

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING  
Wednesday, September 22, 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, October 6, 2021  
Closed Session 12:30 p.m.  
Open Session 1:00 p.m.  
TBD

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, September 22, 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 August 25, 2021 and September 1, 2021
- IV. Miscellaneous Personnel Commission Activities and Announcements
  - a. Classified Employment Opportunities Bulletin
  - b. Strictly Classified Employee Bulletin
- V. Receive the 2020-2021 Personnel Commission Annual Report
- VI. Establishment of New Classifications of Financial Aid Systems Specialist and Assistant Financial Aid Systems Specialist (Case 4012)
  - a. Approve the Establishment of the New Classifications of Financial Aid Systems Specialist and Assistant Financial Aid Systems Specialist
  - b. Approve the Salary Allocations for the New Classifications of Financial Aid Systems Specialist and Assistant Financial Aid Systems Specialist
  - c. Approve the Class Descriptions for the New Classifications of Financial Aid Systems Specialist and Assistant Financial Aid Systems Specialist
  - d. Approve the Examination Authorizations for the New Classifications of Financial Aid Systems Specialist and Assistant Financial Aid Systems Specialist with an Open and Promotional (Dual Certification) Field of Competition
  - e. Approve the Reclassification of EN 770680, Senior Computer & Network Support Specialist, Central Financial Aid Unit, Educational Services Center
- VII. Revision to Personnel Commission Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES (Final Approval) (Case 4005)
- VIII. Reissue Personnel Commission Rule 625, REIMBURSEMENT OF CANDIDATES' TRAVEL AND HIRING PROCESS EXPENSES (Case 4011)
- IX. Revision to Personnel Commission 816, PAID HOLIDAYS (Tentative Approval) (Case 4014)
- X. Correspondence

- XI. Notice of Anticipated Items: Revision to Personnel Commission 816, PAID HOLIDAYS (Final Approval); Revision to Personnel Commission Rule 812, VACATION LEAVE (Tentative Approval); Establishment of New Classification of Custodian (Sub and Relief); Salary Reallocation for Custodial Operations Classifications, Facilities Series (Local 99, Local 721); Class Description Revisions for: Admissions & Records Office Supervisor (Local 721), Senior Admissions & Records Office Supervisor (Local 721)
- XII. Hear Non-Agenda Speakers/Open Forum
- XIII. Reconvene into Closed Session
- XIV. Reconvene into Open Session
- XV. Report of Actions Taken in Closed Session
- XVI. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, October 6, 2021  
Closed Session 12:30 p.m.  
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TBD

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LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

Wednesday, August 25, 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, August 25, 2021 – 1:00 p.m.**

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**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:  
Jo-Ann Haywood, AFT 1521A  
VictorHugo Ortiz, AFT 1521A  
Gloria Moreno, 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 July 28, 2021 and August 11, 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 July 28, 2021, as presented. Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the minutes for the closed and open sessions of August 11, 2021, as presented. Ms. Singer abstained as she was not present for the August 11, 2021 meetings.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**
  - a. **Classified Employment Opportunities 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. **Title Change and Salary Reallocation for the class of Chief Financial Officer/Treasurer (Case 4004)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the title change and salary reallocation noted above, as presented.
- VI. **Revision to Personnel Commission Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES (Tentative Approval) (Case 4005)** - 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 revision noted above, as presented.
- VII. **Notice of Outstanding Work Performance for Caritia Hughes, Senior Personnel Assistant, Risk Management, Educational Services Center**- Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission congratulated the employee noted above on their outstanding work.
- VIII. **Correspondence** – No correspondence was received.
- IX. **Notice of Anticipated Items** – Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Salary Reallocation and Title Change for the class of Software Systems Engineering Manager (CMA); Re-activation for the Class of Computer and Network Operations Manager (CMA)
- X. **Hear Non-Agenda Speakers/Open Forum** – None.
- XI. **Reconvene into Closed Session**
- XII. **Reconvene into Open Session**
- XIII. **Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.
- XIV. **Adjourn** – The meeting adjourned at 1:16 p.m.

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

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

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

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Hope Singer

Staff: Ronald Delahoussaye, Personnel Director

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**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
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Diva Sanchez Trevino, Vice Chair  
Hope Singer

Staff:  
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Ute Severa, Assistant Personnel Director  
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\_\_\_\_\_  
Ronald Delahoussaye, Personnel Director

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\_\_\_\_\_  
Date

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

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Establishment of New Classifications of Financial Aid Systems Specialist and Assistant Financial Aid Systems Specialist (Case 4012)

**Recommendations:**

- I. It is recommended that the Personnel Commission establish a new class of Financial Aid Systems Specialist; that the new class be placed in the Financial Aid Group, Student Services Series; that the new class description be adopted; that the new class be allocated to Salary Schedule 7028.38; that the salary setting basis for the new class be based on a direct alignment with the key class of Personnel Analyst, effective July 1, 2021.

New Class of Financial Aid Systems Specialist:

Salary Schedule 7028.38\*

Step 1	Step 2	Step 3	Step 4	Step 5	
\$7,028.38	\$7,414.95	\$7,822.77	\$8,253.02	\$8,706.94	Monthly
\$84,340.56	\$88,979.40	\$93,873.24	\$99,036.24	\$104,483.28	Annually

\*Note: this includes anticipated 5.07% COLA

- II. It is recommended that the Personnel Commission establish a new class of Assistant Financial Aid Systems Specialist; that the new class be placed in the Financial Aid Group, Student Services Series; that the new class description be adopted; that the new class be allocated to Salary Schedule 5673.43; that the salary setting basis for the new class be based on a four-step differential below the key class of Personnel Analyst, effective July 1, 2021.

