

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING

Wednesday, July 28, 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, August 11, 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, July 28, 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 July 14, 2021
- IV. Miscellaneous Personnel Commission Activities and Announcements
  - a. Classified Employment Opportunities Bulletin
  - b. Strictly Classified Employee Bulletin
- V. Revision to Personnel Commission Rule 588, SALARY DIFFERENTIAL FOR EMPLOYEES USING BILINGUAL SKILLS (Final Approval) (Case 4003)
- VI. Classification Study for EN 1069703, Public Information Officer, East Los Angeles College (Case 4002)
- VII. Class Description Revisions for:
  - a. General Counsel
  - b. Vice President, Administrative Services
  - c. Facilities Project Manager
  - d. Accountant
  - e. Senior Accountant
- VIII. Correspondence
- IX. Notice of Anticipated Items: Revision to Personnel Commission Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES (Tentative Approval)
- X. Hear Non-Agenda Speakers/Open Forum
- XI. Reconvene into Closed Session
- XII. Reconvene into Open Session
- XIII. Report of Actions Taken in Closed Session
- XIV. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, August 11, 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.

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LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

Wednesday, July 14, 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, July 14, 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  
Patrick Sung, Assistant Personnel Analyst

Guests:  
Narine Bagdasaryan, Senior Office Assistant, Health and Physical Education, Los Angeles Mission College  
Dionne Morissette, Senior Office Assistant, Administrative Services, West Los Angeles College  
Catalina Martinez, Office Assistant, Information Technology, Los Angeles Harbor College  
Tom Anderson, Assistant Financial Analyst, Office of Budget & Management Analysis, Educational Services Center  
Marga Limon, Senior Office Assistant, Academic Affairs, East Los Angeles College  
Andy LaBrune, Senior Office Assistant, EOPS, Los Angeles Harbor College  
Leah Villa, Office Assistant, Foster Kinship Care, Los Angeles Harbor College  
Anush Jotyán, Office Assistant, Administrative Services, Los Angeles City College  
Gloria Moreno, Payroll Systems Technician, Educational Services Center  
Cha-Zette Smith, Senior Office Assistant, Administrative Services, West Los Angeles College  
James Kidd, SEIU Local 99  
Hazel Alonzo, President, AFT 1521A

- I. The Chair convened the regular meeting at 1:00 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that no action was taken in closed session.
- III. **Review and Approve the Minutes of the Closed and Open Meetings of June 23, 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 June 23, 2021, as presented.

**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. Revision to Personnel Commission Rule 635, APPOINTMENTS FROM ELIGIBILITY LISTS (Final Approval) (Case 3954)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted tentative approval to the rule noted above, as presented.

- VI. Revision to Personnel Commission Rule 588, SALARY DIFFERENTIAL FOR EMPLOYEES USING BILINGUAL SKILLS (Tentative Approval) (Case 4003)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted tentative approval to the rule noted above, as presented.

- VII. 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)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the item noted above, as presented.

- VIII. Designation of the Accounting Technician List as the Most Appropriate Eligibility List for the Class of Accounting Assistant (Case 4001)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the item noted above, as presented.

- IX. Classification Study for EN 1049087, Assistant Financial Analyst, Budget & Management Analysis, Educational Services Center (Case 4000)** - 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.

- X. Class Description Revisions for:**
- a. Office Assistant**
  - b. Senior Office Assistant**

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

- XI. Correspondence** – No correspondence was received.

- XII. 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: Classification Study for EN 1069703, Public Information Officer, East Los Angeles College (AFT); Revision to Personnel Commission Rule 588, SALARY DIFFERENTIAL FOR EMPLOYEES USING BILINGUAL SKILLS (Final Approval); Class Description Revisions for: Facilities Project Manager (CMA), Accountant (AFT), Senior Accountant (Local 721), Supervising Accountant (Local 721), and Accounting Manager (CMA).
- XIII. Hear Non-Agenda Speakers/Open Forum** – None.
- XIV. Reconvene into Closed Session**
- XV. Reconvene into Open Session**
- XVI. Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.
- XVII. Adjourn** – The meeting adjourned at 1:12 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 588, SALARY DIFFERENTIAL FOR EMPLOYEES USING BILINGUAL SKILLS (Final Approval) (Case 4003)

Personnel Commission Rule 588 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched the process for requesting bilingual skills of the other five merit-system based community college districts in California as well as from both the Los Angeles Unified School District and Long Beach Unified School District. A majority of the districts had a provision where the district administration may request the Personnel Commission to designate positions as requiring bilingual skills, as well as a provision where the Personnel Commission has the right to designate a salary differential for the use of bilingual skills. Applicable Education Code Sections have been added to the rule. An update has been made to the dollar amount of the bilingual differential that is paid to full-time, classified employees according to the cost-of-living adjustments that have been made by the District since the last review of this rule.



LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

588

LAW AND RULES

~~September 13, 2016~~ July 28, 2021

**588 SALARY DIFFERENTIAL FOR EMPLOYEES USING BILINGUAL SKILLS**

**Education Code Sections ~~88182~~**

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, 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.

**88182. Differential Compensation for Certain Duties.**—The governing board of any community college district may provide differential compensation to those classified employees who perform duties of a distasteful, dangerous, or unique nature when, in the opinion of the board, such compensation is reasonably justified.

In a merit system district, such differentials shall be based upon findings and recommendations of the personnel commission and shall not be applied in a manner contrary to the principle of like pay for like service.

