

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING  
Wednesday, January 13, 2021 – 12:30 p.m.  
Via Teleconference:  
<https://laccd.zoom.us/j/5603717342>  
Dial by your location  
+1 669 900 6833 US (San Jose)  
Meeting ID: 560 371 7342

ORDER OF BUSINESS-CLOSED SESSION MEETING

- I. Roll Call
- II. Requests to Address the Personnel Commission on Closed Session Matters
- III. Convene in Closed Session
  - a. To Discuss Public Employment  
Pursuant to Government Code Section 54957
  - b. Conference with Legal Counsel-Anticipated Litigation  
Pursuant to Government Code Section 54957(b)(1)
- IV. Report of Action taken in Closed Session
- V. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

**Wednesday, January 27, 2021**  
Closed Meeting 12:30 p.m.  
Open Meeting 1:00 p.m.  
Via Teleconference

In compliance with Government Code Section 54957.5 (b), documents made available to the Personnel Commission after posting of the agenda that relate to an upcoming public session item will be made available by posting on the District's official bulletin board located in the lobby of the Educational Services Center located at 770 Wilshire Boulevard, Los Angeles, California 90017. Members of the public wishing to view the material will need to make their own parking arrangements at another location.

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disability Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof.

To make a request for disability-related modification or accommodation, including auxiliary aids or services, please contact the Personnel Commission Office at [PersComm@laccd.edu](mailto:PersComm@laccd.edu) no later than 12 p.m. (noon) on the Monday prior to the Personnel Commission meeting.

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING  
Wednesday, January 13, 2021 – 1:00 p.m.  
Via Teleconference:  
<https://laccd.zoom.us/j/5603717342>  
Dial by your location  
+1 669 900 6833 US (San Jose)  
Meeting ID: 560 371 7342

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve the Minutes of the Closed and Open Meetings of December 9, 2020 and December 16, 2020
- IV. Resolution Honoring Personnel Commissioner Henry Jones
- V. Miscellaneous Personnel Commission Activities and Announcements
  - a. Classified Employment Opportunities Bulletin
  - b. Strictly Classified Employee Bulletin
- VI. Revision to Rule 615, EXAMINATIONS (Final Approval) (Case 3915)
- VII. Revision to Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval) (Case 3916)
- VIII. Class Description Revisions for:
  - a. Agricultural Technician
  - b. Senior Agricultural Technician
  - c. Executive Legal Assistant
- IX. Notices of Outstanding Work Performance for:
  - a. David Jenkins, Financial Aid Technician, Los Angeles Valley College
  - b. Hasmik Manucharyan, Financial Aid Technician, Los Angeles Valley College
  - c. Karo Shirinyan, Financial Aid Technician, Los Angeles Valley College
  - d. Kenneth Scott, Financial Aid Technician, Los Angeles Valley College
  - e. Marina Oganesyanyan, Financial Aid Technician, Los Angeles Valley College
  - f. Mark Bergquist, Financial Aid Technician, Los Angeles Valley College
  - g. Tatyana Golovatsky, Accounting Technician, Los Angeles Valley College
- X. Correspondence
- XI. Notice of Anticipated Items: Salary Reallocation for the Class of Instructional Assistant, Nursing; Class Description Revisions for: College Store Manager (Local 721), College Store Supervisor (Local 721), College Store Buyer (AFT), College Store Assistant (AFT)

- XII. Hear Non-Agenda Speakers/Open Forum
- XIII. Appeal by EN 1016090, Oral Examination, Admissions and Records Office Supervisor
- XIV. Reconvene into Closed Session
- XV. Reconvene into Open Session
- XVI. Report of Actions Taken in Closed Session
- XVII. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

**Wednesday, January 27, 2021**  
Closed Meeting 12:30 p.m.  
Open Meeting 1:00 p.m.  
Via Teleconference

In compliance with Government Code Section 54957.5 (b), documents made available to the Personnel Commission after posting of the agenda that relate to an upcoming public session item will be made available by posting on the District's official bulletin board located in the lobby of the Educational Services Center located at 770 Wilshire Boulevard, Los Angeles, California 90017. Members of the public wishing to view the material will need to make their own parking arrangements at another location.

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disability Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof.

To make a request for disability-related modification or accommodation, including auxiliary aids or services, please contact the Personnel Commission Office at [PersComm@laccd.edu](mailto:PersComm@laccd.edu) no later than 12 p.m. (noon) on the Monday prior to the Personnel Commission meeting.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
Wednesday, December 9, 2020 – 12:30 p.m.**

Via Teleconference:  
<https://laccd.zoom.us/j/5603717342>  
Dial by your location  
+1 669 900 6833 US (San Jose)  
Meeting ID: 560 371 7342

**MINUTES OF THE REGULAR MEETING – CLOSED SESSION**

Present: Commissioners:  
David Iwata, Chair  
Diva Sanchez Trevino

Staff: Ronald Delahoussaye, Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** - None
- III. **Convene in Closed Session**
  - a. **To Discuss Public Employment**  
Pursuant to Government Code Section 54957
  - b. **Conference with Legal Counsel – Anticipated Litigation**  
Pursuant to Government Code Section 54957(b)(1)
- IV. **Report Out Actions Taken in Closed Session** - Mr. Iwata reported that no action was taken in closed session.
- V. **Correspondence** – No correspondence was received.
- VI. **Adjourn.** The meeting adjourned at 1:00 p.m.

This is to certify that these are the full and correct minutes of the Closed Session meeting of the Personnel Commission of the Los Angeles Community College District.

\_\_\_\_\_  
Date

\_\_\_\_\_  
David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**Wednesday, December 9, 2020 – 1:00 p.m.**

Via Teleconference:

<https://laccd.zoom.us/j/5603717342>

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

**MINUTES OF THE OPEN MEETING**

Present:

Commissioners:

David Iwata, Chair

Diva Sanchez Trevino

Staff:

Ronald Delahoussaye, Personnel Director

Ute Severa, Assistant Personnel Director

Neely Miller, Executive Assistant (Confidential)

Ryan Pennock, Personnel Analyst

Deborah Tsai, Assistant Personnel Analyst

Patrick Sung, Assistant Personnel Analyst

Marjorie Ford, Senior Personnel Assistant

Guests:

Randall Sparks, Computer and Network Support Specialist, Educational Services Center

Mike Lee, Vice President, Administrative Services, Los Angeles Valley College

Julio Ortiz, Assistant Computer and Network Support Specialist, East Los Angeles College

Laurent Phung, Instructional Assistant, Information Technology, West Los Angeles College

Rosalie Torres, Senior Admissions and Records Office Supervisor, Los Angeles Mission College

Darrell Roberson, Student Services Assistant, West Los Angeles College

John Clark, Director of Employee and Labor Relations, Educational Services Center

Luz Nunez, Data Management Support Assistant, West Los Angeles College

Jesse Saucedo, Instructional Assistant, Assistive Technologies, West Los Angeles College

Cindy Bui, College Store Manager, Los Angeles Harbor College

Annet Estrella Torres, Student Services Assistant, EOPS/CARE/NextUp, Los Angeles City College

Derrick Williams, Senior Custodial Supervisor, Los Angeles Harbor College

Ron Paquette, College Financial Administrator, Los Angeles Harbor College

Cha-Zette Smith, Senior Office Assistant, West Los Angeles College

Anna Salazar, President, Classified Management Association

Marilyn Ingram, SFP Program Specialist, West Los Angeles College  
Hope Singer, Prospective LACCD Personnel Commissioner  
Latricia Jones, Senior Sign Language Interpreter Specialist, Los Angeles Trade-  
Technical College  
Richard Flowers, Computer & Network Support Specialist, West Los Angeles  
College  
Maritza Medina, Student Services Assistant, Los Angeles City College  
Carmen Lidz, Vice Chancellor/Chief Information Officer, Educational Services  
Center  
Mary Gallagher, President, Los Angeles City College  
Saadia Lagarde Porche, Dean, Los Angeles City College  
Hazel Joy Alonzo, AFT 1521A  
Colonda Hawkins, AFT 1521A  
Jo-Ann Haywood, AFT 1521A  
Troy Pierce, AFT 1521A  
Suleman Ishaque, President, AFT 1521A

- I. The Chair convened the regular meeting at 1:01 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took no action during closed session.
- III. **Review and Approve Minutes of the Closed and Open Meetings of November 4, 2020** - Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the minutes for the November 4, 2020 Open and Closed meetings of the Personnel Commission.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**
  - a. **Classified Employment Opportunities Bulletin**

Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the Classified Employment Opportunities Bulletin.
- V. **Receive Personnel Commission Schedule of Meetings for January – June 2021** - Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the schedule of meetings for January-June, 2021.
- VI. **Classification Study: Office Aide, EN 774625, EOPS/CARE/NextUp, Los Angeles City College (Case 3917)** - Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the reclassification noted above, as presented.
- VII. **Classification Study: Student Services Assistant, EN 808227, EOPS/CARE/NextUp, Los Angeles City College (Case 3913)** - Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission agreed with staff recommendations that the employee noted above is properly classified.

