

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING

Wednesday, June 23, 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 54956.9
- IV. Report of Action Taken in Closed Session
- V. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, July 14, 2021

Closed Session 12:30 p.m.

Open Session 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, June 23, 2021 – 1:00 p.m.

Via Teleconference:

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve the Minutes of the Closed and Open Meetings of June 9, 2021
- IV. Miscellaneous Personnel Commission Activities and Announcements
  - a. Classified Employment Opportunities Bulletin
  - b. Strictly Classified Employee Bulletin
- V. Revision to Personnel Commission Rule 550, TEMPORARY WORK OUT OF CLASSIFICATION (Final Approval) (Case 3938)
- VI. Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval) (Case 3950)
- VII. Revision to Personnel Commission Rule 635, APPOINTMENTS FROM ELIGIBILITY LISTS (Tentative Approval) (Case 3954)
- VIII. Request to Name Incumbents in the Class of Technology Services Specialist as Eligible to Compete in the Current Examination for Supervising Technology Services Specialist (Case 3953)
- IX. Designation of the Procurement Manager List as the Most Appropriate Eligibility List for the Class of Procurement Specialist (Case 3955)
- X. Class Description Revisions for:
  - a. Assistant Manager of Satellite College Operations
  - b. Manager of Satellite College Operations
  - c. SAP/ERP Manager

- XI. Notices of Outstanding Work Performance for:
  - a. Arthur Babb, Executive Legal Assistant, Office of the General Counsel, Educational Services Center
  - b. Monika Kirenga, Paralegal, Litigation, Office of the General Counsel, Educational Services Center
  - c. Kimberly Sanchez, Administrative Assistant, Office of the President, Los Angeles Southwest College
  - d. Jennifer Shetland, College Event and Venue Coordinator, Office of the President, Los Angeles Southwest College
  
- XII. Correspondence
  
- XIII. Notice of Anticipated Items: Classification Study for EN 1049087, Assistant Financial Analyst, Budget & Management Analysis, Educational Services Center (Local 721); Revision to Personnel Commission Rule 635, APPOINTMENTS FROM ELIGIBILITY LISTS (Final Approval); Class Description Revisions for: Office Assistant (AFT); Senior Office Assistant (AFT)
  
- 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, July 14, 2021  
Closed Session 12:30 p.m.  
Open Session 1:00 p.m.  
Via Teleconference

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LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

Wednesday, June 9, 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, Vice Chair  
Hope Singer

Staff: Ronald Delahoussaye, Personnel Director

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

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

\_\_\_\_\_  
Date

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

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**Wednesday, June 9, 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, Vice Chair

Hope Singer

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

Sarah Hur, Senior Personnel Assistant

Guests:

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

Dan Keller, Dean, Educational Planning and Institutional Effectiveness, Educational Services Center

Jordan Seja, Assistant Administrative Analyst, Educational Planning and Institutional Effectiveness, Educational Services Center

Lawrence Seo, Team Leader, Applications Development and Programming, Information Technology, Educational Services Center

Karen Martin, Personnel Director Emeritus

Yovanna Campos, AFT

Jo-Ann Haywood, AFT 1521A

- I. The Chair convened the regular meeting at 1:02 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that no action was taken in closed session.

III. **Review and Approve the Minutes of the Closed and Open Meetings of May 19, 2021 and May 26, 2021** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the minutes for the closed and open sessions of May 19, 2021, as presented. Upon motion by Ms. Singer and concurred with by the Chair, the Personnel Commission approved the minutes for the special meeting of May 26, 2021.

IV. **Miscellaneous Personnel Commission Activities and Announcements**

- a. **Classified Employment Opportunities Bulletin**
- b. **Strictly Classified Employee Bulletin**

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

V. **Receive Schedule of Personnel Commission Meetings for July – December 2021** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission received the schedule of meetings for July-December 2021.

VI. **Classification Study: EN 1062139, Student Services Assistant, College Promise Program, East Los Angeles College (Case 3928)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the reclassification noted above, as presented.

VII. **Classification Study: EN 1066563, Assistant Administrative Analyst, Curriculum and Instructional Support, Educational Services Center (Case 3946)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the reclassification noted above, as presented.

VIII. **Claims for Temporary Work Out of Classification for EN 790980 (Case 3947)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved payment for the claim noted above, with the stipulation that further claims could be submitted by the employee if it was found that the employee was working at a higher level than was found in the initial study.

IX. **Claims for Temporary Work Out of Classification for EN 785506 (Case 3948)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved payment for the claim noted above, as presented.

X. **Salary Reallocation for the Classes in the Systems and Programming Group, Information Technology Series (Case 3949)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the salary reallocation for the classes noted above, as presented.

- XI. **Temporary Suspension of Certain Sections of Personnel Commission Rules in Light of the Covid-19 Health Crisis (Case 3816-2)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted an extension to the suspension of the sections of the rules noted above, as presented.
- XII. **Revision to Personnel Commission Rule 510, PERSONNEL DIRECTOR AND PERSONNEL COMMISSION EMPLOYEES (Final Approval) (Case 3943)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted final approval to the rule noted above, as presented.
- XIII. **Revision to Personnel Commission Rule 512, ORAL PRESENTATIONS TO THE PERSONNEL COMMISSION (Final Approval) (Case 3944)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted final approval to the rule noted above, as presented.
- XIV. **Reissue Personnel Commission Rule 503, PERSONNEL COMMISSION RULES (Case 3925)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted approval to the reissue of the rule noted above, as presented.
- XV. **Revision to Personnel Commission Rule 519, SENIOR ADMINISTRATIVE POSITIONS AND EMPLOYEES (Tentative Approval) (Case 3951)** – Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved a motion to withdraw the item noted above.
- XVI. **Revision to Personnel Commission Rule 550, TEMPORARY WORK OUT OF CLASSIFICATION (Tentative Approval) (Case 3938)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted tentative approval to the rule noted above, as presented.
- XVII. **Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Tentative Approval) (Case 3950)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted final approval to the rule noted above, as presented.
- XVIII. **Correspondence** – No correspondence was received.
- XIX. **Notice of Anticipated Items** – Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items, with the exception of Personnel Commission Rule 519, which was pulled from the agenda: Revision to Personnel Commission Rule 519, SENIOR ADMINISTRATIVE POSITIONS AND EMPLOYEES (Final Approval); Revision to Personnel Commission Rule 550, TEMPORARY WORK OUT OF CLASSIFICATION (Final Approval); Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval); Revision to Personnel Commission Rule 635, APPOINTMENTS FROM ELIGIBILITY LISTS

(Tentative Approval); Class Description Revisions for: SAP/ERP Manager (CMA), Custodial Supervisor (Local 721), Senior Custodial Supervisor (Local 721)

- XX. **Hear Non-Agenda Speakers/Open Forum** – None.
- XXI. **Reconvene into Closed Session**
- XXII. **Reconvene into Open Session**
- XXIII. **Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.
- XXIV. **Adjourn** – The meeting adjourned at 2:12 p.m.