- A. Under conditions and procedures prescribed in this rule, full-time classified employees shall be paid a differential of ~~\$62,5457.84~~ per calendar month, if they are frequently called upon to exercise their ability to perform one or more of the following: speaking, reading, and/or writing a foreign language.
- B. To establish the differential:
  - 1. The employing college or division shall prepare a Request to Designate a Classified Position as Bilingual (LACCD P.C. Form 588).

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

588

LAW AND RULES

~~September 13, 2016~~ July 28, 2021

2. The employing college or division shall obtain a completed Certification of Bilingual Skills (LACCD P.C. Form 588C) for the employee to be paid a salary differential for using bilingual skills. A faculty member shall be authorized to attest to bilingual skills as follows:
  1. A current District tenured faculty member teaching within the subject area.
  2. If there is no qualified tenured faculty member within the District, an adjunct faculty member teaching within the subject area may complete the certification.

In the event that one of the two conditions above cannot be met, the approval of a qualified individual administering and certifying bilingual skills will be at the discretion of the Personnel Commission.

3. The employing college or division shall forward copies of P.C. Form 588 and 588C to the Personnel Commission for final approval of all positions and employees to be paid a bilingual skills differential.

The differential shall become effective on the first day of the monthly pay period following the completion of these procedures. In the event an employee who has previously received a bilingual differential gets appointed to another bilingual position that requires the same language skills, he/she may be paid the differential from the date of assignment.

- C. The differential authorized under this rule shall not be considered a part of salary for the purpose of salary allocation upon promotion, demotion, transfer, multiple assignments, or other assignment action.
- D. The differential authorized under this rule is not available to those employees whose use of foreign language skills is part of the regularly assigned duties of their position and thus has been recognized in the salary allocation of their class.
- E. The differential authorized under this rule is available to part-time classified employees but will be prorated according to a ratio of the number of hours in their assignment in a certified bilingual position and the number of hours in a full-time assignment of 173.33 hours per pay period.
- F. Upon notification by the division head, college president, or by order of the Personnel Commission that an authorized differential no longer meets relevant laws, rules, procedures, and policies, an authorized differential shall be withdrawn effective the first day of the next monthly pay period if the position is occupied or immediately if the position is vacant.
- G. A bilingual differential shall be removed from an incumbent upon promotion, demotion, transfer, change of location or position, or other assignment action unless he/she is appointed to a position which has been designated as bilingual in accordance with this rule. A person appointed to another position which has been designated as bilingual need not be retested for the same language ability.
- H. This rule shall have no force and effect upon employees of any collective bargaining unit to the extent that the provisions of this rule are negotiable.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Classification Study: Public Information Officer, EN 1069703, Office of the President, East Los Angeles College (Case 4002)

**Recommendation:**

It is recommended that the Personnel Commission approve the following reclassification action:

<b>From:</b> Public Information Officer (\$6,689.24-\$8,286.80/mo)	<b>To:</b> College Public Relations Manager (\$8,885.82-\$11,007.98/mo)
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<b>Location:</b> Office of the President East Los Angeles College	<b>Incumbent:</b> K. Jimenez (EN 1069703)
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**Effective Date:** June 22, 2021

**Bases of Recommendation:**

- The study for this position was initiated by the employee through the submission of a Classified Staffing Request. The employee requested that the Commission reclassify his position to College Public Relations Manager because of his expanded involvement in developing and implementing a comprehensive public relations program for the college. The administration is in support of this request.
- Staff audited the position and found that the employee performs the following primary duties:

Duties	Time Spent
<ul style="list-style-type: none"> <li>Develops and maintains standards for campus communications, including but not limited to campus-wide and departmental publications, postings to social media and websites, mass e-mails, and advertisements</li> <li>Formulates, recommends, and implements the college's marketing plan and advertising campaigns, with the aim of increasing awareness through a variety of media and raising enrollment numbers for the college</li> <li>Develops, collects, and distributes informational materials for internal and external use</li> <li>Develops and maintains the college public relations budget</li> <li>Writes press releases and other communications on behalf of the President, college administrators, and faculty members</li> </ul>	60%
<ul style="list-style-type: none"> <li>Serves as an advisor to college senior staff on public relations matters</li> <li>Attends and participates in various administrative and committee meetings on-site and off-site to gather information and identify communication goals, particularly during emergency situations such as the COVID-19 health emergency</li> </ul>	20%

<ul style="list-style-type: none"> <li>• Arranges the logistics of press conferences, ceremonies, meetings, special events, and itineraries for college officials and official visitors</li> <li>• Plans, coordinates, schedules, publicizes, and attends special college and community relations events</li> </ul>	10%
<ul style="list-style-type: none"> <li>• Gathers data, writes reports, and briefs the President on a regular basis regarding current projects and any related issues</li> </ul>	10%

The classification concept for the employee’s current class of Public Information Officer is based on performing a variety of journey-level staff work in support of a public relations program of a college or the District, which includes developing various informational materials to promote and publicize programs, services, activities, and events, providing support with the effective presentation of program information, services, and activities, and assisting with media relations. The classification concept for the requested class (College Public Relations Manager) is based on planning, developing, implementing, and managing a comprehensive and effective college marketing and public relations program designed to promote the services and programs of a college and to enhance its image. An incumbent in this class serves as an advisor to senior administrators on campus relations and communication matters and acts as the primary liaison to internal and external stakeholders.

After a thorough analysis of the employee’s assigned duties, staff determined that the primary duties of the employee described in this report fall within the scope of responsibilities of the class of College Public Relations Manager, because the employee is responsible for developing and maintaining the standards of communication for the college, as well as for formulating, developing, and implementing a comprehensive marketing plan to enhance the college’s public image. The employee also serves in an advisory capacity to senior administrators and acts as the primary contact regarding collegewide public relations matters.