**VIII. Classification Study: College Store Supervisor, EN 1058176, College Store, Los Angeles Harbor College (Case 3918)** - Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the reclassification noted above, as presented.

**IX. Revision to Rule 615, EXAMINATIONS (Tentative Approval) (Case 3915)** - Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted tentative approval to Rule 615.

**X. Revision to Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Tentative Approval) (Case 3916)** - Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted tentative approval to Rule 600.

**XI. Class Description Revisions for:**

- a. **Supervising Admissions and Records Office Supervisor**
- b. **Admissions and Records Office Supervisor**
- c. **Registration Assistant (Intermittent Employment Only)**

Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the class description revisions with changes agreed upon after discussion between staff and union representatives during the meeting.

**XII. Notices of Outstanding Work Performance:**

- a. **Jennifer Lopez, Financial Aid Supervisor, Los Angeles Valley College**
- b. **Sylvia Diaz Pickney, Financial Aid Supervisor, Los Angeles Valley College**
- c. **Azniv Arutyunyan, Financial Aid Technician, Los Angeles Valley College**
- d. **Alpine Malyumyan, Financial Aid Technician, Los Angeles Valley College**
- e. **Alma Sanchez, Financial Aid Technician, Los Angeles Valley College**
- f. **Ani Eyvazi, Financial Aid Technician, Los Angeles Valley College**
- g. **Artsvik Khatchyatrian, Financial Aid Technician, Los Angeles Valley College**
- h. **Irina Yelenskaya, Senior Accounting Technician, Los Angeles Valley College**
- i. **Yelena Mayilyan, Financial Aid Technician, Los Angeles Valley College**

Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the notices of outstanding work performance noted above. Letters of recognition will be sent out to the recipients.

**XIII. Correspondence** – No correspondence was received.

**XIV. Notice of Anticipated Items** – Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Revision to Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND

ELIGIBLES (Final Approval), Revision to Rule 615, EXAMINATIONS (Final Approval); Annual Report on Classes to be Inactivated

- XV. **Hear Non-Agenda Speakers/Open Forum** – None.
- XVI. **Open Public Hearing on the Appointment of a New Personnel Commissioner** – A public hearing was held where the public, employees, and exclusive bargaining representatives had the opportunity to meet the nominee for Personnel Commissioner, Ms. Hope Singer, ask questions, and express their views on the candidate’s qualifications for the vacancy. Ms. Singer answered questions posed by Personnel Director Ronald Delahoussaye to illustrate how she is a firm believer in the principles of the merit system and meets the requirements to serve as Personnel Commissioner.
- XVII. **Reconvene into Closed Session**
- XVIII. **Reconvene into Open Session**
- XIV. **Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.
- XV. **Adjourn** – The meeting adjourned at 2:09 p.m.

\_\_\_\_\_  
Ronald Delahoussaye, Personnel Director

This is to certify that these are the full and correct minutes of the regular meeting of the Personnel Commission of the Los Angeles Community College District.

\_\_\_\_\_  
Date

\_\_\_\_\_  
David Iwata, Chair



LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

Wednesday, December 16, 2020 – 12:30 p.m.

Via Teleconference:

<https://laccd.zoom.us/j/5603717342>

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

**MINUTES OF THE REGULAR MEETING – CLOSED SESSION**

Present: Commissioners:  
David Iwata, Chair  
Henry Jones, Vice Chair  
Diva Sanchez Trevino

Staff: Ronald Delahoussaye, Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** - None
- III. **Convene in Closed Session**
  - a. **To Discuss Public Employment**  
Pursuant to Government Code Section 54957
  - b. **Conference with Legal Counsel – Anticipated Litigation**  
Pursuant to Government Code Section 54957(b)(1)
- IV. **Report Out Actions Taken in Closed Session** - Mr. Iwata reported that no action was taken in closed session.
- V. **Correspondence** – No correspondence was received.
- VI. **Adjourn.** The meeting adjourned at 1:00 p.m.

This is to certify that these are the full and correct minutes of the Closed Session meeting of the Personnel Commission of the Los Angeles Community College District.

\_\_\_\_\_  
Date

\_\_\_\_\_  
David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**Wednesday, December 16, 2020 – 1:00 p.m.**

Via Teleconference:

<https://laccd.zoom.us/j/5603717342>

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

**MINUTES OF THE OPEN MEETING**

Present: Commissioners:  
David Iwata, Chair  
Diva Sanchez Trevino

Staff:  
Ronald Delahoussaye, Personnel Director  
Ute Severa, Assistant Personnel Director  
Neely Miller, Executive Assistant (Confidential)  
Ryan Pennock, Personnel Analyst  
Deborah Tsai, Assistant Personnel Analyst  
Justin L'Hommedieu, Assessment & Selection Analyst

Guests:  
Luz Nunez, Data Management Support Assistant, West Los Angeles College  
Savio Pinto, Deputy Chief Information Officer, College Technology Services,  
Educational Services Center  
Hazel Joy Alonzo, AFT 1521A  
Jo-Ann Haywood, AFT 1521A  
Suleman Ishaque, President, AFT 1521A

- I. The Chair convened the regular meeting at 1:00 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took no action during closed session.
- III. **Miscellaneous Personnel Commission Activities and Announcements**
  - a. **Classified Employment Opportunities Bulletin**
  - b. **Strictly Classified Employee Bulletin**

Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the Classified Employment Opportunities Bulletin and Strictly Classified Employee Bulletins.

- IV. **Annual Report on Classes to be Inactivated (Case 3919)** - Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the report noted above.
- V. **Annual Report on Re-Issued Class Descriptions (Case 3920)** - Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the report noted above
- VI. **Correspondence** – No correspondence was received.
- VII. **Notice of Anticipated Items** – Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Revision to Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval), Revision to Rule 615, EXAMINATIONS (Final Approval); Class Description Revisions for: Agricultural Technician (Local 99); Senior Agricultural Technician (Local 99); Executive Legal Assistant (Conf.); Instructional Assistant, Journalism (AFT)
- VIII. **Hear Non-Agenda Speakers/Open Forum** – None.
- IX. **Reconvene into Closed Session**
- X. **Reconvene into Open Session**
- XIV. **Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.
- XV. **Adjourn** – The meeting adjourned at 1:07 p.m.