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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.

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Date

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David Iwata, Chair



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Revision to Personnel Commission Rule 550, COMPENSATION FOR INCONSISTENT DUTIES: TEMPORARY WORK OUT OF CLASSIFICATION (Final Approval) (Case 3938)

The proposed amendments to this rule are based on a state auditor recommendation to increase the allowable days for employees to submit his/her work out-of-class claims from 45 days to 100 days, which was the previous time line established in this rule for claims. It is anticipated that reverting back to the original submission deadline will aid in addressing the issue of claims not being forwarded from the District/College administrations to the Personnel Commission in a timely manner, which had been a finding of the auditors.

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

550

LAW AND RULES

April 29, 2020 June 23, 2021

**550 COMPENSATION FOR INCONSISTENT DUTIES: TEMPORARY WORK  
OUT OF CLASSIFICATION**

**Education Code Sections**

**88009.** Governing boards shall fix and prescribe the duties to be performed by all persons in the classified service and other nonacademic positions of the community college district, except those persons employed as a part of a personnel commission staff as provided in Article 3 (commencing with Section 88060) of this chapter. This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.

**88010.** Classified employees shall not be required to perform duties which are not fixed and prescribed for the position by the governing board in accordance with Section 88009, unless the duties reasonably relate to those fixed for the position by the board, for any period of time which exceeds five working days within a 15-calendar-day period except as authorized herein.

An employee may be required to perform duties inconsistent with those assigned to the position by the governing board for a period of more than five working days provided that his or her salary is adjusted upward for the entire period he or she is required to work out of classification and in amounts that will reasonably reflect the duties required to be performed outside his or her normal assigned duties.

Notwithstanding this section, a personnel commission and governing board, or a governing board in a non-merit system district, by written rule, may provide for an upward salary adjustment for any classified employee required to work out of classification for any period of time less than that required herein.

It is the intent of this section to permit community college districts to temporarily work employees outside of their normal duties but in so doing to require that some additional compensation be provided the employee during such temporary assignments.

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

550

LAW AND RULES

~~April 29, 2020~~ June 23, 2021

A. Definition.

1. "Temporary work out of classification" shall mean the performance of duties which are:
  - a. not fixed and prescribed for the employee's regular class,
  - b. not reasonably related to the duties of the employee's regular class,
  - c. evaluated as being at a higher level of difficulty and responsibility than those of the employee's regular class and
  - d. performed for a limited period of time for other than training or emergency assignment purposes.
2. Excluded from this definition are the following:
  - a. Assignments to perform the duties of an existing vacant position. In such instances, a limited-term assignment shall be processed in accordance with the provisions of Rule 671, LIMITED-TERM ASSIGNMENTS.
  - b. Assignments where established provisions for differential compensation exist. In such instances, the provisions of applicable Personnel Commission rules or contract provisions related to differential compensation apply.
  - c. Situations where the assigned duties of an employee have been permanently changed because of a change in organizational structure, change in technology, or the addition of what are considered to be higher-level duties. In such instance, the provisions of Rule 545, CLASSIFICATION STUDIES, apply.

B. Requirements for a Claim for Temporary Work Out of Classification:

1. The employee must be a regular status classified employee. Employees serving in a relief, substitute, provisional, or limited-term assignments are not eligible.
2. The employee must identify the specific time period on a prescribed claim form for each 15 calendar-day period during which the higher level duties were performed. If the work was performed on an intermittent basis, the employee must have performed the duties for more than five working days within each 15 calendar-day period for which a claim form is being submitted and must provide specific dates of service.
3. The employee must identify in detail the duties which are believed to be inconsistent with, or do not reasonably relate to, the duties of his/her regular class.

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PERSONNEL COMMISSION

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LAW AND RULES

April 29, 2020 June 23, 2021

4. The claim form shall be submitted by on behalf of the employee to the Personnel Commission no later than ~~45~~ 100 calendar days after the first date of temporary work out of classification was performed. In unusual circumstances, the Personnel Commission may excuse the untimely filing of a claim when there is credible documentation and the facts establish that there was a mistake, inadvertence, surprise or excusable neglect by an employee or supervisor.

Lack of knowledge of the existence or provisions of this rule will not excuse the untimely filing of a claim form.

C. General Provisions

1. If the duties reported and certified are found to be at a higher level than the employee's regular class the Personnel Commission staff shall determine an appropriate difference in compensation. The difference in compensation shall reasonably reflect the level and nature of assigned responsibilities and percentage of time performing the assigned duties. Where the work out of classification was on an intermittent basis, the employee shall be paid on a prorated basis. In no instance shall the salary benefits to an employee be greater than the benefits provided through promotion to the higher class.
2. Compensation for temporary work out of classification shall be from the first date of work out of classification through the last day on which the higher-level duties were authorized and performed provided that the claim has been filed as provided in Paragraph B.4.
3. Personnel Commission staff's determination in each case as to temporary work out of classification and appropriate salary differentials shall be submitted to the Personnel Commission for approval and, if approved, to the Board of Trustees for authorization of payment.
4. Nothing in this rule shall be construed as permitting an employee to refuse to perform duties assigned by a duly authorized person.

