

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING

Wednesday, April 21, 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, May 5, 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, April 21, 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. Swearing-In of Hope Singer as Personnel Commissioner
- IV. Election of Officers
- V. Review and Approve the Minutes of the Closed and Open Meetings of March 24, 2021 and April 7, 2021
- VI. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
- VII. Revision to Personnel Commission Rule 513, HEARINGS AND INVESTIGATIONS (Final Approval) (Case 3935)
- VIII. Revision to Personnel Commission Rule 520, EXECUTIVE SECRETARIES TO CHANCELLOR AND BOARD OF TRUSTEES (Tentative Approval) (Case 3940)
- IX. Establishment of the New Class of College Human Resources Officer
 - a. Approve the Establishment of the New Classification of College Human Resources Officer
 - b. Approve the Salary Allocation for the New Classification of College Human Resources Officer
 - c. Approve the Class Description for the New Classification of College Human Resources Officer
 - d. Approve the Examination Authorization for the New Classification of College Human Resources Officer with an Open and Promotional (Dual Certification) Field of Competition
- X. Establishment of New SAP Functional Business Analyst Job Classifications, Administration Series (Case 3937)
 - a. Approve the Establishment of the New Classifications of SAP Functional Team Leader, Senior SAP Functional Business Analyst, and SAP Functional Business Analyst

- b. Approve the Salary Allocation for the New Classifications of SAP Functional Team Leader, Senior SAP Functional Business Analyst, and SAP Functional Business Analyst
- c. Approve the Class Description for the New Classifications of SAP Functional Team Leader, Senior SAP Functional Business Analyst, and SAP Functional Business Analyst
- d. Approve the Examination Authorization for the New Classifications of SAP Functional Team Leader, Senior SAP Functional Business Analyst, and SAP Functional Business Analyst with an Open and Promotional (Dual Certification) Field of Competition

XI. Class Description Revisions for:

- a. Student Recruiter
- b. Student Recruitment Coordinator
- c. Executive Assistant to the Board of Trustees
- d. Administrative Assistant to the Board of Trustees
- e. Administrative Assistant to the Chancellor

XII. Correspondence

XIII. Notice of Anticipated Items: Class description revisions for: Executive Assistant (AFT); Executive Assistant (Confidential); Executive Assistant to the Chancellor (Confidential); Revision to Personnel Commission Rule 520, EXECUTIVE SECRETARIES TO CHANCELLOR AND BOARD OF TRUSTEES (Final Approval); Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Tentative Approval); Revision to Personnel Commission Rule 550, COMPENSATION FOR INCONSISTENT DUTIES: TEMPORARY WORK OUT OF CLASSIFICATION (Tentative Approval)

XIV. Hear Non-Agenda Speakers/Open Forum

XV. Reconvene into Closed Session

XVI. Reconvene into Open Session

XVII. Report of Actions Taken in Closed Session

XVIII. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, May 5, 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, March 24, 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
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)
 - c. **To Discuss Public Employee Evaluation**
Pursuant to Government Code Section 54957
Position: Personnel Director
- 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, March 24, 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

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

Justin L'Hommedieu, Assessment and Selection Analyst

Sarah Hur, Senior Personnel Assistant

Guests:

Carmen Lidz, Vice Chancellor/ Chief Information Officer, Educational Services Center

Randall Sparks, Computer & Network Support Specialist, Los Angeles Pierce College

Tuan Nguyen, Computer & Network Support Specialist, East Los Angeles College

Jerry Garcia, Assistant Computer & Network Support Specialist, Los Angeles Mission College

Mauricio Zelaya, Computer & Network Support Specialist, Los Angeles Trade-Technical College

Sean Kao, Data Communications Specialist, Los Angeles Trade-Technical College

Richard Flowers, Computer & Network Support Specialist, West Los Angeles College

Gennady Sadovsky, Computer & Network Support Specialist, Los Angeles Mission College

Babak Haverim, Computer & Network Support Specialist, Los Angeles Pierce College

Alex Chen, Computer & Network Support Specialist, West Los Angeles College

Shirin Herrington, Computer & Network Support Specialist, Los Angeles Valley College

Sol Limon, Assistant Computer & Network Support Specialist, Los Angeles City College

Kristine Ayvazyan, Admissions & Records Assistant, Los Angeles Pierce College

Zaw Tun, Computer & Network Support Specialist, Los Angeles City College

Gil Salas, Senior Office Assistant, Los Angeles Pierce College

Arnel Arenas, Computer & Network Support Specialist, West Los Angeles College

James Ferrer, Computer & Network Support Specialist, Los Angeles Southwest College

Jose Torres, Instructional Media Technician, Los Angeles Valley College

Jeff Gilbert, Computer & Network Support Specialist, Los Angeles City College

Ramish Rambaran, Computer & Network Support Specialist, Los Angeles Trade-Technical College
Cha-Zette Smith, Senior Office Assistant, West Los Angeles College
John Millhone, Computer & Network Support Specialist, Los Angeles Pierce College
Eduardo Jarquin, Computer & Network Support Specialist, Educational Services Center
Luyen Phan, Computer & Network Support Specialist, Los Angeles Pierce College
Cassandra Walker, Academic Scheduling Specialist, Los Angeles Southwest College
Vera Tylecek, Administrative Operations Technician, Los Angeles City College
Alan Hovsepian, Assistant Computer & Network Support Specialist, Los Angeles Pierce College
Hagop Hadjinian, Assistant Computer & Network Support Specialist, East Los Angeles College
Tamara Washington, Administrative Operations Technician, West Los Angeles College
Lizbeth Martinez, Office Assistant, Los Angeles Valley College
Darrell Roberson, Student Services Assistant, West Los Angeles College
Jesse Saucedo, Instructional Assistant, Assistive Technology, West Los Angeles College
Phil Gompertz, Computer & Network Support Specialist, Los Angeles Pierce College
Ayman Nasr, Senior Network Engineer, Los Angeles Valley College
Abraham Jarquin, Computer & Network Support Specialist, Los Angeles City College
Linda Rodriguez, Secretary, West Los Angeles College
Yovanna Campos, Office Assistant, Los Angeles City College
Catherine Fleming, Administrative Operations Technician, Los Angeles Pierce College
Aubrey Xie, Senior Computer & Network Support Specialist, Los Angeles Valley College
David Cameron, Senior Computer & Network Support Specialist, Los Angeles Valley College
Cherimin Cudiamat, Computer & Network Support Specialist, East Los Angeles College
Richard Nwaogu, Computer & Network Support Specialist, Los Angeles Pierce College
Ilene Sutter, Executive Assistant (Confidential), Los Angeles Valley College
Miguel Montanez, Admissions and Records Assistant, Los Angeles Pierce College
Marina Ibarra, Lead Support Services Assistant, Los Angeles Pierce College
Rakesh Agrawal, Senior Computer & Network Support Specialist, Educational Services Center
Hovsep Kotelyan, Computer & Network Support Specialist, Los Angeles Harbor College
Karen Bustamante, Life Sciences Laboratory Technician, East Los Angeles College
Henry Louie, Assistant Research Analyst, Los Angeles Valley College
Annette Basileo, Community Services Assistant, Los Angeles Valley College
James Grude, Instructional Assistant, Music, Los Angeles Valley College
Israel Ortiz, Online Technical Support Assistant, Los Angeles Valley College
Evelyn Pichardo, Administrative Assistant, Los Angeles Valley College
Damien Danielly, Student Services Specialist, Los Angeles Southwest College
Carol Ann Thomason, Office Aide, Los Angeles Pierce College
Lori Hunter, Administrative Assistant, Los Angeles Trade-Technical College
Anil Gupta, Senior Accounting Technician, Los Angeles Pierce College
Daniel Fitzgerald, Computer & Network Support Specialist, Los Angeles Valley College
Shauna Carter, Student Services Assistant, Los Angeles Southwest College
Melinda Ung, Online Multimedia Specialist, Los Angeles Pierce College
Tony Lin, Computer & Network Support Specialist, East Los Angeles College
Jimmy Yang, Assistant Computer & Network Support Specialist, East Los Angeles College

Yvonne Owens, Instructional Assistant, Los Angeles Southwest College
Karen Martin, Personnel Director Emeritus
Suleman Ishaque, President, AFT 1521A
Hazel Joy Alonzo, AFT 1521A
Jo-Ann Haywood, AFT 1521A
Gloria Moreno, AFT 1521A
Troy Pierce, AFT 1521A
Michael Romo, AFT 1521A
Abraham Horowitz, AFT 1521A
Maynor Alvarez, AFT 1521A
Julio Ortiz, AFT 1521A
Holly Hagan, Aft 1521A
Mitch Polin, AFT 1521A
Anna Salazar, President, Classified Management Association

- I. The Chair convened the regular meeting at 1:04 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 February 24, 2021** - Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission approved the minutes for the March 10, 2021 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. **Establishment of New Technology Services Job Classifications, Information Technology Series (Case 3929)** – Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission approved the establishment of the new job classifications, as presented.
- VI. **Salary Reallocations for Classes in the Technology Service Desk Group, Information Technology Series (Case 3930)** – Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission approved the salary reallocations, as presented.
- VII. **Revision to Personnel Commission Rule 667, GENERAL EMPLOYMENT REQUIREMENTS (Tentative Approval) (Case 3934)** - Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission granted tentative approval to Rule 667, as presented.
- VIII. **Revision to Personnel Commission Rule 578, SALARY STEP ADVANCEMENT WITHIN CLASS FOR REGULAR EMPLOYEES (Final Approval) (Case 3931)** - Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission granted final approval to Rule 578, as presented.

- IX. Revision to Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION (Final Approval) (3933)** - Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission granted final approval to Rule 591, as presented.
- X. Correspondence** – No correspondence was received.
- XI. Notice of Anticipated Items** – Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Classification Study: Admissions and Records Assistant, EN 1055569, Admissions and Records Office, Valley (AFT); Revision to Personnel Commission Rule 667, GENERAL EMPLOYMENT REQUIREMENTS (Final Approval)
- XII. Hear Non-Agenda Speakers/Open Forum** – Suleman Ishaque, President, AFT 1521A, thanked the commissioners, the director, and Carmen Lidz, Vice Chancellor/Chief Information Officer for the work they put in on the Information Technology reorganization.
- XIII. Reconvene into Closed Session**
- XIV. 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 1:23 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, April 7, 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
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 1:03 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, March 24, 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
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
Justin L'Hommedieu, Assessment and Selection Analyst
Sarah Hur, Senior Personnel Assistant

Guests:
Deborah La Teer, Director of Budget, Educational Services Center
Hazel Joy Alonzo, AFT 1521A
Jo-Ann Haywood, AFT 1521A

- I. The Chair convened the regular meeting at 1:04 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**

Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the Classified Employment Opportunities Bulletin.
- IV. **Revision to Personnel Commission Rule 667, GENERAL EMPLOYMENT REQUIREMENTS (Final Approval) (Case 3934)** – Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission granted final approval to Personnel Commission Rule 667, as presented.