\_\_\_\_\_  
 Ronald Delahoussaye, Personnel Director

This is to certify that these are the full and correct minutes of the regular meeting of the Personnel Commission of the Los Angeles Community College District.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 David Iwata, Chair

## LOS ANGELES COMMUNITY COLLEGE DISTRICT

### RESOLUTION HONORING PERSONNEL COMMISSIONER HENRY JONES

- WHEREAS,** Henry Jones was appointed to serve as Personnel Commissioner of the Los Angeles Community College District on August 24, 2007, **And**
- WHEREAS,** Mr. Jones was uniquely qualified for service as a Personnel Commissioner of the Los Angeles Community College District, having cultivated financial and business management skills while serving as: Chief Financial Officer of the Los Angeles Unified School District, following his tenures as Budget Director and Deputy Budget Director; eight years as Business Development Executive for IBM Business Consulting Services and Principal Consultant for PricewaterhouseCoopers in directing, managing and providing consultant services for the National K-12 Education practice; and service as the Treasurer for the National Council of Institutional Investors (over \$1 Trillion invested), the Chief Executive Officer of the Annuity Reserve Fund Board, and a board member of the Los Angeles Schools Federal Credit Union, **And**
- WHEREAS,** During his 13 years as Personnel Commissioner, Mr. Jones has consistently proven his strong support of the Merit System and the interests of the District and classified employees, **And**
- WHEREAS,** During his tenure as Personnel Commissioner, Mr. Jones has advanced the principles of equal employment opportunity, diversity, equity, and inclusion in the recruitment and selection process of the Personnel Commission; **And**
- WHEREAS,** Mr. Jones has been instrumental in implementing changes and improvements in Personnel Commission operations which incorporated merit principles, sound business practices, innovative systems technologies, **And**
- WHEREAS,** Mr. Jones has gained the respect of his fellow Personnel Commissioners, District administration, employees, union leadership, and staff in carrying out the role of Personnel Commissioner, **Now, Therefore, Be It**
- RESOLVED** That the Personnel Commission of the Los Angeles Community College District does hereby honor Henry Jones as Personnel Commissioner Emeritus for his service and dedication and wish him the best in his future endeavors.

January 13, 2021

## LOS ANGELES COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Revision to Personnel Commission Rule 615, EXAMINATIONS (Final Approval) (Case 3915)

In order to provide clarity to current examination policies in place for circumstances when applicants, candidates, or eligibles wish to reapply for an examination in which they had recently participated, staff is proposing to add some additional language to Rule 615, EXAMINATIONS. The proposed amendment to this rule aims to clarify and codify existing Personnel Commission policy in this area.

It has been a longstanding policy of the Personnel Commission to apply a waiting period to applicants, candidates, and eligibles who wish to repeat the same examination within a specified period, which is a common policy applied by public agencies when administering examinations. The current waiting period is six months, which was lowered from the original 12 months in July of 2000. This policy is grounded in the need to preserve test security and fairness for all exam participants since individuals who are allowed to repeat the same exam in frequent intervals will have an unfair advantage over individuals taking the exam for the first time.

A six-month waiting period has been referenced in Rule 600 for applicants and candidates who had failed an examination and staff has consistently applied the same policy to exam participants who were successful in an examination and wished to reapply for an examination while they were still on an active eligibility list for the same job classification. The aim of this rule amendment is to have both circumstances clearly addressed in one rule for clarity and transparency purposes.

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

615

LAW AND RULES

November 22, 2016 January 13, 2021

615 EXAMINATIONS

**Education Code Section(s)**

~~**88080. Power of the personnel commission to prescribe, amend and interpret rules.**~~ (a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

~~**88081. Subjects of rules.**~~ (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

~~**88091. Vacancies in classified service; promotional applicants; exemptions.**~~ (a) All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination.

Applicants shall be placed on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

615

LAW AND RULES

November 22, 2016 January 13, 2021

Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

(b) (1) Upon the request of a majority of the members of the governing board of a community college district, the commission may exempt two executive secretarial positions from the requirements of this section. Exemptions authorized under this subdivision shall be limited to one executive secretary position reporting directly to members of the governing board, and one executive secretary position reporting directly to the chancellor.

(2) Any person employed in an exempt executive secretarial position shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except he or she shall not attain permanent status in an executive secretarial position. Positions of executive secretary shall be filled from an unranked list of eligible employees who have been found to be qualified for the positions as determined by the district chancellor or superintendent and determined by the personnel commission. Any person whose services in an executive secretarial position are discontinued for a cause other than a cause for disciplinary action specified in this code or in a rule of the commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission. This subdivision shall apply only to the employees hired on or after January 1, 1988.

(c) (1) Upon the request of a majority of the members of the governing board of a community college district, the personnel commission may exempt designated senior classified administrative positions from the requirements of this section. A "senior classified administrative employee" means a classified employee who acts as the chief business, fiscal, facilities, or information technology adviser or administrator for the district chancellor or superintendent or a college president, as determined by the governing board and certified by the personnel commission.

(2) Any person employed in an administrative position exempted under this subdivision shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except that he or she shall not attain permanent status in that administrative position. A vacancy in an administrative position that is exempted under this subdivision shall be filled from an unranked list of eligible persons who have been found to be qualified for the positions as determined by the district chancellor or superintendent and the personnel commission. Any person whose services in an administrative position exempted under this subdivision are discontinued for any reason other than for cause as specified in this code or in a rule of the personnel commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission.

(3) This subdivision shall apply only to employees hired on or after January 1, 2001.

(d) Nothing contained in this section shall authorize the selection of eligible candidates in circumvention of the affirmative action programs of any community college district.

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

615

LAW AND RULES

November 22, 2016 January 13, 2021

**~~88092. Examinations; examination boards; membership; recordings.~~**

Examinations shall be administered objectively and shall consist of test parts that relate to job performance.

For classes of positions deemed by the commission or by the authority responsible for the administration of classified employee examinations to require an oral examination, the oral examination board shall include at least two members.

Unless specifically directed to evaluate candidates' technical knowledge and skills, the oral examination board shall confine itself to evaluating general fitness for employment in the class. When the oral examination board is directed to evaluate technical knowledge and skills, at least two members of the board shall be technically qualified in the specified occupational area. Members of the governing board or personnel commission shall not serve on an oral examination board. A district employee may serve on an oral examination board if he or she is not at the first or second level of supervision over a vacant position in the class for which the examination is held.

The personnel commission shall provide for the proceedings of all oral examinations to be electronically recorded. In no case will an oral examination board be provided with confidential references on employees of the district who are competing in promotional examinations. Scores achieved by the candidate on other parts of the examination shall not be made available to the oral examination board.

**~~88097. Written notices regarding tests, vacancies, transfer opportunities, and other options.~~**

Written notices concerning tests, vacancies, transfer opportunities, and other selections of shifts, positions, assignments, classifications, or locations shall be posted at all work locations of employees who may be affected not later than 15 working days prior to the closing date of filing appropriate applications, together with the normal use of newspapers and bulletins for public notice for open or promotional vacancies. Whenever the subject of these notices may affect a probationary or permanent classified employee who will not be reporting at his or her work location during periods when the employee is not normally required to work, such as Christmas, Easter, summer recesses, and other paid or unpaid leaves of absences, including vacations, and who has previously requested notification, the notices shall be mailed to the employee. However, the failure of an employee to receive a notice shall not invalidate any procedure, if, in fact, the notice was placed in the mail and postage paid.

This section shall not apply to any community college district that publishes and distributes to all work locations examination bulletins at least once each month, provided that records of employee requests for transfer and change of location are maintained and that the names of all candidates for transfer and change of location to a vacancy are certified to the appointing authority along with names of appropriate applicants from employment lists.

The personnel commission shall establish procedures for the maintenance of employee requests for transfer, change of location, change of shift, and notification of forthcoming examinations.



**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

615

LAW AND RULES

~~November 22, 2016~~ January 13, 2021

A. When an eligibility list is required for a job classification, the following process shall apply ~~Personnel Commission will:~~

1. ~~Authorizing~~ Authorization of the examination and the field(s) of competition by the Personnel Commission. Exceptions are classes for which continuous or standing examination procedures have been authorized.
2. ~~Provide~~ Sufficient public advertisement to ensure the competitive nature of the examination.

Notification of forthcoming examination processes shall be published and distributed electronically to all colleges and the District Office at least once each month. A copy of the notification shall be available in each location's personnel office.

3. Selection of test parts which assure objective testing procedures.
4. Arrangements for oral examination boards, if applicable. An oral examination board shall include at least two members.
  - a. At least two members of any board designated as a technical oral board shall have specialized training, knowledge or experience in the occupational area being examined.
  - b. Performance Evaluations, Reports of Outstanding Service, and Reports of Unsatisfactory Service which are available for the past two years shall be considered by the oral examination board in evaluating the general fitness of permanent employees of the District competing in examinations.
  - c. A District employee may not serve on an oral board if, at the time of interview, he/she is a direct or second-level supervisor over a vacant position in the class being examined.
  - d. All oral examinations shall be electronically recorded.
5. Placement of all applicants who have successfully completed the examination on a list in the order of their merit and fitness for service as determined by the examination. Such a list shall constitute the eligibility list.