New Class of Assistant Financial Aid Systems Specialist:

Salary Schedule 5673.43\*

Step 1	Step 2	Step 3	Step 4	Step 5	
\$5,673.43	\$5,985.47	\$6,314.67	\$6,661.98	\$7,028.38	Monthly
\$68,081.16	\$71,825.64	\$75,776.04	\$79,943.76	\$84,340.56	Annually

\*Note: this includes anticipated 5.07% COLA

- III. It is recommended that the Personnel Commission authorize an examination for the new classes of Assistant Financial Aid Systems Specialist and Financial Aid Systems Specialist with an Open and Promotional (Dual Certification) field of competition.
- IV. It is recommended that the Personnel Commission find EN 770680 qualified for the new class of Financial Aid Systems Specialist.
- V. It is recommended that the position of EN 770680 in the former class of Senior Computer and Network Support Specialist be reclassified to the new class of Financial Aid Systems Specialist, effective July 1, 2021.

- VI. It is recommended that the following starred rate be approved for EN 770680, salary step 5: \$9,625.93/mo (5.07% COLA included) of the salary schedule for the former class of Senior Computer and Network Support Specialist, effective July 1, 2021.

**Bases of Recommendations:**

1. On March 24, 2021 several new information technology job classes were established as part of the District's reorganization plan of the enterprise network infrastructure in response to recommendations from the Huron Consulting Group. Some of the new classifications included Supervising Technology Services Specialist, Technology Services Specialist, and Assistant Technology Services Specialist and were created to replace the Senior Computer and Network Support Specialist, Computer and Network Support Specialist, and Assistant Computer and Network Support Specialist classifications, respectively. As part of the reorganization assessment, it was discovered that two positions consisting of one Senior Computer and Network Support Specialist (occupied by EN 770680) and one Computer and Network Support Specialist (occupied by EN 805535) were assigned to the District's Central Financial Aid Unit, which is outside of the District's IT structure. EN 805535 has taken the Supplemental Retirement Plan and has since retired on June 30, 2021 while EN 770680's position was flagged as the sole remaining position in the former IT structure to be addressed since his current classification was set to be abolished effective June 30, 2021.

Staff audited EN 770680's position and found that the employee is primarily responsible for performing continuous audit and user consultation duties leading to the identification and definition of transactional, business process, and financial aid system issues; reviewing and translating departmental requirements into specifications based on an understanding of PeopleSoft and legacy DEC financial aid systems as well as performing testing, and maintenance tasks, and serving as a technical resource to financial aid office staff at both the District Office and colleges. After a thorough analysis of the employee's assigned duties, staff found that the duties the employee performs warranted the creation of a new specialized class comparable to the specialized class of Accounting Systems Analyst, which was established to perform business process analysis in the area of accounting. Therefore, staff determined that replicating the model of the Accounting Systems Analyst and Assistant Accounting Systems Analyst classifications and applying it to the central financial aid area as the most appropriate methodology to address the replacement of the former Senior Computer and Network Support Specialist and Computer and Network Support Specialist positions in the Central Financial Aid Unit.

It is anticipated that these proposed new classes will aid the District's Central Financial Aid Unit in effectively providing business process review and user support for PeopleSoft financial aid systems used at the colleges and the Educational Services Center; assist in the transition of current staff into more appropriate classifications based on current duties assigned; and provide additional promotional opportunities to financial aid staff.

2. An incumbent in the new class of Financial Aid Systems Specialist, through continuous audit and user consultation, identifies and defines student financial aid transactional, business process, and financial aid system issues; reviews and translates departmental requirements into specifications based on a thorough understanding of Federal and state regulations, requirements and procedural guidelines and PeopleSoft and legacy DEC financial aid systems; performs testing, and maintenance tasks; and serves as a technical resource to financial aid office staff at both the District Office and colleges.

An incumbent in the new class of Assistant Financial Aid Systems Specialist applies a thorough knowledge of student financial aid Federal and state regulations, requirements and procedural guidelines and basic understanding of PeopleSoft and legacy DEC financial aid systems to moderately complex level assignments in student financial aid business process review and system maintenance and development. Assignments are