## LOS ANGELES COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval) (Case 3950)

The proposed amendments to this rule are primarily triggered by a recent state auditor report that recommended that the Personnel Commission provide an additional review opportunity to applicants who were disqualified for not meeting the minimum entrance qualifications for a position. Some general updates were also made to the rule for clarity purposes. Staff researched application review practices of the other five merit-system based community college districts in California and from the Los Angeles Unified School District and Long Beach Unified School District. All the surveyed Districts offered applicants an opportunity for an additional review opportunity of their disqualified application.

The following substantive changes are being proposed to the Rule:

- Addition of a new provision F. that outlines the process for affording applicants one opportunity to submit additional information in support of their application if they were initially found disqualified for a position by an examiner. Staff estimates that this new process will add 1 to 2 weeks of additional time to an examination cycle if review requests are being submitted.
- Removal of provisions O. and Q. as a result of adding the new provision F.
- Amendment of provision N. to stipulate that an applicant, candidate, or eligible present relevant evidence in support of an appeal in closed session. The current provision afforded individuals the option of choosing between an open and closed session; however, since examination and application materials are considered confidential documents, discussion of appeal cases in open session under those conditions would be considered highly ineffective, which became apparent in a recent examination appeal case that was discussed in open session.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

600

LAW AND RULES

January 13, 2021-June 23, 2021

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600 REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES

**Education Code Sections**

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

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

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

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

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

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

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

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

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LAW AND RULES

~~January 13, 2021~~ June 23, 2021

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

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

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

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

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

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

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

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

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

**Definitions**

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

**Reasons for Rejection**

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



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LAW AND RULES

January 13, 2021-June 23, 2021

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4. Any person who would be precluded from employment under the provisions of Education Code Sections 88022, employment after conviction of sex offense or controlled substance offense; rehabilitated controlled substance offender, and 88023, employment of sexual psychopath.
5. Making a false statement or omitting a statement as to any material fact on an application for employment or related documents.
6. Practicing any deception or fraud in connection with an examination or to secure employment.
7. Dismissal from a previous employment for cause.
8. Failure to meet District standards regarding conviction for a criminal offense.
9. Discharge other than honorable from the armed forces of the United States.
10. A record of unsatisfactory service or disciplinary action with the Los Angeles Community College District.
11. Debarment by the District or other public agency.
12. Failure to report for duty after an assignment has been offered and accepted.
13. Failure to demonstrate eligibility to work legally in the United States.
14. Failure, after due notice, to report promptly for review of any of the above bases for rejection. Such notice shall state that failure to report is a basis for rejection.
15. Failure to meet current eligibility requirements applicable to restricted positions in specially funded programs.

F. Applicants or candidates may also be rejected for failure to meet the established entrance qualifications for the class of an examination. It is the responsibility of each applicant to provide information, documentation, or evidence that they meet the minimum qualifications as specified in the job bulletin when submitting an application. An applicant or candidate who is rejected under the provisions of this paragraph shall be given one opportunity to provide supplementary information, documentation, or evidence necessary to meet the entrance qualifications. Such supplementary material must be submitted in writing to the examination unit within five calendar days after the rejection notice was sent. If it is determined by the examiner of record that such supplementary material does not satisfy the entrance qualifications, the applicant or candidate shall be notified in writing.

P.G. Eligibles may be removed from eligibility lists if it is subsequently determined that they failed to meet the established entrance qualifications for the class. Notification of rejection shall be in writing and specify the reason for the rejection. If an eligible has evidence to refute the rejection, the eligible may make a written request for review with accompanying evidence to the Personnel Director within five working days after the rejection notice was ~~mailed~~ received.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

600

LAW AND RULES

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**HF.** When there is evidence that an eligible should be rejected under one or more of the causes listed in Paragraph E., above, the ~~Division of Human Resources~~ Division may submit a written request along with documentation to the Personnel Director asking for the removal of the eligible from the eligibility list. Based on the findings of fact, the Personnel Director may remove the eligible from the applicable eligibility list and any other appropriate eligibility lists on which the eligible's name appears.

**Notification of Rejection**

**IG.** Applicants, candidates, and eligibles who are rejected for any of the reasons identified in Paragraph E. of this rule shall be notified in writing. The written notification shall state:

1a. the reason for the rejection;

2b. the length of time the individual shall be ineligible to be considered for a position in the Los Angeles Community College District except when the rejection is for an unsatisfactory health condition; and

3e. that, within five working days after the written notice was received the individual may appeal in writing to the Personnel Director.

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

**Appeal Process**

**JH.** Upon appeal, if the decision of the Personnel Director does not sustain the rejection for any of the reasons identified in Paragraph E. of this rule, the applicant or candidate will be permitted to take or continue the examination or in the case of an eligible the name will be restored to all appropriate lists.

**KI.** Upon appeal, if the decision of the Personnel Director is to sustain the rejection for any of the reasons identified in Paragraph E. of this rule, the individual:

1. shall be given a written notice containing the reason or reasons for sustaining the rejection; and

2. shall be informed of the right to make a written appeal of the rejection and/or the period of disqualification to the Personnel Commission within five working days after the written notice was received in accordance with Paragraph **IG.** above.

**LJ.** An appeal submitted by an applicant, candidate, or eligible must contain specific grounds for the appeal. The following will be accepted as grounds for appeal:

1. that the rejection or the proposed removal of the name from the eligibility list is based on prohibited grounds of discrimination as defined in relevant law.

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2. that there is an abuse of discretion.
3. that the reasons given for the action are not in accordance with the facts.

MK. Upon acceptance of an appeal that meets the grounds specified in Paragraph LJ., above, the Personnel Commission shall instruct the Personnel Director to investigate the appeal and make a report to the Personnel Commission or shall schedule a hearing, if deemed necessary. The Personnel Director may order that certification from affected eligibility lists be suspended pending completion of the hearing or any other period of time that is needed to satisfy the operational needs of the District and the rights of the appellant.

NE. The applicant, candidate, or eligible shall be afforded an opportunity to present relevant evidence at the hearing in a closed session. ~~The rejected applicant, candidate, or eligible shall be afforded the right to choose a hearing that is either open to the public or closed to the public.~~

OM. A rejected applicant or candidate who has appealed the rejection in accordance with the provisions of this rule, may conditionally be permitted to take any part of the examination that is being held pending a decision.