**STATUS OF INCUMBENT**

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, K. Jimenez (EN 1069703) must participate in an examination process and place in the top three ranks to be eligible for the reclassified position.

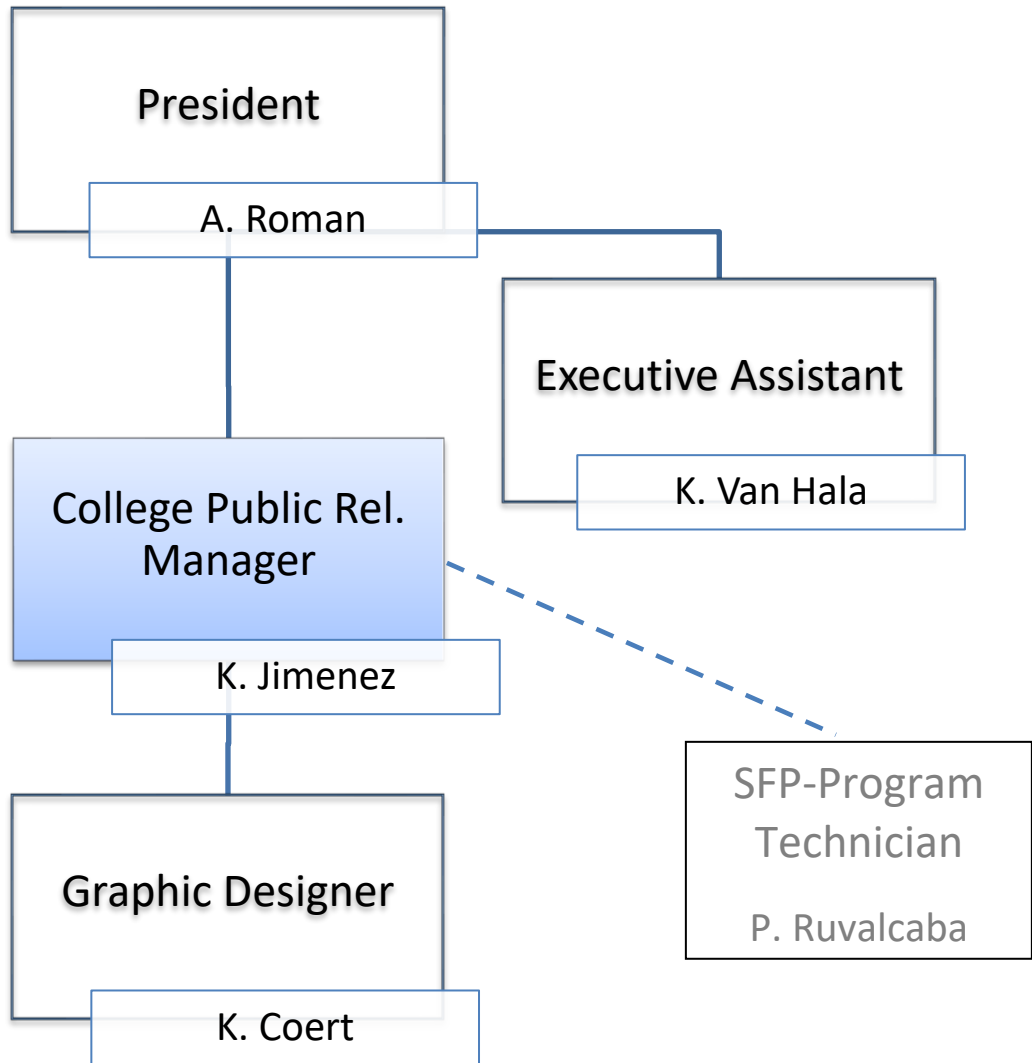
Date of Last Performance Evaluation: 6/25/2019

Classification of Position section was marked “Yes” by both the employee and the supervisor.



**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
ORGANIZATIONAL CHART**

**East Los Angeles College – Office of the President**



## GENERAL COUNSEL

### DEFINITION

Serves as the chief legal officer and advisor to the Board of Trustees, Chancellor, Personnel Commission, and senior management; provides executive leadership over all District strategic and tactical legal initiatives, programs, and services; and manages the work of the District's internal legal team and contracted external counsels including bond construction counsel.

### TYPICAL DUTIES

Serves as the District's chief legal officer and advisor on all transactions and issues arising from programs and activities in the areas of governance, academic affairs, student affairs, financial management, facilities management, business management, information technology, and human resources.

Assumes responsibility for ensuring that the programs and activities of the District are legally conducted in compliance with applicable laws, statutes, codes, and regulations.

Judges Assesses the merits of court cases, regulatory inquiries, and other legal actions filed against or on behalf of the District; works with the appropriate executives to define strategic positions, legal remedies, and/or defenses; recommends and approves settlements of disputes where warranted.

Participates and advises in the development of District policies, procedures, and related business documents.

Advises the Board of Trustees, Chancellor, and executive staff on legal matters related to governance and the policies, programs, and projects of the District.

Negotiates the most complex and sensitive contracts, agreements, and settlements on behalf of the District which are consistent with District interests, law, and relevant rules of professional responsibility.

Identifies, anticipates, analyzes, and responds appropriately to risks which have legal implications that may adversely affect realization of the District's educational and business objectives; advises executives and managers regarding the legal aspects of their exposure and liability to identified risks.

Assures adequate and appropriate systems and processes are in place to identify compliance violations; advises executives and managers regarding the legal aspects of their compliance systems, exposure, and decisions.

Identifies need and develops educational and training programs and activities for the purpose of keeping executives and managers informed of the latest changes in the law and policy and to prevent errors in their interpretation and application.