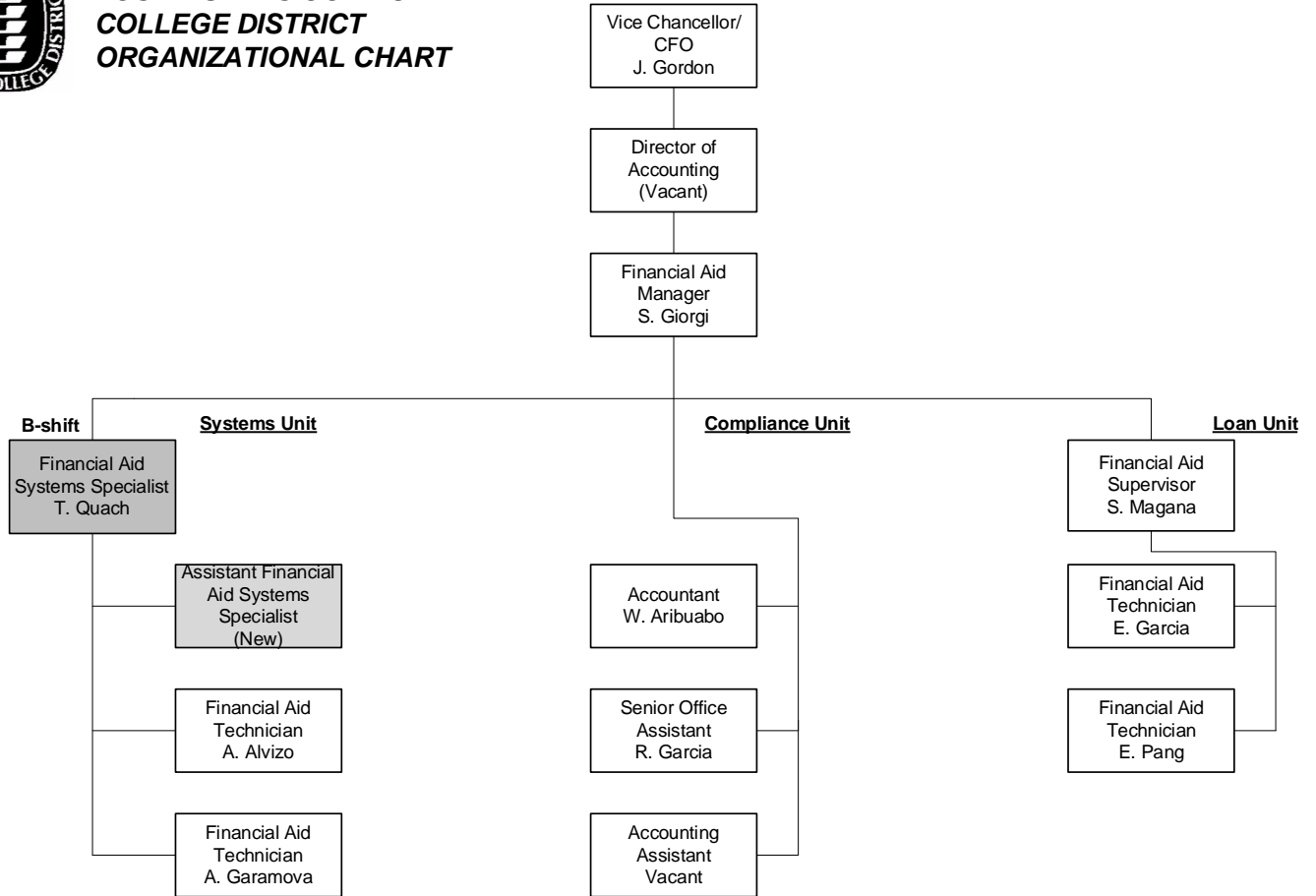
selected to enhance the employee's skills and professional development in the preparation for promotion to higher-level specialist positions.

3. External data and internal salary relationships were both considered in establishing the recommended salary setting bases for the new classes. Staff reviewed salary data for financial aid systems positions from other local community college districts and universities and found comparable positions at Coast Community College District, Santa Monica College, Cerritos College, Riverside Community College District, Antelope Valley College, and Cal Poly Pomona University. The salary data ranged from \$5,208.35 to \$8,489.00 per month at the maximum step with an average of \$6,868.54 per month at the maximum step. Staff notes that the financial aid position salary data obtained did not reflect a supervisory role in those positions and therefore were considered weaker than the proposed new class of Financial Aid Systems Specialist. Based on a review of internal salary relationships within the classified service, staff is recommending that the salary for the new job classes be based on internal alignment with other specialized professional-level "business analysts". Additionally, in the classified service most of the business areas have a journey-level analyst position, i.e., Procurement Specialist, Accounting Systems Analyst, Financial Analyst, Personnel Analyst, etc. Although the labor market salary for the various occupational areas may vary, it has been the salary policy not to create small disparities in salary, but to maintain direct alignment among all "business analysts". The recommended salary setting bases and differentials are consistent with the ones used for similar family groups in other occupational areas and are tied to the benchmark of Personnel Analyst. Staff also notes that by aligning the new class of Financial Aid Systems Analyst internally with the class of Personnel Analyst is also more appropriate given that the new class is stronger than the classes identified in the external data since an incumbent in the class is assigned a supervisory role. Internal alignment results in approximately 21% more at the top step than the external salary data average, which is also close to the four-step differential (22%) that is used throughout the classified service to account for supervisory responsibilities.
4. The recommended title for the new classes of Financial Aid Systems Specialist and Assistant Financial Aid Systems Specialist are descriptive of the level of duties that are assigned to the classes.
5. Staff is recommending that EN 770680 be found qualified for his reclassified position of Financial Aid Systems Specialist based on his extensive employment history with the District. The reclassified position of the employee requires a four-year degree in an applicable major which the employee currently does not possess. However, a four-year degree was not a requirement for the employee's current supervisory computer and network support specialist position to which he promoted into in 2005. His initial employment with the District began in the summer of 1992 as an Instructional Assistant, Information Technology. Furthermore, staff notes that the salary allocation for the recommended class falls at a lower level than the salary of the employee's current class. Based on these factors, staff considered this recommendation an equitable solution to this case.
6. The recommendations for the starred rate for EN 770680 is based on technology/organizational changes that occurred in this occupational area and the District's desire to limit financial loss to the incumbents. Under the provisions of Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION, Paragraph C.4., this starred rate shall be in effect as long as the incumbent remains in the same position and until the starred rate falls within the schedule of the class to which reallocated by virtue of future upward salary movement or for a period equal to the time the employee served in the higher class from which he was reassigned, whichever is the shorter period, with the total protected time not to exceed 39 months. If after this time the salary rate of an incumbent's position has not been adjusted upward to meet the starred rate amount, the incumbent will be assigned to the highest salary rate allocated to his job classification.