PN. At the conclusion of the hearing or consideration of the investigation report, the applicant, candidate, or eligible shall be notified in writing of the Personnel Commission's decision. If the decision is that the applicant or candidate should be permitted to take the examination, the applicant or candidate shall be permitted to proceed with the examination as if there had not been a rejection. In the event that the decision of the Personnel Commission does not sustain removal of the eligible's name from the eligibility list, the Personnel Director shall restore the eligible's name to the list and resume certification of the eligible's name to vacant positions.

~~Q.~~ ~~Applicants or candidates may also be rejected for failure to meet the established entrance requirements for the examination. It is the responsibility of each applicant to provide information, documentation, or evidence that they meet the minimum qualifications as specified in the job announcement when submitting an application. There is no appeal process for failure to meet the minimum entrance qualifications.~~

~~Q.~~ ~~No review or appeal shall be considered under the provisions of this rule which is based on a challenge of the established entrance qualifications for a class as contained in the appropriate class description.~~

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Revision to Personnel Commission Rule 635, APPOINTMENT FROM ELIGIBILITY LISTS (Tentative Approval) (Case 3954)

Personnel Commission Rule 635 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. General updates have been made to the rule for clarity purposes and to account for procedural changes.

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**Education Code Section(s)**

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

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

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

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

~~**88091. Vacancies in Classified Service; Promotional Applicants; Exemptions.**~~

~~**88091.**~~ (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.

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

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

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

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

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

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

**~~88096. Appointments from Eligibility Lists Where Another Language or Driver's License is Required.~~** Appointments may be made from other than the first two or three, as the case may be, applicants on the eligibility list when the ability to speak, read, or write a language in addition to English or possession of a valid driver's license is a requirement of the position to be filled. The recruitment bulletin announcing the examination shall indicate the special requirements which may be necessary for filling one or more of the positions in the class. Where such a position is to be filled, using the authority of this section, the appointment shall be made from among the highest two or three, as the case may be, applicants on the appropriate eligibility list who meet the special requirements and who are

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ready and willing to accept the position. If there are insufficient applicants who meet the special requirements, the commission shall certify the top applicant or applicants plus those applicants who meet the special requirements, not to exceed two or three candidates, as the case may be.

~~88097. Written Notices Regarding Tests, Vacancies, Transfer Opportunities and Other Options.~~ Written notices concerning tests, vacancies, transfer opportunities, and other selections of shifts, positions, assignments, classifications, or locations shall be posted at all work locations of employees who may be affected not later than 15 working days prior to the closing date of filing appropriate applications, together with the normal use of newspapers and bulletins for public notice for open or promotional vacancies. Whenever the subject of these notices may affect a probationary or permanent classified employee who will not be reporting at his or her work location during periods when the employee is not normally required to work, such as Christmas, Easter, summer recesses, and other paid or unpaid leaves of absences, including vacations, and who has previously requested notification, the notices shall be mailed to the employee. However, the failure of an employee to receive a notice shall not invalidate any procedure, if, in fact, the notice was placed in the mail and postage paid.

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

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

- A. Employment of persons from eligibility and other employment lists is subject to action by the Board of Trustees based upon the recommendations of the Chancellor and his designees.
- B. Regular appointments may be made from eligibility lists any time on or after the promulgation date of the eligibility lists provided that:
  - 1. the authorized field of competition for the examination was open only; or
  - 2. the examination is administered on a continuous basis as authorized by the Personnel Commission.
- C. No regular appointment from an eligibility list shall be effective until 10 working days after the establishment of the eligibility list with an authorized field of competition of promotional only or open and promotional except as provided in Paragraph B. 2 above.
- D. An eligible on a list for a class designated as executive, administrative, or supervisory, as defined in Rule 596, OVERTIME, shall be considered "ready and willing" if he or she:
  - 1. accepts a job interview offer within 5 working days from the date the availability letter; or electronic mail; ~~or electronic facsimile~~ is sent or the availability telephone contact is made, and is

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2. able to appear for a job interview within 5 working days after an availability contact is made, and is
3. willing to accept an offer of employment within 5 working days after an offer is made, and is
4. willing and able to report for work within a reasonable time period, which typically would be within 1 month from the date he or she is selected for the job.

E. An eligible on a list for any other class shall be considered "ready and willing" if he or she:

1. accepts a job interview offer within 3 working days after the availability letter; ~~or electronic mail, or electronic facsimile~~ is sent or the availability telephone contact is made, and is
2. able to appear for a job interview within the next 2 working days after an availability contact is made; and is
3. willing to accept an offer of employment within 2 working days after an offer is made, and is
4. willing and able to report for work within a reasonable time period, which typically would be within 10 working days from the date he/she is selected for the job.

Working day as used in this paragraph and paragraph D. shall be interpreted as any day except Saturday, Sunday, a holiday, or any other day (or portion thereof) the offices may be closed as authorized by the Board of Trustees.

In cases where an eligible's readiness and willingness, as outlined in paragraphs D. and E., comes into question, the Personnel Director may review the circumstances applicable to the particular case and determine an appropriate course of action.

F. When an examination has been administered for a class, the final scores of all candidates shall be rounded to the nearest whole percent. All eligibles with the same percentage score after rounding will be considered as having the same rank. The Personnel Commission shall certify all eligibles in the highest three ranks who have made themselves available to a position in the applicable class. When there are less than three ranks that can be certified from the promotional eligibility list, the certification of eligibles shall be supplemented with the highest applicable ranks of the open eligibility list, if one exists for the same class, to make certification of three ranks possible. In addition to names certified in accordance with this paragraph, the names of all employees with approved transfer, voluntary demotion, reinstatement, return to former class, and change of location, basis, shift, status, class, and/or time requests for the class shall be certified simultaneously.



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G. When names are certified from an eligibility list or eligibility lists, the appointing authority shall interview persons who have been certified and have accepted the offer of interview as follows:

1. All eligibles in the first rank of certified scores who accept the offer of interviews shall be interviewed.
2. If there are less than three eligibles in the first rank of certified scores, all eligibles in the first and second rank of certified scores shall be interviewed.
3. If there are less than three eligibles in the first and second rank of certified scores, all eligibles in the first, second, and third rank of certified scores shall be interviewed.