- V. **Revision to Personnel Commission Rule 513, HEARINGS AND INVESTIGATIONS (Tentative Approval) (Case 3935)** – Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission granted tentative approval to Personnel Commission Rule 513, as presented.
- VI. **Establishment of New Job Classification of Legislative and Governmental Liaison (Case 3924)**
- a. **Approve the Establishment of the New Classification of Legislative and Governmental Officer**
 - b. **Approve the Salary Allocation for the New Classification of Legislative and Governmental Officer**
 - c. **Approve the Class Description for the New Classification of Legislative and Governmental Officer**
 - d. **Approve the Examination Authorization for the New Classification of Legislative and Governmental Officer with an Open (Unranked) Field of Competition**

Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission approved the establishment of the new classification noted above, as presented.

- VII. **Establishment of New Class of Vice Chancellor of Human Resources (Case 3932-1)** - Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission approved the amendment to the establishment of the new class noted above, as presented.
- 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: Revision to Personnel Commission Rule 513, HEARINGS AND INVESTIGATIONS (Final Approval); Class Description Revisions for: Student Recruiter (AFT), Student Recruitment Coordinator (AFT), Executive Assistant to the Board of Trustees (Conf.), Administrative Assistant to the Board of Trustees (Conf.); Establishment of the New Class of College Human Resources Officer; Establishment of New SAP Functional Business Analyst Job Classifications
- 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 1:30 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

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 513, HEARINGS AND INVESTIGATIONS (Final Approval) (Case 3935)

In order to provide more clarity to the processes in place for hearings and investigations conducted by the Personnel Commission under the provision of this rule, staff is proposing to add some additional language to paragraphs A. and C. Editorial changes are being recommended to paragraph G.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

513

LAW AND RULES

~~February 24, 2021~~ April 21, 2021

513 HEARINGS AND INVESTIGATIONS

Education Code Section(s)

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.

88132. (a) Except as provided in subdivision (b), the legal counsel of the governing board shall aid and represent the commission in all legal matters. 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.

(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

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

513

LAW AND RULES

~~February 24, 2021~~ April 21, 2021

attorney 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 to the Personnel Commission and shall include specific pertinent facts.
1. Upon receipt of a request for investigation, except as provided under provision A.4., 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 by staff to correct or resolve matters informally. If informal resolution is not possible or the findings require formal action(s), an investigatory staff report with findings and recommendations will be presented to the Personnel Commission for determination.
 3. A final ~~letter~~ notification 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. The Personnel ~~Director~~ Commission will designate a staff member that is responsible for assisting the hearing officer in providing staff support in 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 practicable. The findings, conclusions, and recommendations shall be submitted to the Personnel Commission for adoption, amendment, or

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

513

LAW AND RULES

~~February 24, 2021~~ April 21, 2021

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 administration's representative, and the college president or division head involved.
- G. Representation for the Personnel Commission in all legal matters shall be provided in accordance with the provisions of Education Code Section 88132. This section stipulates that 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: Ron Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 520, EXECUTIVE SECRETARIES TO CHANCELLOR AND BOARD OF TRUSTEES (Tentative Approval) (Case 3940)

Personnel Commission Rule 520 states that the Personnel Commission may, upon majority vote of the Board of Trustees, exempt two executive secretarial positions from the normal selection requirements of the classified service. The positions that may be exempted in this fashion are one executive secretary reporting directly to the Board of Trustees and one executive secretary reporting directly to the Chancellor.

On April 14, 2021, the Board of Trustees approved by a unanimous vote that the aforementioned exemption be made for the class of Executive Assistant to the Board of Trustees, which is currently vacant. The Deputy Chancellor requested that the Personnel Commission accept the request for the exemption of this class and make the necessary rule amendments. Staff added a new paragraph to the rule requesting that the Personnel Commission certify the class of Executive Assistant to the Board of Trustees as an exempt executive secretary position. Any new hire to this position will henceforth be subject to the provisions of Rule 520.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

520

LAW AND RULES

~~April 15, 2020~~ April 21, 2021

520 EXECUTIVE SECRETARIES TO CHANCELLOR AND BOARD OF TRUSTEES

Education Code Sections

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. 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.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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~~April 15, 2020~~ April 21, 2021

LAW AND RULES

(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.

88017. Notice of Layoff Due to Expiration of Specially Funded Program or Bona Fide Reduction or Elimination of Service. (a) When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than 60 days prior to the effective date of their layoff.

(b) When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified employees shall be subject to layoff for lack of work, affected employees shall be given notice of layoff not less than 60 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.

(c) (1) A classified employee may not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. This subdivision does not create a 60-day layoff notice requirement for any individual hired as a short-term employee, as defined in Section 88003, for a period not exceeding 60 days.

(2) This subdivision does not apply to the retention of a short-term employee, as defined in Section 88003, who is hired for a period not exceeding 60 days after which the short-term service may not be extended or renewed.

(d) This section does not preclude the governing board of a community college district from implementing either of the following without providing the notice required by subdivisions (a) or (b):

(1) A layoff for a lack of funds in the event of an actual and existing financial inability to pay the salaries of classified employees.

(2) A layoff for a lack of work resulting from causes not foreseeable or preventable by the governing board.

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

A. The Board of Trustees may, by majority vote, request that the Personnel Commission exempt one executive secretary position reporting directly to members of the Board of Trustees and one executive secretary position reporting directly to the Chancellor from the provisions of the merit system selection process specified in Education Code Section 88091.

B. The Personnel Commission has certified the following position as an exempt executive secretary position:

Executive Assistant to the Board of Trustees

~~BC.~~ The Under the provisions of this rule, exempted executive secretary positions shall be filled from an unranked alphabetical list of persons who have been found to be qualified for the position as determined by the District Chancellor and Personnel Commission.

~~CD.~~ ED. Employees serving in an exempted executive secretary position shall be afforded all of the rights, benefits, and burdens of any other classified employee, except that he or she shall not attain permanent status in the exempted executive secretary position.

~~DE.~~ EF. If an exempted executive secretary position is abolished or the District elects not to continue the employment of a classified administrative employee, the employee shall be given written notice thereof by the District at least 60 days in advance of his/her release from employment.

~~EF.~~ EG. An exempted executive secretary who has been released from employment for any reason other than cause may request:

1. Placement in a position in a class to which the employee holds bumping rights, as provided in Rule 740, LAYOFF AND REEMPLOYMENT.
2. Transfer or voluntary demotion to a class to which the employee would be entitled if he/she had not been designated as an exempted executive secretary.

~~FG.~~ EH. The provisions of this rule shall apply only to employees who have been hired after the establishment of this rule on January 16, 2003.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Establishment of a New Classification of College Human Resources Officer (Case 3939)

Recommendation:

It is recommended that the Personnel Commission establish a new class of College Human Resources Officer; that the new class be placed in the Personnel Group, Administration Series; that the new class description be adopted; that the new class be allocated to Salary Schedule 6689.24; that the salary setting basis for the new class be based on a direct alignment with the benchmark class of Personnel Analyst; and that the examination authorization for the new class be Open and Promotional (Dual Certification), effective April 21, 2021.

New Class of College Human Resources Officer:

Salary Schedule 6689.24

Step 1	Step 2	Step 3	Step 4	Step 5	
\$6,689.24	\$7,057.15	\$7,445.30	\$7,854.79	\$8,286.80	Monthly
\$80,270.88	\$84,685.80	\$89,343.60	\$94,257.48	\$99,441.60	Annually

Bases of Recommendation:

1. A request for a college-based professional-level human resources position was initiated by several college presidents and supported by the Deputy Chancellor and acting Vice Chancellor of Human Resources. The request was based on the need for a position on site that provides professional-level support to managers, supervisor, and staff with a wide variety of human resources related matters. The current typical staffing in college personnel offices only includes clerical/technical staff and at some of the colleges SPOC positions, which were specifically created for user support when the District implemented the SAP HR system back in 2005.
2. An incumbent in the new class of College Human Resources Officer serves as the college-based technical advisor and consultant on a broad range of Human Resources (HR) issues related to employee relations, workforce planning and analysis, performance management, compensation administration, conflict management, and other employment related matters.
3. The recommended salary for the new class is based on internal and external salary considerations.

External data was gathered from the U.S. Department of Labor, Bureau of Labor Statistics, OES survey Los Angeles-Long Beach-Anaheim, for Human Resources Specialists (sample size of 25,550 employees), which produced the following results (adjusted by applicable Employment Cost Index):

Q1	Median	Average	Q3	
\$4,593.23	\$5,856.67	\$6,385.33	\$7,609.10	Monthly
\$55,118.76	\$70,280.04	\$76,623.96	\$91,309.20	Annually

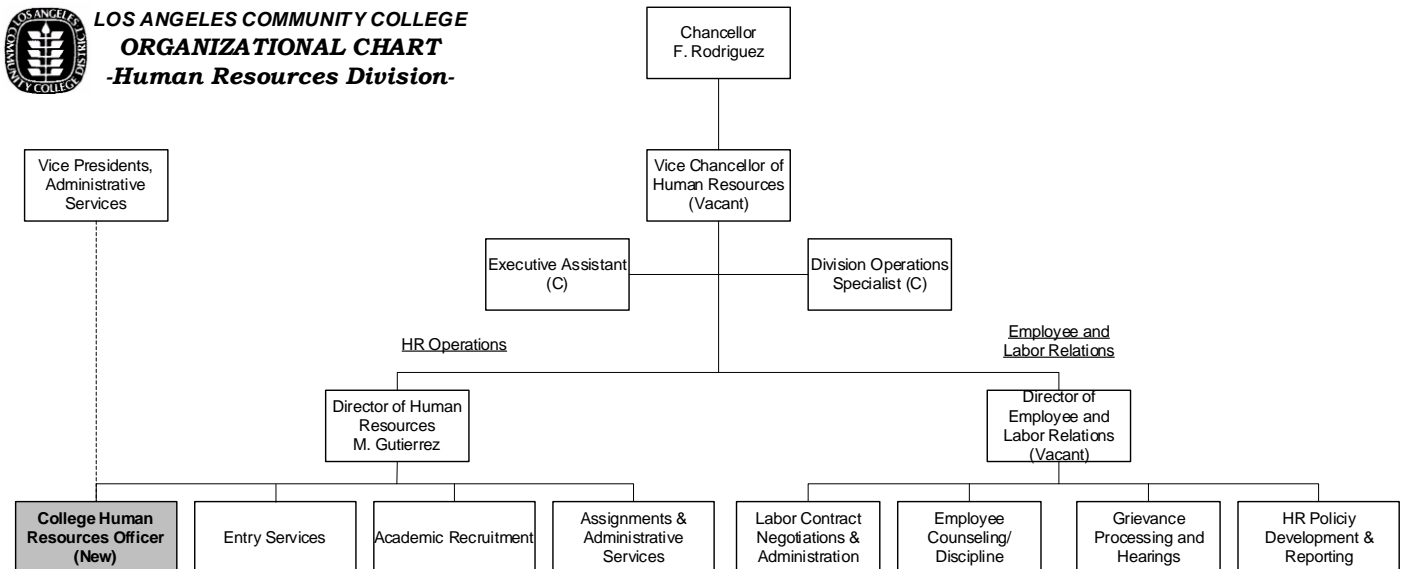
Staff considered this class weaker than the proposed new class given the broader range of HR related areas that the new class provides support for and the level of independence exercised by incumbents in this position.

