structure, constraint usage, etc.
- Create, validate and implement EPS level coding structure as needed to be utilized by Program and Project Schedulers for various programs.
- Develop and maintain program schedule templates identifying relationships, logic, milestones, and constraints for various programs.
- Monitor and maintain project and activity codes, coding and sequence usage, layouts, and reports necessary to ensure data integrity.
- Perform QA/QC on master program schedules for conformance to program goals. Ensure Cost and Budget efficiency on schedule data.
- Effective communication and coordination between various individuals and departments to proactively manage the program schedule and update process.
- Manage the Program Schedule Update Cycle by utilizing various validations reports and distributing to Region Schedulers for correction.
- Work with Project Schedulers during the update cycle to ensure input of progress.
- Administer policies and procedures for coordinating, performing, and documenting Baseline Changes.
- Perform Program Level analysis and reporting.
- Monitor Program Scheduling best practices and standards.
- Manage backup of data files following the policies and procedures for storage and archival of historical information.
- Orchestrate transferring of current P6 data to COLIN (Consolidated OnLine Information Nexus).
- Excellent written and verbal communication skills to effectively relay Program Scheduling policies & procedures.
- Serve as liaison between the Director of Program & Project Controls and Regional Schedulers.
- Administer user access and security profiles and privileges.
- Provide assistance to resolve technical issues or coordinate and track issues with IT on behalf of Region Schedulers.
- Provide assistance in managing the configuration of the system including patches and upgrades.
- Administer special P6 database instances (Development, Training, Testing, etc.).

Experience:

- 12 years' experience in Program Scheduling, preferably for public works projects. Experience in Primavera 5.0 or 6.1 is preferable.

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Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management.
- Proficiency in Primavera Project Management (P6) and Primavera Project Planner (P3)

Program Scheduler

Duties:

- Same as Senior Program Scheduler under appropriate supervision

Experience:

- 8 years' experience in Program Scheduling, preferably for public works projects. Experience in Primavera 5.0 or 6.1 is preferable.

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management.
- Proficiency in Primavera Project Management (P6) and Primavera Project Planner (P3)

Budget/Funds Manager

Duties:

- Administers overall local bond program funding sources
- Performs financial analysis, reconciliations related to bond program and associated projects
- Monitors financial and program control databases for completeness and accuracy.
- Develops and implements budget and financial policies and procedures and interfaces with other departments.

Experience:

- 2 years experience developing and managing large Capital Improvement Program, multi-funding source program budgets.
- 1 year of experience developing and managing multi-billion dollar K-12 Capital Program budgets and with Federal and State K-12 School Construction Aid Programs and Funding programs.

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Accounting, Finance, or Business Administration.

Additional Preferred Education:

- CPA Certification

Database Specialist

Duties:

- Manages and reports the ongoing Facilities Condition Assessment Program
- Develops reporting views for school building and service call data
- Develops and manages the Facilities Condition Assessment (FCA) project data collection tool

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- Management of FCA Schedule in Primavera P6
- Establishes the Project Requirement Record production database
- Consolidates AWMS and CAFM building data for reporting
- Ad hoc reporting as required

Experience:

- Experience in creating and managing databases in SQL Server and Oracle
- Experience in developing data input interfaces with database
- Experience in creating and managing/tracking schedules in Primavera P6

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Engineering, Construction Management, or Information Technology

Preferred Experience:

- Experience with IBM Maximo and school construction experience is preferred

Expedition Specialist

Duties:

- Creates user Work Instructions and Cheat Sheets for Expedition/Contract Manager.
- Trains users in the proper use of the various systems and in the new integrated processes.
- Tests integrations from user perspective and participates in conference room pilot.
- Administers Expedition Database with respect to security and user profiles, custom fields and status and form
- Develops and modifies custom reports

Experience:

- Minimum 3 years experience with large scale construction data integration efforts involving Expedition and an ERP system.
- Minimum 5 years experience with construction projects.
- Knowledge of construction organization, terminology, financial structure, and work flows.
- Experience in writing Expedition Work Instructions and training construction personnel at various levels on a project team.
- Minimum years experience in use of Expedition, particularly as applied to contract change control and document management

Additional Preferred Experience:

- Working knowledge of Infomaker preferred

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management.

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Director of Sustainability Initiatives

Duties:

- A direct report to the Director of Maintenance and Operations in support of the Facilities Services Division's requirements associated with the Board Resolutions regarding Sustainability.
- Represent the District on matters associated with New Construction and Existing Facilities as they relate to the Facilities portion of the Sustainability Program, as well as LEED and CHPS programs. This will include public presentations at conferences, interviews, panels, board presentations, and other District internal presentations.
- Interface with District's General Counsel on all matters associated with contract issues and regulatory affairs in support of the requirements of the Sustainability Program.
- Monitor progress of the various programs being executed in support of the Sustainability Program through monthly meetings of the Sustainability Steering Group to ensure deliverables are being completed in accordance with submitted plans.
- Provide oversight and monitoring of the execution of all sustainability projects as required and ensure deliverables are progressing in accordance with submitted plans.
- Provide oversight, monitoring, interface, and intervention support of the City, State, and Utility agencies and regulations regarding utility rates, incentives, and rebates impacting Sustainability Projects.
- Provide oversight and monitoring of utility usage for all schools for the purpose of tracking and measuring the results of improvements put into place.
- Organize and attend meetings from the established working groups of the Sustainability Steering Group, for the purpose of supporting the sustainability efforts and initiatives of each group.
- Interface as required with the Division of the State Architect local office on matters requiring

Experience:

- 10 or more years of experience working in all aspects of Sustainability Programs.
- Experience in preparing, implementing and verifying site survey information for projects.
- Experience with campus construction management teams as well as with campus administrators, faculty and staff and/or experience working professionally with a similar or related clientele.
- Experience in preparing and updating Sustainability plans.
- Experience in utility regulatory affairs and/or litigation.

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering or Construction Management
- LEED AP Professional required, Certified Energy Manager, or one of more of the following: Electrical Engineer; Professional Engineer, Mechanical Engineer certifications preferred.

Sustainability Contracts Support Manager

Duties:

- Prepares RFQ, RFP, Contracts, and Grant application drafts for approval by Senior Management for all types of Sustainability projects.
- Provides additional support through facilitation with Facilities Contracts in the development of Contract for Sustainability projects.
- Assists Facilities Contracts with the bid process for Sustainability projects

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- Follows up with interpretation of contracts during the course of project implementation as needed
- Assists in the research of existing incentive and grant funding from all levels of government agencies, utility companies, and other resources
- Provides analysis of emerging regulatory and legislative information that may become available to the District, leading to new grant and incentive opportunities
- Provides analysis regarding alternative methods of RFQ, RFP, and Contracts from other relevant resources that may provide the opportunity to improve upon District documents
- Responds to public inquiries regarding business opportunities and offerings for the District
- Attends meetings with Board staff to assist in the explanation and support of Sustainability programs and contracting outreach, methods, and bid transparency
- Performs other duties as assigned.

