

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, February 10, 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, February 24, 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 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, February 10, 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 January 27, 2021
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
 - b. Strictly Classified Employee Bulletin
- V. Resolution for the Appointment of a New Personnel Commissioner
- VI. Revision to Personnel Commission Rule 513, HEARINGS AND INVESTIGATIONS (Tentative Approval) (Case 3925)
- VII. Revision to Personnel Commission Rule 586, PAY DIFFERENTIAL FOR NIGHT WORK (Final Approval) (Case 3923)
- VIII. Salary Reallocation for the Class of Instructional Assistant, Nursing, Instructional Assistance Group, Instructional Services Series (Case 3921)
- IX. Correspondence
- X. Notice of Anticipated Items: Revisions to Personnel Commission Rule 513, HEARINGS AND INVESTIGATIONS (Final Approval); Revision to Personnel Commission Rule 595, SALARY DIFFERENTIAL FOR MULTIPLE COLLEGE RESPONSIBILITY (Tentative Approval)
- XI. Hear Non-Agenda Speakers/Open Forum
- XII. Reconvene into Closed Session
- XIII. Reconvene into Open Session
- XIV. Report of Actions Taken in Closed Session
- XV. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, February 24, 2021

Closed Meeting 12:30 p.m.

Open Meeting 1:00 p.m.

Via Teleconference

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**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
Wednesday, January 27, 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

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 1:01 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, January 27, 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

MINUTES OF THE OPEN MEETING

Present: Commissioners:
David Iwata, Chair
Henry Jones
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

Guests:
Christi O'Connor, College Store Manager, Los Angeles City College
Grigor Hogikyan, College Store Supervisor, Los Angeles Pierce College
Abraham Horowitz, AFT 1521A
Troy Pierce, AFT 1521A
Jo-Ann Haywood, AFT 1521A
Suleman Ishaque, President, AFT 1521A

- I. The Chair convened the regular meeting at 1:02 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 the Minutes of the Closed and Open Meetings of January 13, 2021 and the Adjourned Meeting of January 15, 2021** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the minutes for the January 13, 2020 open and closed meetings and January 15, 2021 adjourned meeting of the Personnel Commission.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**
 - a. **Classified Employment Opportunities Bulletin**

Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission received the Classified Employment Opportunities Bulletin.

V. **2020 Legislative Report Summary (Case 3922)** - Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission received the report noted above.

VI. **Class Description Revisions for:**

- a. **College Store Supervisor**
- b. **College Store Manager**
- c. **Instructional Assistant, Journalism**

Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the revisions to the class descriptions listed above, as presented.

VII. **Issue Decision on Appeal by EN 1016090, Oral Examination, Admissions and Records Office Supervisor** – Mr. Iwata stated that a decision had been reached in the matter of the appeal noted above and the appellant will be notified of the decision in writing.

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

IX. **Notice of Anticipated Items** – Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Salary Reallocation for the Class of Instructional Assistant, Nursing; Revisions to Personnel Commission Rule 586, PAY DIFFERENTIAL FOR NIGHT WORK (Tentative Approval); Revisions to Personnel Commission Rule 513, HEARINGS AND INVESTIGATIONS (Tentative Approval)

X. **Hear Non-Agenda Speakers/Open Forum** – None.

XI. **Reconvene into Closed Session**

XII. **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 1:11 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

DRAFT

LOS ANGELES COMMUNITY COLLEGE DISTRICT

**RESOLUTION FOR THE APPOINTMENT OF A
NEW PERSONNEL COMMISSIONER**

- WHEREAS** Mr. Henry Jones' term as Personnel Commissioner will expire on February 28, 2021 after more than 13 years of service to the Personnel Commission; and
- WHEREAS** In accordance with the new process recently implemented for the selection of Personnel Commissioners, outlined in Personnel Commission Rule 509, PERSONNEL COMMISSION MEMBERSHIP, a nominee for Personnel Commissioner was selected by the AFT Staff Guild as the bargaining unit representing the largest number of classified employees in the District; and
- WHEREAS** The AFT Staff Guild recommended Hope Singer as their nominee for the first vacancy on the Personnel Commission under the new process; and
- WHEREAS** Hope Singer meets the qualifications for service as a Personnel Commissioner as demonstrated by:
- Thirty-one years practicing labor law, representing both unions and employees in the public and private sectors, with 26 of those years as a partner at her firm.
 - Previously serving-as the Co-Chair of the Committee on Practice & Procedure Before the National Labor Relations Board (NLRB) of the American Bar Association Labor and Employment Law Section; and
- WHEREAS** Ms. Singer has demonstrated her commitment to the principles of the merit system as well as her ability to assess the importance of personnel issues which enhance merit principles, effective employer-employee relations, and equal employment opportunity through the positions she held in her professional career; Therefore Be It
- RESOLVED** That the Personnel Commission of the Los Angeles Community College District does hereby announce the appointment of Hope Singer as Personnel Commissioner to fill the expired term of Mr. Henry Jones.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 513, HEARINGS AND INVESTIGATIONS (Tentative Approval) (Case 3925)

The review of Personnel Commission Rule 513 was triggered by staff's summary report for the 2020 California legislative bills, which was presented to the Personnel Commission on January 27, 2021.