Data for a comparable class was also collected from other community college districts of the Greater Los Angeles area. This survey produced an average \$8,208.31 at the maximum step. From an internal alignment standpoint, staff considered the new class to be closely aligned with the District’s professional-level human resources related staff positions such as Personnel Analyst and Employee and Labor Relations Specialist, which are placed on the following salary schedule:

Step 1	Step 2	Step 3	Step 4	Step 5	
\$6,689.24	\$7,057.15	\$7,445.30	\$7,854.79	\$8,286.80	Monthly
\$80,270.88	\$84,685.80	\$89,343.60	\$94,257.48	\$99,441.60	Annually

As the final salary setting basis, staff recommended direct alignment with the class of Personnel Analyst, which represents the primary key class for professional-level staff positions in personnel, finance, compliance, and research. This salary also closely matches up with the college survey data for a comparable HR professional-level class.

- The recommended title for the new class of College Human Resources Officer is descriptive of the level of duties that are assigned to this position.



COLLEGE HUMAN RESOURCES OFFICER

DEFINITION

Serves as the college-based technical advisor and consultant on a broad range of Human Resources (HR) issues related to employee relations, workforce planning and analysis, performance management, compensation administration, conflict management, and other employment related matters.

TYPICAL DUTIES

Advises managers, supervisors, and employees on policies, processes, and procedures related to a broad range of employment matters including but not limited to job classification, compensation, performance management, workforce planning and analysis, employee assignments and leaves of absence, health and retirement benefits; escalates questions requiring deeper insight or inquiry to specialists at the District Office.

Coordinates college-level academic and classified hiring processes in accordance with applicable policies and law including but not limited to position creation, requisition or intent to fill processes, interview scheduling, hiring committee composition, hiring committee briefing, interview question selection, reference checking, employment offer, assignment processing, and new employee onboarding.

Oversees the workflow of college employee and payroll transactions; corrects or resolves assignment and pay issues; provides appropriate support and timely follow-up on all referenced questions or situations.

Oversees and participates in the timely and accurate entry and maintenance of personnel/payroll and position related information and data into the District's HRIS system and other databases.

Answer employee questions including but not limited to HR policy/procedure interpretation, time off, leaves of absence, health insurance, and training and development.

Advises supervisors and managers on ways to identify, address, and facilitate solutions related to employee and performance issues; provides guidance on the fundamentals of performance documentation and the progressive discipline process; escalates cases requiring deeper insight or more formal action to specialists in the Office of Employer and Labor Relations.

Advises supervisors and managers on ways to identify, address, and facilitate solutions to diversity, equity, and inclusion related compliance issues; ensures implementation and effectiveness of reporting processes, level-one complaint investigation, complaint remedies, and training; escalates cases requiring deeper insight or more formal action to specialists in the Office of Diversity, Equity, and Inclusion.

Schedules and monitors completion of required training by college staff; insures employees possess required training certifications and licenses and are recorded in the employee personnel records.

Serves as the non-voting diversity representative on college hiring committees; explains and ensures compliance with established policies, practices, and procedures, including but not limited to equal employment opportunity, Title IX, American Disabilities Act ("ADA");

Serves as the college representative during meetings related to reasonable accommodation of injured employees and employees returning from leave.

Communicates employee related policy, process, and procedure changes to appropriate college staff; ensures the required changes at the college-level are implemented and on schedule.

Recommends and implements new and improved procedures, operating and record-keeping practices, forms, and reporting systems for a college personnel office to ensure efficiency and compliance with District human resources policies and procedures.

Identifies and shares college HR issues, concerns, and needs with Division of Human Resources and Personnel Commission leadership.

Represents the college at internal and external meetings with various organizations and employee groups.

Participates in system application testing during the software development phases to assess program functionality, identify program errors, and make recommendations for improvement from the college perspective prior to implementation.

Provides technical support by answering basic to intermediate questions related to the use and functionality of the District's Human Resources Information System (HRIS) and related applications.

Participates with business and finance staff in monitoring salary expenditure and budgets; may approve expenditures as designated.

Collects and analyzes data on human resources related practices and procedures from a variety of sources and makes recommendation on operational improvements.

Prepares and conducts training sessions for managers, supervisors, and employees on human resources related matters.

Analyzes the possible effects of proposed laws and regulations, codes, and ordinances related to assigned areas.

Conducts employee exit interviews to identify and track reasons for employee separations.

Effectively utilizes the capabilities and functions of standard office software applications such as data management, spreadsheet, presentation, and word processing in completing tasks.

Prepares reports, presentations, and other communications related to human resources matters.

May conduct college-focused operational studies and/or reviews related to personnel policies, payroll practices, staffing, and organization; presents findings and recommendations to college and District-level management.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A College Human Resources Officer, in partnership with District-level human resources units, provides day-to-day advisory, consultative, transactional, communications, and systems support to managers, supervisors, and employees at a college on a broad range of Human Resources (HR) related areas including but not limited to employee relations, workforce planning and analysis, performance management, compensation administration, and conflict management.

A **Personnel Analyst** performs a variety of complex journey-level professional personnel work related to areas such as job classification of positions; wage and salary and benefit administration; personnel policies, rules, and procedures; organizational studies, and recruitment and selection.

District-level Human Resources professionals focus on large-scale strategic issues and provide recommendations to senior executives on regulatory interpretation and policy, process, and system development based on a deeper knowledge in one or more functional areas.

SUPERVISION

General supervision is received from Director of Human Resources. Technical work direction is received from District-level human resources specialists. Immediate supervision may be exercised over assigned technical and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

Principles, purposes, functions, policies, and practices of human resources management

Employment policies, procedures and practices of the District

Merit system principles, policies, and practices and related provisions of the California Education Code

Federal, State and local laws, regulations, employment/human resources law and regulations,

Provisions of the academic and classified collective-bargaining agreements of the District

Policies, practices, and procedures related to performance management

General knowledge of workers' compensation laws and practices.

Techniques of data collection, analysis and interpretation

Techniques of counseling, guidance, and conflict resolution

Principles and techniques of training

Fact finding methods and procedures

Organization, functions, and key staff of the District

Principles of records management

Capabilities of computer systems, software, and hardware in the management of human resources

Ability to:

Provide advice to administrators, supervisors, and staff on policies, procedures, and best practices related to areas such as employee recruitment and selection, workforce planning and analysis, performance management, compensation administration, and conflict management

Interpret, apply, and explain applicable laws, rules, policies and procedures related to human resource matters

Collect, analyze, interpret, and evaluate complex data and make sound recommendations

Develop innovative solutions to complex problems related to employment policies, procedures, and practices

Deal with novel and difficult problems

Evaluate work methods and procedures

Maintain strict confidentiality and exercise appropriate judgment in handling confidential and sensitive information

Train and provide technical assistance to others

Prepare clear and comprehensive reports, presentations, and correspondence

Effectively utilize computer equipment, software, and management information systems in the performance of duties

Work on many simultaneous assignments with close attention to detail and with attention to schedules and deadlines

Maintain a fair and impartial attitude

Establish and maintain effective working relationships with District administrators, employees, employee organization representatives, representatives of private and public agencies, and the public

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education:

A bachelor's degree from a recognized college or university, preferably with a major in human resources management, industrial or organizational psychology, industrial and labor relations, public administration, or a related field.

Experience:

Three years of full-time, paid, professional-level human resources experience involving policy interpretation, workforce management, and regulatory compliance.

Special:

A Human Resources (HR) certification is desirable

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.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Establishment of New SAP Functional Business Analyst Job Classifications, Administration Series (Case 3937)

Recommendations:

I. It is recommended that the Personnel Commission establish the following new job classes; that the class descriptions for the new job classes be adopted; that the new job classes be placed in the indicated occupational group and series; and that the new job classes be allocated to the indicated salary schedules and salary setting-bases, effective April 21, 2021.

Job Classification	Occupational Group/Series	Salary Schedule and Steps	Salary Setting-Basis (Step = 5.5%)
SAP Functional Team Leader	SAP/ERP Group/Administration Series	<u>9454.63</u> \$9,454.63 \$9,974.64 \$10,523.24 \$11,102.02 \$11,712.63	4 steps above SAP Functional Business Analyst
Senior SAP Functional Business Analyst	SAP/ERP Group/Administration Series	<u>8051.69</u> \$8,051.69 \$8,494.54 \$8,961.74 \$9,454.63 \$9,974.64	1 step above SAP Functional Business Analyst
SAP Functional Business Analyst	SAP/ERP Group/Administration Series	<u>7631.94</u> \$7,631.94 \$8,051.69 \$8,494.54 \$8,961.74 \$9,454.63	Direct alignment with ERP Functional Business Analyst (Student Systems)

II. It is recommended that the Personnel Commission authorize examinations for the new job classes of SAP Functional Team Leader, Senior SAP Functional Business Analyst, and SAP Functional Business Analyst with an Open and Promotional (Dual Certification) field of competition.

III. It is recommended that the employees identified in Exhibit A be reclassified as indicated, effective April 21, 2021.

V. It is recommended that the job classes of SAP Functional Business Analyst (Finance), SAP Functional Business Analyst (Human Resources), SAP Functional Business Analyst (Plant Maintenance), Senior SAP Functional Business Analyst (PA, OM), Senior SAP Functional Business Analyst (PY, TM), and SAP Team Leader (Finance) be abolished upon reclassification of the applicable incumbents.

VI. It is recommended that the seniority rights of the employees identified in Exhibit A in their reclassified positions be computed from the date of their earliest entrance into regular service in their former classes of SAP Functional Business Analyst (Finance), SAP Functional Business

Analyst (Human Resources), SAP Functional Business Analyst (Plant Maintenance), Senior SAP Functional Business Analyst (PY, TM), and SAP Team Leader (Finance).

Bases of Recommendations:

1. The establishment of the new job classes is based on a request from the Vice Chancellor/Chief Information Officer who indicated a need for consolidating existing SAP functional business analyst and Team Leader classes into more broad classes that are not dedicated to one particular SAP module such as Finance, Human Resources, or Plant Maintenance. This approach is consistent with the existing classification structure established for the ERP functional business classes that provide support to the District's ERP PeopleSoft student systems. Both SAP business systems and PeopleSoft student systems consist of multiple modules within their respective systems and utilizing broader job classifications allows for greater flexibility in providing support to the systems as well as will provide more promotional opportunities for existing employees who will be able to move more easily between positions assigned to the different system modules. The use of broader job classes will also result in fewer recruitments that need to be conducted to fill vacancies. This provides for savings in advertisements and less strain on staff resources. There are currently two SRP vacancies that need to be filled. An organizational chart is included in this report to illustrate how the new positions fit within the District's SAP/ERP organizational structure.
2. An incumbent in the new job class of SAP Functional Business Analyst will analyze and define complex SAP business systems functions, business processes, and user needs and perform complex functional configuration, testing, and maintenance tasks for assigned District's SAP business systems modules according to operational and business needs. Assigned systems modules may include but are not limited to SAP Human Resources, SAP Financial, SAP Material Management, SAP Government Risk and Compliance, SAP Planning Budget and Formulation, SAP Plant Maintenance, or SAP Portal (ESS and MSS). Incumbents in this classification use SAP functional and applications knowledge to analyze and translate departmental requirements into deployed functionality in the District's SAP business systems. Incumbents in this class are not required to perform programming duties.

When establishing salaries for new job classes, final salary recommendations are typically based on external and internal alignment considerations.

Staff researched external salary data for a comparable class from various public agencies from California (see Exhibit B) as well as in the U.S. Department of Labor, Bureau of Labor Statistics compensation database.