Experience:

- 5 years experience in a professional level project management position involving the facilitation of project implementation, project and program feasibility, and utility systems, methods, and procedures
- A Master's degree or an LEED AP Professional Certification, CCCA, or a valid Construction Manager (CCM) credential by the Construction Manager Certification Institute (CMCI) may be substituted for up to one year of the required experience

Education:

- Graduation from a recognized college or university with a Bachelor's degree is required; a master's degree is strongly preferred. As a minimum, completion of at least 12 semester units in organization and management, finance, economics, business, utilities management, and/or public administration is required.

Preferred Licenses and Certificates and degrees:

- A Law degree from an accredited law school; LEED Accreditation; CCCA (Certified Construction Contract Administrator); or CCM (Certified Construction Manager) certifications are preferred

Sustainability Technical Support Manager

Duties:

- Prepares policies and procedure drafts for approval by Senior Management for all types of Sustainability projects
- Provide management oversight and support through facilitation to contractors and District personnel in the execution of Sustainability projects
- Assists in the development and implementation of new legislation or utility regulations
- Provides analysis of utility data to determine locations and causes of excess energy usage
- Provides analysis of emerging technology information that may become available to the District, leading to expense savings and improved efficiencies
- Provides management support to District and Contractor teams engaged in Sustainability projects, including the management of work distribution and workload
- Responds to public inquiries regarding business opportunities and offerings for the District
- Attends meetings with Board staff to assist in the explanation and support of Sustainability programs
- Provides analysis of research data offerings regarding financial incentives and project financing programs, including cash flow analyses, life-cycle cost analyses, and debt service projections

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- Performs related duties as assigned

Experience:

- 5 years experience in a professional level project management position involving the facilitation of project implementation, project and program feasibility, and utility systems, methods, and procedures
- A master's degree or a valid Professional Engineering degree (PE, EE, ME) may be substituted for up to one year of the required experience.

Education:

- Graduation from a recognized college or university with a Bachelor's degree as a minimum; completion of at least 12 semester units in organization, and management, finance, economics, business, utilities management, and public administration is required.

Preferred Licenses and Certificates:

- LEED Accredited Professional and CEM (Certified Energy Manager) certification

CEQA Advisor

Duties:

- Evaluates proposed construction near and at school sites and of District acquisitions for schools to assess environmental impact and the feasibility of remediation and/or mitigation of hazardous substances and determines actions to be taken in accordance with federal, State, and District standards.
- Manages environmental project planning activities related to site investigations of existing District properties and new acquisitions.
- Makes recommendations regarding the feasibility of remediation and/or mitigation, establishes priorities, reviews scope of work proposals, and analyzes documents related to non-District project development near school sites to assess environmental impact on school populations and prepares responses stating the mitigation and/or remediation required.
- Recommends environmental impact documents related to District construction projects for review by the appropriate agencies and the community as required by federal, State, and District policies and procedures.
- Reviews proposed legislation to determine its environmental impact and to make appropriate recommendations.
- Recommends and reviews the appropriate environmental review documents necessary to inform the public, Board Members, District staff, public agencies, and other project representatives involved in the District's building and acquisition projects about the environmental effects that will result from proposed projects.
- Interprets and applies an understanding of the relative issues pertaining to the environmental, geologic, land use, population, housing, air quality, traffic, noise, visual, and other potential hazards of proposed projects in the preparation of detailed comments on other Master Plans.
- Interacts with outside consultants, Board Members, administrators and staff from the Project Management and Construction, Environmental Health and Safety, School Traffic and Safety Education, Maintenance and Operations, and Design and Inspection Branches; school stakeholders; City planning staff; Metropolitan Transit Authority; and other public agency staff, project representatives, and attorneys to discuss sometimes controversial issues surrounding proposed projects.

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- Reviews preliminary drafts of environmental and planning documents, reviews CEQA legislation and rulings for applicability to schools and other District facilities and prepares legal documents to accompany projects.
- Performs other duties as assigned

Experience:

- 10 years experience managing the preparation of environmental planning documents.

Education:

- Graduation from a recognized college or university with a Bachelor's degree.
- CEQA regulations; other federal, state and local environmental regulations; California Department of Education (CDE) – required environmental studies and checklists.

Preferred Education:

- A degree in Environmental Planning is strongly preferred

CEQA Project Manager:

Duties:

- Review and coordinate work conducted by CEQA Master Services Agreement (MSA) contractors in the areas of:
 - Notices of Exemption
 - Initial Studies
 - Negative Declarations / Mitigated Negative Declarations
 - Environmental Impact Reports
 - Risk Assessments of adjacent structures as identified by the California Department of Education such as pipelines, railroads, airports, freeways etc. during the assessment of new school sites or improvements to existing school sites
- Assist in contract development, and oversight of MSA contractors.
- Establish and maintain project budgets and schedules pertaining to CEQA projects and investigations.
- Provide technical advice to OEHS Management in terms of oversight of CEQA MSA contractors as well as contractor budget and schedule control.
- Preparation of LAUSD Board Reports, briefings and presentations.
- Coordinate and attend community meetings pertaining to the CEQA process.

Experience:

- 10 years experience managing the preparation of environmental planning documents.

Education:

- Graduation from a recognized college or university with a Bachelor's degree.
- CEQA regulations; other federal, state and local environmental regulations; California Department of Education (CDE) – required environmental studies and checklists.

Preferred Education:

- A degree in Environmental Planning is strongly preferred

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Gas/Methane Project Manager:

Duties:

- Review and coordinate work conducted by environmental site assessment Master Services Agreement (MSA) contractors in the area of assessment, design, and implementation of methane mitigation systems for new-school construction projects. NOTE: The ideal candidate will also meet all qualifications identified for the SITE ASSESSMENT PROJECT MANAGER POSITION.
- Assist in contract development, and oversight of remediation contractors.
- Establish and maintain project budgets and schedules pertaining to environmental investigations and remediation efforts.
- Provide technical advice to OEHS Management in terms of oversight of environmental site assessment contractors as well as contractor budget and schedule control.
- Prepare and coordinate the environmental review process for individual projects with the Facilities Services Division (“Facilities”) requirements for:
 - Notices of Exemption
 - Project scheduling
 - Budgeting
 - Land acquisition
 - School design and construction
 - Emergency response
 - Waste disposal
 - Demolition

Experience:

- 10 years experience in management of environmental investigations and remediation conducted under the direction of the Department of Toxic Substances Control (DTSC) or comparable regulatory agency. Experience must include the design and implementation of methane mitigation systems.