**LOS ANGELES COMMUNITY  
COLLEGE DISTRICT  
ORGANIZATIONAL CHART**

**OFFICE OF ACCOUNTING AND  
DISBURSEMENTS  
-Central Financial Aid Unit-**



**FINANCIAL AID SYSTEMS SPECIALIST**

**DEFINITION**

Identifies, defines, troubleshoots, and resolves student financial aid transactional and business process issues; develops requirements and specifications for financial aid system/module development and modification; and serves as a resource to central financial aid unit and college financial aid office staffs by providing technical assistance, training, and coaching on the use of PeopleSoft financial aid systems.

**TYPICAL DUTIES**

Routinely audits student financial aid transactional data, reports, financial aid system functionalities, and inter-system integration to ensure effective operational outcomes; identifies opportunities for improving business processes and insuring compliance with all applicable state and federal laws and regulations on financial aid.

Consults with financial aid system users to identify and define operational needs and objectives, current operational procedures, problems, input and output requirements, and levels of systems access.

Analyzes the feasibility of and develops requirements/specifications for new systems/modules and enhancements to existing systems in area of financial aid and ensures that the system design fits the needs of the users.

Documents business processes and system changes; develops and distributes communications to colleges, students, and other stake holders regarding policy, process, and procedural changes.

Acts as liaison between process owners and IT systems and programming staff engaged in analyzing, designing, coding, implementing, maintaining, and modifying technology components of financial aid information technology systems and applications.

Performs testing for system projects from development to production and recommends changes in configurations to resolve errors and address user needs.

Recruits, trains, and guides user-testers from various business areas to complete quality testing of new features and changes to existing financial aid system modules.

Provides technical training, mentoring, and coaching to professional and technical staff of matters related to usage of PeopleSoft and legacy DEC systems functionality.

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

Writes instructions, procedures, and manuals associated with the implementation and maintenance of financial aid systems.

Writes reports and correspondence, including specifications, related to financial aid systems.

Acts as a liaison with auditors engaged in regulatory, contractual, and operational audits of District financial aid operations.

Supervises lower-level specialists and technical and clerical support staff.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A **Financial Aid Systems Specialist** through continuous audit and user consultation identifies and defines student financial aid transactional, business process, and financial aid system issues; reviews and translates departmental requirements into specifications based on a thorough understanding of Federal and state regulations, requirements and procedural guidelines and PeopleSoft and legacy DEC financial aid systems; performs testing, and maintenance tasks; and serves as a technical resource to financial aid office staff at both the District Office and colleges.

An **Assistant Financial Aid Systems Specialist** applies a thorough knowledge of student financial aid Federal and state regulations, requirements and procedural guidelines and basic understanding of PeopleSoft and legacy DEC financial aid systems to moderately complex level assignments in student financial aid business process review and system maintenance and development. Assignments are selected to enhance the employee's skills and professional development in the preparation for promotion to higher-level specialist positions.

## **SUPERVISION**

General supervision is received from the Financial Aid Manager at the central financial aid unit. Immediate supervision is exercised over lower-level professional, technical, and clerical financial aid staff at the central financial aid unit.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Federal and state regulations, requirements, and procedural guidelines pertaining to governmentally-funded programs of student financial assistance

Eligibility requirements and application procedures for financial aid programs

Goals and objectives of the District and Division of Finance as they relate to financial aid operations

Characteristics and capabilities of state-of-the-art technology related to financial aid administration including PeopleSoft, and legacy DEC financial aid systems/modules

Capabilities of computer applications, systems, and hardware used in financial aid operations

Principles and methods of systems developing operational process specifications and documentation

Principles of work simplification and modification

Principles of training and coaching

### **Ability to:**

Identify operational problems, assemble and review facts, draw sound conclusions, and recommend solutions to financial aid system problems

Articulate technical specifications for the development and improvement of business processes and related technology systems

Interpret and apply applicable rules, laws, and procedures to financial aid operations

Document operational processes, functions, and procedures involving PeopleSoft and legacy DEC financial aid modules

Perform testing tasks related to PeopleSoft financial aid systems modules

Express concepts clearly and concisely both orally and in writing

Write clear and comprehensive reports, documentation, instructions, and training materials

Train others in specialized financial aid processes and the uses of related technology systems

Interpret and apply applicable federal and state regulations, requirements, and procedures to financial aid operations

Work effectively and independently on assigned projects

Plan and execute work to meet critical schedules and deadlines

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

### **ENTRANCE QUALIFICATIONS**

#### **Education and Experience:**

A. A master's degree from recognized college or university with a major in accounting, finance, business process management, or a related field **AND** one year of recent, full-time, paid, professional-level experience in a financial aid position which included responsibility for business process review, design, or modification in an ERP environment such as PeopleSoft.