Develops a clearly understood framework for legal policies and practices within the Office of General Counsel; directs, manages, and evaluates the work and staff of the Office of General Counsel.

Regularly attends meetings of the Board of Trustees and Board committees to provide legal analysis and advice on legal and procedural matters.

Oversees the selection, retention, management and evaluation of all outside counsel; establishes, manages, and ensures compliance with the budget for outside legal services.

Functions as an integral partner within the chancellor's senior leadership team.

Identifies financial needs and manages the budget of the Office of General Counsel.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A **General Counsel** is the executive responsible for providing a vision and strategic plan for the legal services of the District; providing legal advice and support to the Board of Trustees, Personnel Commission, Chancellor, and District leadership (presidents, campus/district administrators, chancellor's cabinet) on business, legal, and public policy issues; and directing and coordinating the legal services provided by internal and external counsel throughout the District.

An **Associate General Counsel** researches and provides legal advice and counsel to the Board of Trustees, Personnel Commission, Chancellor, and administrative staff as directed by the General Counsel. Employees in this class address difficult legal or factual questions which are complex because of the absence of clearly applicable precedents or are more highly arguable because of the complexity of the facts or the different possible constructions which may be placed on either the facts or the laws and precedents involved.

An **Assistant General Counsel** researches and provides legal advice and counsel to the Board of Trustees, Personnel Commission, and Chancellor and administrative staff as directed by the General Counsel. Employees in this class address legal questions or factual situations that can be relatively easily resolved in the light of the well-established or easily determinable facts with clearly applicable precedents involved.

## **SUPERVISION**

General direction is received from the Chancellor. General supervision is exercised over professional, technical, and clerical staff assigned to the Office of General Counsel. Functional supervision is exercised over outside legal counsel employed by the District.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Legal principles, practices, and procedures related to civil, constitutional, contract, employment, administrative, and business law

Methods, procedures, and practices used in the conduct of civil litigation

Judicial procedures and rules of evidence

Methods of legal research

Fact-finding methods and procedures

Methods and techniques for evaluating legal risks and liabilities and the business and practical consequences of related legal strategies

Methods and techniques used to effectively manage and contain legal expenses and costs

Business practices and legal aspects of corporate governance, academic affairs, student affairs, financial management, facilities management, business management, information technology, and human resources

Capabilities of computer systems and applications applicable to assigned areas of responsibility

Provisions of federal, state, and local legislation, statutes, codes, procedures and court decisions related to community college education and operations

Mission, goals, organization, and key personnel of the District

District Board Rules and administrative policies

Principles of business and public administration

Leadership and ~~relationship~~-management skills

Principles of public and community relations

Principles of training, team building, ~~and supervising~~, and managing a legal team

**Ability to:**

Formulate a clear organizational vision, strategic plan, and appropriate operational goals, objectives, and outcomes for the legal services of the District

Administer legal services of the District in a manner that is data and principle driven, manages risk and exposure, insures compliance, attains cost management goals, and achieves organizational effectiveness

Successfully navigate and thrive in a multi-campus institution context through persuasion, influencing others, consensus, and effective communication

Establish and implement a comprehensive program of reporting and communication

Develop and implement the operating policies and procedures to insure organizational effectiveness and compliance with performance standards and goals

Anticipate conditions, plan ahead, and establish priorities; act independently and promptly to situations and events

Recognize the critical elements of problems, develop and evaluate data, and determine solutions

Read an audience or situation and be attuned to the needs and concerns of clients and stakeholders

Evaluate program operations and personnel

Prepare and present effective oral and written communications, presentations, and reports



Effectively communicate highly technical information concisely and in understandable terms

Establish and maintain effective working relationships with industry representatives, officials of public and private organizations, internal stakeholders, and the public

Work effectively with individuals from diverse communities and cultures; possess cross cultural communications skills and multicultural competency

Support business needs and innovation through the use of information technology systems

Project executive presence including gravitas, integrity, confidence, political acumen, and poise under pressure; maintain moral and ethical standards that reflect trust, honesty, integrity, credibility, and reliability

Travel to offsite meetings and events ~~locations within and outside the District~~

## **ENTRANCE QUALIFICATIONS**

### **Education and Licensure**

- A Juris Doctor degree from an accredited American Bar Association school of law; and
- License to practice law in the State of California; and
- Membership in good standing with the California Bar Association.

### **Experience:**

~~A well qualified candidate will have:~~

Five years of full-time, paid experience in the practice of law which included:

- Responsibility for managing a legal team of attorneys and related support staff
- Experience working on matters related to corporate governance and a broad range of business functions
- Experience in working directly with governing board members
- Experience in educational and/or public sector law
- Experience in the legal aspects of facilities management and/or supervising lead construction counsel

## **ENTRANCE QUALIFICATIONS**

### **Special:**

- Must maintain active bar membership in good standing throughout employment with the Los Angeles Community College District.
- Possession of a valid Class C California driver's license must be obtained within 10 days of establishing residency in the State of California
- Travel to locations ~~within and outside~~ throughout the District is required

## Reasonable Accommodation

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

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

**VICE PRESIDENT, ADMINISTRATIVE SERVICES**

**DEFINITION**

Plans, directs, evaluates, and is held accountable for effective conduct of the business affairs of a college.

**TYPICAL DUTIES**

Plans, directs, and evaluates the business operations at a college which include:

Budget Formulation and Management  
Accounting and Financial Reporting  
Facilities Planning and Construction  
Building & Grounds Operations and Maintenance  
Information Technology  
Procurement and Contracts Management  
Human Resources  
Enterprise Services Administration  
Safety and Security Services

Serves as chief advisor to the College President on strategic matters related to the business operations of a college.