The provisions of this paragraph may be waived when the position to be filled is occupied by a reclassified incumbent and the employee is reachable on the eligibility list. Reclassified incumbents shall be noted on the eligibility list.

The provisions of this paragraph shall not apply to eligibility lists established for the job classifications of SFP Program Director, SPF Program Specialist, and SFP Program Technician, ~~and SFP Program Office Assistant~~. The appointing authority shall offer an interview opportunity to a minimum of three eligibles from the list who meet the special skillset requirements of the applicable SFP program.

H. An eligible may refuse two offers of interview within the limits of the eligible's availability as to location and status and retain status on such list. After the third refusal, no additional offer is required. A record of all offers and refusals shall be maintained by the Personnel Commission.

I. When an eligibility list for a class is scheduled to expire and there is a known vacancy which will occur within 90 calendar days after the scheduled expiration date, the Personnel Director may authorize advance appointment from the eligibility list.

The following factors will be considered when reviewing such request:

1. ~~Currency~~ Existence of an active eligibility list.
2. Number of eligibles remaining on the list.
3. Effective date of anticipated vacancy.
4. Potential saving of unnecessary examination effort and expense.

J. When a division head or college president determines that the ability to speak, read, and/or write, a foreign language in addition to English, is a requirement of a position, he/she shall request designation of the position as requiring bilingual skills. Upon

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approval by the Personnel Commission, certification from the eligibility list shall occur as follows:

1. The three eligibles with the highest ranks on the eligibility list who have indicated that they possess the specified special skills.
  2. If there are fewer than three eligibles who have the specified special skills, certification of eligibles with the special skills shall be supplemented, to make a certification of three possible, with the highest standing eligibles who do not possess the special qualifications.
  3. If there are no eligibles who have the specified special skills, certification shall be made from eligibles without the special skills in accordance with Paragraph F.
- K. Applicants shall be advised of the requirement to possess a valid California Driver's license in the job recruitment bulletin. Eligibles shall be required to self declare possession of a valid license on their employment application. Hiring authorities are responsible for insuring the possession of a valid license, if necessary for a specific position, at the time of hire and during the course of employment and to consider appropriate accommodations related to this requirement, if requested by an eligible.
- L. When a position previously determined to require a special requirement becomes vacant, the division head or college president shall indicate in the request for certification from the eligibility list whether or not the special requirement is to be continued. If the special requirement is to be continued, the position shall be filled in accordance with Paragraph J., above.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

**TO:** PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Request to Name Incumbents in the Class of Technology Services Specialist as Eligible to Compete in the Current Examination for Supervising Technology Services Specialist (Case 3953)

**Recommendation:**

It is recommended that the Personnel Commission name incumbents in the class of Technology Services Specialist as eligible to compete in the current examination for Supervising Technology Services Specialist.

**Basis of Recommendation:**

In March of 2021, as part of the reorganization plan of the District's enterprise network infrastructure, a new classification structure was established, which included the class of Supervising Technology Services Specialist. There are currently multiple vacancies in this class and an examination for this position has commenced. Part of the entrance qualifications for the new class requires or provides a substitute option for an applicant to have completed a college-level course in supervision or management. While some promotional applicants had already previously completed a qualifying course, there were also many who had not. In order to assure that all promotional applicants in the feeder class for this position be afforded an opportunity to compete in the current examination for this class, staff is recommending that incumbents in the feeder class of Technology Services Specialist be found eligible to compete. There are currently 34 regular employees in this feeder class.

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**TO:** PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Designation of the Procurement Manager List as the Most Appropriate Eligibility List for the Class of Procurement Specialist (Case 3955)

RECOMMENDATION:

It is recommended that the Personnel Commission designate the eligibility list for Procurement Manager as the most appropriate eligibility list for the class of Procurement Specialist.

BASES FOR RECOMMENDATION:

1. The Director of Business Services requested that the Personnel Commission designate the current eligibility list for Procurement Manager as the most appropriate list for the class of Procurement Specialist. She recently interviewed eligibles for the Procurement Manager vacancy and felt they were also strong candidates for the Procurement Specialist vacancy. The District’s Business Services Division currently has one vacancy and the position needs to be filled immediately. There is a current list for Procurement Specialist but only two ranks (with one eligible per rank) made themselves available for interview, which is not a sufficient number of ranks as a hiring manager is entitled to interview at least 3 ranks. The list for Procurement Manager was released on February 5, 2021 and has a total of 4 ranks with a total of 4 eligibles.
2. The following information is provided in accordance with Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES, Paragraph D.:

Salary Comparison

Procurement Manager:	\$9,223.42	\$9,730.70	\$10,265.89	\$10,830.52	\$11,426.20	Monthly
Procurement Specialist:	\$6,689.24	\$7,057.15	\$7,445.30	\$7,854.79	\$8,286.80	Monthly

Entrance Qualifications

PROCUREMENT MANAGER

A bachelor’s degree from a recognized college or university preferably with a major in public administration, business administration, or a related field **AND** four years of full-time, paid, professional-level experience in contract negotiation and administration

and/or procurement. Two years of the required experience must have been in a supervisory position.

### PROCUREMENT SPECIALIST

A. A bachelor's degree from a recognized college or university, preferably with a major in business administration, public administration, economics, law, or a related field **AND** three years of full-time, paid professional-level experience in the contracting and acquisition of a variety of equipment, materials, supplies, and services. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

OR

B. Certification as a Public Purchasing Officer or its equivalent **AND** three years of full-time, paid professional-level experience in the contracting and acquisition of a variety of equipment, materials, supplies, and services.

OR

C. A master's degree from a recognized college or university with a major in business administration, public administration, economics, law, or a related field **AND** one year of full-time, paid professional-level experience in the contracting and acquisition of a variety of equipment, materials, supplies, and services. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

### Similarity of Fields of Competition

The fields of candidates are somewhat similar. Both classes have either an education requirement or option for a bachelor's degree or higher in related fields and require professional-level experience related to contracts and procurement. However, Procurement Specialist offers an education qualification option with certification as a Public Purchasing Officer and allows substitution of qualifying experience for the education requirement, while Procurement Manager requires qualifying experience in a supervisory position.