The salary data obtained for a comparable class from public agencies in California (see Exhibit B) produced an average of \$8,678.70 per month at the maximum step and a data range of \$6,742.41 to \$10,921.86 per month at the maximum step.

The benchmarks found in the U.S. Department of Labor, Bureau of Labor Statistics compensation database were not considered a close match. The interquartile data ranged from \$5,991.86 to \$10,684.48 and from \$6,935.57 to \$11,005.40 per month.

Internally, staff considered the salary schedule of the ERP Functional Business Analyst (Student Systems) class and recommended direct alignment with this class as the most appropriate final salary setting basis for the proposed new class. The proposed salary schedule falls within the range of the public agency data. Using this benchmark will also facilitate in maintaining internal salary relationships with the counterpart classification structure already established for the ERP functional business classes that provide support to the District's ERP PeopleSoft student systems.

3. An incumbent in the new job class of Senior SAP Functional Business Analyst will analyze and define complex SAP business systems functions, business processes, and user needs and perform the most difficult and innovative functional configuration, testing, and maintenance tasks for assigned District's SAP business systems modules according to operational and business needs. Assigned systems modules may include but are not limited to SAP Human Resources, SAP Financial, SAP Material Management, SAP Government Risk and Compliance, SAP Planning Budget and Formulation, SAP Plant Maintenance, or SAP Portal (ESS and MSS). An incumbent in this classification applies advanced knowledge and tools in the functional configuration of the assigned SAP business systems modules. Incumbents in this class are not required to perform programming duties.

The recommended salary for this new class is based on a one-step differential above the key class of SAP Functional Business Analyst. This proposed differential is intended to recognize the more advanced technical knowledge applied by incumbents in this class.

4. An incumbent in the new class of SAP Functional Team Leader will plan, assign, and supervise the work of an assigned SAP team engaged in analyzing and defining SAP business systems functions, processes, and user needs, performing functional configuration, testing, and maintenance tasks for assigned SAP business systems modules, and validating the systems design; develops and designs appropriate business processes in conjunction with functional managers and personally performs the more complex professional work of the team. Assigned systems modules may include but are not limited to SAP Human Resources, SAP Financial, SAP Material Management, SAP Government Risk and Compliance, SAP Planning Budget and Formulation, SAP Plant Maintenance, or SAP Portal (ESS and MSS). Incumbents in this class are not required to perform programming duties.

The recommended salary for this new job class is based on a four-step differential above the key class of SAP Functional Business Analyst. This proposed differential is being proposed to recognize supervisory responsibilities associated with this classification.

5. The recommended titles for the new job classes are descriptive of the level and type of duties that are assigned to the classes.

Status of Incumbents

No employee is required to participate in an examination process to be eligible for appointment to his/her reclassified position.



LOS ANGELES COMMUNITY COLLEGE DISTRICT
Information Technology Division
-SAP/ERP-
Proposed Organizational Structure

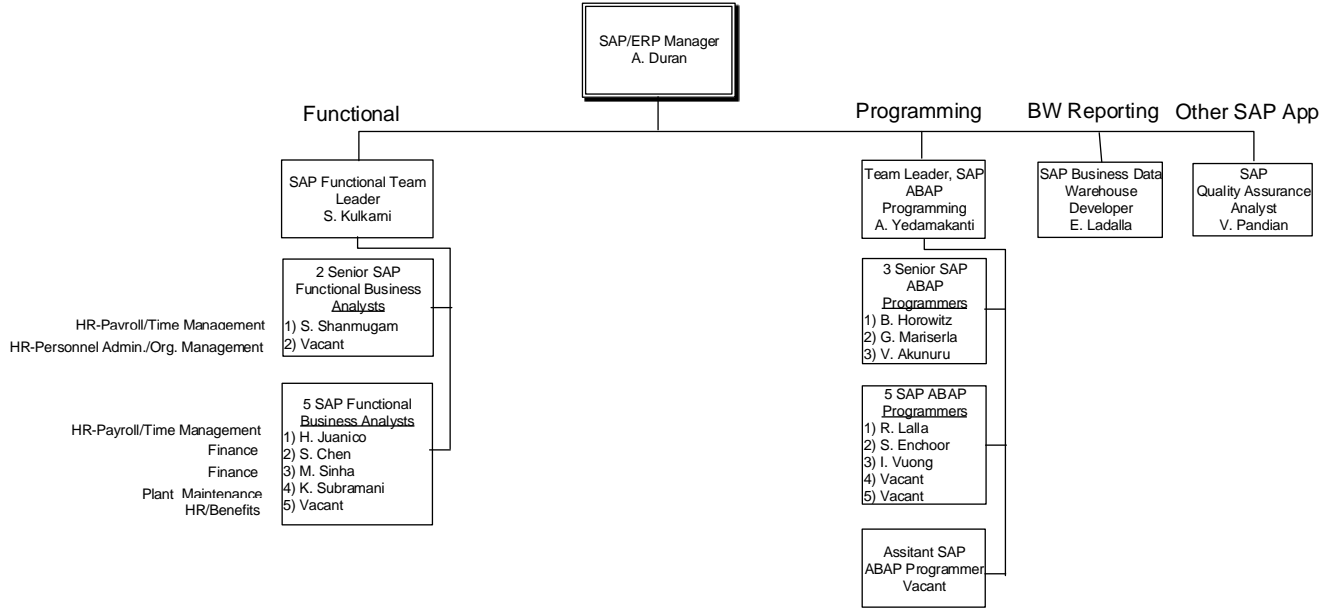


EXHIBIT A

Summary of Incumbents

Sort by Job Classification

No.	Name	EN	Current Classification	New Classification	Action	Exam ?
1.	S. Chen	785228	SAP Functional Business Analyst (Finance)	SAP Functional Business Analyst	Reclassification	No
2.	M. Sinha	1057614	SAP Functional Business Analyst (Finance)	SAP Functional Business Analyst	Reclassification	No
3.	H. Juanico	775039	SAP Functional Business Analyst (Human Resources)	SAP Functional Business Analyst	Reclassification	No
4.	Vacant	N/A	SAP Functional Business Analyst (Human Resources)	SAP Functional Business Analyst	Reclassification	N/A
5.	K. Subramani	1051902	SAP Functional Business Analyst (Plant Maintenance)	SAP Functional Business Analyst	Reclassification	No
6.	Vacant	N/A	Senior SAP Functional Business Analyst (PA, OM)	Senior SAP Functional Business Analyst	Reclassification	N/A
7.	S. Shanmugam	1059374	Senior SAP Functional Business Analyst (PY, TM)	Senior SAP Functional Business Analyst	Reclassification	No
8.	S. Kulkarni	1054220	SAP Team Leader (Finance)	SAP Functional Team Leader	Reclassification	No

EXHIBIT B

Salary Survey Reported Monthly Salary Ranges Classes Comparable to the Class of SAP Functional Business Analyst

Sort in descending order by monthly maximum salary

Agency	Monthly Salary Range	
N=14	Minimum	Maximum
Los Angeles Unified School District	\$8,801.51	\$10,921.86
City of Santa Monica	\$8,379.00	\$10,345.00
County of San Diego	\$5,562.27	\$9,516.00
LACCD	\$7,631.94	\$9,454.63
El Camino College	\$6,946.00	\$8,948.00
City of Pasadena	\$7,079.75	\$8,849.67
Los Angeles County Office of Education	\$7,063.00	\$8,750.00
County of Los Angeles	\$6,447.56	\$8,688.46
County of Sacramento	\$6,768.58	\$8,635.58
Mount SAC College	\$6,714.85	\$8,570.03
County of Orange	\$6,338.80	\$8,515.87
County of Marin	\$7,059.00	\$8,453.25
Glendale College	\$5,813.50	\$7,419.67
Victor Valley College	\$5,602.00	\$7,146.00
Rancho Santiago CCD	\$5,282.36	\$6,742.41
	Average w/o LACCD	\$8,678.70
	Difference between LACCD and survey average	+\$775.93
	%	+8.21%

SAP FUNCTIONAL BUSINESS ANALYST

DEFINITION

Analyzes and defines complex SAP business systems functions, business processes, and user needs and performs complex functional configuration, testing, and maintenance tasks for assigned District's SAP business systems modules according to operational and business needs.

TYPICAL DUTIES

Analyzes and evaluates complex business functions and processes of the District related to assigned areas such as enterprise Accounting, Planning Budget and Formulation, Material's Management, Project Systems, Human Resources/Payroll, Plant Maintenance, and SAP Government Risk and Compliance.

Interfaces with functional unit process owners and users to identify, define, and document operational needs and objectives, current operational procedures, problems, input and output requirements, and levels of systems access.

Defines and documents SAP business systems processes and transactions in support of business processes defined by functional unit process owners.

Performs complex functional configuration tasks for assigned SAP business systems modules to develop prototype solutions to business requirements and to implement fixes, changes, and enhancements.

Performs complex unit and integration testing for assigned modules from development to production, troubleshoots configuration and master data problems after release strategy changes and/or upgrades and other functional configuration changes have been created, and makes changes in configurations to resolve errors.

Interfaces with users to interpret and clarify complex functional configuration details and process change requirements involving assigned SAP business systems modules.

Acts as a liaison between departmental end-users and programming staff in the analysis, design, functional configuration, testing, and maintenance of assigned SAP business systems modules to ensure optimal system integration and performance.

Guides user testers from various business areas to complete high quality testing of assigned business system modules.

Tracks and documents changes in complex functional and business specifications and writes detailed procedures that can be easily understood by end-users.

Identifies opportunities for improving business processes in partnership with process owners and management through SAP business systems and associated information systems.

Analyzes the feasibility of and develops requirements for new systems and enhancements to existing systems and ensures that the system design fits the needs of the users.

Provides technical assistance in training, mentoring, and coaching professional and technical staff on matters related to assigned area.

Trains users and supports training in the usage of SAP business systems functionality.

Maintains effective and cooperative working relationships with process owners, functional and technical team members, and users.

May assist in updating and maintaining complex business logic for SAP payroll and time management schemas.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **SAP Functional Business Analyst** analyzes and defines complex SAP business systems functions, business processes, and user needs and performs complex functional configuration, testing, and maintenance tasks for assigned District's SAP business systems modules according to operational and business needs. Assigned systems modules may include but are not limited to SAP Human Resources, SAP Financial, SAP Material Management, SAP Government Risk and Compliance, SAP Planning Budget and Formulation, SAP Plant Maintenance, or SAP Portal (ESS and MSS). Incumbents in this classification use SAP functional and applications knowledge to analyze and translate departmental requirements into deployed functionality in the District's SAP business systems. Incumbents in this class are not required to perform programming duties.

A **Senior SAP Functional Business Analyst** analyzes and defines complex SAP business systems functions, business processes, and user needs and performs the most difficult and innovative functional configuration, testing, and maintenance tasks for assigned District's SAP business systems modules according to operational and business needs. Assigned systems modules may include but are not limited to SAP Human Resources, SAP Financial, SAP Material Management, SAP Government Risk and Compliance, SAP Planning Budget and Formulation, SAP Plant Maintenance, or SAP Portal (ESS and MSS). An incumbent in this classification applies advanced knowledge and tools in the functional configuration of the assigned SAP business systems modules. Incumbents in this class are not required to perform programming duties.