Establishes the objectives, scope of service, structure, staffing, work methods, and performance standards for organizational units comprising Business Services at a college and monitors units for effectiveness, operational efficiency, and internal control compliance.

Evaluates the merit of requests from departments and offices for money, staffing, facilities and equipment, and recommends and monitors the allocation and expenditure of resources based on management priorities and proper accounting principles.

Directs the study of business problems of broad scope and complexity with the goal of developing effective managerial policies, procedures, methods and organizational structures.

Directs the design implementation, revision, and maintenance of management information and control systems to provide complete, accurate, and timely data for use in formulating and justifying financial, staffing, and material requests in conjunction with District information technology staff.

Assesses the impact of proposed policies, procedures, legislation, and organizational changes affecting the ability of the college to effectively and efficiently provide business services and makes appropriate recommendations.

Collaborates with District specialists on the implementation and integration of District policies and procedures into college operations, and ascertainment of solutions to unusual and complex business problems.

Participates as a member of the management team by providing authoritative business advice for use in making decisions and establishing the priorities, goals, and objectives of the college.

Serves as a liaison between the College President and all segments of the college regarding the requirements and procedures governing the business services of the college.

Serves as a liaison with the college's ASO and foundation(s) on business and fiscal matters.

Represents the college at a variety of meetings, committees, and conferences addressing operating programs and overall management of the college and District.

Maintains liaison with industry, organizations, and individuals in the college community to facilitate business transactions of the college and to enhance the accessibility of community resources to students.

Participates in grievances, disciplinary meetings, and other employment related activities.

Solicits funds to support special interest programs and services of the college from industry, organizations, and individuals within the college community.

Prepares or directs the preparation of correspondence, reports, and presentations regarding business operations at the college.

Assumes the duties, obligations, and responsibilities of the College President, as assigned, during his/her absence.

Serves as a liaison to contracted Sheriff's personnel.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A **Vice President, Administrative Services**, applies a broad knowledge of business principles and practices, as well as skill, in dealing with organizations, methods, funds, people, facilities and equipment and other resources of management in administering a comprehensive program of business services at a college.

An **Associate Vice President, Administrative Services**, assists the Vice President, Administrative Services, in the overall administration of the business affairs of a college and assumes responsibility for the Vice President, Administrative Services, in the event of his/her absence or in the exercise of delegated responsibilities and authority.

**Directors** of accounting, budget, business services, and personnel administration are the District's top technical experts in their respective occupational fields and manage central administrative units which are responsible for providing policy, technical, and procedural direction, guidance and coordination over activities which impact the financial, human, or capital resources of the District as a whole.

A **College President** is the chief executive officer at a college.

## **SUPERVISION**

General direction is received from a College President. General supervision is exercised over assigned management, professional, technical, and general support staff.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of financial management and budgeting

Principles, methods, and techniques of accounting with an emphasis on governmental accounting

Principles, practices, and procedures pertaining to the construction and renovation of public buildings

Principles and practices of governmental procurement and material management

Principles of business law and contracts

Federal, state, and local laws, regulations, and policies affecting business operations of a college

Principles and practices of property management and space utilization

Principles and techniques of management analysis and program evaluation

Legislative and administrative processes

Principles and practices of organization, ~~and~~ management, and personnel administration

Characteristics and capabilities of management information systems, software, and hardware related to business operations

Principles of supervision, team building, and training

Principles and objectives of shared governance

Purpose, functions, policies, operating systems and programs of administrative units of the District

### **Ability to:**

Provide strategic leadership in planning, directing, and evaluating the business affairs of a college

Plan, direct, and oversee the financial management of a college including all funding sources

Relate business knowledge to the needs and characteristics of a collegiate environment

Apply a high level of sound, independent judgment in the solution of complex business problems

Plan and direct diverse and complex operating programs and services

Execute policies, rules, directions, and procedures of the District

Prepare effective oral and written communications, reports and presentations

Communicate effectively with faculty, staff, students, civic and other groups, and the general public

Effectively utilize management information systems in the performance of duties

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

Evaluate work methods and performance

Persuade others as required to gain acceptance of recommendations and decisions

Stimulate teamwork and promote cohesiveness to achieve business goals

Conduct effective community fund raising campaigns

Integrate technology into business decisions and operations

Establish and maintain effective relationships with the business community and administrative and executive offices of the District

Exercise the authority of the position with tact, integrity, originality, and resourcefulness

Motivate, direct, and develop subordinate staff

Allocate and effectively utilize human, fiscal, and physical resources of the department

Travel to offsite meetings and events

## **ENTRANCE QUALIFICATIONS**

### Education and Experience:

A. A master's degree from a recognized college or university with a major in business administration, public administration, finance, economics, or a related field **AND** five years ~~in a~~ of recent, full-time, paid, professional-level experience in a senior management position with responsibility for corporate/entity-wide business operations of an organization employing a minimum of 250 employees. Qualifying experience must have included responsibility for at least two of the following line functions: ~~such as~~ finance, facilities management and construction, ~~finance~~, human resources, information technology, or purchasing and contracts. A minimum of two years of the required experience must have been in the line function of finance, facilities management and construction, or purchasing and contracts. Experience must have also included the supervision of staff, which included professional-level employees. Experience with a public educational institution is desirable.

### **OR**

B. Five years of recent, full-time, paid, experience as a Director of Budget Management and Analysis, Director of Internal Audit, Director of Facilities Planning and Development, Director of Bond Capital Construction, Director of Business Services, Director of Accounting, or Director of College Facilities with the Los Angeles Community College District.