The proposed amendments to the rule include updates to Education Code Section 88132 in accordance with the recent passing of Assembly Bill 2234. Additionally, paragraph G. was added to include provisions from Education Code Section 88132, including the new provision where the Personnel Commission may find that a conflict of interest exists between the Personnel Commission and the Board of Trustees or district, and therefore may employ its own attorney instead of relying on the General Counsel. Editorial changes have also been made to the rule for consistency purposes.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

May 24, 2016 February 10, 2021

513 HEARINGS AND INVESTIGATIONS

Education Code Section(s)

~~88130. Powers of Commission in Conducting Hearings, and Inspecting Records of Governing Board.~~ 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. Hearings and Investigation by Hearing Officer.~~ 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.

~~88132. Counsel for the Commission.~~ (a) Except as provided in subdivision (b), the legal counsel of the governing board shall aid and represent the commission in all legal matters, and if he refuses, if the legal counsel does not respond to a written request by the commission for aid or representation within 15 working days of receipt of the written request, the legal counsel is deemed to have refused to aid or represent the commission in that matter.

(b) (1) The legal counsel shall refuse to represent the commission in circumstances in which the legal counsel knows, or has reason to know, that at the time the request is made a conflict exists between the interests of the commission and the interests of the governing board or the community college district.

(2) Notwithstanding any other provision of this article, a member of the commission may also declare that a conflict exists between the interests of the commission and the interests of the governing board or the community college district. A conflict shall not be found pursuant to this paragraph unless approved by a majority vote of the members of the commission.

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PERSONNEL COMMISSION**

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LAW AND RULES

May 24, 2016 February 10, 2021

(c) If the legal or the commission finds that a conflict exists, or if the legal counsel otherwise refuses to aid or represent the commission in a legal matter, the commission may employ its own attorney, and the reasonable cost of the attorney thereof shall constitute a legal charge against the general funds of the community college district.

- A. All requests for investigation of personnel problems related to alleged violations of Merit System law or Personnel Commission rules shall be made in writing and shall include specific pertinent facts.
1. Upon receipt of a request for investigation, the Personnel Director will conduct an investigation which may include reviewing or auditing departmental records, determining departmental and merit system practices, interviewing relevant parties, reviewing related merit system publications, and applying relevant merit system Rules, policies, and procedures.
 2. Every effort shall be made to correct or resolve matters informally. If informal resolution is not possible or the findings require formal action(s), an investigatory report with findings and recommendations will be presented to the Personnel Commission for determination.
 3. A final letter of determination will be sent to all parties.
 4. If the allegations in a request for investigation implicate the Personnel Director, the request shall be referred to the Personnel Commission who shall appoint an independent investigator to perform the duties of the Personnel Director in carrying out the provisions of Paragraph A.1 through 3., above.
- B. The Personnel Commission may appoint a hearing officer to conduct any hearing or investigation which the Personnel Commission is authorized to conduct.
- C. In the conduct of a hearing, the hearing officer may administer oaths, request the issuance of subpoenas, and cause the depositions of witnesses to be taken ~~and may make determination of the need to subpoena witnesses who failed to attend the hearing.~~ The Personnel Director is responsible for assisting the hearing officer in providing staff support in such areas ~~in such~~ areas such as: establishing and maintaining a file of pertinent documents related to an employee's appeal; issuing subpoenas; and arranging for hearing facilities.
- D. The hearing officer shall render written findings, conclusions, and the recommendation(s) within 30 calendar days of the termination of a hearing, if

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PERSONNEL COMMISSION**

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May 24, 2016 February 10, 2021

practicable. The findings, conclusions, and recommendations shall be submitted to the Personnel Commission for adoption, amendment, or rejection. Any rejection or amendment of the findings or recommendations of the hearing officer will be based on a review of the transcript of the hearing or investigation or upon the results of such supplementary hearing or investigation as the Personnel Commission may order.