An **Assistant ERP Functional Business Analyst** applies a basic knowledge of ERP systems functionality and applications when participating in the analysis and translation of departmental business processes and user needs into deployed functionality in the assigned ERP systems areas. ERP systems areas encompass academic scheduling, course development and management, academic advising, coursework evaluation, student financial aid, student registration, admissions, grade reporting, human resources, payroll, and finance. Assignments are selected to enhance the employee's skills and professional development in preparation for promotion to higher-level analyst positions.

SUPERVISION

General supervision is received from an SAP Team Leader or an SAP/ERP Manager. Functional supervision may be exercised over lower-level analysts.

CLASS QUALIFICATIONS

Knowledge of:

Principles of SAP business systems such as Human Resources, Financial, Material Management, Planning Budget and Formulation, Government Risk and Compliance, Plant Maintenance, and SAP Portal (ESS and MSS)

Principles of the SAP Payroll and Time Management Schemas

Principles of SAP project systems

Fundamentals of systems analysis, functional configuration, and testing

Methods of developing operational process specifications

Characteristics and capabilities of state-of-the art technology in business systems information processing

Principles and practices of business systems reporting

Industry and professional standards for key business systems, procedures, and methods pertinent to assigned area

Federal, State, and local laws, ordinances, codes, and regulations related to assigned business systems information processing

SAP ASAP methodology

Principles of program documentation

Principles of report, screen, and form design

Principles of organization and management

Principles of work simplification and modification

Principles of training

Ability to:

Analyze and develop improvements to existing manual and computerized operational procedures involving business systems information processing

Develop and document operational and technical processes, functions, and procedures involving assigned SAP business systems modules and develop appropriate solutions

Perform complex functional configuration, modification, and testing tasks involving assigned business systems modules

Analyze complex operational problems involving assigned SAP business systems modules and develop appropriate solutions

Express complex concepts clearly and concisely both orally and in writing

Prepare clear and concise reports, documentation, instructions, and training materials

Interpret and apply applicable rules, laws, and procedures to assigned business systems operations

Work effectively and independently on assigned projects

Work effectively and cooperatively with administrators, functional and technical team members, and users

Provide technical assistance to users

Train system users effectively

Consistently use and promote professional standards and practices related to assignments

Maintain a focus on details, quality, and precision in the performance of duties

Actively contribute to a culture of constructive collaboration and innovation with colleagues

Build rapport with clients and maintain a professional demeanor while handling complex user issues

Maintain high levels of customer service and satisfaction

Maintain confidentiality of work-related information and materials

Meet project schedules and deadlines

Stay abreast of current trends and technical advancements in the area(s) of assigned business systems modules

Present and lead discussions on SAP business systems functionality as it relates to current operational needs

Learn the characteristics of new systems and update skills to adapt to changing technology

ENTRANCE QUALIFICATIONS

Education and Experience:

A bachelor's degree from a recognized college or university, preferably with a major in finance, accounting, business administration, public administration, human resources management, computer information systems, management information systems, or a related field **AND** three years of recent full-time paid professional-level experience in the functional configuration, modification, or maintenance of an SAP business system.

A current Certification of Capability in Business Analysis (CCBA) from International Institute of Business Analysis (IIBA) is desirable.

Special:

A valid Class "C" California driver's license is required.

Travel to locations throughout the District is required.

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 SAP FUNCTIONAL BUSINESS ANALYST

DEFINITION

Analyzes and defines complex SAP business system functions, business processes, and user needs and performs innovative and highly complex functional configuration, testing, and maintenance tasks for assigned District's SAP business systems modules according to operational and business needs.

TYPICAL DUTIES

Analyzes and evaluates complex business functions and processes of the District related to assigned areas such as enterprise Accounting, Planning Budget and Formulation, Material's Management, Project Systems, Human Resources/Payroll, Plant Maintenance, and SAP Government Risk and Compliance.

Interfaces with functional unit process owners and users to identify, define, and document operational needs and objectives, current operational procedures, problems, input and output requirements, and levels of systems access.

Defines and documents SAP business system processes and transactions in support of business processes defined by functional unit process owners.

Performs the most difficult and innovative functional configuration tasks for assigned SAP business systems modules to develop prototype solutions to business requirements and to implement fixes, changes, and enhancements.

Performs the most difficult unit and integration testing for assigned modules from development to production, troubleshoots unusually complex configuration and master data problems after release strategy changes and/or upgrades and other functional configuration changes have been created, and makes changes in configurations to resolve errors.

Interfaces with users to interpret and clarify highly complex functional configuration details and process change requirements involving assigned business systems modules.

Evaluates the operational effects of applications software.

Acts as a liaison between departmental end-users and technical team members in the analysis, design, functional configuration, testing, and maintenance of assigned SAP business systems modules to ensure optimal system integration and performance.

Guides user testers from various business areas to complete high quality testing of assigned business system modules.

Tracks and documents changes in complex functional and business specifications and writes detailed procedures that can be easily understood by end-users.

Identifies opportunities for improving business processes in partnership with process owners and management through SAP business systems and associated information systems.

Analyzes the feasibility of and develops requirements for new systems and enhancements to existing systems and ensures that the system design fits the needs of the users.

Provides on-the-job training and technical assistance to less senior SAP functional team members on a project-by-project basis.

Maintains effective and cooperative working relationships with process owners, functional and technical team members, and users.

Writes reports, correspondence, documentation, and presentations containing descriptive, analytical, and evaluative content including the preparation of projections, conclusions, and recommendations for assigned SAP business systems modules.

Trains users and supports training in the usage of assigned SAP business systems modules functionality.

May enhance, update, and maintain highly complex business logic for SAP payroll and time management schemas.

May provide technical direction to assigned staff on a project-by-project basis.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior SAP Functional Business Analyst** analyzes and defines complex SAP business systems functions, business processes, and user needs and performs the most difficult and innovative functional configuration, testing, and maintenance tasks for assigned District's SAP business systems modules according to operational and business needs. Assigned systems modules may include but are not limited to SAP Human Resources, SAP Financial, SAP Material Management, SAP Government Risk and Compliance, SAP Planning Budget and Formulation, SAP Plant Maintenance, or SAP Portal (ESS and MSS). An incumbent in this classification applies advanced knowledge and tools in the functional configuration of the assigned SAP business systems modules. Incumbents in this class are not required to perform programming duties.

An **SAP Functional Team Leader** plans, assigns, and supervises the work of an assigned SAP team engaged in analyzing and defining SAP business systems functions, processes, and user needs, performing functional configuration, testing, and maintenance tasks for assigned SAP business systems modules, and validating the systems design; develops and designs appropriate business processes in conjunction with functional managers and personally performs the more complex professional work of the team. Assigned systems modules may include but are not limited to SAP Human Resources, SAP Financial, SAP Material Management, SAP Government Risk and Compliance, SAP Planning Budget and Formulation, SAP Plant Maintenance, or SAP Portal (ESS and MSS). Incumbents in this class are not required to perform programming duties.

An **SAP Functional Business Analyst** analyzes and defines complex SAP business systems functions, business processes, and user needs and performs complex functional configuration, testing, and maintenance tasks for assigned District's SAP business systems modules according to operational and business needs. Assigned systems modules may include but are not limited to SAP Human Resources, SAP Financial, SAP Material Management, SAP Government Risk and Compliance, SAP Planning Budget and Formulation, SAP Plant Maintenance, or SAP Portal (ESS and MSS). Incumbents in this classification use SAP functional and

applications knowledge to analyze and translate departmental requirements into deployed functionality in the District's SAP business systems. Incumbents in this class are not required to perform programming duties.

SUPERVISION

General supervision is received from an SAP Team Leader or SAP/ERP Manager. May provide technical direction to SAP functional staff on a project-by-project basis.

CLASS QUALIFICATIONS

Knowledge of:

Principles of SAP business systems such as Human Resources, Financial, Material Management, Planning Budget and Formulation, Government Risk and Compliance, Plant Maintenance, and SAP Portal (ESS and MSS)

Principles of the SAP Payroll and Time Management Schemas

Principles of SAP project systems

Principles and advanced techniques of systems analysis, functional configuration, and testing

Methods of developing operational process specifications

Characteristics and capabilities of state-of-the art technology in business systems information processing

Principles and practices of business systems reporting

Industry and professional standards for business systems, procedures, and methods pertinent to assigned area

Federal, State, and local laws, ordinances, codes, and regulations related to assigned business systems information processing

SAP ASAP methodology

Development operations

Principles and practices of project management

Principles of work simplification and modification

Principles of organization and management

Principles of program documentation

Principles of report, screen, and form design

Principles of training

Ability to:

Analyze and develop improvements to complex manual and computerized operational procedures involving business systems information processing

Design, develop, and document complex operational and technical processes, functions, and procedures involving assigned SAP business systems modules

Perform highly complex and innovative functional configuration, modification, and testing tasks involving complex components of assigned SAP business systems modules

Enhance, update, and maintain highly complex business logic for SAP payroll and time management schemas as appropriate

Analyze unusually complex business problems involving assigned SAP business systems modules and develop appropriate solutions

Express difficult and complex concepts clearly and concisely both orally and in writing

Prepare clear, concise, and comprehensive reports, documentation, instructions, and training materials

Interpret and apply applicable rules, laws, and procedures to assigned business systems operations

Utilize development operations management processes and procedures

Utilize project management software to track project progress

Consistently use and promote professional standards and practices related to assignments

Maintain a focus on details, quality, and precision in the performance of duties

Actively contribute to a culture of constructive collaboration and innovation with colleagues

Build rapport with clients and maintain a professional demeanor while handling complex user issues

Maintain high levels of customer service and satisfaction

Maintain confidentiality of work-related information and materials

Provide technical assistance to users and staff

Act independently and promptly to situations and events

Stimulate teamwork and promote cohesiveness to achieve team and project goals and deadlines

Establish effective working relationships with administrators, functional and technical team members, and users

Analyze and interpret technical materials accurately and effectively in written communications, reports, and presentations

Train system users effectively

Implement quality assurance efforts for software use and design

Meet project schedules and deadlines

Stay abreast of current trends and technical advancements in the assigned business systems area

Present and lead discussions on SAP business systems functionality as it relates to current operational needs

Learn the characteristics of new systems and update skills to adapt to changing technology

ENTRANCE QUALIFICATIONS

Education and Experience:

A bachelor's degree from a recognized college or university, preferably with a major in finance, accounting, business administration, public administration, human resources management, computer information systems, management information systems, or a related field **AND** four years of recent full-time paid professional-level experience in the functional configuration, modification, or maintenance of an SAP business system.

A current Certification of Capability in Business Analysis (CCBA) from International Institute of Business Analysis (IIBA) is desirable.

Special:

A valid Class "C" California driver's license is required.

Travel to locations throughout the District is required.

Reasonable Accommodation

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SAP FUNCTIONAL TEAM LEADER

DEFINITION

Plans, assigns, and supervises the work of an assigned SAP functional team, develops and designs appropriate business processes in conjunction with functional managers, and personally performs the more complex and difficult professional work of the team.

TYPICAL DUTIES

Plans, assigns, and supervises the work of an SAP functional team assigned to areas of the District's business systems to meet project needs, priorities, and deadlines.

Interfaces with functional unit process owners and users to identify, define, and document operational needs and objectives, current operational procedures, problems, input and output requirements, and levels of systems access.