**OR**

B. A bachelor's degree from a recognized college or university, preferable with a major in accounting, finance, economics, business administration, public administration, or a related field **AND** three years of recent, full-time, paid, professional-level experience in a financial aid position which included responsibility for business process review, design, or modification in an ERP environment such as PeopleSoft.



**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.

**ASSISTANT FINANCIAL AID SYSTEMS SPECIALIST**

**DEFINITION**

Performs moderately complex assignments related to identifying, defining, troubleshooting, and resolving student financial aid transactional and business process issues and developing requirements and specifications for financial aid system/module development and modification while receiving on-the-job training in more advance skills in the preparation for promotion to higher-level specialist positions.

**TYPICAL DUTIES**

Under the guidance of a financial aid manager and higher-level business analysts, performs a variety of moderately complex assignments related to:

- Auditing of student financial aid transactional data, reports, financial aid system functionalities
- Consulting with financial aid system users to discuss operational problems, needs, and objectives
- Identifying opportunities for improved business processes
- Developing requirements/specifications for new systems/module
- Writing documentation for business processes and modifications
- Participating in discussion with IT systems and programming staff engaged in analyzing, designing, coding, implementing, maintaining, and modifying technology components of financial aid information technology systems and applications
- Testing of financial aid system modification
- Responding to questions for users related to usage of PeopleSoft and legacy DEC systems functionality

Receives on-the-job training from higher-level business analysts in the tools and application of business process analysis and management and feature of PeopleSoft and legacy DEC financial aid modules.

May perform technical work in the absence of assigned personnel and during peak workload periods.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

An **Assistant Financial Aid Systems Specialist** applies a thorough knowledge of student financial aid Federal and state regulations, requirements and procedural guidelines and basic understanding of PeopleSoft and legacy DEC financial aid systems to moderately complex level assignments in student financial aid business process review and system maintenance and development. Assignments are selected to enhance the employee's skills and professional development in the preparation for promotion to higher-level specialist positions.

A **Financial Aid Systems Specialist** through continuous audit and user consultation identifies and defines student financial aid transactional, business process, and financial aid system issues; reviews and translates departmental requirements into specifications based on a thorough understanding of Federal and state regulations, requirements and procedural guidelines and PeopleSoft and legacy DEC financial aid systems; performs testing, and maintenance tasks; and serves as a technical resource to financial aid office staff at both the District Office and colleges.

## **SUPERVISION**

Immediate supervision is received from a manager or higher-level analyst. Work direction may be provided to technical and clerical financial aid staff.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Federal and state regulations, requirements, and procedural guidelines pertaining to governmentally-funded programs of student financial assistance

Eligibility requirements and application procedures for financial aid programs

Goals and objectives of the District and Division of Finance as they relate to financial aid operations

Characteristics and capabilities of state-of-the-art technology related to financial aid administration including PeopleSoft, and legacy DEC financial aid systems/modules

Capabilities of computer applications, systems, and hardware used in financial aid operations

Principles and methods of system developing operational process specifications and documentation

Principles of work simplification and modification

Basic principles of training and coaching

**Ability to:**

Assemble and review facts, and draw sound conclusions related to financial aid system problems

Write elements of the technical specifications for the development and improvement of business processes and related technology systems

Document operational processes, functions, and procedures involving PeopleSoft and legacy DEC financial aid modules

Perform routine testing tasks related to PeopleSoft and financial aid systems modules

Effectively utilize computer equipment and software in the performance of duties

Express concepts clearly and concisely both orally and in writing

Interpret and apply applicable federal and state regulations, requirements, and procedures to financial aid operations

Write clear and comprehensive reports, documents, instructions, and training materials

Provide work direction to others in specialized financial aid processes and the use of related technology systems

Work effectively and independently on assigned projects

Meet work deadlines

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

Learn PeopleSoft and legacy DEC financial aid modules

**ENTRANCE QUALIFICATIONS**

**Education and Experience:**

- A. A master's degree from a recognized college or university with a major in accounting, finance, business process management, or a related field.

**OR**

- B. A bachelor's degree from a recognized college or university, preferably with a major in accounting, finance, economics, business administration, public administration, or a related field **AND** one year of recent, full-time, paid, professional-level experience in a financial aid position which included responsibility for business process review, design, or modification in an ERP environment such as PeopleSoft.

**Special:**

A valid Class "C" California driver's license may be required for some positions.

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

**Reasonable Accommodation**

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

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

## LOS ANGELES COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Revision to Personnel Commission Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES (Final Approval) (Case 4005)

The proposed amendments to Personnel Commission Rule 702 are part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched the procedure for performance evaluations at 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. All districts have procedures outlining the performance evaluation process, including when evaluations are to be made, who makes the evaluations, and that evaluation meetings are to take place. General updates have been made to the rule for clarity purposes and to account for procedural changes as the performance evaluation process has moved from using a hardcopy format to electronic submission.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

702

LAW AND RULES

June 21, 2016-September 22, 2021

**702 PERFORMANCE EVALUATION FOR PROBATIONARY AND  
PERMANENT CLASSIFIED EMPLOYEES**

**Education Code Sections**

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

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

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

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

A. Applicability of this Rule

This Rule applies to management, confidential, and other non-represented employees. Procedures for represented employees are contained in their respective bargaining agreements.