- E. The decision adopted by the Personnel Commission will specify the corrective action, if applicable, including "back-pay" eligibility, effective date, and any seniority benefits and/or burdens of a permanent employee.
- F. Following the Personnel Commission's decision to adopt, amend, or reject the hearing officer's recommendation(s), a copy of the hearing officer's report of findings and the Personnel Commission's decision will be sent to the employee or his/her designated representative, the aAdministration's representative, and the cCollege pPresident or dDivision hHead involved.
- G. In accordance with the provisions of Education Code Section 88132, the General Counsel of the Board of Trustees shall aid and represent the Personnel Commission in all legal matters, unless the General Counsel or the Personnel Commission finds that a conflict exists, or the General Counsel does not respond to a written request for representation within 15 working days of receipt, in which case the Personnel Commission may employ its own attorney.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 586, PAY DIFFERENTIAL FOR NIGHT WORK (Final Approval) (Case 3923)

Personnel Commission Rule 586 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. No changes have been recommended other than a minor update to Educational Code section 88181. Since this Education Code update does not result in a change in rule meaning or intent, this rule is being presented for final approval in accordance with Personnel Commission Rule 503, PERSONNEL COMMISSION RULES.

586 PAY DIFFERENTIAL FOR NIGHT WORK

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.

88180. For purposes of this article, the following definitions shall apply unless the context indicates otherwise:

(a) "Differential compensation" means either a reduction in the number of hours required to be actually worked or an increase in salary.

(b) "Shift" means the number of hours worked and shall include a duty-free meal period of not less than one-half hour which, in the case of a seven- or eight-hour shift, shall occur approximately at the midpoint of the shift. This subdivision shall not apply to employees working six hours or less, or assigned to a split shift.

88181. The governing board of every community college district or the personnel commission in any merit system ~~school~~ district, shall, insofar as it is possible to do so, determine the practices relating to morning- and night-shift salary differentials in the private employment fields in which it must compete for employees for its classified staff and shall consider the advisability of providing comparable salary differentials for its classified staff.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

586

LAW AND RULES

January 26, 2016 February 10, 2021

88183. Assignment to duties for which differential compensation is designated, other than a temporary assignment of less than 20 working days, shall be made on the basis of seniority among those employees within the appropriate class who request such an assignment.

88184. No employee assigned to work a shift entitled to differential compensation shall be demoted in class or grade as a result of such an assignment.

88185. An employee receiving differential compensation on the basis of his or her shift shall not lose that compensation if the employee is temporarily, for 20 working days or less, assigned to a shift not entitled to that compensation. The regular rate of pay for all purposes of an employee assigned to a shift which provides differential compensation shall be the differential rate.

88186. This article shall apply to community college districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3, (commencing with Section 88060) of this chapter.

- A. All employees in the classified service, except as indicated below, whose regularly assigned time requires them to work one-half or more of their assigned time between the hours of 3 p.m. and 12 midnight shall be paid a differential not less than 6.9 percent above their regular daytime rate; and if one-half or more of their assigned time occurs between 12 midnight and 7 a.m., they shall be paid a differential not less than 13.8 percent above their regular daytime rate. If such shifts are worked less frequently than five days a week, such higher rates shall be paid only for those days on which such shifts are worked.
- B. Employees assigned to night work on a continuous basis who are temporarily assigned to daytime work for periods of 20 working days or less each shall suffer no reduction in compensation by reason of the change.
- C. Shift differentials shall not be included in determining salary allocation for any other purpose, except as provided in Rule 582, ALLOCATION TO APPROPRIATE SALARY STEP, Paragraph C.
- D. Overtime work performed by an employee regularly assigned to a night shift shall be compensated at the rate of overtime established for that employees classification times the employee's night rate of pay.
- E. Any vacancy occurring in a new or existing position which is assigned to a shift entitled to differential compensation, shall be filled by the most senior employee in the class who has requested such an assignment. If none of the employees in the class bid for such assignment, the responsible administrator may appoint an employee in accordance with the provisions of Personnel Commission Rule 635, APPOINTMENTS FROM ELIGIBILITY LISTS. However, assignment to a shift not of the employee's choosing shall not be used as a punitive measure.
- F. Assignments of less than 20 days duration shall be exempt from the provisions of Paragraph E.
- G. This rule shall have no force and effect upon employees of any collective bargaining unit to the extent that the provisions of this rule are negotiable.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Salary Reallocation for the Class of Instructional Assistant, Nursing, Instructional Assistance Group, Instructional Services Series (Case 3921)

Recommendation:

It is recommended that the salary for the class of Instructional Assistant, Nursing, be reallocated from salary schedule 4391.98 to salary schedule 4687.63; that the accelerated hiring rate for the class be maintained at Step 5; and that the salary setting basis for the class be changed and based on direct alignment with the salary average of survey data obtained for comparable classifications from California Community College Districts identified in Exhibit A., effective February 10, 2021.