Analyzes and evaluates complex business functions and processes of the District related to assigned areas such as enterprise Accounting, Planning Budget and Formulation, Material's Management, Project Systems, Human Resources/Payroll, Plant Maintenance, and SAP Government Risk and Compliance in conjunction with functional managers.

Obtains buy-in from business process owners and end-users on proposed new business processes or changes to existing ones.

Defines and documents SAP business system processes and transactions in support of business processes defined by functional unit process owners.

Performs the most difficult and innovative functional configuration tasks for assigned SAP business systems modules to develop prototype solutions to business requirements and to implement fixes, changes, and enhancements.

Performs the most difficult unit and integration testing for assigned modules from development to production, troubleshoots unusually complex configuration and master data problems after release strategy changes and/or upgrades and other functional configuration changes have been created, and makes changes in configurations to resolve errors.

Applies functional knowledge to design and customize workflow systems that provide seamless integration for assigned SAP business systems modules.

Interfaces with users to interpret and clarify highly complex functional configuration details and process change requirements involving assigned business systems modules.

Prepares and communicates regular project status reports with project stakeholders and business process owners.

Evaluates the operational effects of applications software.

Reviews and evaluates project deliverables and timelines including contractor and team performance.

Acts as a liaison between departmental end-users and programming staff in the analysis, design, functional configuration, testing, and maintenance of assigned SAP business systems modules to ensure optimal system integration and performance.

Guides user testers from various business areas to complete high quality testing of assigned business system modules.

Tracks and documents changes in complex functional and business specifications and writes detailed procedures that can be easily understood by end-users.

Identifies opportunities for improving business processes in partnership with process owners and management through SAP business systems and associated information systems.

Analyzes the feasibility of and develops requirements for new systems and enhancements to existing systems and ensures that the system design fits the needs of the users.

Identifies business user needs, develops action plans, identifies deliverables, and presents results.

Provides technical assistance in training, mentoring, and coaching professional and technical staff on complex matters related to assigned area.

Maintains effective and cooperative working relationships with process owners, functional and technical team members, and users.

Provides post implementation support by serving as a liaison to process owners, colleges, and end-users to troubleshoot system problems and authorize access for new users.

Writes reports, correspondence, documentation, and presentations containing descriptive, analytical, and evaluative content including the preparation of projections, conclusions, and recommendations for assigned SAP business systems.

Trains users and supports training in the usage of assigned SAP business systems functionality.

May enhance, update, and maintain highly complex business logic for SAP payroll and time management schemas.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **SAP Functional Team Leader** plans, assigns, and supervises the work of an assigned SAP team engaged in analyzing and defining SAP business systems functions, processes, and user needs, performing functional configuration, testing, and maintenance tasks for assigned SAP business systems modules, and validating the systems design; develops and designs appropriate business processes in conjunction with functional managers and personally performs the more complex professional work of the team. Assigned systems modules may include SAP Human Resources, SAP Financial, SAP Material Management, SAP Government Risk and

Compliance, SAP Planning Budget and Formulation, SAP Plant Maintenance, or SAP Portal (ESS and MSS). Incumbents in this class are not required to perform programming duties.

An **SAP/ERP Manager** plans, defines, and develops, SAP/ERP systems strategies and standards, and coordinates, manages, and evaluates the work of assigned SAP/ERP production support and project teams engaged in analyzing and defining assigned SAP/ERP systems functions and business processes and user needs, configuring, and maintaining SAP/ERP systems modules, and validating the systems design. Systems modules include but are not limited to SAP Human Resources, SAP Financial, SAP Material Management, SAP Project Systems, SAP Government Risk and Compliance, SAP Planning Budget and Formulation, SAP Plant Maintenance, Business Object, FIORI, Persona, SAP HP Application Life Cycle Management, SAP Business Warehouse, SAP Portal (ESS and MSS), and ERP student systems modules.

A **Senior SAP Functional Business Analyst** analyzes and defines complex SAP business systems functions, business processes, and user needs and performs the most difficult and innovative functional configuration, testing, and maintenance tasks for assigned District's SAP business systems modules according to operational and business needs. Assigned systems modules may include but are not limited to SAP Human Resources, SAP Financial, SAP Material Management, SAP Government Risk and Compliance, SAP Planning Budget and Formulation, SAP Plant Maintenance, or SAP Portal (ESS and MSS). An incumbent in this classification applies advanced knowledge and tools in the functional configuration of the assigned SAP business systems modules. Incumbents in this class are not required to perform programming duties.

SUPERVISION

General supervision is received from an SAP/ERP Manager. General supervision is exercised over professional staff assigned to the team.

CLASS QUALIFICATIONS

Knowledge of:

Principles of SAP business systems such as Human Resources, Financial, Material Management, Planning Budget and Formulation, Government Risk and Compliance, Plant Maintenance, and SAP Portal (ESS and MSS)

Principles of the SAP Payroll and Time Management Schemas

Principles of SAP project systems

SAP ASAP methodology

Development operations

Principles and techniques of systems analysis, functional configuration, and testing

Methods of developing operational process specifications

Characteristics and capabilities of state-of-the art technology in business systems information processing

Principles and practices of business systems reporting

Industry and professional standards for business systems, procedures, and methods pertinent to assigned area

Federal, State, and local laws, ordinances, codes, and regulations related to assigned business systems information processing

Principles and practices of project management

Principles of work simplification and modification

Principles of organization and management

Principles of program documentation

Principles of report, screen, and form design

Principles and practices of supervision, team building, and training

Ability to:

Plan, assign, and supervise the work of an assigned team

Analyze and develop improvements to existing manual and computerized operational procedures involving business systems information processing

Design, develop, and document complex operational and technical processes, functions, and procedures involving assigned SAP business systems modules

Performs highly complex and innovative functional configuration, modification, and testing tasks involving complex components of assigned SAP business systems modules

Analyze unusually complex business problems involving assigned SAP business systems modules and develop appropriate solutions

Express difficult and complex concepts clearly and concisely both orally and in writing

Utilize development operations management processes and procedures

Utilize project management software to track project progress

Consistently use and promote professional standards and practices related to assignments

Maintain a focus on details, quality, and precision in the performance of duties

Actively contribute to a culture of constructive collaboration and innovation with colleagues

Build rapport with clients and maintain a professional demeanor while handling complex user issues

Maintain high levels of customer service and satisfaction

Maintain confidentiality of work-related information and materials

Prepare clear, concise, and comprehensive reports, documentation, instructions, and training materials

Anticipate conditions, plan ahead, establish priorities, and meet project schedules and deadlines

Review and evaluate detailed project management plans and project progress

Review and evaluate project deliverables

Interpret and apply applicable rules, laws, and procedures to assigned business systems operations

Provide technical assistance to users and staff

Act independently and promptly to situations and events

Motivate, direct, train, and develop others

Stimulate teamwork and promote cohesiveness to achieve team and project goals and deadlines

Establish effective working relationships with administrators, functional and technical team members, and users

Analyze and interpret technical materials accurately and effectively in written communications, reports, and presentations

Train system users effectively

Implement quality assurance efforts for software use and design

Stay abreast of current trends and technical advancements in the assigned business systems area

Present and lead discussions on SAP functionality as it relates to current operational needs

Learn the characteristics of new systems and update skills to adapt to changing technology

ENTRANCE QUALIFICATIONS

Education and Experience:

A bachelor's degree from a recognized college or university, preferably with a major in finance, accounting, business administration, public administration, human resources management, computer information systems, management information systems, or a related field **AND** five years of recent full-time paid professional-level experience in the functional configuration, modification, or maintenance of an SAP business system. Experience in a team leader or supervisor capacity is desirable.

A current Certification of Capability in Business Analysis (CCBA) from International Institute of Business Analysis (IIBA) is desirable.

Special:

A valid Class “C” California driver's license is required.

Travel to locations throughout the District is required.

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.

STUDENT RECRUITER

DEFINITION

Implements and organizes college recruitment campaigns and activities to attract students to a variety of college programs.

TYPICAL DUTIES

Implements comprehensive recruitment campaigns to attract students into general and specially funded programs offered by the college.

Schedules and organizes the activities of staff assigned to participate in student recruitment events and activities.

Solicits the involvement of staff and students in recruitment activities of the college.

Maintains liaison with counselors, faculty, and staff from feeder schools and four-year colleges and universities to establish and maintain communication and to facilitate the enrollment and transfer of students.

Prepares and conducts oral presentations for high school groups, college fairs, and other events to encourage school enrollment.

Represents the college at various events and meetings to provide information to prospective students regarding curricula, student assistance programs and student services.

Creates, conducts, and staffs special exhibits at community events, high schools, adult schools, shopping malls, and civic events.

Designs and writes effective recruitment bulletins, brochures, literature, and Web page and social media content to publicize college programs and services.

Gathers and analyzes data and prepares descriptive, statistical, and evaluative reports related to student recruitment.

Provides guidance and advice on matters related to recruitment.

Effectively utilizes standard office software applications to prepare correspondence, presentations, and reports related to recruitment.

Attends and participates in professional conferences and meetings concerned with recruitment.

May provide training and work direction to lower-level support staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Student Recruiter** locates qualified individuals through community, college, high school and personal contacts and encourages their enrollment in various programs at a college.

A **Student Recruitment Coordinator** develops, coordinates, implements, and evaluates a comprehensive and innovative student recruitment program at a college.

A **Student Services Assistant** participates in the development, promotion, operation, and evaluation of student services programs. A thorough knowledge of program requirements, goals, and procedures is continuously applied in performing the duties of this class.

A **Community Services Assistant** performs duties related to the development, promotion, coordination, and evaluation of a community program or service. A thorough knowledge of program policies, goals, and procedures is continuously applied in performing the duties of the class.

SUPERVISION

Immediate supervision is received from a Student Recruitment Coordinator or an administrator. May assign and review the work of staff assigned to recruitment activities.

CLASS QUALIFICATIONS

Knowledge of:

Recruitment techniques

Basic principles of public relations, publicity, and marketing

Proper business English, punctuation, spelling, and grammatical usage

Basic research methods and principles

Admissions requirements and enrollment procedures of the college

Eligibility requirements and applications procedures related to Financial Aids, EOPS, and other special services and programs

Student activities and services at the college

Feeder schools and transfer colleges and universities

Community organizations and resources

Social, ethnic, and cultural characteristics of the college's service area

Social media networks, web and other media resources

Record keeping procedures

Capabilities of computer applications, systems, and hardware common to a student recruitment office

Ability to:

Schedule and conduct continuous and re-occurring recruitment activities and events

Develop creative and effective recruitment and marketing materials and programs

Motivate prospective students

Interface with individuals from various ethnic and socio-economic backgrounds and different levels of academic achievements

Establish and maintain effective relationships with administrators, staff, representatives from other institutions, and the public

Prepare clear and comprehensive reports, correspondence, and publicity materials

Prepare clear, comprehensive, effective, and persuasive written and oral presentations

Keep detailed and precise records

Travel to local high schools, community organizations, public agencies, and other off campus locations to recruit prospective students

Learn general and specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate degree or its equivalent from a recognized community college or university **AND** one year of full-time, paid experience participating in the implementation of a student recruitment program, promotion of a student services programs or community services programs, or a related field.

OR

B. Graduation from high school or its equivalent **AND** two years of full-time, paid experience participating in the implementation of a student recruitment program, promotion of a student services programs or community services programs, or a related field.