B. Administration of Performance Evaluation Process and Distribution of Forms

1. The Human Resources Division shall be responsible for the overall administration of ~~administer~~ the performance evaluation process, ~~and~~ The distribution of ~~distribute~~ the applicable performance evaluation forms for probationary and permanent classified employees is done electronically in accordance with the provisions of this Rule.

2. The Human Resources Division shall ensure that ~~provide~~ instructions are provided to supervisory/management staff regarding ~~for the~~ performance evaluation procedures ~~to supervisory/management personnel.~~

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

702

LAW AND RULES

June 21, 2016-September 22, 2021

C. Time lines for Performance Evaluations

1. Employees shall be evaluated in accordance with the following schedule:
  - a. Probationary employees in executive and administrative classes, as defined in Rule 596, OVERTIME, Paragraph F., shall be evaluated during the fourth and ninth months of their probationary period.
  - b. Probationary employees in classes other than executive and administrative shall be evaluated during the second and fourth months of their probationary period.
  - c. Permanent employees shall be evaluated during the period of May 1 through June 30, for the preceding fiscal year.
2. Supervisors may make additional performance evaluations for employees at any time at his/her discretion.

D. Instructions for Performance Evaluations

1. Performance evaluations shall be made by those persons who are immediately responsible for the employee's work. The evaluator either oversees, reviews, and checks the daily work performance of the employee being evaluated or is the one who is most closely acquainted with the employee's daily work performance. The performance evaluation made by such a first-line supervisor may be supplemented by a separate evaluation by a technical specialist who exercises functional supervision, when such an evaluation appears to be desirable. The work performance of permanent employees shall be evaluated by each supervisor under whom the employee has worked for 90 working days during the performance evaluation period.
2. Performance evaluations shall be made on the prescribed forms ~~prescribed by the Personnel Commission~~. Steps to be followed and factors to be evaluated by supervisors in completing performance evaluation forms shall be on the form or supplements thereto.
3. An individual evaluation conference shall be held with each employee during which the presentation of the completed evaluation and discussion of the following will occur:
  - a. The reasons for performance evaluation



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- b. Job duties and responsibilities
  - c. The kind of work performance expected
  - d. The basis for the evaluation given
  - e. Areas where work performance may be improved
    - f. The goals and objectives to be accomplished during the next evaluation period
4. As part of the evaluation conference, the employee and the supervisor should compare the duties being performed by the employee with the typical duties listed in the employee's current class specification. If either the supervisor or employee believes that the employee spends a significant portion of time performing duties inappropriate to the class, he/she shall indicate this on the evaluation form and attach a statement listing the duties and responsibilities considered inappropriate. In classes where the use of a particular skill is the primary basis for classification, the lack of use of that skill is sufficient reason to question the classification (for example, an employee working as a Paralegal (Litigation) ~~Senior Secretary (Stenographic)~~ is not properly classified if he/she is never required to assist in litigation matters ~~take dictation~~, even if all the other duties are appropriate to the class).
5. Employees and evaluators are encouraged to arrive at a mutual understanding and acceptance of the evaluation during the conference. If the employee feels that the evaluation is improper, he/she may communicate with the evaluator's immediate supervisor to resolve differences. No regular employee shall be denied this privilege.
- The employee may attach a written statement to the evaluation form if he/she does not agree with the evaluation's content. If a permanent classified employee who has been evaluated as not meeting work performance standards in one or more areas remains dissatisfied, he/she may seek an adjustment of complaints in accordance with Rule 893, PROCEDURE FOR THE ADJUSTMENT OR GRIEVANCES OF CLASSIFIED PERSONNEL.
6. Review of the performance evaluation by the next higher level of administrative authority is optional. Any comments made by the reviewer shall be signed and shown to the supervisor who made the evaluation and to the employee.
7. Completed performance evaluation forms ~~and duty statement attachments, if applicable,~~ shall be sent forwarded to the applicable Vice President or division head or college president for review and signature and uploaded to the electronic performance evaluation tracking system ~~forwarding to the Human Resources Division. The Human Resources Division shall then forward any~~ Performance evaluation forms that indicate that an employee is performing

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duties inappropriate to his/her class shall be forwarded to the Personnel Commission in a timely manner.

8. A supervisor who believes that an employee's work performance has been noteworthy should complete a "Notice of Outstanding Work Performance." The outstanding work performance described may have occurred on a day-to-day basis or in an unusually difficult and/or emergency situation. All-Notices of Outstanding Work Performance should~~shall~~ be reviewed and signed by the employee's college president or division head. Employees shall be provided a copy of any written comments made by the reviewer.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Reissue Personnel Commission Rule 625, REIMBURSEMENT OF CANDIDATES' TRAVEL AND HIRING PROCESS EXPENSES (Case 4011)

Personnel Commission Rule 625 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched related procedures of the other five merit-system based community college districts in California and from the Los Angeles Unified School District (LAUSD) and Long Beach Unified School District and found that LAUSD had provisions on how to reimburse candidates for travel and hiring process expenses. No changes are being recommended to the rule since its last revision in 2016.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