B. It may be necessary to conduct more than one examination administration for a job class to secure a sufficient number of eligibles to fill all vacancies that exist. In such circumstances, to ensure equity in the examination administration, applicants, candidates, and/or eligibles shall not be permitted to repeat examinations they have participated in within the last 6-month period, either for the same job class or in a test that is used for multiple job classes.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval) (Case 3916)

In conjunction with the changes proposed to Personnel Commission Rule 615, EXAMINATIONS, staff is also proposing amendments to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES.

The proposed amendments are contained in paragraph E. of the rule, which outlines reasons for rejection for applicants, candidates, and eligibles. Staff is recommending the removal of the following two reasons for rejection:

- Applicants who have been unsuccessful in an examination within the last six-month period either for the same job class or in a test that is used for multiple job classes. (This provision will now be incorporated in Rule 615.)
- Failure to satisfy degree or license requirements. (This provision is no longer needed since it refers to entrance qualifications, which are addressed under paragraph O. of Rule 600.)

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

600

LAW AND RULES

~~July 8, 2020~~ January 13, 2021

600 REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES

**Education Code Sections**

**88022.** No person shall be employed or retained in employment by a community college district who has been convicted of any sex offense as defined in Section 87010 or controlled substance offense as defined in Section 87011. If, however, any such conviction is reversed and the person is acquitted of the offense in a new trial or the charges against him or her are dismissed, this section does not prohibit his or her employment thereafter.

Further, the governing board of a community college district may employ a person convicted of a controlled substance offense if the governing board of the district determines, from the evidence presented, that the person has been rehabilitated for at least five years.

The governing board shall determine the type and manner of presentation of the evidence, and the determination of the governing board as to whether or not the person has been rehabilitated is final.

**88023.** No person shall be employed or retained in employment by a community college district who has been determined to be a sexual psychopath, as defined in Section 6300 of the Welfare and Institutions Code or under similar provisions of law of any other state. If, however, such a determination is reversed and the person is determined not to be a sexual psychopath in a new proceeding, or the proceeding to determine whether he or she is a sexual psychopath is dismissed, this section does not prohibit his or her employment thereafter.

**88080.** (a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

**88081.** (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations,

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

600

LAW AND RULES

~~July 8, 2020~~ January 13, 2021

eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

**88130.** The commission may conduct hearings, subpoena witnesses, require the production of records or information pertinent to investigation, and may administer oaths. It may, at will, inspect any records of the governing board that may be necessary to satisfy itself that the procedures prescribed by the commission have been complied with. Hearings may be held by the commission on any subject to which its authority may extend as described in this article.

**88131.** The commission may authorize a hearing officer or other representative to conduct any hearing or investigation which the commission itself is authorized by this article to conduct. Any such authorized person conducting such hearing or investigation may administer oaths, subpoena and require the attendance of witnesses and the production of books or papers, and cause the depositions of witnesses to be taken in the manner prescribed by law for like depositions in civil cases in the superior court of this state under Title 4 (commencing with Section 2016.010) of Part 4 of the Code of Civil Procedure. The commission may instruct such authorized representative to present findings or recommendations. The commission may accept, reject or amend any of the findings or recommendations of the said authorized representative. Any rejection or amendment of findings or recommendations shall be based either on a review of the transcript of the hearing or investigation or upon the results of such supplementary hearing or investigation as the commission may order.

The commission may employ by contract or as professional experts or otherwise any such hearing officers or other representatives and may adopt and amend such rules and procedures as may be necessary to effectuate this section.

**88136.** Any person who willfully, or through culpable negligence, violates this article is guilty of a misdemeanor. It is also unlawful for any person to do any of the following:

(a) Willfully, by himself or herself or in cooperation with another person, to defeat, deceive, or obstruct any person with respect to his or her right of examination, application, or employment under this article or commission rule.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

600

LAW AND RULES

~~July 8, 2020~~ January 13, 2021

---

(b) Willfully and falsely, to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this article or commission rule, or to aid in so doing, or to make any false representation concerning the same or the person examined.

(c) Willfully, to furnish to any person any special or secret information regarding contents of an examination for the purpose of either improving or injuring the prospects or chances of any person examined, or to be examined under this article or commission rule.

**Definitions**

- A. Applicant is defined to mean any person who submits an application to take an examination with the Los Angeles Community College District.
- B. Candidate is defined to mean any person who has taken one or more parts of an examination with the Los Angeles Community College District.
- C. Eligible is defined to mean any person whose name has been placed on an eligibility list for the Los Angeles Community College District. For the purpose of this rule, a reemployment list, as defined in Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES, shall not be considered an eligibility list. Procedures to be followed in reemployment are described in Rule 740, LAYOFF AND REEMPLOYMENT.
- D. Rejection, is defined to mean:
  - 1. refusal to accept an application or examine an applicant or candidate; or
  - 2. removal of an eligible's name from an eligibility list or substitute/relief pool list.

**Reasons for Rejection**

- E. Applicants, candidates, and eligibles may be rejected for the reasons enumerated below:
  - 1. Health conditions which would preclude an eligible from satisfactorily and safely performing the essential duties of the position classification.
  - 2. Failure to comply with the applicable provisions of Article XX, Section 3 of the Constitution of the State of California.
  - 3. Any person who violates provisions of the merit system as provided for in Education Code Section 88136.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

600

LAW AND RULES

~~July 8, 2020~~ January 13, 2021

4. Any person who would be precluded from employment under the provisions of Education Code Sections 88022, employment after conviction of sex offense or controlled substance offense; rehabilitated controlled substance offender, and 88023, employment of sexual psychopath.
  5. Making a false statement or omitting a statement as to any material fact on an application for employment or related documents.
  6. Practicing any deception or fraud in connection with an examination or to secure employment.
  7. Dismissal from a previous employment for cause.
  8. Failure to meet District standards regarding conviction for a criminal offense.
  9. Discharge other than honorable from the armed forces of the United States.
  10. A record of unsatisfactory service with the Los Angeles Community College District.
  11. Debarment by the District or other public agency.
  - ~~12. Failure to satisfy degree or license requirements.~~
  - ~~13. Applicants who have been unsuccessful in an examination within the last 6 month period either for the same job class or in a test that is used for multiple job classes.~~
  - ~~12.4. Failure to report for duty after an assignment has been offered and accepted.~~
  - ~~13.5. Failure to demonstrate eligibility to work legally in the United States.~~
  - ~~14.6. Failure, after due notice, to report promptly for review of any of the above bases for rejection. Such notice shall state that failure to report is a basis for rejection.~~
  - ~~15.7. Failure to meet current eligibility requirements applicable to restricted positions in specially funded programs.~~
- F.** When there is evidence that an eligible should be rejected under one or more of the causes listed in Paragraph E., above, the Division of Human Resources may submit a written request along with documentation to the Personnel Director asking for the removal of the eligible from the eligibility list. Based on the findings of fact, the Personnel Director may remove the eligible from the applicable eligibility list and any other appropriate eligibility lists on which the eligible's name appears.

**Notification of Rejection**

- G.** Applicants, candidates, and eligibles who are rejected for any reason shall be notified in writing. The written notification shall state:

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

600

LAW AND RULES

~~July 8, 2020~~ January 13, 2021

- a. the reason for the rejection;
- b. the length of time the individual shall be ineligible to be considered for a position in the Los Angeles Community College District except when the rejection is for an unsatisfactory health condition; and
- c. that, within five working days after the written notice was received the individual may appeal in writing to the Personnel Director.

A dated receipt that the notice of rejection has been received by the individual shall be obtained. The intent of obtaining the signature of the individual shall be considered as having been carried out if a certified letter, return receipt requested, has been mailed to the last-known address of the individual.