Current:

Salary Schedule 4391.98

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
\$4,391.98	\$4,633.54	\$4,888.38	\$5,157.24	<u>\$5,440.90*</u>	Monthly
\$52,703.76	\$55,602.48	\$58,660.56	\$61,886.88	<u>\$65,290.80*</u>	Annual

*Step 5 Accelerated Hiring Rate

Proposed:

Salary Schedule 4687.63

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
\$4,687.63	\$4,945.45	\$5,217.45	\$5,504.41	<u>\$5,807.15*</u>	Monthly
\$56,251.56	\$59,345.40	\$62,609.40	\$66,052.92	<u>\$69,685.80*</u>	Annual

*Step 5 Accelerated Hiring Rate

Bases of Recommendation:

1. There are currently 7 colleges within the District that have a registered nursing program with a total of 8 Instructional Assistant, Nursing positions District-wide. A salary review for the class of Instructional Assistant, Nursing, was triggered by recurring difficulties in recruitment and retention for positions in this class. The class has been placed on an accelerated hiring rate at Step 5 several years back, but even with the accelerated hiring rate in effect, it has still been difficult to recruit an adequate number of qualified candidates to fill vacancies and there has also been a high turnover rate of incumbents. For instance, in the last 3 years, the open recruitments for Instructional Assistant,

Nursing, in comparison to other Instructional Assistant and Laboratory Technician open recruitments, have yielded significantly lower numbers of applicants despite extensive recruitment efforts and extended recruitment filing periods. Additionally, the number of vacancies and positions filled off established eligibility lists for the past 3 exams show that there was an insufficient number of eligibles to fill all vacant positions, as in 2017 there were 3 vacancies but only 1 was filled; in 2018 there were 2 vacancies and 1 was filled; and in 2019 there were 3 vacant positions and 2 were filled. Furthermore, in the last three years, 40% of new hires in Instructional Assistant, Nursing, positions have resigned before completing their 6-month probationary period.

2. Staff conducted a salary survey for the subject class and gathered data for comparable classes from California community colleges that offer registered nursing programs to assess the District's competitive market position for employees in comparable job classifications to the District's class of Instructional Assistant, Nursing. The external salary data is summarized in the attached Exhibit A. Staff did not find salary data for a comparable job class from the U.S. Department of Labor, Bureau of Labor Statistics, compensation database. The salary survey average at the maximum step amounted to \$5,807.15. The current internal salary setting basis established for this class is based on direct alignment with the Chemistry Laboratory Technician class, which represents the key class for all instructional assistant and laboratory technician job classes of the District. Given the recruitment and retention problems that have existed for the class for the past several years and the salary survey findings, staff is recommending that its salary setting basis be changed and directly aligned with the salary survey average at the maximum step. This results in an upward salary reallocation of 6.73% for the class.

Status of Incumbents

Regular incumbents whose salary is reallocated will have their salaries allocated to the new salary schedule in accordance with the provisions of Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION, paragraph A. The step of employees on a salary schedule is being adjusted to the numbered step in the new schedule that corresponds to the employee's numbered step on the previous schedule. In this case, all employees were on the accelerated hiring rate of Step 5 on the previous schedule and will continue to be on the accelerated hiring rate of Step 5 on the new schedule. This affects the salary allocation of five incumbents.

Exhibit A
Salary Survey
Reported Monthly Salary Ranges
Classes Comparable to the Class of Instructional Assistant, Nursing
N=11

Sort in descending order by monthly maximum salary

Public Agency	Reported Monthly Salary Range	
	Minimum	Maximum
Cerritos College	\$6,293.87	\$7,588.11
State Center CCD	\$5,101.50	\$6,274.25
Kern CCD	\$4,621.38	\$6,529.89
Ventura County CCD	\$4,739.00	\$6,537.00
West Valley - Mission CCD	\$5,067.42	\$6,639.08
Santa Barbara CCD	\$4,864.67	\$5,926.42
Glendale Community College	\$4,322.68	\$5,516.93
LACCD (Current)	\$5,440.90	\$5,440.90
Pasadena City College	\$4,009.08	\$5,116.71
Los Rios CCD	\$3,843.04	\$4,675.65
Cabrillo College	\$3,308.25	\$4,433.42
Yuba CCD	\$3,292.50	\$4,641.16
Average w/o LACCD		\$5,807.15
Difference between LACCD and Survey Average		-\$366.25
%		-6.73%