

Human Resources: Administration and Organization

The grants are managed by a Central Office at the LAUSD Headquarters, located at 333 South Beaudry Avenue, 11th Floor, Los Angeles, CA 90017. For more information regarding GEAR UP 4 LA, contact our offices at 213.241.1911.

GEAR UP 4 LA is subject to guidelines covering all federal GEAR UP grants outlined in The Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (commonly called "Uniform Guidance") was officially implemented in December 2014 by the Council on Financial Assistance Reform (COFAR). The Uniform Guidance – a "government-wide framework for grants management" – synthesizes and supersedes guidance from earlier OMB circulars.

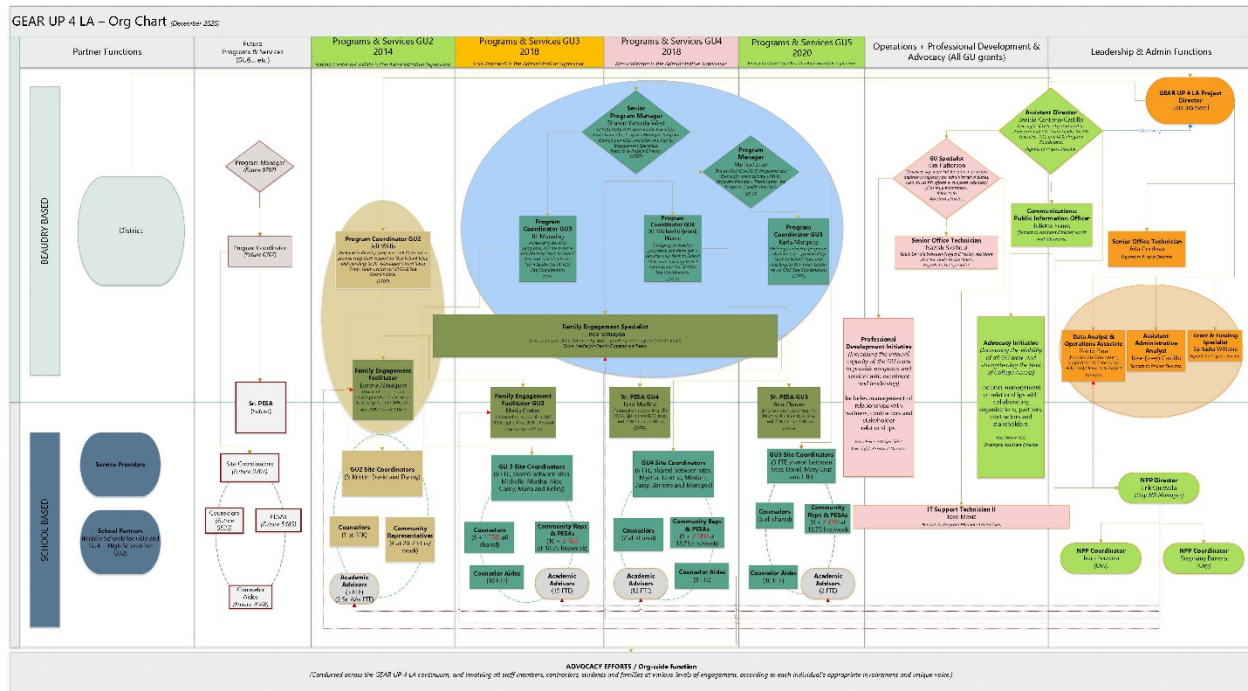
As an equal opportunity employer, it is LAUSD's policy that all employees and applicants for employment receive equal consideration and treatment. As such, the program shall not discriminate, harass, or allow harassment against any employee or applicant for employment based on race, color, ancestry, religious creed, national origin, sex, sexual orientation, disability, medical condition, age or marital status. Pursuant to LAUSD's policy, applications for employment are encouraged from persons who are members of underrepresented groups. LAUSD operates in compliance with the provisions of the Fair Employment and Housing Act (Government Code, section 12990 et seq.) and applicable regulations promulgated there under (CA Code of Regulations, Title 2, sect 7285.0 et seq.). In keeping with these policies, the project only works with partners that are equal opportunity employers.

Project personnel are selected based on qualities including local leadership in the educational community, bilingual and bi-cultural skills, and a deep knowledge of school programs and families in the area surrounding project schools. All future program vacancies will be filled in accordance with LAUSD's hiring practices including advertisement, recruitment, and placement of individuals seeking employment. This includes posting vacancies on the LAUSD website for a minimum of 10 business days and following District established selection criteria for interviews and hiring. The quality and quantity of staff will ensure adequate administrative and support staff to coordinate activities under this program and will not displace any employee or eliminate a position at cohort schools.

Reporting structure for all GU4LA staff – GU2 click [here](#) for our latest org chart and onboarding packet, including job descriptions and payroll/school calendars. GU345 click [here](#):

1. The GEAR UP 4 LA Admin team acts as the HR/hiring manager for LAUSD staff. This includes all HR, payroll/compliance matters as well as evaluation and supervision of certificated and classified personnel.
 - a. GU2 and GU5-Janicia Centeno-Castillo
 - b. GU3-Lois Bramwell
 - c. GU4-Kim Patterson

- For all programmatic purposes, you report to GU4LA and specifically to your team leader regardless of whether you are hired through LAUSD or Occidental College (OXY). Site coordinators act as team leaders for all site staff.
- Erik Quezada acts as the HR/hiring manager for OXY staff. This includes all HR and payroll/compliance matters and supervision.



All Job Descriptions including broad roles and responsibilities, reporting and evaluation details, as well as an overall framework for daily activities are included below.