Education:

- Graduation from a recognized college or university with a Bachelor’s degree.
- Site investigation and remedial strategies; federal, state and local environmental regulations; current City of Los Angeles methane mitigation standards; Department of Toxic Substances Control (DTSC), Regional Water Quality Control Board (RWQCB) and South Coast Air Quality Management District (SCAQMD) protocols.

Preferred Education:

- A degree in Geology or Engineering is strongly preferred

Site Assessment Project Manager:

Duties:

- Review and coordinate work conducted by environmental site assessment Master Services Agreement (MSA) contractors in the areas of:
 - Initial screening of proposed school sites
 - Phase I Environmental Site Assessment
 - Soils Disposition Evaluation (Compliance with Specification 01440)

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- Health/Safety risk assessment
- Preliminary Environmental Assessment
- Remedial Investigation / Feasibility Study
- Public Participation Plan
- Preparation and implementation of Removal Action Workplans / Remedial Action Plans
- Lead paint, mold and asbestos survey and mitigation
- Assist in contract development, and oversight of remediation contractors
- Establish and maintain project budgets and schedules pertaining to environmental investigations and remediation efforts.
- Provide technical advice to OEHS Management in terms of oversight of environmental site assessment contractors as well as contractor budget and schedule control.
- Prepare and coordinate the environmental review process for individual projects with the Facilities Services Division (“Facilities”) requirements for:
 - Project scheduling
 - Budgeting
 - Land acquisition
 - School design and construction
 - Emergency response
 - Waste disposal
 - Demolition

Experience:

- 10 years experience in management of environmental investigations and remediation conducted under the direction of the Department of Toxic Substances Control (DTSC) or comparable regulatory agency.

Education:

- Graduation from a recognized college or university with a Bachelor’s degree.
- Site investigation and remedial strategies; federal, state and local environmental regulations; Department of Toxic Substances Control (DTSC), Regional Water Quality Control Board (RWQCB) and South Coast Air Quality Management District (SCAQMD) protocols.

Preferred Education:

- A degree in Geology, Engineering or Environmental Science is strongly preferred.

Soils Disposition Project Manager:

Duties:

- Review and coordinate work conducted by environmental site assessment Master Services Agreement (MSA) contractors in the area of characterization and disposal of hazardous and non-hazardous soils generated as a result of new-school construction projects. NOTE: The ideal candidate will also meet all qualifications identified for the SITE ASSESSMENT PROJECT MANAGER POSITION.
- Assist in contract development, and oversight of remediation contractors.
- Establish and maintain project budgets and schedules pertaining to environmental investigations and remediation efforts.
- Provide technical advice to OEHS Management in terms of oversight of environmental site assessment contractors as well as contractor budget and schedule control.
- Prepare and coordinate the environmental review process for individual projects with the Facilities Services Division (“Facilities”) requirements for:

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- Project scheduling
- Budgeting
- Land acquisition
- School design and construction
- Emergency response
- Waste disposal
- Demolition

Experience:

- 10 years experience in management of environmental investigations and remediation conducted under the direction of the Department of Toxic Substances Control (DTSC) or comparable regulatory agency. Experience must include working knowledge of and familiarity with LAUSD Specification 01440 (Environmental Import/Export Materials Testing).
- Oversee MSA contractors performing environmental investigations and remedial actions
- In coordination with Facilities Contracts, oversee “Hard Bid” and Job Order Contracts (JOCs) to perform remedial actions

Education:

- Graduation from a recognized college or university with a Bachelor’s degree.
- Site investigation and remedial strategies; federal, state and local environmental regulations; especially those dealing with soils-disposition criteria; Department of Toxic Substances Control (DTSC), Regional Water Quality Control Board (RWQCB) and South Coast Air Quality Management District (SCAQMD) protocols.

Preferred Education:

- A degree in Geology, Engineering or Environmental Science is strongly preferred.

Director of Facilities Technology Services

Duties:

- Responsible for planning, directing, and managing all activities of Facilities IT staff to ensure effective and efficient operations of the teams.
- Work closely with Facilities executive leadership in developing, selecting, maintaining and supporting solutions to meet the needs of the Facilities Services Division’s Capital Improvement Programs and Maintenance & Operations Branch
- Manage application development, user support and infrastructure teams as well as oversee the activities of vendors contracted to provide technology products and services to the Facilities Services Division
- Identifies and determines information systems (IS) and communications strategies and requests for the Facilities Services Division by working with the Facilities executive team and its work groups by; assessing current systems and technology used, identifying business process gap analysis as it relates to information systems, and determining appropriate solutions within budget and time parameters
- Responsible for the implementation and execution of the Division’s Strategic IT Plan and IT management methodologies in the areas of IT project management, systems management, user support, and other areas of defined responsibility
- Develops and administers the Facilities Technology Services (FTS) staffing plan and budget.

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- Develops and evaluates policies and procedures regarding systems and communication technology for the Facilities Services Division in conjunction with the organizations within FSD, various steering committees, and subordinate work groups
- Creates and manages the facilities technology strategy while ensuring coordination and the creation of standards consistent with those prescribed by the Information Technology Division
- Ensures that the systems implemented facilitate collaboration of data and knowledge sharing amongst all entities of the Facilities Services Division
- Responsible for systems and data security
- Creates and determines the scope of, and oversees a facilities technical support unit that has responsibility for cost effective systems administration, and hardware and software help-desk solutions based on user need and equipment used.
- Responsible for the procurement of hardware and software used by the Division as well as the asset management of items procured
- Establishes and follows a process to evaluate the adoption of new technology and establishes a sustainable process for Technology Services to meet the demands of the division while remaining up-to-date on technology capabilities
- Researches, determines, and recommends outsourcing strategies for IT functions and systems.
- Implements information system capabilities to extend appropriate information beyond the District to external contractors, oversight committees and the general public
- Responsible for implementing a technical training program including evaluation of appropriate technologies and ensuring staff is in stride with the latest technology
- Hires and manages external contractors and vendors as necessary
- Provides opportunities for technical training of staff to enable them to use current technology
- Acts as a liaison with the Information Technology Division (ITD)
- Performs other duties as assigned.

Experience:

- 15 plus years of experience providing information technology services in application design, user information systems needs assessment and requirements definition, and systems design and implementation including IT management.
- Experience in IT project management, business applications, Building Information Management (BIM), internet utility, and architectural, spatial, and location data management is preferable.
- Experience with organizations engaged in construction, architecture and engineering, construction management, or public works is preferable.

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Public Administration, Business Administration, Construction Management, Management Information Systems, Computer Science, or Systems Engineering.
- Completion of a Master's degree in Computer Science, Systems Management, Construction Management, or Public Administration is preferable.