- H. Upon appeal, if the decision of the Personnel Director does not sustain the rejection, the applicant or candidate will be permitted to take or continue the examination or in the case of an eligible the name will be restored to all appropriate lists.
- I. Upon appeal, if the decision of the Personnel Director is to sustain the rejection, the individual:
  1. shall be given a written notice containing the reason or reasons for sustaining the rejection; and
  2. shall be informed of the right to make a written appeal of the rejection and/or the period of disqualification to the Personnel Commission within five working days after the written notice was received in accordance with Paragraph G. above.
- J. An appeal must contain specific grounds for the appeal. The following will be accepted as grounds for appeal:
  1. that the rejection or the proposed removal of the name from the eligibility list is based on prohibited grounds of discrimination as defined in relevant law.
  2. that there is an abuse of discretion.
  3. that the reasons given for the action are not in accordance with the facts.
- K. Upon acceptance of an appeal that meets the grounds specified in Paragraph J., above, the Personnel Commission shall instruct the Personnel Director to investigate the appeal and make a report to the Personnel Commission or shall schedule a hearing, if deemed necessary. The Personnel Director may order that certification from affected eligibility lists be suspended pending completion of the hearing or any other period of time that is needed to satisfy the operational needs of the District and the rights of the appellant.
- L. The applicant, candidate, or eligible shall be afforded an opportunity to present relevant evidence at the hearing. The rejected applicant, candidate, or eligible shall be afforded the right to choose a hearing that is either open to the public or closed to the public.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

600

LAW AND RULES

~~July 8, 2020~~ January 13, 2021

---

- M. A rejected applicant or candidate who has appealed the rejection in accordance with the provisions of this rule, may conditionally be permitted to take any part of the examination that is being held pending a decision.
  
- N. At the conclusion of the hearing or consideration of the investigation report, the applicant, candidate, or eligible shall be notified in writing of the Personnel Commission's decision. If the decision is that the applicant or candidate should be permitted to take the examination, the applicant or candidate shall be permitted to proceed with the examination as if there had not been a rejection. In the event that the decision of the Personnel Commission does not sustain removal of the eligible's name from the eligibility list, the Personnel Director shall restore the eligible's name to the list and resume certification of the eligible's name to vacant positions.
  
- O. Applicants or candidates may also be rejected for failure to meet the established entrance requirements for the examination. It is the responsibility of each applicant to provide information, documentation, or evidence that they meet the minimum qualifications as specified in the job announcement when submitting an application. There is no appeal process for failure to meet the minimum entrance qualifications.
  
- P. Eligibles may be removed from eligibility lists if it is subsequently determined that they failed to meet the established entrance qualifications for the class. Notification of rejection shall be in writing and shall specify the reason for the rejection. If an eligible has evidence to refute the rejection, the eligible may make a written request for review with accompanying evidence to the Personnel Director within five working days after the rejection notice was mailed.
  
- Q. No review or appeal shall be considered under the provisions of this rule which is based on a challenge of the established entrance qualifications for a class as contained in the appropriate class description.



**AGRICULTURAL TECHNICIAN**

**DEFINITION**

Performs animal care, crop production, agricultural facilities and equipment maintenance and repair, and instructional assistance duties related to the day-to-day operations of agricultural units that support an instructional program at Los Angeles Pierce College.

**TYPICAL DUTIES**

Establishes routines and performs duties related to the care of livestock such as horses, cattle, sheep, goats, swine, poultry, burros, and llamas.

Develops feed formulas and mixes; distributes feed and water to animals.

Gelds and breeds animals which may include performing artificial insemination.

Diagnoses illness and provides routine health treatments and vaccinations to animals; secures the services of a veterinarian as required.

Maintains feed consumption, vaccination, breeding, health, and related records.

Gathers and summarizes data related to agricultural operations.

Cleans, sprays, disinfects, and makes repairs to animal shelters, feed and water troughs, barns, storage areas, fences, pens, corrals, and other livestock areas and performs general grounds maintenance work.

Fits tack to individual horses.

Plants, fertilizes, cultivates, waters, cuts or harvests, and stores crops, grasses, and pastures.

Prunes, shapes, and braces vines, shrubbery, and ornamental plants.

Performs soil analysis and prepares soil for planting.

Prepares and administers fertilizers, pesticides, and herbicides.

Maintains records related to planting, crop production, and crop rotation.

Assists instructional staff by preparing animals, facilities, agricultural crops, and equipment for laboratory demonstrations and exhibits.

Demonstrates techniques and assists students in the operation of various agricultural equipment and proper animal handling.

Provides work direction to student employees assigned to agricultural operations.

Prepares animals for sale and markets them through college or wholesale channels.

Operates various types of tractors and agricultural equipment.

Drives a truck to transport animals to and from the college.

Makes repairs to agricultural facilities and equipment.

Services, repairs, and returns to proper storage all agricultural equipment that is used on a daily basis.

Moves and adjusts field irrigation systems.

Maintains an inventory of supplies, materials, and equipment.

Prepares requisitions for supplies and materials.

Uses hand and power tools and arc, gas, and mig welders to perform maintenance on a variety of agricultural machinery and equipment.

Makes safety inspections of agricultural buildings, equipment, grounds, and animals; takes corrective action or reports problems to the supervisor.

Assists in the coordination of the use of agricultural facilities for special events, tours, and film crews.

Assists in the maintenance of agricultural shop tools and equipment.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

An **Agricultural Technician** applies a working knowledge of the agricultural sciences in performing the full range of duties related to the day-to-day operations of agricultural units that support an instructional program at Los Angeles Pierce College, which includes instructional assistance, animal care, crop production, and facilities and equipment maintenance and repair.

A **Senior Agricultural Technician** applies a working knowledge of the agricultural sciences while acting in a lead capacity with responsibility for overseeing and participating in the day-to-day operation of agricultural units that support an instructional program at Los Angeles Pierce College which includes instructional assistance, and animal care, crop production, and facilities and equipment maintenance and repair.

An **Agricultural Assistant** performs a variety of unskilled and semi-skilled tasks related to the day-to-day operations of an agricultural unit that supports an instructional program at Los Angeles Pierce College.

## **SUPERVISION**

General supervision is received from a classified or academic supervisor. Functional supervision is received from the instructional staff. Work direction is provided to lower-level agricultural staff and student employees.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Procedures and equipment used in the selection and care of sheep, swine, horses, burros, and beef cattle

Symptoms of common animal diseases and illnesses

Basic health and veterinary care

Breeding methods of livestock

Principles and methods of soil preparation, planting, and harvesting agricultural crops

Propagation technique for grains, grasses, and flowers

Diseases and insects affecting agricultural crops

Applicable state and local laws and regulations related to animal care, crop production, and agricultural operations

Proper and safe use of pesticides including insecticides, herbicides, and fungicides

Soils and fertilizers used in Southern California

Methods for the safe operation and maintenance of agricultural equipment

Methods of cleaning and caring for tack

Semi-skilled construction maintenance and repair of farm facilities

Safety requirements for handling hazardous or toxic materials

Capabilities of computer systems, software, and hardware common to agricultural operations

Recordkeeping procedures

### **Skill in:**

The proper and safe operation of agricultural equipment

The proper and safe use of hand tools and power equipment

### **Ability to:**

Care for livestock

Raise a variety of agricultural products from soil preparation through harvesting

Administer basic health and veterinary care to animals

Provide instructional assistance to students and instructional staff

Make repairs to agricultural equipment and facilities

Execute proper breeding methods for livestock

Effectively and safely operate and make adjustments to agricultural equipment and tools

Mix and apply pesticides according to written instructions

Apply fertilizers and soil amendments in proper proportions and sequence

Perform physical work associated with agricultural work

Keep accurate and complete records

Give clear and concise instructions

Follow written and oral instructions

Effectively utilize computer hardware and software common to agricultural operations

Work effectively with students, faculty, and staff

Learn general and specialized computer applications

## **ENTRANCE QUALIFICATIONS**

### **Education and Experience:**

A. An associate degree or its equivalent from a recognized college or university with a major in agricultural science or a closely related field.

**OR**

B. Graduation from high school or its equivalent **AND** two years of full-time, paid experience in the care of livestock including horses.

**OR**

C. Graduation from high school or its equivalent **AND** two years of full-time, paid experience in farming.

**OR**

D. Any equivalent combination of A., B., and C. above.

**Special:**

A valid Class “A” California driver's license may be required for some positions.