**Special:**

A valid Class “C” California driver's license must be obtained within 10 days of establishing residency in the State of California.

Travel to locations throughout the District is required.

**Reasonable Accommodation**

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

## FACILITIES PROJECT MANAGER

### DEFINITION

~~Participates with and represents responsible college and District administrators in the development of overall implementation~~ Plans, coordinates, budgets, and fiscal control for ~~manages~~ assigned college construction and renovation projects from the initial planning phase through final completion to ensure that projects and successfully delivered within budget, schedule, and in compliance with regulatory guidelines and District specifications; ~~coordinates the implementation of these plans; and provides technical direction to the project, including the administration of all contracts.~~

### TYPICAL DUTIES

Assists college administrators with the development of building, construction, and renovation plans by meeting and consulting with architects, engineers, and appropriate college and District staff.

Provides details, technical project descriptions, and specifications for contract architects and/or architectural and engineering staff.

Gathers data, develops project budgets, and implements appropriate budgetary control procedures for all phases including design, construction, and group II equipment.

Prepares applications for projects and submits project information for review or approval to the Board of Trustees, California Community Colleges Chancellor's Office, and others.

Coordinates projects with ongoing or proposed major maintenance programs, equipment needs, land acquisition, project design, contract solicitation, project inspection, and the Division of the State Architect.

Maintains liaison with college administration throughout planning and construction phases to provide information on project operations and progress and to receive input on the plans, schedules, interests, and concerns of the college regarding the project.

Identifies and updates project risks periodically, and creates and updates risk mitigation plans.

Meets with college maintenance and operations staff to confer on matters that may impact their ability to effectively maintain and operate the facility under construction.

Responds to concerns, requests, and questions from college administration regarding the project.

Monitors the entry of data related to approved projects and facilities inventory into the District's computerized reporting system.

Provides ongoing management of multiple assigned construction/renovation projects representing the interests of college and District administrations including directions to the architect, engineer, and construction inspector, project design, implementation of budget controls, project bid ability, construct ability, bid specifications, change orders, administration of various contracts, management of the inspection, and other project management requirements during the preliminary planning, documentation bidding, and construction phases of various projects.



Assists in the review and approval of contractors' proposed construction schedules.

Assists in the review and evaluation of construction project progress and approval of requests for payment.

Monitors construction document status, submittals, and as-build drawing preparation.

Reviews requests for clarification and assists in interpretation of construction documents.

Assists in processing and negotiating cost, scheduling change orders, and resolving complex construction related disputes.

Coordinates project close-out and move-in activities.

Interfaces and assists fiscal services in reconciliation of the Capital Outlay Fund to the general ledger and the filing of claims for reimbursement.

Assists in the coordination of construction planning events with purchasing and contracts for scheduling and acquisition of equipment.

Advises commissioned architects, engineers, consultants, and contractors about District design and construction policies, requirements, and standards.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

~~A **Facilities Project Manager** participates with and represents college and District staff in the development and administration of plans, coordinates, budgets, and manages for multiple assigned college building construction and remodeling renovation, modernization, and repair projects; technically reviews and submits project plans and applications to the California Community Colleges Chancellor's Office for approval; develops project budgets and fiscal controls and approves expenditures; coordinates the implementation of approved projects with various District, state, and local jurisdictions; and maintains liaison with campus and District administration throughout project development, design, and construction to ensure that projects are successfully delivered within budget, schedule, and in compliance with regulatory guidelines and District specifications. The projects range in complexity and typical values of \$0.2 million to \$5 million.~~

A **Construction Inspector** serves as the resident inspector for the District at various construction sites; performs continuous inspection of all phases of assigned construction including materials, methods, and workmanship; and checks for compliance with plans, specifications, and regulations. An incumbent in this classification must possess a Class 1 inspector certification issued by the Division of the State Architect.

A **Director of Facilities Planning and Development** assists the Chief Facilities Executive in the overall administration of the business affairs of the department and assumes responsibility for the Chief Facilities Executive in the event of his/her absence or in the exercise of delegated responsibilities and authorities.

## **SUPERVISION**

General supervision is received from the Director of Facilities Planning and Development. Functional supervision is exercised over commissioned architects, engineers, consultants, and contractors employed by the District on an assigned project.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles of facilities planning as related to methods and techniques of instruction, traffic flow, economy of maintenance, provision for growth, relationship of instructional and service provision of temporary facilities, and adaptability to multi-functional usage

General characteristics and relative costs of various methods of construction, architectural features, and building and room design for all types of school uses

Principles of project management including business case development, project selection criteria, stakeholder identification techniques, and risk identification and assessment

Principles of architectural and engineering design

Principles of budgetary planning and management

Principles of construction scheduling

Characteristics and use of various methods of graphic presentation and construction documentation cartography

Principles of construction technology and construction management

Construction delivery methods such as Design-Build, Design-Bid-Build, etc.