Senior IT Project Manager

Duties:

- Participate with IT and functional executives to create an IT strategy and long term plan for IT applications and infrastructure
- Direct and manage projects from cradle to grave including project initiation, planning, execution, monitoring and controlling, and closing

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- Ensure that projects executed support the achievement of the overall business objectives the Facilities Services Division
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders
- Develop project plans and associated communications documents including Project Charters
- Manage and oversee the work of IT Project Managers and Business Systems Analysts
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion
- Manage client relationships to ensure the appropriate level of participation
- Manage vendor relationships and resources to ensure effective execution of the project
- Develop and manage project budgets
- Identify and manage project risks as well as issues that arise and the action items required to resolve them
- Plan and schedule project timelines and milestones using MS Project and track project milestones and deliverables
- Develop and deliver project status reports
- Coach, mentor, motivate, and supervise project team members (employees, contractors, and vendors) and influence them to take positive action and accountability for their assigned work
- Conduct project post mortems and create recommendations in order to improve execution of future projects
- If acting in the role of FTS Department management manage and supervise the work of application developers and DBAs in addition to IT Project Managers and Business Systems Analysts

Experience:

- 12 years of industry experience preferably in public sector / facilities
- 7 years of experience in business analysis and understanding business processes
- 5 years of Project Management experience in the role of Project Manager
- Experience having managed at least 3 projects from inception through implementation
- Experience working closely with project stakeholders including clients, users and management to coordinate work efforts across multiple groups to ensure that project goals are met within the established timeframes
- Experience defining technology solutions to business problems with input from business subject matter experts leading to the creation of Project Charters to support initiation of Projects
- Develop work estimates, work breakdown structures and the project work plan; prepare a consolidated work plan for initiatives that involve multiple related projects
- Strong conflict resolution, negotiating and influencing skills
- Experience with standard set of practices that ensure the integrity and quality of project deliverables
- Experience in program management or overseeing multiple inter-related projects to successful conclusion
- Knowledge, skills, and abilities include the following:
- Managing successful, large-scale IT projects, that includes software analysis, design, development testing and implementation
- Working with User Acceptance Testing methodologies and documentation in large complex and heterogeneous technical environments
- Using project planning tools such as MS Project to track and maintain project plans, work breakdown structures and timelines
- Creating and presenting internal and external status reports and detailed status reports suitable for presentation Project Steering Committee and senior management

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- Leading the project technical and operational team, facilitating the project meetings and maintaining the project objectives through effective project management skills
- Delivering the project deliverables within the agreed schedule, to the correct technical specification, i.e., defined to meet user requirements, and within the approved budget and other specified criteria
- Strong communication and collaborative skills
- Experience in preparing and implementing test plans
- Excellent written and verbal skills
- Productivity/Office Tools, eg MS-Visio, MS-Project, MS-Excel, MS-Word, MS-PowerPoint

Preferred Experience:

- AEC industry experience strongly preferred. LAUSD experience preferred
- Project Management Professional (PMP) preferred
- Relational Database Management Systems, eg. Oracle, SQL Server, Sybase
- Reporting Tools, eg. Crystal Reports 9 and above, Actuate 8 and above
- Programming Languages, eg. Java, C, C++, Open ACS, Oracle PL/SQL.
- Programming Procedures, eg. ASP, TCL, JSP, PHP, PHYTHON
- Report Development Tools, eg. Toad, Business Objects/Crystal Reports, Oracle Discoverer, Oracle Forms 6i and above, Report 6i and above
- Data Modeling

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Computer Science.

IT Project Manager

Duties:

- Direct and manage projects from cradle to grave including project initiation, planning, execution, monitoring and controlling, and closing
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders
- Develop project plans and associated communications documents including Project Charters
- Manage and oversee the work of Business Systems Analysts
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion
- Manage client relationships to ensure the appropriate level of participation
- Manage vendor relationships and resources to ensure effective execution of the project
- Develop and manage project budgets
- Identify and manage project risks as well as issues that arise and the action items required to resolve them
- Plan and schedule project timelines and milestones using MS Project and track project milestones and deliverables
- Develop and deliver project status reports
- Coach, mentor, motivate, and supervise project team members (employees, contractors, and vendors) and influence them to take positive action and accountability for their assigned work
- Conduct project post mortems and create recommendations in order to improve execution of future projects

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- If acting in the role of FTS Department management manage and supervise the work of application developers and DBAs in addition to Business Systems Analysts

Experience:

- 7 years of industry experience preferably in public sector / Facilities
- 4 years of experience in business analysis and understanding business processes
- 3 years of Project Management experience in the role of Project Manager
- Experience having managed at least 1 project from inception through implementation
- Experience working closely with project stakeholders including clients, users and management to coordinate work efforts across multiple groups to ensure that project goals are met within the established timeframes
- Experience defining technology solutions to business problems with input from business subject matter experts leading to the creation of Project Charters to support initiation of Projects
- Develop work estimates, work breakdown structures and the project work plan; prepare a consolidated work plan for initiatives that involve multiple related projects
- Strong conflict resolution, negotiating and influencing skills
- Experience with standard set of practices that ensure the integrity and quality of project deliverables
- Knowledge, skills, and abilities include the following:
- Managing successful, large-scale IT projects, that includes software analysis, design, development testing and implementation
- Working with User Acceptance Testing methodologies and documentation in large complex and heterogeneous technical environments
- Using project planning tools such as MS Project to track and maintain project plans, work breakdown structures and timelines
- Creating and presenting internal and external status reports and detailed status reports suitable for presentation Project Steering Committee and senior management
- Leading the project technical and operational team, facilitating the project meetings and maintaining the project objectives through effective project management skills
- Delivering the project deliverables within the agreed schedule, to the correct technical specification, i.e., defined to meet user requirements, and within the approved budget and other specified criteria
- Strong communication and collaborative skills
- Experience in preparing and implementing test plans
- Excellent written and verbal skills
- Productivity/Office Tools, eg MS-Visio, MS-Project, MS-Excel, MS-Word, MS-PowerPoint

Preferred Experience:

- AEC industry experience strongly preferred. LAUSD experience preferred
- Project Management Professional (PMP) preferred
- Relational Database Management Systems, eg. Oracle, SQL Server, Sybase
- Reporting Tools, eg. Crystal Reports 9 and above, Actuate 8 and above
- Programming Languages, eg. Java, C, C++, Open ACS, Oracle PL/SQL.
- Programming Procedures, eg. ASP, TCL, JSP, PHP, PHYTHON
- Report Development Tools, eg. Toad, Business Objects/Crystal Reports, Oracle Discoverer, Oracle Forms 6i and above, Report 6i and above
- Data Modeling

Education:

- Graduation from a recognized college or university with a Bachelor's degree.