Special:

A valid Class “C” California driver's license is required.

Travel to locations throughout the District is required.

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.

STUDENT RECRUITMENT COORDINATOR

DEFINITION

Develops, coordinates, implements and evaluates a comprehensive and innovative recruitment program to attract students to a variety of programs at a college.

TYPICAL DUTIES

Develops and coordinates innovative approaches to recruitment based on concepts and goals established by campus administration.

Establishes recruitment program standards, goals, and strategies to achieve those objectives.

Provides program administration and serves as the technical expert to college administrators and program managers on recruitment activities, planning, and development.

Promotes the recruitment program among faculty and staff to elicit their ideas, support, and participation in the program.

Interfaces with representatives of educational institutions, business organizations, community groups and District student service programs to encourage participation, stimulate interest, and coordinate recruitment strategies

Conducts oral presentations for high school groups, college fairs, and other events to encourage school enrollment.

Analyzes, evaluates, and reports on the effectiveness of recruitment activities to college administrators.

Effectively utilizes standard office software applications to compile data and prepare correspondence, presentations, and descriptive, statistical, evaluative, and detailed reports related to recruitment.

Personally performs all levels of recruitment duties, on an as needed basis.

Develops and conducts in-service training for staff assigned to perform recruitment activities.

Prepares a wide variety of student recruitment and college promotional materials such as new releases, brochures, public service announcements, and exhibits.

Attends and participates in professional conferences and meetings concerned with recruitment.

Prepares recruiting budgets, monitors the expenditure of moneys for recruitment efforts, and maintains budget balances, records, and statements.

Participates in long range planning meetings to provide the recruitment program perspective on proposed changes in college goals and objectives.

Recruits, trains, and supervises assigned staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Student Recruitment Coordinator** develops, coordinates, implements, and evaluates a comprehensive and innovative student recruitment program at a college.

A **Student Recruiter** locates qualified individuals through community, college, high school, and personal contacts and encourages their enrollment in general and/or specially funded programs of a college.

SUPERVISION

General supervision is received from an academic or classified administrator. Immediate supervision is exercised over lower-level recruitment and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Recruitment techniques

Educational institutions, business associations, news media, and community groups in the college's service area

Fundamentals of budgetary preparation and control

Principles of public relations, publicity, and marketing

Principles and techniques of research

Proper business English, punctuation, spelling, and grammatical usage

Admissions requirements and enrollment procedures of the college

Eligibility requirements and application procedures related to Financial Aids, EOPS, and other special programs and services

Social, ethnic, and cultural characteristics of the population served by the college

Social media networks, web and other media resources

Student activities and services at the college

Principles of supervision and training

Recordkeeping procedures

Capabilities of computer applications, systems, and hardware common to the management of student recruitment activities

Ability to:

Independently plan and implement a comprehensive and innovative recruitment program

Coordinate complex and diverse recruitment activities

Gather pertinent facts and data related to a recruitment program, make thorough analyses, and arrive at sound conclusions

Interface effectively with individuals from various ethnic and socio-economic backgrounds and different levels of academic achievements

Communicate effectively orally and in writing

Effectively utilize computer equipment and software in the performance of duties

Establish and maintain effective working relationships with administrators, staff, and representatives of a wide variety of organizations and groups

Supervise, train, and coordinate assigned staff

Prepare clear and comprehensive reports, correspondence, and publicity materials

Prepare clear, comprehensive, effective, and persuasive written and oral presentations

Travel to local high schools, community organizations, public agencies, and other off campus locations to recruit prospective students

Learn general and specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. A bachelor's degree from a recognized college or university.

AND

Two years of full-time, paid experience in implementing a student recruitment program, promoting a ~~promotion~~ of student services programs or community services programs, or a related field. Supervisory experience within these fields is desirable.

OR

B. An associate degree or its equivalent from a recognized college or university.

AND

Four years of full-time paid experience in implementing a student recruitment program, promoting a ~~promotion~~ of student services programs or community services programs, or a related field. Supervisory experience within these fields is desirable.

Special:

A valid Class "C" California driver's license.

Travel to locations throughout the District is required.

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 ASSISTANT TO THE BOARD OF TRUSTEES

DEFINITION

Performs a variety of highly specialized, complex, responsible and confidential administrative assistance support duties for the members of the Board of Trustees. An incumbent is required to use a considerable degree of independence, discretion, and tact, and exercise sound judgment in the performance of duties.

TYPICAL DUTIES

Assists ~~Performs complex and diverse administrative assistance duties for~~ members of the Board of Trustees by assuming responsibility for administrative details involving a combination of the following duties:-

Explains and provides information regarding Board of Trustees rules, Board of Trustees actions, regulations, policies, procedures, and precedents to staff, representatives of other jurisdictions, and the public.

Acts as a liaison between ~~District staff and~~ members of the Board of Trustees and District administrative staff on matters related to the status of information requests, the scheduling of meetings and events, and the coordination of other staff/Board of Trustees activities.

~~Attends on and offsite~~ meetings of the Board of Trustees throughout the District to coordinate set-up, recording equipment, take roll calls, attend to requests from the public, and provide administrative assistance to Board members.

Screens telephone calls and visitors to the Board of Trustees Office for urgency and nature of business; refers calls and visitors to appropriate staff/offices or personally responds to routine inquiries.

Prepares and edits resolutions, and ~~official~~ correspondence, agendas, memoranda, reports, and other related materials by members of the Board of Trustees using a variety of software applications.

~~Informs~~ Keeps members of the Board of Trustees apprised of important matters arising in their absence and directs their attention to significant correspondence or matters requiring their attention.

Posts official notices of meetings in accordance with applicable laws and regulations.

Receives office mail and reviews items for nature of business and urgency; directs items to members of the Board of Trustees and/or appropriate staff or personally responds to routine matters.

Distributes public documents such as meeting agenda, speakers' lists, and meeting minutes to District staff and other interested parties.

Assembles meeting materials for members of the Board of Trustees.

Provides members of the Board of Trustees with information on rules, regulations, parliamentary procedures, and customs regarding the conduct of Board of Trustees and committee meetings.

Prepares or edits prepared minutes for regular and special meetings of the Board of Trustees and its committees and oversees their posting/distribution.

~~Implements and maintains a system of filing and indexing for official records and actions~~ Establishes and maintains the clerical processing and procedures of the Board of Trustees Office.

Searches records, obtains, compiles, and organizes a wide variety of information requested by members of the Board of Trustees ~~on a wide variety of District matters.~~

Schedules appointments, meetings, and other commitments for individual members of the Board of Trustees.

Drafts and/or edits correspondence such as letters, memoranda, personal acknowledgements, routine reports, and other materials based on verbal instructions or upon own initiative using word processing, spreadsheet, and desktop publishing software.

Reviews outgoing correspondence, reports, and publications for grammar, sentence structure, format, attachments, continuity of text, and compliance with applicable laws, rules, and procedures.

Maintains business files for individual members of the Board of Trustees.

Contacts public agencies, public officials, and members of the public on behalf of the members of the Board of Trustees.

Submits a statement of Board of Trustees appointment(s) to the Secretary of State when new appointments are made.

Assists in orienting new members of the Board of Trustees by providing information on Board meetings and the business practices, procedures, and activities of the Board of Trustees Office.

Assists in the training and provides guidance to the student member of the Board of Trustees in the protocol of Board of Trustees membership and basic business practices and procedures.

Prepares and processes accounting, budgeting, and purchasing documents related to operations and activities of the Board of Trustees Office.

Maintains the time-keeping records of the members of the Board of Trustees.

Makes transportation, hotel, business and social arrangements for members of the Board of Trustees traveling on District business and prepares and processes expense reimbursement claims for members of the Board of Trustees.

Processes room requests for the Board and Hearing rooms and provides assistance to the attendees on an as-needed basis.

Supervises and ~~Trains and provides work direction to~~ the clerical support staff assigned to ~~of~~ the Board of Trustees Office.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Executive Assistant to the Board of Trustees** performs administrative ~~assistanc~~ support duties of a highly responsible, confidential, and sensitive nature for members of the Board of Trustees. Work assignments require the incumbent to use a high degree of independence, discretion, and tact, and exercise sound judgement.

An **Executive Assistant to the Chancellor** performs administrative ~~assistanc~~ support duties of the highest level of responsibility, confidentiality, and sensitivity for the Chancellor and manages the clerical operations of the Chancellor's Office. Work assignments require the incumbent to use a high degree of independence, discretion, and tact, and exercise sound judgement.

An **Administrative Assistant to the Board of Trustees** assists in providing administrative ~~assistanc~~ support duties to members of the Board of Trustees. This class has primary responsibility for recording and transcribing the proceedings of the Board of Trustees and other meetings as well as summarizing and assembling pertinent information and materials for Board of Trustees meetings.

SUPERVISION

General supervision is received from the ~~Administrative Officer to the Chancellor~~ Deputy Chancellor or his/her designee. Functional supervision is received from the President of the Board of Trustees. Work direction is provided to clerical staff assigned to the Board Office.

CLASS QUALIFICATIONS

Knowledge of:

Functions, Laws, policies, rules, regulations, and procedures related to Board of Trustees activities

Basic understanding of the legislative process and procedures

Basic understanding of Brown Act and other legal requirements as related to the duties of the position

Organizational structure, functions, and key staff of the District

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

Office organization, management, and functions

Business vocabulary and terminology

Customer service techniques for public contact in person and on the telephone

~~Proper Business~~ English usage, spelling, grammar, syntax, and punctuation

~~English and business composition~~

Report and business correspondence formats

Fundamentals of budgetary process and procedures

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

Principles of training

Skill in:

Operating computer and standard office equipment

Interpersonal contacts and communications

Ability to:

Provide highly responsible administrative ~~assistanc~~ support to members of the Board of Trustees

Organize and Prioritize work with respect to importance and to meet recurring and critical deadlines

Coordinate and complete work assignments from multiple members of the Board of Trustees simultaneously

Interpret, apply, and explain pertinent laws, regulations, rules, policies, procedures, and directions

Effectively utilize computer software to design records, create, and maintain files, manipulate data, format reports, and public final documents

Critically review source data and detect and correct errors

Gather and compile data in written, tabular, and graphic form

~~Apply correct clerical, business, and District procedures to assigned work~~

Evaluate work methods and efficiency

Compose, edit, and/or format complex business correspondence, reports, and minutes

Communicate the content, intent, and spirit of information accurately

Work independently and with minimal direction or supervision

Exercise good judgment and discretion in working with and on behalf of members of the Board of Trustees

Maintain the confidentiality of work

Anticipate conditions and establish and adjust to changing priorities

Assess situations accurately and adopt an effective course of action

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

Exercise professional demeanor and actions when dealing with students, staff, faculty, and the general public who wish to communicate their concerns to members of the Board of Trustees

Exercise initiative

Work effectively under pressure

Maintain accurate files and records

Train and provide work direction to others

Travel to off-site Board meetings

Learn specialized software applications and systems used in the Board of Trustees Office

ENTRANCE QUALIFICATIONS

Education and Experience:

An associate degree or its equivalent from a recognized college or university preferably with a major in computer applications and office technologies (CAOT), business administration, or a related field **AND** ~~four~~ five years of full-time paid experience providing administrative assistance to an executive or administrator. Qualifying experience must have also included use of computer software such as word processing and spreadsheet. ~~Two years of additional qualifying experience may be substituted for the degree requirement.~~ Experience working with elected officials is desirable.