A valid Class “C” California driver's license ~~may be~~ is required ~~for some positions~~.

Travel to locations throughout the District may be required for some positions.

**Physical Requirement:**

Ability to lift and move items weighing up to 50 pounds

**Reasonable Accommodation**

Our class specification generally describes the duties, responsibilities, and requirements characteristic of the position(s) within this job class. The duties, responsibilities, and requirements of a particular position within this class may vary from the duties of other positions within the class.

In accordance with the Americans with Disabilities Act (ADA), the Los Angeles Community College District provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. If an individual is in doubt about his or her ability to perform the duties and responsibilities of a position or possession of any other requirement noted in a class specification or job announcement, he or she should always apply for a position and request reasonable accommodation at the appropriate time.

**SENIOR AGRICULTURAL TECHNICIAN**

**DEFINITION**

Acts as a lead and participates in the day-to-day operations of agricultural units that support an instructional program at Los Angeles Pierce College which includes animal care, crop production, facilities and equipment maintenance and repair, and instructional assistance duties.

**TYPICAL DUTIES**

Schedules, oversees, and participates in the work of staff engaged in performing the following duties:

Preparing soil, planting, irrigating, fertilizing, cultivating, harvesting, and storing hay and other forage crops.

Planting, pruning, shaping, bracing, watering, and fertilizing vines and ornamental plants.

Caring (including preventative and routine herd health practices and administering medical treatments as prescribed by a veterinarian), feeding, breeding, transportation, sale, and disposal of livestock including cattle, horses, sheep, goats, swine, poultry, burros, and llamas.

Operating and maintaining a variety of agricultural machinery, equipment, tools, and facilities.

Preparing and/or mixing fertilizers, pesticides, herbicides, and insecticides.

Determines most efficient work procedures and techniques of assigned staff to ensure timely completion of projects and makes sure that safety standards and procedures are followed.

Recommends changes and improvements in agricultural operations, staffing, facilities, and equipment.

Answers questions, resolves problems, and maintains work schedules of assigned staff.

Assists in the coordination of agricultural operations off-site.

Assists in the implementation of security measures to prevent theft and vandalism.

Assists in the development of the annual budget and prepares requisitions for supplies and equipment as needed.

Assists in the coordination of the use of agricultural facilities for special events, tours, and film crews.

Assists instructional staff by preparing animals, facilities, agricultural crops, and equipment for laboratory demonstrations and exhibits.

Demonstrates techniques and assists students in the operation of various agricultural equipment and proper animal handling.

Makes or oversees safety inspections of agricultural buildings, equipment, grounds, and animals; takes corrective action.

Makes repairs to agricultural facilities and equipment.

Cleans, sprays, disinfects, and makes repairs to animal shelters, feed and water troughs, barns, storage areas, fences, pens, corrals, and other livestock areas and performs general grounds maintenance work.

Moves and adjusts field irrigation systems.

Provides training to assigned staff.

Gathers and summarizes data related to agricultural operations.

Maintains records and production reports related to planting, crop production, and crop rotation.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A **Senior Agricultural Technician** applies a working knowledge of the agricultural sciences while acting in a lead capacity with responsibility for overseeing and participating in the day-to-day operation of agricultural units that support an instructional program at Los Angeles Pierce College which includes instructional assistance, and animal care, crop production, and facilities and equipment maintenance and repair.

An **Agricultural Technician** applies a working knowledge of the agricultural sciences in performing the full range of duties related to the day-to-day operations of agricultural units that support an instructional program at Los Angeles Pierce College, which includes instructional assistance, animal care, crop production, and facilities and equipment maintenance and repair.

## **SUPERVISION**

General supervision is received from a classified or academic supervisor. Serves as a lead over assigned Agricultural Technicians, student employees, and volunteers.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Agricultural principles and methods and their application to diversified agricultural activities

Basic marketing principles of agricultural products

Procedures and equipment used in the selection and care of sheep, swine, horses, burros, and beef cattle

Breeding methods for livestock

Symptoms of common animal diseases and illnesses

Basic health and veterinary care

Principles and methods of soil preparation, planting, and harvesting agricultural crops

Propagation technique for grains, grasses, and flowers

Diseases and insects affecting agricultural crops

Applicable state and local laws and regulations related to animal care, crop production, and agricultural operations

Methods for the safe operation and maintenance of agricultural equipment

Methods of cleaning and caring for tack

Semi-skilled construction maintenance and repair of farm facilities.

Proper and safe use of pesticides including insecticides, herbicides, and fungicides

Soils and fertilizers used in Southern California

Safety requirements for handling hazardous or toxic materials

Principles of training

Basic principles of budgeting

Organization and management of records

Capabilities of computer systems, software, and hardware common to agricultural operations

Recordkeeping procedures

**Skill in:**

The proper and safe operation of agricultural equipment

The proper and safe use of hand tools and power equipment

**Ability to:**

Provide leadership and technical assistance to others

Provide instructional assistance to students and instructional staff

Train others in the work of the unit

Give clear and concise instructions.

Understand, interpret, and apply rules and regulations related to agricultural operations

Make recommendations on agricultural improvements

Evaluate work methods

Care for livestock



Execute proper breeding methods for livestock

Raise a variety of agricultural products from soil preparation through harvesting

Administer basic health and veterinary care to animals

Mix and apply pesticides according to written instructions

Apply fertilizers and soil amendments in proper proportions and sequence

Make repairs to agricultural equipment and facilities

Effectively and safely operate and make adjustments to agricultural equipment and tools

Perform physical work associated with agricultural work

Keep accurate and complete records

Prepare accurate reports

Meet schedules and timelines

Follow written and oral instructions

Effectively utilize computer hardware and software common to agricultural operations

Work effectively with students, faculty, and staff

Learn general and specialized computer applications

## **ENTRANCE QUALIFICATIONS**

### Education and Experience:

A. An associate degree or its equivalent from a recognized college or university with a major in agricultural science or a closely related field **AND** one year of full-time, paid experience in farming or care of livestock including horses. Experience in a lead capacity is desirable.

**OR**

B. Graduation from high school or its equivalent **AND** three years of full-time, paid experience in the care of livestock including horses. Experience in a lead capacity is desirable.

**OR**

C. Graduation from high school or its equivalent **AND** three years of full-time, paid experience in farming. Experience in a lead capacity is desirable.

**OR**

D. Any equivalent combination of A., B., and C. above. Experience in a lead capacity is desirable.

**Special:**

A valid California Class “A” driver's license may be required for some positions and must be obtained within 60 days of employment.

A valid Class “C” California driver's license ~~may be~~ is required ~~for some positions~~.

Travel to locations throughout the District may be required for some positions.

**Physical Requirement:**

Ability to lift and move items weighing up to 50 pounds

**Reasonable Accommodation**

Our class specification generally describes the duties, responsibilities, and requirements characteristic of the position(s) within this job class. The duties, responsibilities, and requirements of a particular position within this class may vary from the duties of other positions within the class.

In accordance with the Americans with Disabilities Act (ADA), the Los Angeles Community College District provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. If an individual is in doubt about his or her ability to perform the duties and responsibilities of a position or possession of any other requirement noted in a class specification or job announcement, he or she should always apply for a position and request reasonable accommodation at the appropriate time.

**EXECUTIVE LEGAL ASSISTANT**

**DEFINITION**

Performs a variety of specialized, complex, and confidential administrative support duties for the General Counsel and manages the clerical operations of the office.

**TYPICAL DUTIES**

Performs complex, diverse administrative support duties to relieve the General Counsel of routine administrative details and manages the clerical operations of the office.

Ensures efficient clerical procedures and records management and makes recommendations on improvements.

Utilizes case and matter management software to support the day-to-day operational needs of the General Counsel.

Prepares a variety of legal correspondence and legal documents, including pleadings, subpoenas, motions, continuances, stipulations, resolutions, contracts, interrogatories, legal opinions, and briefs utilizing a variety of software applications.

Answers inquiries and explains office policies, rules, and procedures to administrators, the general public, staff, and representatives from other public agencies.

Proofreads and edits correspondence, reports, and other related materials for accuracy, completeness, and compliance with established procedures and standards.