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- Major in Computer Science or related Business studies preferred

Senior IT Business Systems Analyst

Duties:

- Gather business requirements as input to Project Charters, scope documents, functional and design specifications, test plans, and user documentation
- Assess and document current work processes and make recommendations for process reengineering/streamlining through the implementation of technology enabled process improvement initiatives
- Translate user requirements into design deliverables to be used by the development team to create software solutions
- Act as the interface between the user/business community and the development team
- Develop and execute test plans to ensure that developed software meets the business requirements and functions as designed
- Manage User Acceptance Testing activities
- Create user documentation including manuals and training materials
- Perform user training for rolled out applications
- Manage implementation of enhancement requests and the resolution of production issues through effective coordination with users and the development team
- Test the solutions, record and track technical issues and implement any needed changes
- Gather data on business requirements, inclusions in the design and implementation stages, to determine solutions to problems experienced by an organization or department
- Provides supervision and support to lower level IT Business Analysts and IT Technicians

Experience:

- 8 years of industry experience preferably in public sector / Facilities
- 8 years of experience in business analysis and business processes assessment
- Experience working closely with customers, users and management to coordinate work efforts across multiple groups
- Experience with standard set of practices that ensure the integrity and quality of project deliverables
- Knowledge, skills, and abilities include the following:
- Working in successful, large-scale IT projects, that includes software analysis, design, programming, testing and implementation
- User Acceptance Testing methodologies and documentation in large and heterogeneous technical environments
- Project planning tools such as MS Project to track and maintain project plans, work breakdown structures and timelines
- Creating and presenting internal and external status reports and detailed status reports
- Leading and facilitating project team members in order to attain the project objectives through effective project management skills
- Experience in delivering the project deliverables within the agreed schedule, to the correct technical specification, i.e., defined to meet user requirements, and within the approved budget and other specified criteria
- Strong communication and collaborative skills
- Experience in preparing and implementing test plans
- Excellent written and verbal skills

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- Excellent interpersonal skills
- Possesses the ability to train, lead, and mentor
- Excellent leadership skills in a business setting

Preferred Experience:

- AEC industry experience strongly preferred. LAUSD experience preferred
- Relational Database Management Systems, eg. Oracle, SQL Server, Sybase
- Reporting Tools, eg. Crystal Reports 9 and above, Actuate 8 and above
- Programming Languages, eg. Java, C, C++, Open ACS, Oracle PL/SQL.
- Programming Procedures, eg. ASP, TCL, JSP, PHP, PHYTHON
- Report Development Tools, eg. Toad, Business Objects/Crystal Reports, Oracle Discoverer, Oracle Forms 6i and above, Report 6i and above
- Data Modeling and Tools, eg Erwin
- Supervisory experience in an IT Business or related field is preferred

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Computer Science.
- A Masters degree in Computer Science is preferred

IT Business Systems Analyst

Duties:

- Gather business requirements as input to Project Charters, scope documents, functional and design specifications, test plans, and user documentation
- Assess and document current work processes and make recommendations for process reengineering/streamlining through the implementation of technology enabled process improvement initiatives
- Translate user requirements into design deliverables to be used by the development team to create software solutions
- Act as the interface between the user/business community and the development team
- Develop and execute test plans to ensure that developed software meets the business requirements and functions as designed
- Manage User Acceptance Testing activities
- Create user documentation including manuals and training materials
- Perform user training for rolled out applications
- Manage implementation of enhancement requests and the resolution of production issues through effective coordination with users and the development team

Experience:

- 5 Years of industry experience preferably in public sector / Facilities
- 5 years of experience in business analysis and business processes assessment
- Experience working closely with customers, users and management to coordinate work efforts across multiple groups
- Experience with standard set of practices that ensure the integrity and quality of project deliverables
- Knowledge, skills, and abilities include the following:
- Working in successful, large-scale IT projects, that includes software analysis, design, programming, testing and implementation

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- User Acceptance Testing methodologies and documentation in large and heterogeneous technical environments
- Project planning tools such as MS Project to track and maintain project plans, work breakdown structures and timelines
- Creating and presenting internal and external status reports and detailed status reports
- Leading and facilitating project team members in order to attain the project objectives through effective project management skills
- Experience in delivering the project deliverables within the agreed schedule, to the correct technical specification, i.e., defined to meet user requirements, and within the approved budget and other specified criteria
- Strong communication and collaborative skills
- Experience in preparing and implementing test plans
- Excellent written and verbal skills

Preferred Experience:

- AEC industry experience strongly preferred. LAUSD experience preferred
- Relational Database Management Systems, eg. Oracle, SQL Server, Sybase
- Reporting Tools, eg. Crystal Reports 9 and above, Actuate 8 and above
- Programming Languages, eg. Java, C, C++, Open ACS, Oracle PL/SQL.
- Programming Procedures, eg. ASP, TCL, JSP, PHP, PHYTHON
- Report Development Tools, eg. Toad, Business Objects/Crystal Reports, Oracle Discoverer, Oracle Forms 6i and above, Report 6i and above
- Data Modeling and Tools, eg Erwin

Education:

- Graduation from a recognized college or university with a Bachelor's degree.
- Major in Computer Science or Business studies preferred

Senior Open ACS Programmer

Duties:

- Develop the FTS Application Life Cycle.
- Interact with LAUSD staff/clients to gather application business requirements.
- Create application design/process flow.
- Utilize FTS custom application web stack: Open and Classic ACS / Tcl / Oracle Sql and PLSQL/ Redhat, Linux.
- Utilize standard JQUERY and JQUERYUI user interactions including customizing Auto complete, Accordion, Datepicker, Tooltips, and Dialog.
- Create application Oracle data model, stored packages and procedures.
- Leverage/extend Open ACS oracle infrastructure utilizing built in objects, users, groups, relations, privileges, permissions, content repository, file storage, model, and survey package.
- Utilize Open ACS layer content generation including Templating, Comments facility, ad_form, ad_list
- Maintain application code documentation in application page scripts and Tcl API scripts.
- Write Tcl Script API for application core functionalities, and Tcl Web Application Scripting for user applications.
- Properly abstract data model queries from the presentation mode.
- Assess integration consequences with existing Oracle application data model.
- Provide for migration of data from legacy applications and coordinate interaction with new content.

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- Utilize Open ACS package control system to manage version control, dependencies, and promotion to production environment.
- Maintain application code in the subversion document management system.
- Maintain a single site wide utility integration package for both Classic and Open ACS via subversion.
- Manage cross platform register/login/logout scripts, and integration issues between Classic and Open ACS.
- Manage application development, debugging, staging, and rollout
- Responsible for applications such as Vendor Profile, Bid Management, Contracts Management and Reporting, Certified Payroll Reporting, Plan LAUSD, RFP/RFQ Postings.
- Monitor and diagnose error in web logs in both production environments.
- Lead developer for Web applications: Vendor Profile, Contracts Bid Management, Prequalification Application Management, Plan LAUSD Architect's School Document Resource, Online LAUSD and Non-LAUSD SBE certification.
- Lead developer for Web Services: LAUSD FSS Site Management Navigation Tool, Site wide utility package.