Applicable state and local building codes/regulations and review procedures

Recordkeeping procedures

Project review/approval processes

Close out requirements and processes

Capabilities of computer applications, systems, and hardware used in facilities planning and development

### **Ability to:**

Effectively structure, integrate, and control all aspects of a project including initiation, planning, execution, monitoring, controlling, and closing

Manage a team of professionals in construction, engineering, and architecture disciplines

Maintain focus and quality under distracting working conditions and high workload

Manage project budget and expenses in a manner consistent with achieving project quality, schedules, and levels of service

Understand audit and oversight functions and the impact of quality assurance reviews and inspection

Represent the interests of college and District administrations relative to assigned projects

Analyze and interpret complex information and make appropriate recommendations

Read and interpret architectural plans and specifications

Interpret technical materials such as building and attendance codes, standards, and regulations

Assure compliance with project requirements and standards

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

Act independently and promptly to situations and events

Travel to on-site and off-site meetings

Travel to various locations to monitor project progress

Prepare clear, concise, and effective oral and written communications, reports, and presentations

Maintain accurate and complete records

Effectively collaborate with external regulatory, governmental, and business or customer groups

Communicate effectively with architects, consultants, contractors, and District administrators

Effectively utilize computer equipment, software, and hardware in the performance of duties

Learn specialized software applications

## ENTRANCE QUALIFICATIONS

### Education and Experience:

- A. A bachelor's degree from a recognized college or university, preferably with a major in architecture, construction management, engineering, urban planning, or a related field **AND** ~~three~~ four years of full-time, paid, professional-level experience in planning facilities or managing the construction of educational, governmental, or commercial building projects. Experience with the project life cycle and planning and construction of educational facilities is highly desirable.

### OR

- B. Possession of a current Project Management Professional (PMP) certification from the Project Management Institute or equivalent such as successful completion of a recognized college-level project management curriculum OR a Certified Construction Manager (CCM) certification from the Construction Management Association of America AND five years of full-time, paid, professional-level experience in planning facilities or managing the construction of educational, governmental, or commercial building projects. Experience with the project life cycle and planning and construction of educational facilities is highly desirable.

### Special:

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

Travel to locations throughout the District is required.

### Reasonable Accommodation

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

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

ACCOUNTANT

**DEFINITION**

Performs professional accounting duties which involve establishing and maintaining accounting records, preparing and reviewing trial balances, preparing statements and reports, making adjusting entries, and providing technical direction to clerical accounting staff engaged in the classification and distribution of income and expenditures for subsequent posting to ledgers.

**TYPICAL DUTIES**

Prepares and reviews periodic trial balances and reconciles them with the general ledger.

Prepares accounting statements and reports.

Determines and establishes accounts receivable from Board reports, inter-district contracts, payroll records, specially-funded program agreements, and various other sources of information.

Reconciles open accounts receivable with the general ledger on a periodic basis.

Prepares journal vouchers and makes adjusting and closing entries.

Utilizes accounting enterprise systems in the processing of accounting related data.

Registers disbursements and payroll deductions.

Analyzes accounting data, identifies and determines causes of discrepancies, and recommends corrective and preventative measures.

Maintains accounting controls over documents processed by data processing, verifies accuracy of output documents, and resolves discrepancies.

Reviews and corrects the coding of items such as payroll documents, contract documents, and purchasing documents for account distribution according to fund, appropriation, organizational unit, legality, and funding.

Maintains subsidiary ledgers.

Acts as liaison and provides approved information concerning the accounting system to auditors, financial institutions, governmental agencies, and the public.

Identifies and reports accounting process and system issues and contributes to the analysis and testing of system modifications and improvements under the guidance of a functional business systems analyst.

Answers inquiries from administrators, staff, vendors, and students regarding account balances, codes, and accounting procedures and policies.

Assists campus staff in resolving discrepancies in their accounts.

Provides work direction, training and technical assistance to clerical accounting staff.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

An **Accountant**, following established rules and procedures, performs professional accounting duties such as establishing and maintaining accounting records, preparing and reviewing trial balances, preparing statements and reports, making adjusting entries, and overseeing the clerical accounting functions that include the classification and distribution of income and expenditures for subsequent posting to ledgers. Incumbents in the course of their work are responsible for identifying and reporting accounting process and system issues and contribute to the analysis and testing of system modifications and improvements under the guidance of a functional business systems analyst.

A **Senior Accountant** supervises the activities of a small unit engaged in processing accounting and other related documents, applies a working knowledge of principles and practices of accounting in resolving problems related to various accounts, and is responsible for preparing accounting statements and reports. Incumbents in the course of their work are responsible for identifying and reporting accounting process and system issues and contribute to the analysis and testing of system modifications and improvements under the guidance of a functional business systems analyst.

A **Senior Accounting Technician** applies a working knowledge of the District's accounting system while acting in a lead capacity with responsibility for overseeing the day-to-day operation of a small unit engaged in processing clerical accounting and other related documents.

## **SUPERVISION**

General supervision is received from a classified supervisor or administrator. Work direction and technical assistance may be exercised over assigned clerical accounting and other clerical staff.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles, procedures, practices, and theories of accounting

Accounting codes, classification, and terminology

Principles and methods of account maintenance

Federal, state, and local laws, ordinances, codes, regulations, and policies affecting the accounting and financial systems

Principles and practices of business and public administration

Current trends and developments in accounting and related fields

Organization and management of records

Principles of training

Capabilities of enterprise systems, software, and hardware used in accounting

**Ability to:**

Apply accounting practices, principles, and procedures to assigned work

Review and verify accounting data and resolve discrepancies

Prepare clear and concise reports and statements

Train others in specialized accounting practices and procedures

Effectively utilize accounting enterprise systems and software applications in the performance of duties

Give instructions and explain accounting procedures in a clear and concise manner

Work independently on assigned projects

Establish and maintain effective and cooperative working relationships with District administration, staff, and vendors

Meet schedules and deadlines

Maintain accurate accounting records

Learn and apply laws, rules, and procedures related to governmental accounting, including GAAP

Learn specialized governmental accounting practices and procedures

Learn specialized software applications used in accounting systems

**ENTRANCE QUALIFICATIONS**

**Education and Experience:**

A. A bachelor's degree from a recognized college or university, which included or was supplemented by at least 24 semester units of accounting coursework. A degree with a major in accounting, business administration, finance, public administration, or a related field is desirable.