Processes a variety of civil actions in conformance with court procedures.

Reviews and processes vendor invoices, including but not limited to fees and costs of outside counsel.

Indexes, files, locates, and researches correspondence, legal opinions, court decisions, and other related documents using computerized and manual filing systems.

Assists in the preparation of agenda, bulletins, reports, correspondence, and other materials.

Researches and summarizes data for reports or meetings.

Compiles and assembles various legal materials from files and other sources for the General Counsel's use.

Plans, assigns, and supervises the work of assigned staff.

Trains assigned staff in office procedures and evaluates and advises them on work performance.

Screens mail, telephone calls, and visitors to determine the nature and urgency of business and exercises judgment in referring them to the General Counsel or appropriate staff.

Maintains a calendar of office activities, court dates, meetings, and other events.

Prepares necessary travel and reimbursement documents for staff.

Assists in the preparation and monitoring of the office budget.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

An **Executive Legal Assistant** manages the clerical operations of the office and provides confidential and complex administrative support to the General Counsel requiring knowledge of specialized practices, procedures, and terminology related to a law office. Considerable latitude for independent action in carrying out administrative detail is an essential characteristic of this class. Contact with high-level representatives of the District and the public is routine.

A **Legal Secretary** performs a variety of specialized, complex, and confidential legal clerical work which require the knowledge of specialized practices, procedures, and terminology related to the operation of a law office.

## **SUPERVISION**

General supervision is received from the General Counsel. Immediate supervision is exercised over assigned clerical staff.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of law office management

Office methods, procedures, and equipment

Legal procedures and terminology

Forms and documents used in legal clerical work

Legal procedures and practices involved in composing, processing, and filing a variety of legal documents

Standard legal references and their contents

Proper English usage, spelling, grammar, and punctuation

Computer software such as word processing, spreadsheet, database management, and desktop publishing

Capabilities of computer hardware, systems, and applications common to a law office environment

Basic research methods

Fundamentals of budgetary process and procedures

Principles and procedures of record storage, control, retrieval, and management

Principles of supervision and training

Customer service techniques for public contact in person, ~~and~~ on the telephone, and in written communications

**Skill in:**

Using computer and other standard office equipment

Interpersonal contacts and communications

**Ability to:**

Provide administrative assistance to an executive

Efficiently Organize and prioritize work assignments related to the clerical operations of a law office

Perform complex legal clerical work

Communicate effectively, orally and in writing

Compose, edit, and format complex correspondence and reports

Effectively utilize computer software typically found in a law office environment

Understand, interpret, and apply pertinent laws, rules, policies, procedures, and directions

Train, supervise, and evaluate subordinate staff

Keep office matters strictly confidential

Critically review source data and detect and correct errors

Work independently while using sound judgment, initiative, and discretion

Work effectively under pressure

Evaluate work methods and efficiency

Understand the organization and operational objectives of the Los Angeles Community College District

Establish and adjust to changing priorities

Meet schedules and time lines

Establish and maintain cooperative and effective working relationships with administrators, staff, and the public

Maintain and use legal opinion, subject files, and a library of legal publications

Learn specialized software applications and systems used in assigned office

## ENTRANCE QUALIFICATIONS

### Education and Experience:

A. An associate degree, or its equivalent from a recognized college or university preferably with a major in ~~legal office assisting~~, legal secretarial sciencey, ~~business administration~~, computer applications and office technology (CAOT), or a ~~closely~~-related field **AND** three years of full-time, paid experience performing a variety of legal administrative assistance or legal secretarial duties.

**OR**

B. Graduation from high school or its equivalent **AND** possession of a Legal Administrative Assistant Certificate or its equivalent **AND** four years of full-time, paid experience performing a variety of legal administrative assistance or legal secretarial duties.

**OR**

C. Graduation from high school or its equivalent **AND** five years of full-time, paid experience performing a variety of legal administrative assistance or legal secretarial duties.

### Reasonable Accommodation

Our class specification generally describes the duties, responsibilities, and requirements characteristic of the position(s) within this job class. The duties, responsibilities, and requirements of a particular position within this class may vary from the duties of other positions within the class.

In accordance with the Americans with Disabilities Act (ADA), the Los Angeles Community College District provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. If an individual is in doubt about his or her ability to perform the duties and responsibilities of a position or possession of any other requirement noted in a class specification or job announcement, he or she should always apply for a position and request reasonable accommodation at the appropriate time.



Name Jenkins David  
Last First

Employee Number 1024856

College/Division LAVC/Student Services

Classification FA Technician

The employee named above is commended for outstanding work performance for the period beginning 3/15/20 and ending 9/30/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

David Jenkins made the transition from in person to remote/virtual services in the same manner he approaches all of his assigned tasks. Mr. Jenkins has an attention to detail unlike any other and he's always one to ask questions and take his time to make sure he's making proper adjustments and following thru in the manner expected of him and beyond. Like many of us, David had to learn new processes and functions along with taking on new roles whether on Cranium Cafe, Fresh Desk-Fresh Caller and more. He stepped into these new roles and performed admirably. Mr. Jenkins is steady, reliable and extremely collaborative which goes along way during a times of difficult transition. We are fortunate to have Mr. Jenkins on our team.

*Jennifer N. Lopez*  
Signature of Supervisor

Financial Aid Supervisor 11/05/2020  
Title Date

David Jenkins  
David Jenkins (Nov 9, 2020 11:04 PST)  
Signature of Employee

Financial Aid Technician Nov 9, 2020  
Title Date

Signature of Reviewer (Optional) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE**

1. **Reasons for Awarding a Notice of Outstanding Work Performance:** To provide an official record of commendation for:
  - a. Outstanding, day-to-day performance of an employee
  - b. Outstanding work performance in unusually difficult and/or emergency situations.
2. **When:** Outstanding service may be awarded as often as the supervisor considers appropriate.
3. **Who:** Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
4. **How:** The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:
 

Quantity of work	Quality of work	Work habits and attitudes
Dependability	Relationships with people	Supervisory ability
5. **Awarding the Notice of Outstanding Service:**
  - a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
  - b. Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
  - c. Forward a copy to the Personnel Commission Office.



Name Manucharyan Hasmik  
Last First

Employee Number 1002562

College/Division LAVC/Student Services

Classification FA Technician

The employee named above is commended for outstanding work performance for the period beginning 3/15/20 and ending 9/30/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Ms. Manucharyan managed to transition from in-person services to remote/virtual services without needing any more assistance than her colleagues. The shift in working in an office to worknig from home was difficult for everyone involved. Never one to shy away from responsibility, Hasmik, kept herself on task with Cal Grant processing and reviewing District reports which can both be tedious under the best of circumstances. It has been rewarding to watch Ms. Manucharyan thrive along with her colleagues during one of the most if not the most challenging times in our District's history. We are happy to have Ms. Manucharyan on our team and can't wait to see how working through this year will enhance her abilities even more.

*Jennifer N. Lopez*

Signature of Supervisor  
Hasmik Manucharyan

Hasmik Manucharyan (Nov 6, 2020 18:06 PST)

Signature of Employee

Financial Aid Supervisor 11/05/2020

Title Date  
Financial Aid Technician Nov 6, 2020

Title Date

Signature of Reviewer (Optional)

Title Date

**INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE**

1. **Reasons for Awarding a Notice of Outstanding Work Performance:** To provide an official record of commendation for:
  - a. Outstanding, day-to-day performance of an employee
  - b. Outstanding work performance in unusually difficult and/or emergency situations.
2. **When:** Outstanding service may be awarded as often as the supervisor considers appropriate.
3. **Who:** Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
4. **How:** The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:
 

Quantity of work	Quality of work	Work habits and attitudes
Dependability	Relationships with people	Supervisory ability
5. **Awarding the Notice of Outstanding Service:**
  - a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
  - b. Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
  - c. Forward a copy to the Personnel Commission Office.