Experience:

- 15 years of programming experience with AOL Server, Classic/Open ACS/ACS, TCL, SQL, PLSQL, HTML technologies, Oracle SQL database programming
- 10 years lead in application development
- 10 years of experience working with labor compliance, project management, contract management, Small Business Enterprise web application and reporting, and demographics business processes
- 10 year experience with application rollouts
- Experience in master planning and demographics, labor compliance and contract management processes and applications. For example: electronic school enrollment forecast process, certified payroll, OCIP, labor compliance regulation tracking, withhold management, contract management, procurement applications, and invoice management.
- Experience with electronic signatures of end/user agreement documents generation, and management

Education:

- Graduation from a recognized college or university with a Bachelor's degree; a major in Computer Science is preferred.

Open ACS Programmer

Duties:

- Develop, monitor, and maintain web based applications in a Linux environment. Utilize Linux line commands and software to program TCL/ADP based web pages and monitor server status.
- Develop, maintain, and update OPEN ACS/ACS TCL/ADP web page logic in accordance to application specific requirements.
- Utilize HTML, XML, JS, JQUERY, etc. in ADP pages to render user interface with auto complete drop downs, searches, etc.
- Utilize OPEN ACS templates for the creation of forms, lists, bulk action lists, reports, etc.
- Develop/Update OPEN ACS/ACS toolkit private and public TCL based library procedures.
- Develop/Update OPEN ACS/ACS Oracle data models utilizing SQL and PLSQL.
- Create/Update/Apply OPEN ACS/ACS application and user specific permissions and privileges.

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- Create/Update/Assign OPEN ACS/ACS toolkit Groups to applications and users.
- Create and Deploy OPEN ACS/ACS application apm to acceptance and production environments.
- Develop application-based uploads based on SQLDR.
- Review and improve dynamic pages using the Open ACS template system.
- Write TCL code with embedded SQL queries to generate dynamic content
- Create AOL Dynamic Pages (ADP) to render graphical user interface (GUI).
- Monitor server logs to address application, database, and server errors and problems.
- Review and recommend PL/SQL and SQL enhancement to optimize performance.
- Ensure proper implementation of Open ACS APM, user and group permissions, templates, etc.
- Implement and ensure proper use of code version control through subversion.
- Provide recommendations for updating database versions, server upgrades, etc., based on OACS tool kit
- Provide recommendations and integrate data imports into existing applications based on OACS tool kit
- Troubleshooting problems found in Core Applications of the FSD website
- Fixing bugs found in new and existing Core ACS Applications and authored applications using TCL, Oracle PL/SQL and AOL server
- Conversion of current manual based business processes to web based applications that reduce District Resources, improve transparency, and enhance data integrity
- Answer questions, provide access, and resolve failures to automated processes for procurement tools invoicing, labor compliance withholds tracker, project scheduling tool, master planning and demographics forecasting, contract withholds applications.
- Lead development and updates to Procurement applications that include generation and approval of Invoices, Payment Applications, OAR Assignments, Owner Assessment Summaries, and vendor withholds.
- Work on LRP data integration and cleansing.
- Work with Master Planning and Demographics, Budget, SPED, and Magnet offices in data preparation and loading into forecast application.
- Address Track-It requests regarding laschools.org and mo.laschools.org

Experience:

- 10 years of programming experience with AOL Server, Open ACS/ACS, TCL, SQL, PLSQL, HTML technologies, SQL database programming
- 5 years lead in application development
- 5 years of experience working with labor compliance, project management, contract management, and demographics business processes
- 10 year experience with application rollouts
- Experience in master planning and demographics, labor compliance and contract management processes and applications. For example: electronic school enrollment forecast process, certified payroll, OCIP, labor compliance regulation tracking, withhold management, contract management, procurement applications, and invoice management.

Education:

- Graduation from a recognized college or university with a Bachelor's degree.

JAVA Programmer:

Duties:

- Maintain and enhance internally developed web applications
- Participate in independent client interactions

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- Analyze problems and recommend and implement solutions
- Work independently on complex programming tasks with minimal supervision
- Complete programming assignments on-time and be a strong team player

Experience:

- Minimum 5 years experience with web application development in Java, including technologies such as Web Services, J2EE, JSP, Servlet API, Enterprise Java Beans, XML, HTML, JavaScript, CSS, SSL and Authentication.
- Minimum 3 years of Oracle experience (SQL, PLSQL, Stored Procedures, Triggers, performance tuning and ETL programs).
- Experience with Windows and UNIX operating systems, Oracle 9, Application Server and Subversion (version control system).
- Experience with Crystal Reports and Business Objects.
- Experience with web/application server configuration and optimization

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Computer Science or Information Systems.

Optional Qualifications:

- Experience with MVC and persistence frameworks (like Spring and Hibernate).
- Experience with (non-java) web development platforms.
- Experience with mobile web development and mobile application development.

Infrastructure Network Engineer

Duties:

- Provide weekly updates and variance reports.
- Maintain a daily log of contractor field activities.
- Provide technical guidance and direction in all areas of analysis and programming including specifications, coding, testing, debugging, quality assurance, and documentation.
- Analyze technical problems and recommend solutions.
- Participate in setting near-, mid-, and long-term objectives and goals to ensure that LAUSD IT strategic planning and implementation initiatives are met.
- Identify, evaluate, and assist LAUSD in the selection of hardware, software, and services to meet specific requirements (screening, selection, and due diligence).
- Assist the District in evaluating bids for technical responsiveness and the understanding of the computer, data, and telecommunication systems requirements.
- Provide services to the LAUSD Information Technology Division (ITO) as a member of the Design & Quality Assurance team insuring full implementation of network and telecommunications systems at LAUSD school sites.
- Prepare and present status reports to the Director of IT Design & Quality Assurance, and/or designee as required for program reporting, or as may be required for specific project or program issues.
- Maintain complete project files using District required software and format.
- Coordinate approvals and sign-offs as required by appropriate LAUSD personnel.
- Review and become fully versed in the District's specifications and Contractor Scopes of Work related to District computer, data, telecommunication, PBX, intercommunication, public address, and intrusion systems.