### Similarity of Examination Content

The examination content of the two classes are somewhat similar. Both examinations include a training and experience evaluation. However, there was also an oral interview for the Procurement Manager, which was not part of the Procurement Specialist exam.

3. Paragraph E. of Rule 659 provides that when a proposed use of a most appropriate list is submitted to the Personnel Commission and objections or requests for deferral of approval are made, the Personnel Commission will defer action until the next scheduled open meeting. Any basis for objections must be prepared and submitted to the Commission in writing at or before the meeting following the deferral of action.

**ASSISTANT MANAGER OF SATELLITE COLLEGE OPERATIONS**

**DEFINITION**

Supervises and manages the evening shift operations and activities of a satellite education center of a college.

**TYPICAL DUTIES**

Supervises and manages the evening shift operations and activities of a satellite center.

Assists in developing and implementing a marketing plan and advertising campaign that will increase public awareness and enhance the image and funding sources of a satellite center.

Assists in establishing and maintaining liaison with community leaders, community and business organizations, and public agencies to determine the needs of the satellite center and to stimulate interest in satellite center programs.

Assists in establishing and enforcing operational policies and procedures for a satellite center.

Assists in collecting, developing, and organizing information for dissemination to college and community and business groups through a variety of media including radio, television, newspaper, magazines, ~~newsletters, and bulletins~~ social media platforms, podcasts, email, and Web pages.

Assists in the collecting of a variety of data related to community needs and interests and satellite center student success.

Assists in coordinating with other offices such as academic affairs and student services to schedule classes and workshops and provide appropriate support services to students participating in programs at a satellite center.

Prepares reports, promotional materials, and presentations related to a satellite center.

Assists in the preparation of the annual budget for a satellite center.

Assists in the establishment of financial, staffing, facilities, and equipment requirements based on program needs, available resources, and grant and profitability requirements.

Oversees the investigation and resolution of problems and complaints pertinent to a satellite center.

Directs the preparation of supply and equipment requisitions for a satellite center.

Assists in the negotiation and preparation of contracts for the lease of various facilities.

Prepares requests for contracts and defines scope of work.

Ensures proper security and physical condition of buildings, grounds, and equipment at a satellite center.

Supervises and evaluates assigned staff.

Directs the maintenance of program and student records.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

An **Assistant Manager of Satellite College Operations** supervises and manages the evening shift operations and activities of a satellite education center of a college.

A **Manager of Satellite College Operations** plans, organizes, markets, promotes, manages, and evaluates the operations and activities of a satellite education center of a college.

## **SUPERVISION**

General supervision is received from a classified or academic manager or administrator. Immediate supervision is exercised over assigned technical and clerical staff.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles and techniques of community relations, promotion, publicity, marketing, and advertising

Mission, philosophy, and goals of a college

Activities and interests of community groups, professional organizations, and the associated student organizations

Principles and techniques of research

Principles of business and personnel management

Basic principles and practices of budget preparation and administration

District organization, operations, policies, and procedures

Los Angeles County community and business resources available to the college

Principles of supervision and training

Organization and management of records

Capabilities of computer systems, software, and hardware used in business and management systems

### **Ability to:**

Supervise assigned operations of a satellite education center

~~Provide~~ Foster a positive image of a satellite education center



Establish and maintain effective and cooperative working relationships with administrators, staff, students, and representatives of community and business organizations

Communicate clearly and concisely, both orally and in writing

Analyze situations accurately and adopt an effective course of action

Apply and interpret pertinent laws, rules, regulations, and policies

Select, train, motivate, and supervise the work of others

Prepare clear, comprehensive, and accurate reports, presentations, correspondence, and publicity materials

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

Travel to off-site meetings and events

Learn specialized computer applications

## **ENTRANCE QUALIFICATIONS**

### **Education and Experience:**

~~A. — A bachelor's degree from a recognized college or university, preferably with a major in business administration, public administration, or a related field~~

**AND**

~~Three years of full-time, paid experience in supervising or managing the operations of an educational program or center.~~

**OR**

~~A.B. A master's degree from a recognized four-year college or university, preferably with a major in business administration, public administration, or a closely related field AND one year of full-time paid experience in supervising or managing the operations of an educational program or center.~~

**OR**

**B. A bachelor's degree from a recognized college or university, preferably with a major in business administration, public administration, or a related field AND three years of full-time, paid experience in supervising or managing the operations of an educational program or center.**

### **Special:**

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

Travel to locations throughout the District ~~may be~~ 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.

**MANAGER OF SATELLITE COLLEGE OPERATIONS**

**DEFINITION**

Plans, organizes, promotes, ~~directs~~, evaluates, and manages the day-to-day operations and activities of a satellite education center of a college.

**TYPICAL DUTIES**

Plans, organizes, evaluates, and manages the day-to-day operations and activities of a satellite center.

Develops and implements a marketing plan and advertising campaign that will increase public awareness and enhance the image and funding sources of a satellite center.

Establishes and maintains liaison with community leaders, community and business organizations, and public agencies to determine the needs of the satellite center and to stimulate interest in satellite center programs.

Establishes and enforces operational policies and procedures for a satellite center.

Collects, develops, and organizes information for dissemination to college, community, and business groups through a variety of media including radio, television, newspaper, magazines, ~~newsletters, and bulletins~~ social media platforms, podcasts, email, and Web pages.

Coordinates and/or participates in the collection and analysis of a variety of data related to community needs and interests and satellite center student success.

Coordinates with other offices such as academic affairs and student services to schedule classes and workshops and provide appropriate support services to students participating in programs at a satellite center.

Prepares reports, promotional materials, and presentations related to a satellite center.

Prepares and manages the annual budget for a satellite center.

Establishes financial, staffing, facilities, and equipment requirements based on program needs, available resources, and grant and profitability requirements.

Oversees the investigation and resolution of problems and complaints pertinent to a satellite center.  
Directs the preparation of supply and equipment requisitions for a satellite center.

Negotiates and prepares contracts for the lease of various facilities.

Prepares requests for contracts and defines scope of work.