Name Shirinyan Karo
Last First

Employee Number 1071998

College/Division LAVC/Student Services

Classification FA Technician

The employee named above is commended for outstanding work performance for the period beginning 3/15/20 and ending 9/30/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Karo, for all intents and purposes, hit the ground running during this period of in person to remote/virtual transition. Already an integral part of the office in terms of his expertise in Direct Loans, Campus Logic and technical prowess in general, Mr. Shirinyan, made sure that all functions of processing and record management were able to support the shift in how Fin Aid was to operate during the pandemic and beyond. Karo performs at the highest level at all times and speaks up for the betterment of the office whether it be an internal issue or to outside vendors. He is the ultimate collaborator and we have improved as a unit because of his skill sets.

Jennifer N. Lopez
Signature of Supervisor

Financial Aid Supervisor 11/05/2020

Karo Shirinyan
Signature of Employee

Financial Aid Technician Nov 6, 2020

Signature of Reviewer (Optional)

Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

- 1. Reasons for Awarding a Notice of Outstanding Work Performance: To provide an official record of commendation for:
a. Outstanding, day-to-day performance of an employee
b. Outstanding work performance in unusually difficult and/or emergency situations.
2. When: Outstanding service may be awarded as often as the supervisor considers appropriate.
3. Who: Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
4. How: The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:
Quantity of work Quality of work Work habits and attitudes
Dependability Relationships with people Supervisory ability
5. Awarding the Notice of Outstanding Service:
a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
b. Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
c. Forward a copy to the Personnel Commission Office.



NOTICE OF OUTSTANDING WORK PERFORMANCE

Name Scott Kenneth
Last First

Employee Number 1060536

College/Division LAVC/Student Services

Classification FA Technician

The employee named above is commended for outstanding work performance for the period beginning 3/15/2020 and ending 9/30/2020. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Mr. Kenneth Scott has proven to be a tremendous contributor to our team. He goes about his business with an efficiency rarely matched if ever on a daily basis. His demeanor and ability to work well with others transferred without issue from in-person to virtual services. Because of his expertise, Mr. Scott has been asked to serve in a variety of ways throughout his tenure at LAVC. Working on reconciliation projects, putting together presentation materials, helping others to navigate through their own cumbersome projects, Kenny has quickly become a multi-faceted staff member and one we can all rely on regardless of the task. In such a short time with us, he has more than earned his place as one of the most counted on members of Fin Aid and Student Services. We are happy to have him with us even while working from home.

Signature of Supervisor: Jennifer N. Lopez
Signature of Employee: Kenneth Scott

Financial Aid Supervisor 11/05/2020
Title Date

Financial Aid Technician Nov 6, 2020
Title Date

Signature of Reviewer (Optional) Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

- 1. Reasons for Awarding a Notice of Outstanding Work Performance: To provide an official record of commendation for:
a. Outstanding, day-to-day performance of an employee
b. Outstanding work performance in unusually difficult and/or emergency situations.
2. When: Outstanding service may be awarded as often as the supervisor considers appropriate.
3. Who: Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
4. How: The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:
Quantity of work Quality of work Work habits and attitudes
Dependability Relationships with people Supervisory ability
5. Awarding the Notice of Outstanding Service:
a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
b. Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
c. Forward a copy to the Personnel Commission Office.



Name Oganesyan Marina  
Last First

Employee Number 787287

College/Division LAVC/Student Services

Classification FA Technician

The employee named above is commended for outstanding work performance for the period beginning 3/15/20 and ending 9/30/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Marina took on many challenges during the office's transition to remote/virtual services. Already working at a high level with the traditional duties she's assigned, Ms. Oganesyan also served as one of the first to represent Student Services/Fin Aid on Fresh Desk-Fresh Caller. Without much time to train or any discussion of potential issues, Marina stepped in and was able to provide invaluable feedback and professionalism to something we had never experienced before as an office. On a regular basis, Marina is someone we have always depended on to deliver. During these past several months, Ms. Oganesyan rose to the occasion as she took on the daunting tasks of serving students remotely, processing in the background, working OT as necessary and giving us her all every step of the way. Our office is proud to call her one of our own.

Jennifer N. Lopez  
Signature of Supervisor

Financial Aid Supervisor 11/05/2020

Title Date

Marina J  
Signature of Employee

Financial Aid Technician 11/23/2020  
Title Date

Title Date

Signature of Reviewer (Optional)

Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

1. **Reasons for Awarding a Notice of Outstanding Work Performance:** To provide an official record of commendation for:
  - a. Outstanding, day-to-day performance of an employee
  - b. Outstanding work performance in unusually difficult and/or emergency situations.
2. **When:** Outstanding service may be awarded as often as the supervisor considers appropriate.
3. **Who:** Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
4. **How:** The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:
 

Quantity of work	Quality of work	Work habits and attitudes
Dependability	Relationships with people	Supervisory ability
5. **Awarding the Notice of Outstanding Service:**
  - a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
  - b. Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
  - c. Forward a copy to the Personnel Commission Office.



Name Bergquist Mark  
Last First

Employee Number 817138

College/Division LAVC/Student Service

Classification FA Assistant

The employee named above is commended for outstanding work performance for the period beginning 3/15/2020 and ending 9/30/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Not many offices can boast to having someone like Mr. Bergquist. He is a passionate advocate for students, the office, his colleagues and upholds his ideals of what customer service should be on a daily basis. Mark has never hesitated to offer suggestions and recommendations to the leadership team of the office and/or division. Excellence is always at the forefront of his thinking and he takes the opportunity to assist students with great pride. From the moment we were told to work from home up to and through the fall registration, Mr. Bergquist was always one of the first to lead the team in enthusiasm and comraderie even if from a remote location. We are happy to have a person like Mark on our team and his presence although virtual, is much needed during this period in our office's history.

Jennifer N. Lopez  
Signature of Supervisor

Financial Aid Supervisor 11/05/2020  
Title Date

M. Bergquist  
Signature of Employee

Financial Aid Assistant Nov 6, 2020  
Title Date

Signature of Reviewer (Optional)

Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

1. **Reasons for Awarding a Notice of Outstanding Work Performance:** To provide an official record of commendation for:
  - a. Outstanding, day-to-day performance of an employee
  - b. Outstanding work performance in unusually difficult and/or emergency situations.
2. **When:** Outstanding service may be awarded as often as the supervisor considers appropriate.
3. **Who:** Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
4. **How:** The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:
 

Quantity of work	Quality of work	Work habits and attitudes
Dependability	Relationships with people	Supervisory ability
5. **Awarding the Notice of Outstanding Service:**
  - a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
  - b. Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
  - c. Forward a copy to the Personnel Commission Office.



Name Golovatsky Tatyana
Last First

Employee Number 814512

College/Division LAVC/Student Services

Classification Accounting Technician

The employee named above is commended for outstanding work performance for the period beginning 3/15/2020 and ending 9/30/2020. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Tatyana, is without question one of the most diligent members of the FAO team at LAVC. Her attention to detail is second to none and she can always be counted on to thoroughly review whatever data and material she is asked to. Accounting has long been one of the strongest areas of our office and Ms. Golovatsky certainly contributes to this part of our operation with tremendous expertise and dedication. Even while working from a remote location, Tatyana never missed a step in performing her duties, keeping track of everyone's times and schedules, working with staff to ensure accuracy in all aspects of timekeeping, reconciliation and other matters concering R2T4 (Return To Title IV) and other areas that required further examination in terms of balancing student accounts. Tatyana, is one of the reasons we have always been steady and reliable when it comes to our records. She is a true asset to our team.

Jennifer N. Lopez
Signature of Supervisor
Tatyana Golovatsky
Tatyana Golovatsky (Nov 6, 2020 16:04 PST)

Financial Aid Supervisor 11/05/2020

Title Date
Accounting Technician Nov 6, 2020

Signature of Employee

Title Date

Signature of Reviewer (Optional)

Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

- 1. Reasons for Awarding a Notice of Outstanding Work Performance: To provide an official record of commendation for:
a. Outstanding, day-to-day performance of an employee
b. Outstanding work performance in unusually difficult and/or emergency situations.
2. When: Outstanding service may be awarded as often as the supervisor considers appropriate.
3. Who: Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
4. How: The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:
Quantity of work Quality of work Work habits and attitudes
Dependability Relationships with people Supervisory ability
5. Awarding the Notice of Outstanding Service:
a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
b. Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
c. Forward a copy to the Personnel Commission Office.