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- Manage execution of technical standard procedures and processes as required by the Director of IT Design & Quality Assurance ITO or designee.
- Conduct site surveys and preparation of schematic diagrams for recommended and efficient installations.
- Perform site walks with the designer to review the physical plant and review designer provided drawings and schedule and review submissions for completeness, accuracy, design efficiency and adherence to current District specifications. Document problems in writing.
- Review computer, data, and telecommunication systems designs to recommend alternative solutions whenever design details affect construction feasibility or schedule, without assuming any of the project A-E responsibilities or liabilities for design.
- Attend jobsite meetings with the contractor to assist the project A-E, the Project Manager and LAUSD Inspectors to discuss and resolve field issues related to the installation of computer, data, and telecommunication systems.
- Respond to Contractor submitted change or information requests and review them to ensure there is no impact to the computer, data, telecommunication, PBX, intercommunication, public address, and intrusion systems designs and specifications.
- Track and document all change requests that affect the computer, data, PBX, intercommunication, public address, intrusion, and telecommunication systems at the school site.
- Review and document any existing computer, data, PBX, intercommunication, public address, intrusion, and telecommunication systems infrastructure at school sites.
- Review all the locations and cable pathways to ensure that the installation is compliant with District and Industry specifications. Additionally, the engineer will note the status of the required electrical power for all active components for computer, data, and telecommunication systems during this review.
- Compare the project design plans to the installation to assess deviations and ensure redlines are up to date.
- Identify and document equipment connectivity requirements on CLDF, LDF, IDF, and MDF basis for each school site for subsequent ITO material procurement. This list includes major electronics as well as associated patch cords.
- Review installation activities, and note compliance or non-compliance, as appropriate, to vendor site-specific specification deviation requests. During the on-site inspections, activities that may warrant the attention of the construction/inspection team will be brought to their attention for their review and action, as required.
- Monitor the electronics installation process, including the physical counts of equipment and the configuration of the equipment.
- Monitor the entire cable pulling process to ensure proper installation techniques are used and limitations are observed. This monitoring includes the fiber and copper installation and termination process along with the subsequent vendor testing of the installation.
- Review contractor submitted test results for completeness, compliance and accuracy.
- Ensure the existing and new electronics are inventoried, documented, and checked.
- Coordinate steps, tasks, and probable timing for the actual computer, data, PBX, intercommunication, public address, intrusion and telecommunication systems cutover.
- Perform a thorough walk-through with the contractor to ensure that the site is ready for formal acceptance testing and subsequent systems cutover.
- Witness the acceptance testing or the cable plant.
- Review final documentation and submittals to ensure consistency with the verified red lined drawings.
- Ensure contractor tested all multi-mode and single-mode fiber backbone cabling, including proper labeling and electronic testing to assess EIA/TIA 568B length and attenuation for the fiber and EIA/TIE 568B parameters for copper cabling.

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- Conduct site surveys and preparation of schematic diagrams for recommended and efficient installations.
- Unpacking of equipment and peripheral devices, and disposing of packing materials.
- Installation of equipment and associated peripheral devices in locations designated by the school or office.
- De-installation or removal of equipment and associated peripheral devices. Upgrading of equipment and associated peripheral devices (see above).
- Repair of equipment and associated peripheral devices (see above).
- Connect and configure server to uninterruptible power supply, and switch/hub.
- Connect and configure workstation to hub/switch.
- Connect and configure switches, WLAN access points and bridges, repeaters, bridges, routers, B routers, gateways, or CSU/DSU's.
- Migration of equipment and associated peripheral devices to other/newer equipment.
- Relocate and rearrange furniture for installation of equipment and associated peripheral devices.
- Installation of software and associated peripheral device drivers in equipment, at locations designated by the school or office.
- De-installation or removal of software and associated peripheral device drivers.
- Upgrading of software and associated peripheral device drivers.
- Repair of software and associated peripheral device drivers.
- Migration of software and associated peripheral device drivers to a later release.
- Implementation of new or additional IP addresses.
- Creation of trunking services/VLANs.
- Assigning ports to appropriate VLAN.
- Port configuration.
- Testing of DHCP.
- Configuration of host names in all networking equipment.
- Documentation of network configurations, including equipment locations. host names, serial numbers, IP addresses, etc.
- Assist in the preparation of punch lists.

Network/Scoping Engineer

Duties:

- Performs scoping duties for WLAN/LAN refresh network modernization projects working with various units in the District such as schools, offices, construction management, Purchasing Branch, ITD, Maintenance and Operations, Branch and other administrative offices involved in the completion of LAN/WLAN network modernization projects including construction and rehabilitation projects as well in the acquisition and installation of equipment.
- Develops scope and specification requirements for bids and contracts
- Prepares schematic diagrams for recommended and efficient installations
- Plans, analyzes and coordinates site equipment requirements
- Develops LAN and WLAN equipment riser diagrams
- Plans, forecasts, and identifies resource requirements for network systems
- Conducts design reviews of IT systems
- Designs solutions aligned with established network standards to meet the requirements of the project
- Provides technical expertise on projects for LAN and WLAN
- Identifies, evaluates, and assists staff in the selection of hardware to meet specifications and requirements

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- Manages Engineer for timely and accurate responses to requests for information.
- Coordinates with surveying, testing and inspection staff. Analyzes proposals for rehabilitation and improvement of existing facilities, grounds, or equipment to determine suitability and economic feasibility and to estimate costs.
- Advises personnel on most appropriate equipment purchases and resolves questions or problems related to equipment, replacement, and delivery.
- Makes field checks on construction, demolition, rehabilitation, alteration addition or repair projects to determine compliance with job specifications, plans, established District standards, and federal policies on layout and installation requirements.
- Prepares written materials including correspondence, reports, procedures, and guidelines related to project file maintenance and document control. Reviews submittals for conformance to plans and specifications.
- Develops strategies and schedules and to create submittal packages that conform to schedule requirements.
- Assists OAR's in establishing project priority lists that include annual and long range programs for various construction projects, including the maintenance, repair, and rehabilitation of existing schools and equipment.
- Assists in coordinating meetings between site administrators, school personnel, parents, and community representatives to organize construction plans from pre-construction to post-construction and close out.
- Approves and processes requisitions related to equipment.
- Coordinates the delivery and installation of equipment.
- Assists in review of submittal procedures, RFI's and monthly invoices.

Experience:

- Minimum of 8 years hands on experience related to the above duties in a similar or equivalent position

Additional Preferred Experience:

- Experience utilizing Microsoft Word, Excel Vision and AutoDesk AutoCad 2012

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Electrical or Network Engineering or Construction Management

Preferred Qualifications:

- BICSI Registered Cable Distribution Designer (RCDD), Cisco Certified Design Professional (CCDP), Cisco Certified Network Professional (CCNP), CCNA Wireless, CCNA Voice, or Alcatel Certified Switch Expertise (ACSE)

Primavera Support/Junior Developer

Duties:

- Responsible for coding Expedition/Contract Manager reports, queries and front end graphs
- Responsible for coding P6 reports
- Responsible for maintaining the Expedition reports and forms libraries and modifying, developing and promoting Expedition Infomaker forms and
- Responsible for maintaining and modifying and developing the COLIN to Expedition/Contract Manager and internal Expedition/Contract Manager integrations.