**OR**

B. A valid license to practice as a Certified Public Accountant in California.

## Reasonable Accommodation

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

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



**SENIOR ACCOUNTANT**

**DEFINITION**

Performs professional accounting duties of a difficult and responsible nature requiring the application of established accounting principles and practices to a wide variety of technical and management accounting and fiscal problems and supervises the activities of a small unit engaged in processing accounting and other related documents.

**TYPICAL DUTIES**

Supervises the activities of a small unit engaged in processing accounting documents, maintaining accounting records, preparing accounting statements and reports, and other related functions.

Prepares key statements such as balance sheets, income statements, source and application of funds statements, reports for assuring compliance with laws and regulations affecting the expenditure of funds, reports for controlling the budget, and reports on the status of obligations and expenditures.

Reconciles open accounts receivable with the general ledger on a periodic basis.

Devises and maintains control and summary accounts and effects reconciliation with subsidiary ledgers and records.

Analyzes accounting and reporting requirements of programs funded through a variety of sources and establishes appropriate monitoring procedures and accounting methods.

Conducts cost comparisons and analysis and develops cost expenditure data for use in budgetary and management analysis and planning.

Utilizes accounting enterprise systems in the processing of accounting and financial data.

Analyzes complex accounting and financial data, identifies and determines causes of discrepancies, and recommends corrective and preventative measures.

Devises accounting and fiscal forms and procedures within assigned area of responsibility.

Reviews and assists in the development of changes and revisions to accounting systems and procedures affecting assigned area of responsibility.

Answers non-routine inquires regarding account balances, codes, and accounting procedures and policies.

Identifies and reports accounting process and system issues and contributes to the analysis and testing of system modifications and improvements under the guidance of a functional business systems analyst.

Prepares complex periodic and special accounting statements and reports.

Acts as liaison and provides approved information concerning the accounting system to auditors, financial institutions, governmental agencies, and the public.

Maintains contact with District staff to supply accounting and financial data, secure information on operations and problems, and furnish advice on fundamental accounting practices and procedures.

May act for immediate supervisor in his/her absence.

May supervise payroll and personnel units at a college.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A **Senior Accountant** supervises the activities of a small unit engaged in processing accounting and other related documents, applies a working knowledge of principles and practices of accounting in resolving problems related to various accounts, and is responsible for preparing accounting statements and reports. Incumbents in the course of their work are responsible for identifying and reporting accounting process and system issues and contribute to the analysis and testing of system modifications and improvements under the guidance of a functional business systems analyst.

A **Supervising Accountant** supervises multiple accounting units comprised of assigned professional, supervisory, and clerical accounting staff and applies a thorough knowledge of accounting systems and principles and practices of governmental accounting in analyzing and resolving complex operating problems, and is responsible for preparing the more difficult accounting statements and reports.

An **Accountant**, following established rules and procedures, performs professional accounting duties such as establishing and maintaining accounting records, preparing and reviewing trial balances, preparing statements and reports, making adjusting entries, and overseeing the clerical accounting functions that include the classification and distribution of income and expenditures for subsequent posting to ledgers. Incumbents in the course of their work are responsible for identifying and reporting accounting process and system issues and contribute to the analysis and testing of system modifications and improvements under the guidance of a functional business systems analyst.

## **SUPERVISION**

General supervision is received from a classified supervisor or administrator. Immediate supervision is exercised over assigned professional and clerical accounting and other clerical staff.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles, procedures, practices, and theories of accounting with an emphasis on governmental accounting, including GAAP

Budgeting and accounting structures and systems

Federal, state, and local laws, ordinances, codes, regulations, and policies affecting ~~the~~ accounting and financial systems, ~~including GAAP~~

Accounting codes, classification, and terminology

Research, statistical, and forecasting methods used in accounting analysis and management

Principles, practices, and procedures of auditing and budgeting

Current trends and developments in accounting and related fields

Principles and practices of business and public administration

Principles of supervision and training

Organization and management of records

Capabilities of enterprise systems, software, and hardware used in accounting

Ability to:

Supervise the activities of a small unit

Apply accounting principles to the analysis of complex accounting problems

Develop clear and comprehensive reports, statements, and forms

Make sound decisions and recommendations regarding accounting and fiscal activities

Explain complex accounting procedures, clearly, concisely, and comprehensively, orally and in writing

Effectively utilize accounting enterprise systems and software applications in the performance of duties

Interpret and apply laws, rules, and regulations related to accounting and fiscal procedures and practices

Review, verify, and analyze complex accounting and financial data and resolve discrepancies

Maintain accurate accounting and financial records

Meet schedules and deadlines

Work independently

Provide leadership and technical assistance to others

Give clear and concise instructions

Train others in specialized accounting practices and procedures

Establish and maintain effective and cooperative working relationships with District administration, staff, and representatives of government agencies and various private organizations

Learn specialized software applications used in accounting systems

## **ENTRANCE QUALIFICATIONS**

### **Education:**

A. A bachelor's degree from a recognized college or university, which included or was supplemented by at least 24 semester units of accounting coursework. A degree with a major in accounting, business administration, finance, public administration, or a related field is desirable.

**OR**

B. A valid license to practice as a Certified Public Accountant in California.

### **Experience:**

Two years of full-time, paid, professional-level accounting experience. One year of the required experience must have been in a supervisory or lead capacity. A successfully completed college-level course in supervision or management may substitute for the required one year of experience in a supervisory or lead capacity. Experience in governmental accounting is desirable.

### **Reasonable Accommodation**

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

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