625

LAW AND RULES

~~October 25, 2016~~ September 22, 2021

625 REIMBURSEMENT OF CANDIDATES' TRAVEL AND HIRING PROCESS EXPENSES

**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.

- A. Candidates participating in an examination process administered under the auspices of the Personnel Commission shall not be reimbursed for travel or other examination related expenses.
- B. Eligibles who are requested by a District hiring authority to interview for a vacant position may be fully or partially reimbursed, at the discretion of the College President or Division Head, for travel, teleconferencing, or other related expenses necessarily incurred as part of the interview/selection process. Eligibles living within Los Angeles, Orange, Ventura, San Bernardino or Riverside counties are typically not eligible for reimbursement of expenses.
- C. Reimbursement is typically limited to eligibles for classified senior administrative positions or positions where the recruitment of qualified applicants has been difficult.
- D. Eligibles must identify and receive written agreement for reimbursement of expenses in advance of incurring the actual expenses and must submit appropriate proof of eligible expenses to the District prior to reimbursement.
- E. The source of funds for the reimbursement of expenses is the location to which the position is assigned.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Revision to Personnel Commission Rule 816, PAID HOLIDAYS (Tentative Approval)  
(Case 4014)

The proposed amendment to Personnel Commission Rule 816 is part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched the provisions for paid holidays at 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. All districts have provisions on paid holidays, including employee eligibility and compensation for paid holidays. A new paragraph A.2 was added to provide a provision on the winter holidays as provided for by Education Code Section 88203. An update was made to paragraph F. for exceptions to compensation for holidays as provided in Board Rule 2304.10.

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LAW AND RULES

~~October 11, 2016~~ September 22, 2021

816 PAID HOLIDAYS

Education Code Sections

**88203. ~~Paid Holidays.~~**—All probationary or permanent employees who are part of the classified service shall be entitled to the following paid holidays if they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday: January 1, February 12 known as "Lincoln Day," the third Monday in February known as "Washington Day," the last Monday in May known as "Memorial Day," July 4, the first Monday in September known as "Labor Day," November 11 known as "Veterans Day," that Thursday in November proclaimed by the President as "Thanksgiving Day," December 25, every day appointed by the President, or the Governor of this state, as provided for in subdivisions (c) and (d) of Section 79020 for a public fast, thanksgiving or holiday, or any day declared a holiday under Section 1318 for classified or academic employees. College recesses during the Christmas and Easter periods shall not be considered holidays for classified employees who are normally required to work during that period; provided, however, that this shall not be construed as affecting vacation rights specified in this section.

Regular employees of the district who are not normally assigned to duty during the college holidays of December 25 and January 1 shall be paid for those two holidays if they were in paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

When a holiday herein listed falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed. When a holiday herein listed falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed. When a classified employee is required to work on any of said holidays, he or she shall be paid compensation, or given compensating time off, for such work, in addition to the regular pay received for the holiday, at the rate of time and one-half his or her regular rate of pay.

Article 3 (commencing with Section 79020) of Chapter 8 of Part 48 of this division shall not be construed to in any way limit this section, nor shall anything in this section be construed to prohibit the governing board from adopting separate work schedules for the academic and the classified services, or from providing holiday pay for employees who have not been in paid status on the days specified herein. Notwithstanding the adoption of separate work schedules for the academic and the classified services, on any schoolday during which students would otherwise have been in attendance, but are not and for which faculty receive regular pay, classified personnel shall also receive regular pay whether or not they are required to report for duty that day.

In addition to the other paid holidays specified in this section, the classified service may be entitled to a paid holiday on March 31 known as "Cesar Chavez Day" and a paid holiday on the fourth Friday in September known as "Native American Day," if they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday, if the governing board, pursuant to a memorandum of understanding reached pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, agrees to the paid holiday.

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).

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**88204. ~~Exclusive Weekend or Holiday Employment.~~**—Notwithstanding the provisions of Section 88203, if a community college district establishes a position or class of positions for which employees are required to work exclusively on weekends and holidays, and for which a special salary rate is established that recognizes the exclusive weekend and holiday peculiarity, the employees and positions may be exempted, by the personnel commission, where applicable, or the governing board from the benefits of Section 88203. No governing board may create a position or a class of positions, under this section, to avoid payment of overtime.

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.

**88205. ~~Holiday in Lieu of Specified Holiday.~~**—Prior to July 1 of any college year, the governing board of any community college district may designate other days during that year as the holidays to which classified employees are entitled in lieu of the holidays on February 12 known as "Lincoln Day," the third Monday in February known as "Washington Day," the last Monday in May known as "Memorial Day," or November 11 known as "Veterans Day," as specified in Section 88203, if the designated days provide for at least a three-day weekend. Classified employees shall be required to work on the regular holiday for which another day is designated pursuant to this section, and for work of eight hours or less, shall be paid compensation at their regular rate of pay.

If any classified employee would be entitled to the regular paid holiday but would not be in a paid status during any portion of the working day immediately preceding or succeeding the day so designated in lieu of that holiday and therefore would not be entitled to a day in lieu of the holiday, he or she shall be entitled to the regular holiday; however, if the employee is required to work on that holiday, he or she shall be paid compensation at the rate of time and one-half of his or her regular rate of pay in addition to the regular pay received for the holiday.

This section shall not be construed to authorize the maintenance of colleges on holidays other than as provided in Article 3 (commencing with Section 79020) of Chapter 8 of Part 48.