Ensures proper security and physical condition of buildings, grounds, and equipment at a satellite center.

Supervises and evaluates assigned staff.

Directs the maintenance of program and student records.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A **Manager of Satellite College Operations** plans, organizes, ~~markets~~, promotes, manages, and evaluates the operations and activities of a satellite education center of a college.

An **Assistant Manager of Satellite College Operations** supervises and manages the evening shift operations and activities of a satellite education center of a college.

## **SUPERVISION**

General supervision is received from a classified or academic administrator. Immediate supervision is exercised over assigned technical and clerical staff.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles and techniques of community relations, promotion, publicity, marketing, and advertising

Mission, philosophy, and goals of a college

Activities and interests of community groups, professional organizations, business organizations, and the associated student organizations

Principles and techniques of research

Principles of business and personnel management

Principles and practices of budget preparation and administration

District organization, operations, policies, and procedures

Los Angeles County community and business resources available to the college

Principles of supervision and training

Organization and management of records

Capabilities of computer systems, software, and hardware used in business and management systems

**Ability to:**

Plan, direct, and manage the operations of a satellite education center

~~Provide~~ Foster a positive image of a satellite education center

Develop innovative programs and services to meet diverse needs and interests of the community

Establish and maintain effective and cooperative working relationships with administrators, staff, students, and representatives of community and business organizations

Establish feasible program goals and evaluate program results

Develop effective interpersonal relationships

Analyze situations accurately and adopt an effective course of action

Apply and interpret pertinent laws, rules, regulations, and policies

Communicate clearly and concisely, both orally and in writing

Select, motivate, train, and supervise assigned staff

Develop and maintain an annual budget

Prepare clear, comprehensive, and accurate reports, presentations, correspondence, and publicity materials

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

Travel to off-site meetings and events

Learn specialized computer application

**ENTRANCE QUALIFICATIONS**

**Education and Experience:**

A. ~~A bachelor's degree from a recognized college or university, preferably with a major in business administration, public administration, or a related field~~

**AND**

~~Four years of full-time, paid experience in managing the operations of an educational program or center.~~

**OR**

- A. ~~B.~~ A master's degree from a recognized college or university, preferably with a major in business administration, public administration, or a related field **AND** two years of full-time, paid experience in managing the operations of an educational program or center.

**OR**

- B. A bachelor's degree from a recognized college or university, preferably with a major in business administration, public administration, or a related field **AND** four years of full-time, paid experience in managing the operations of an educational program or center.

Special:

A valid Class "C" California driver's license

Travel to locations throughout the District ~~may be~~ 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.

**SAP/ERP MANAGER**

**DEFINITION**

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.

**TYPICAL DUTIES**

Plans, manages, and evaluates the work of assigned SAP/ERP production support and project teams including but not limited to areas such as SAP Financial, SAP Material Management, SAP Project Systems, SAP Human Resources, SAP Plant Maintenance, SAP Planning Budget and Formulation, SAP Business Warehouse, SAP Government Risk and Compliance, SAP Portal (ESS and MSS), SAP HP ~~Quality Assurance~~ Application Life Cycle Management, and ERP student systems to meet project needs, priorities, and deadlines.

Defines and develops systems strategies and standards, defines the scope of projects, coordinates project schedules, and monitors performance and progress.

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

Analyzes and evaluates complex technical SAP systems, and ERP student systems work methods, procedures, controls, and information and documentation systems.

Coordinates the development and design of new rules and procedures including but not limited to general accounting, accounts receivable/payable, specially funded, inventory, enterprise accounting, budget, procurement activities, inventory management, material management, audit activities, payroll, employee benefits, positions control and human resources processing, academic scheduling, student registration, admissions, course management, grade reporting, and other student and academic systems processing.

Coordinates the documentation of SAP systems and ERP student systems processes and transactions in support of business processes defined by functional unit process owners.

Coordinates the configuration and testing of functionality of SAP systems and ERP student systems modules from the development phase to production.

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

Interfaces with users to interpret and clarify complex configuration details and process change requirements involving SAP systems and ERP student systems modules.

Plans and manages SAP production support and project budget.

Prepares oral and written project status reports and provides updates to project stakeholders.

Develops, revises, and monitors standards for systems documentation.

Evaluates the operational effects of applications software.

Manages work efforts between functional and technical teams engaged in the analysis, design, configuration, testing, maintenance, and quality assurance of SAP systems and ERP student systems modules to ensure optimal system performance.

Reviews feasibility studies conducted by staff and evaluates recommendations regarding requirements for new systems and enhancements to existing systems and ensures that the systems design fits the needs of the users.

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, administrators, functional and technical team members, and users.

Coordinates and participates in user and support training involving the usage of SAP systems and ERP student systems.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

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 Quality Assurance, SAP Business Warehouse, SAP Portal (ESS and MSS), and ERP student systems modules.

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.

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 the Vice Chancellor/Chief Information Officer. General supervision is exercised over assigned production support and project teams.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

SAP/ERP implementation strategies

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

Principles of SAP project systems

Principles of SAP HP Application Life Cycle Management ~~Quality Assurance~~

Principles of an Enterprise Resource Planning (ERP) system

Principles of programming in languages such as ABAP and Java

Principles and techniques of systems analysis, configuration, and testing

SAP ASAP methodology

Methods of developing operational process specifications

Characteristics and capabilities of state-of-the art technology in financial, human resources, material management, and student systems information processing

Principles and practices of accounting, procurement, employee benefits, payroll, financial, material management, audit reporting, and human resources processing

Student and academic business processes such as academic scheduling, student registration, admissions, course management, and grade reporting

Industry and professional standards for business systems, procedures, and methods within the areas of finance, accounting, procurement, human resources, and student systems

Concepts and techniques of project management including project control, planning, estimating, resource management, and quality assurance

Federal, State, and local laws, ordinances, codes, and regulations related to financial, material management, budget, audit, human resources, and student information processing

Principles of budgetary planning, management, and cost control

Principles of work simplification and modification

Principles of organization and management

Principles of program documentation

Principles of report, screen, and form design

Principles of supervision, team building, and training

**Ability to:**

Plan, coordinate, manage, and evaluate the work of assigned SAP/ERP production support and project teams