Special:

A valid "Class C" California driver's license is required.

Travel throughout the District is required.

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.

ADMINISTRATIVE ASSISTANT TO THE BOARD OF TRUSTEES

DEFINITION

Assists in providing a variety of specialized and confidential administrative ~~assistance~~ support duties for members of the Board of Trustees and provides recording and transcribing support at the proceedings of ~~the~~ Board of Trustees and other meetings. Prepares the ~~official~~ minutes of Board of Trustees regular, special, and committee meetings.

TYPICAL DUTIES

Attends ~~on and off site~~ meetings of the Board of Trustees and its committees throughout the District, records actions, and takes notes for use in preparing ~~official~~ minutes of Board of Trustees regular, special, and committee meetings.

Prepares the ~~official~~ minutes of Board of Trustees regular, special, and committee meetings and arranges for their distribution of minutes; gathers materials for meetings of the Board of Trustees, including agenda, committee reports, correspondence, minutes, and other related official materials.

Drafts and/or edits correspondence such as letters, memoranda, personal acknowledgements, routine reports, and other materials based on verbal instructions or upon own initiative using word processing, spreadsheet, and desktop publishing software.

Explains and provides information regarding Board of Trustees rules, Board of Trustees actions, laws, regulations, policies, procedures, and precedents to staff, representatives of other jurisdictions, and the public.

Mails and posts necessary legal notices and agendas for special and regular meetings of the Board of Trustees and its committees.

Assists in receiving and screening mail, telephone calls, and visitors for members of the Board of Trustees to determine the nature and urgency of business and exercises judgment in responding to routine inquiries or referring them to appropriate staff/offices.

Prepares and files various materials and maintains confidential records necessary for the operation of the Board of Trustees Office.

Reviews outgoing correspondence, reports, and publications for grammar, sentence structure, format, attachments, and compliance with applicable laws, rules, and procedures.

Assists in the coordination of activities preparatory to the holding of Board of Trustees and committee meetings.

Assists in scheduling appointments, meetings, and other commitments for individual members of the Board of Trustees.

Assists in arranging transportation and hotel accommodations and preparing travel expense claims for members of the Board of Trustees.

Assists in processing room requests for the Board and Hearing rooms and provides assistance to the attendees on an as needed basis.

Assists in maintaining business files for each members of the Board of Trustees.

May prepare brief summaries of items contained in communications prepared for presentation to the Board of Trustees or obtain related information to bring to the attention of members of the Board of Trustees.

May make verbatim transcripts from audio recordings of Board of Trustees meetings, as required.

May act for the Executive Assistant to the Board of Trustees in his/her absence.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Administrative Assistant to the Board of Trustees** assists in providing administrative ~~assistance~~ support duties to members of the Board of Trustees. This class has primary responsibility for recording and transcribing the proceedings of the Board of Trustees and other meetings as well as summarizing and assembling pertinent information and materials for Board of Trustees meetings.

An **Executive Assistant to the Board of Trustees** performs administrative assistance duties of a highly responsible, confidential, and sensitive nature for members of the Board of Trustees. Work assignments require the incumbent to use a high degree of independence, discretion, and tact, and exercise sound judgement.

SUPERVISION

General supervision is received from the ~~Administrative Officer to the Chancellor~~ Executive Assistant to the Board of Trustees. Functional supervision is received from members of the Board of Trustees. ~~Work direction is received from the Executive Assistant to the Board of Trustees.~~ No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Functions, policies, and procedures of the Board of Trustees Office

Routines and procedures of Board of Trustees meetings

Organizational structure, functions, and key staff of the District

~~Proper~~ Business English usage, spelling, grammar, syntax, and punctuation

Business vocabulary and terminology

Format of Board of Trustees reports and correspondence

~~English and business composition~~

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

Customer service techniques for public contact in person and on the telephone

Clerical office procedures

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

Skill in:

Operating computer and standard office equipment

Interpersonal contacts and communications

Ability to:

Perform assigned administrative support work of the Board of Trustees Office

Take verbatim notes at meetings or hearings and transcribe the notes accurately

Communicate and record the content, intent, and spirit of information accurately

Coordinate and complete work assignments from multiple members of the Board of Trustees simultaneously

Effectively utilize computer software to design records, create and maintain files, manipulate data, format reports, and publish final documents

Interpret, apply, and explain pertinent laws, regulations, rules, policies, procedures, and directions

~~Apply correct clerical, business, and District procedures to assigned work~~

Compose, edit, and/or format business correspondence and reports

Critically review source data and detect and correct errors

Exercise good judgment and discretion in working with and on behalf of members of the Board of Trustees

Work independently and with minimal direction or supervision

Exercise initiative

Adapt quickly to changing priorities

Maintain the confidentiality of work

Work effectively under pressure

Organize work to meet recurring and critical deadlines

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

Exercise professional demeanor and actions when dealing with students, staff, faculty, and the general public who to communicate their concerns to members of the Board of Trustees

Maintain accurate files and records

Travel to offsite Board meetings

Learn specialized software applications and systems used in the Board of Trustees Office

ENTRANCE QUALIFICATIONS

Education and Experience:

An associate degree or its equivalent from a recognized college or university preferably with a major in computer applications and office technology (CAOT), business administration, or a related field **AND** three years of full-time, paid administrative support experience. Qualifying experience must have also included use of computer software such as word processing and spreadsheet. ~~Two years of additional qualifying experience may be substituted for the degree requirement.~~

Special:

A valid Class "C" California driver's license is required.

Travel to locations throughout the District is required.

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.

ADMINISTRATIVE ASSISTANT TO THE CHANCELLOR

DEFINITION

Assists in providing specialized, complex, and confidential administrative ~~assistance~~ support duties to the Chancellor's Office.

TYPICAL DUTIES

Schedules appointments, meetings, and other commitments for the staff of the Chancellor's Office.

Reviews outgoing correspondence, reports, publications, and other materials for grammar, sentence structure, format, attachments, and compliance with applicable laws, rules, procedures, and directives of the Chancellor's staff.

Screens telephone calls and visitors to the Chancellor's Office for urgency and nature of business; refers calls not requiring the Chancellor's attention to appropriate staff/office or personally responds to routine inquiries.

~~Drafts and/or edits correspondence such as~~ Prepares letters, correspondence, memoranda, personal acknowledgements, agendas, minutes, bulletins, reports, and other materials ~~based on verbal instructions or own initiative~~ using word processing, spreadsheet, and desktop publishing software.

Responds to inquiries made by Board Members that are directed to the Chancellor's Office and require administrative assistance.

~~Obtains~~, Searches records, compiles, and organizes information requested by the Chancellor's Office on a wide variety of District matters.

Contacts Board Members, city and state officials, College Presidents and their assistants, executives and administrative staff of the District, representatives of other agencies, and both business and community leaders for the purpose of providing information and coordinating assigned activities.

Explains Board of Trustees rules, laws, administrative regulations, policies, procedures, and precedents to individuals directed to the Chancellor's Office for assistance.

Assists in the implementation of procedures for preparing, receiving, and processing official documents and correspondence in accordance with legal requirements, Board of Trustees rules and policies, and administrative deadlines.

Assists in making transportation, hotel, and business arrangements for the Chancellor; prepares and processes expense reimbursement claims.

Assists in maintaining the clerical processes and procedures of the Chancellor's Office.

Reviews incoming correspondence for nature of business and urgency; highlights items of special interest to the Chancellor; directs items to appropriate staff or personally responds to routine matters.

Prepares and processes various operational documents related to the business operations of Chancellor's Office including activities such as purchasing, contracts, personnel, payroll, and the budget.

May act for the Executive Assistant to the Chancellor in his/her absence.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Administrative Assistant to the Chancellor** assists in providing specialized, complex, and confidential administrative support duties to the Chancellor's Office. Work assignments require the incumbent to work independently and use discretion, tact, and sound judgment.

An **Executive Assistant to the Chancellor** performs administrative ~~assistanc~~ support duties of the highest level of responsibility, confidentiality, and sensitivity for the Chancellor and manages the clerical operations of the Chancellor's Office. Work assignments require the incumbent to use a high degree of independence, discretion, and tact, and exercise sound judgement.

~~An **Administrative Secretary** performs secretarial and clerical duties related to the management of an administrative office, and has responsibility for independently taking action on matters of non technical administrative detail. The scope of duties is varied and is related to an important administrative function of the District. The **Administrative Secretary (Confidential)** is distinguished from the class of Administrative Secretary because of the requirements of the employee to have access to, or possess information relating to, employer employee relations matters. The class of **Administrative Secretary (Stenographic)** is distinguished from the classes of Administrative Secretary and Administrative Secretary (Confidential) because of the requirement to take dictation and transcribe notes. The class of **Administrative Secretary (Stenographic/Confidential)** is distinguished from the class of Administrative Secretary because of the requirements for the employee to (a) have access to, or possess information relating to, employer employee relations matters, and (b) take dictation and transcribe notes.~~

SUPERVISION

General supervision is received from the Administrative Officer to the Chancellor. Work direction is received from the Executive Assistant to the Chancellor. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Laws, policies, rules, regulations, and procedures related to major functions of the District

Organizational structure, functions, and key staff of the District

~~Proper Business English usage, spelling, grammar, syntax, and punctuation~~

~~English and business composition~~

Business vocabulary and terminology

Report and business correspondence formats

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

Clerical office procedures

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

Customer service techniques for public contact in person and on the telephone

Skill in:

Operating computer and standard office equipment

Interpersonal contacts and communications

Use of Microsoft Office Suite

Ability to:

Perform a variety of designated administrative support duties for the Chancellor's Office

Organize and prioritize work with respect to importance and to meet recurring and critical deadlines

Interpret, apply and explain pertinent laws, rules, administrative regulations, policies, procedures, and directions

~~Apply correct clerical, business, and District procedures to assigned work~~

Effectively utilize computer software to design records, create and maintain files, manipulate data, format reports, and publish final documents

Compose, edit, and/or format complex business correspondence, reports, minutes, and publications

Critically review source data and detect and correct errors

Communicate the content, intent, and spirit of information accurately

Exercise good judgment and discretion in working with and on behalf of the Chancellor

Exercise initiative

Multi-task and meet deadlines in a fast-paced environment

Anticipate conditions and establish priorities

Maintain the confidentiality of work

Work effectively under pressure

Establish and maintain cooperative and effective working relationships with administrators and staff of the District, representatives of educational, business, community organizations, and members of the public

Exercise professional demeanor and actions when dealing with students, staff, faculty, and the general public who wish to communicate their concerns directly to the Chancellor

Interface effectively with individuals of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy and courtesy

Travel to offsite meetings and events

Learn specialized software applications and systems used in the Chancellor's Office

ENTRANCE QUALIFICATIONS

An associate degree or its equivalent from a recognized college or university preferably with a major in computer applications and office technology (CAOT), business administration, or a related field **AND** ~~three~~ four years of full-time, paid experience which included providing administrative assistance to an executive or administrator. Qualifying experience must have also included use of computer software such as word processing and spreadsheet. ~~Two years of additional qualifying experience may be substituted for the degree requirement.~~

Special:

A valid Class "C" California driver's license is required.

Travel to locations throughout the District may be required.

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.