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).

**88205.5. ~~Admissions Day.~~**—Notwithstanding any other provision of law, if the governing board of a community college district does not designate September 9 known as "Admission Day" as a paid holiday for classified employees, the district shall provide a substitute holiday for those employees. The substitute holiday shall be provided as specified in Section 88205.

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).

**88206. ~~Substitute Holiday.~~**—Any community college district that requires any classified employee to work a workweek other than Monday through Friday, or if the classified employee consents to a workweek including Saturday or Sunday, or both, and as a result thereof the employee loses a holiday to which he or she would otherwise be entitled, shall provide a substitute holiday for the employee, or provide compensation in the amount to which the employee would have been entitled had the holiday fallen within his or her normal work schedule.

**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

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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.

- 
- A. An employee shall receive full pay for those holidays listed in Education Code Section 88203 or for those days designated as holidays in lieu of the regular holidays in accordance with Education Code Section 88205, and for those holidays listed in the agreement between the employee's exclusive representative and the District, and for holiday days declared by the Board of Trustees under the following conditions:
1. A regular employee must be in paid status during any portion of the last working day of his/her assignment preceding the regular holiday or the designated in lieu holiday or during any portion of the first working day of his/her assignment following the regular holiday or the designated in lieu holiday. A regular employee will receive full pay for the regular holiday or the designated in lieu holiday, if the first day of assignment is a regular holiday or a designated in lieu holiday and the employee is in paid status during any portion of the next working day, or if the last day of the employee's assignment is a regular holiday or a designated in lieu holiday and the employee is in paid status during any portion of the last working day preceding the holiday. An employee shall not be entitled to holiday pay if the employee's assignment terminates on a day immediately preceding a regular holiday or a designated in lieu holiday, or if the employee is initially employed on a day immediately succeeding a regular holiday or a designated in lieu holiday. However, if an employee meets the paid status requirements for a regular holiday, but would not meet the paid status requirement for a designated in lieu holiday, the employee shall be entitled to the regular holiday.
  2. A regular employee who is normally not assigned to work during the legal holidays of December 25 and January 1 shall be paid for those two holidays if the employee was in paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.
  23. Limited-term employees shall receive pay for holidays or designated in lieu holidays under the provisions of this paragraph provided they are in paid status any portion of the working day preceding and succeeding the regular holiday or designated in lieu holiday. Payment will be for the number of hours worked on the day preceding or succeeding the holiday, whichever is the greater.
- B. When a holiday occurs while an employee is on vacation or a paid leave of absence, the holiday shall be paid as a holiday and not charged against any leave benefits.



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When a legal holiday falls outside an employee's assignment basis, the employee shall receive holiday pay if the employee was in paid status during the last day of his/her assignment basis or during the first work day of the assignment succeeding the holiday.

- C. An employee serving in multiple assignments shall receive pay for holidays in each assignment independently according to his/her status in each particular assignment.
- D. When a holiday falls on the first day of an employee's weekend, the employee shall observe the holiday on the preceding day. When a holiday falls on the second day of an employee's weekend, the employee shall observe the holiday on the following day. The two days that employees are not regularly required to work when they are assigned on a typical workweek will be considered their "weekend."
- E. Employees who are required to work on days declared to be holidays (excluding college holidays and those on Saturday or Sunday) shall, in addition to the pay to which they may be entitled under this rule, be compensated as follows:
  - 1. Time and one-half for work on regular holidays, except that if a holiday is designated in lieu of the regular holiday, work on the in lieu holiday shall be so compensated and work on the regular holiday shall be compensated at straight time.
  - 2. Time and one-half for work on a regular holiday for which an in lieu holiday has been designated, only for those employees who would be entitled to the regular holiday, but would not be entitled to the in lieu holiday.
  - 3. Executive and Administrative classes, as defined in Rule 596, OVERTIME, who are required to work on a holiday, shall be granted compensating time off on a straight time hour-for-hour basis within 12 calendar months following the month in which the holiday was worked.
- F. When a holiday falls on a Saturday, work on the preceding Friday shall be compensated in accordance with Paragraph E., above, except for Christmas Day and New Year's Day in which case compensation will be for the following Monday. When a holiday falls on a Sunday, the following Monday shall be compensated in accordance with Paragraph E., above, except for Christmas Eve Day and New Year's Eve Day in which case compensation will be for the preceding Friday. When the workweek is reduced by any holiday, time worked in excess of the reduced workweek shall be considered overtime, and the limitation of 30 hours of weekly overtime shall be increased by the amount of the reduction in the workweek due to holidays. Time absent with pay shall count as part of the 40 hours week to the extent of the payment received.
- G. If a holiday of an employee who is on a 9/80 work schedule falls within the 2-week work schedule, the holiday shall be considered the eight (8) hour day and the remaining eight working days shall be nine (9) hour days.

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- H. If a holiday of an employee who is on a 9/80 or 4/40 work schedule falls on an employee's scheduled nine (9) or ten (10) hour working day, he/she shall be granted nine (9) or ten (10) hours of holiday pay, whichever is applicable (except as provided in paragraph G.).
  
- I. If a holiday falls outside of an employee's 9/80 or 4/40 work schedule he/she shall receive a holiday on the workday immediately preceding or following the designated holiday.