Manage and provide leadership in multiple projects of a complex and technical nature concurrently

Review and evaluate detailed project management plans to ensure tasks are completed on time, within budget, and meet specifications

Estimate time and manpower requirements for a variety of information systems projects

Prepare effective written and oral communications, reports, and presentations

Develop and document complex operational and technical processes, functions, and procedures involving assigned SAP systems and ERP student systems modules

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

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

Write clear and comprehensive reports, instructions, and training materials

Write clear and logical documentation

Interpret and apply applicable rules, laws, and procedures to assigned SAP systems and ERP student systems operations

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

Review and evaluate project deliverables

Prepare clear guidelines and procedures

Coordinate training activities for the assigned teams

Provide technical assistance to users and staff

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 confidentiality of work-related information and materials

Motivate, direct, train, and develop others

Stimulate teamwork and promote cohesiveness to achieve team and project goals

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

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

Communicate effectively orally and in writing Implement quality assurance efforts for software use and design

Stay abreast of current trends and technical advancements in the areas of SAP systems and ERP student information processing Present and lead discussions on SAP/ERP 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:**

~~Graduation~~ A bachelor's degree from a recognized ~~four-year~~ college or university, preferably with a major in business administration, public administration, computer information systems, management information systems, or a related field-

**AND**

### **Experience:**

~~Five~~ Six years of recent full-time paid professional-level experience in the configuration and modification or management of SAP Financial, SAP Material Management, SAP Human Resources, or ERP student systems, two years of which must have been in a supervisory capacity.

### **Special:**

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

Travel to locations throughout the District ~~may be~~ 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.



Name Babb Arthur  
Last First

Employee Number 811179

College/Division Office of General Counsel

Classification Executive Legal Assistant

The employee named above is commended for outstanding work performance for the period beginning 3/15/2020 and ending 6/15/2021. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Arthur has shown tremendous strength in multi-tasking with his current position and his added responsibilities throughout this time supporting the LACCD Emergency Operations Center (EOC). Arthur was able to take notes, transcribe information and provide added administrative clerical support to the EOC with great dedication, enthusiasm and diligence while never falling short on his regular duties in supporting not only the General Counsel but also an Associate General Counsel. He took to his new added assignment at the EOC with ease, professionalism and skill. Art contributed greatly to the functioning of the EOC operations and LACCD should consider him a great asset to the organization.

Anne Diga  
Anne Diga (Jun 9, 2021 09:36 PDT)  
Signature of Supervisor

Associate General Counsel 6/8/2021  
Title Date

Arthur Babb  
Signature of Employee

Executive Legal Assistant 6/9/2021  
Title Date

Jeffrey Prieto  
Jeffrey Prieto (Jun 9, 2021 13:51 PDT)  
Signature of Reviewer (Optional)

General Counsel 6/9/2021  
Title Date

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

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

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



Name Kirenga Monika  
Last First

Employee Number 1067440

College/Division Office of General Counsel

Classification Litigation Paralegal

The employee named above is commended for outstanding work performance for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Monika Kirenga provided great support to the LACCD Emergency Operations Center (EOC). In addition to carrying her regular paralegal duties, Monika added the responsibilities of being the OGC representative to the EOC with enthusiasm, professionalism and without compromising the high quality of her regular work assignments with OGC. Monika kept the OGC informed of the EOC daily operations and brought attention and her best analytical thinking to issues requiring immediate attention and resolution before the OGC attorneys. Monika is further appreciated for her ability to take on the EOC assignment with ease, diligence and thoughtfulness. Monika proved to be valuable asset to the organization during this time.

Kevin D. Jeter

Kevin D. Jeter (Jun 9, 2021 09:54 HST)

Associate General Counsel 6/14/2021

Title Date

Signature of Supervisor

Monikakirenga

Monikakirenga (Jun 9, 2021 16:14 PDT)

Litigation Paralegal 06/09/21

Title Date

Signature of Employee

Jeffrey Prieto

Jeffrey Prieto (Jun 9, 2021 13:48 PDT)

General Counsel 6/9/2021

Title Date

Signature of Reviewer (Optional)

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

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  - c. Forward a copy to the Personnel Commission Office.



Name Sanchez Kimberly
Last First

Employee Number 1065191

College/Division Los Angeles Southwest College

Classification Administrative Assistant

The employee named above is commended for outstanding work performance for the period beginning 7/1/20 and ending 6/30/21. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

During the COVID-19 global pandemic, Kimberly learned new skills and adopted a proactive approach to ensure our students were supported. Moving to an all online, remote work environment, Kimberly was able to adapt quickly. She clearly communicated that she was able to absorb additional assignments to support the President's Office and College overall. She stepped up to the challenge and continued to learn new skills and software systems to maximize her 20 hours per week. She supported the purchasing activities of the President's Office, while retraining to be able to assist with the new FreshDesk and FreshCaller student support platforms. She also began assisting the Behavioral and Social Sciences Division when they lost their administrative assistant, while also supporting the Academic Senate President and Professional Development Coordinator with their administrative needs. Kimberly continued to invest in her education and skills and I commend her for her persistence, resilience, and progress. Kimberly is a valued member of my team and I believe she continues to demonstrate her dedication to our college and students.

Signature of Supervisor

President 06/07/21

Title Date

Signature of Employee

Administrative Assistant 6/7/21

Title Date

Signature of Reviewer (Optional)

Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

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



Name \_\_\_\_\_  
Last First

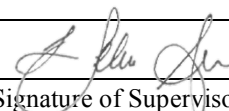
Employee Number \_\_\_\_\_

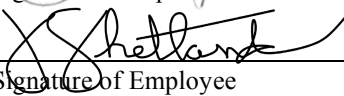
College/Division \_\_\_\_\_

Classification \_\_\_\_\_

The employee named above is commended for outstanding work performance for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_ Below are specific examples or explanatory comments of the outstanding work performance of the employee:

[Empty box for providing specific examples or explanatory comments of the outstanding work performance of the employee.]

  
Signature of Supervisor Title Date

  
Signature of Employee Title Date 6/7/21

Signature of Reviewer (Optional) Title Date

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

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