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- Responsible for maintaining and promoting the P6 automations.

Experience:

- Experience with large scale construction data integration efforts involving Expedition and an ERP system a plus.
- Minimum 2 years experience with relational database technology, including design, programming and implementation.
- Minimum 2 years programming experience, including user interface development, report writing and data manipulation
- Knowledge of construction organization, terminology, financial structure, and work flows

Additional Preferred Experience:

- Working knowledge of Infomaker preferred

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering or Construction Management

IT Help Desk Technician

Duties:

- Perform user support duties for all technical desktop issues.
- Maintain inventory for hardware and software licenses
- Obtain quotes for purchases of new hardware or software
- Coordinate the technology purchasing process
- Manage network user accounts
- Maintain IT department documentation
- Input help desk tickets into Track-It! help desk system
- Perform software and hardware repair and maintenance.
- Train users on software and procedures.
- Inform users of any technical issues which will affect them.
- Install any critical software patches and updates.

Minimum Requirements

- Experienced in technology evaluation and purchasing.
- Experienced in setting up new hires.
- 3 years experience in help desk support role. Experience with dealing directly with users and their day to day support issues. This experience should include all levels of user technical ability, from novice to expert.
- Experience with installation and maintenance for Windows 2000/XP, Microsoft Office, Outlook, TCP/IP networking and desktop hardware.
- Support experience in a Windows 2000/XP network environment.
- Experience with providing tech support for large organizations.
- MCP/A+ certifications preferred
- Familiarity with help desk and IT management software preferred

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Director of Small Business Outreach and We-Build Program

Duties:

- Directs the development, implementation, and region-wide activities of the Small Business Program, “We Build” Program, “We Build Green” Program, and the iSEE Architecture & Engineering Internship Program; and performs the Contractor and Industry Relations program activities designed to increase the contractor and labor pool for the school construction program
- Monitors and reports FSD performance in achieving the District’s Small Business Enterprise (SBE) 25% participation goal to the Facilities Committee and the Citizens Bond Oversight Committee
- Monitors and reports the “We Build” Program’s performance including the update on the Project Stabilization Agreement (PSA) to Facilities Committee and Citizen’s Bond Oversight Committee
- Oversees and manages the Small Business Boot Camp Program to improve the competitive capacity of small contractors through an eight-week, comprehensive, hands-on curriculum in three district-wide locations
- Develops, monitors and promotes the Contractor BondWorks Program to improve the competitive capacity of small contractors through access to bonding and finance guarantees
- Directs the management of the “We Build” and “We Build Green” Program to ensure district-wide access to pre-apprenticeship construction training for local residents at six locations, and placement in Union Apprenticeship Programs
- Directs the management of the Small Business Enterprise (SBE) Certification Program to ensure compliance with the U.S. Small Business Administration’s size standards
- Develops and maintains partnerships with district-wide business and trade organizations, community-based organizations, faith-based organizations, local agencies, community leaders, and trade unions to maximize small business and local worker participation
- Directs the development, marketing and execution of seminars and/or symposiums for contractors, architects, engineers and construction management professionals to increase competition
- Composes, edits, and coordinates the preparation of publications, small business utilization report and other specific reports as required by the Chief Facilities Executive, press releases, research and briefing documents, summary sheets, and marketing materials
- Provides counsel regarding business, administrative, or management aspects of the Small Business Program and Local Worker Program. In addition, provides analysis and feedback on potential impacts of proposed District or FSD policies on small business, local worker, and contractor participation

Experience:

- Minimum 8 years experience in a position with increasing responsibility for such activities as business development and outreach, project/program management, financial services, or public and governmental relations

Education:

- Graduation from a recognized college or university with a Bachelor’s degree in Business Administration, Public Administration, Construction Management, Marketing or Communications

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We Build Program Coordinator

Duties:

- Manages the development, implementation, and district-wide activities of the Facilities Services Division's "We Build" Program, which is designed to provide local district residents with an opportunity to begin a career in construction through pre-apprenticeship training and placement in Union Apprenticeship Programs.
- Oversees six district-wide "We Build" Program training locations by coordinating with the Division of Adult and Career Education, and the instructors, school principals, and community representatives at each school site.
- Supervises the "We Build" Job Developers who are in the field matching program graduates with contractors, and who assist contractors with their inquiries about local hire/We Build procedures.
- Monitors and reports the "We Build" Program's performance and local hire attainment to the Board of Education and the Citizen's Bond Oversight Committee.
- Manages the development and implementation of the "We Build Green" Program which provides photovoltaic technology and installation training to local district residents to enable their participation in the installation of solar systems on school sites.
- Develops and maintains partnerships with craft unions, contractors, community-based organizations, faith-based organizations, local agencies, probation officers, and community leaders to maximize "We Build" graduate and local worker participation on the school construction program. For example:
 - Works closely with craft unions to get "We Build" graduates into union apprenticeship programs on an expedited basis for placement on District projects.
 - Works closely with contractors to maximize the sponsorship of "We Build" graduates into union apprenticeship programs; and to ensure the dispatch of local workers to construction sites.
 - Develops partnership agreements with other training programs, WorkSource Centers and the City of Los Angeles to obtain support services for We Build graduates such as funds for training materials, union initiation fees, and tools.
 - Maintain strong relationship with faith based organizations and probation department to ensure access and retention of ex-offenders in the "We Build" Program and in the construction industry.
- Manages the development, outreach and execution of Construction Awareness Days, Open House Forums and Construction Career Fairs throughout the District to provide local district residents with information about the "We Build" Program and to maximize interaction between contractors and craft unions with interested local workers.
- Coordinates with the Project Labor Coordinator to ensure that contractors adhere to the 50% local worker participation requirement included in the Project Stabilization Agreement (PSA); and works closely with the Labor Compliance Department to ensure that local worker data is consistent and accurate, to address apprentice/journeyman issues, and to obtain information from the Department of Industrial Relations (DIR).

Experience:

- Minimum of 5 years experience managing a local worker or pre-apprenticeship construction training program for a major public works program under a project labor agreement.
- Must know construction principles, construction safety, and have working knowledge of labor compliance for public works.
- Must possess strong, long-term relationships with community based organizations and understand the barriers confronting inner-city workers, such as previous incarceration, limited language or math proficiency, homelessness, etc.

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- Must possess strong relationships with craft unions and contractors, and have the ability to attain program success through partnership principles and procedures.

Education:

- Graduation from a recognized college or university with a Bachelor's degree in Business Administration, Public Administration, Construction Management, Marketing, or Communications.
- Additional qualifying experience in addition to the minimum stated above may be substituted for the required education on a year for year basis.