

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING  
Wednesday, October 7, 2020 – 12:30 p.m.

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

Dial by your location  
+1 669 900 6833 US (San Jose)  
Meeting ID: 560 371 7342

ORDER OF BUSINESS-CLOSED SESSION MEETING

- I. Roll Call
- II. Requests to Address the Personnel Commission on Closed Session Matters
- III. Convene in Closed Session
  - a. To Discuss Public Employment  
Pursuant to Government Code Section 54957
  - b. Conference with Legal Counsel-Anticipated Litigation  
Pursuant to Government Code Section 54957(b)(1)
- IV. Report of Action taken in Closed Session
- V. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

**Wednesday, October 21, 2020**  
Closed Meeting 12:30 p.m.  
Open Meeting 1:00 p.m.  
Via Teleconference

In compliance with Government Code Section 54957.5 (b), documents made available to the Personnel Commission after posting of the agenda that relate to an upcoming public session item will be made available by posting on the District's official bulletin board located in the lobby of the Educational Services Center located at 770 Wilshire Boulevard, Los Angeles, California 90017. Members of the public wishing to view the material will need to make their own parking arrangements at another location.

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disability Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof.

To make a request for disability-related modification or accommodation, including auxiliary aids or services, please contact the Personnel Commission Office at PersComm@laccd.edu no later than 12 p.m. (noon) on the Monday prior to the Personnel Commission meeting.

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING  
Wednesday, October 7, 2020 – 1:00 p.m.  
Via Teleconference:  
<https://laccd.zoom.us/j/5603717342>  
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ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve Minutes of the Closed and Open Meetings of September 23, 2020
- IV. Miscellaneous Personnel Commission Activities and Announcements
  - a. Classified Employment Opportunities Bulletin
- V. Establishment of Personnel Commission Rule 509, PERSONNEL COMMISSION MEMBERSHIP (Tentative Approval) (Case 3910)
- VI. Classification Study: Student Services Aide (Restricted), EN 1075251, Student Success, Los Angeles Mission College (Case 3906)
- VII. Class Description Revisions for:
  - a. Director of Facilities Planning & Development
- VIII. Notice of Outstanding Work Performance for:
  - a. Danielle Jack, Executive Assistant, Educational Programs and Institutional Effectiveness, Educational Services Center
  - b. Rosa Aguirre, Custodian, Facilities-Operations Department. Los Angeles Southwest College
  - c. Sidney Teran, Gardener, Facilities-Operations Department, Los Angeles Southwest College
- IX. Correspondence
- X. Notice of Anticipated Items: Class Description Revisions for: Assistant Programmer Analyst (AFT), Programmer Analyst (AFT), Senior Programmer Analyst (Local 721), Supervising Systems and Programming Analyst (CMA)
- XI. Hear Non-Agenda Speakers/Open Forum
- XII. Reconvene into Closed Session
- XIII. Reconvene into Open Session

XIV. Report of Actions Taken in Closed Session

XV. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

**Wednesday, October 21, 2020**

Closed Meeting 12:30 p.m.

Open Meeting 1:00 p.m.

Via Teleconference

In compliance with Government Code Section 54957.5 (b), documents made available to the Personnel Commission after posting of the agenda that relate to an upcoming public session item will be made available by posting on the District's official bulletin board located in the lobby of the Educational Services Center located at 770 Wilshire Boulevard, Los Angeles, California 90017. Members of the public wishing to view the material will need to make their own parking arrangements at another location.

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LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

Wednesday, September 23, 2020 – 12:30 p.m.

Via Teleconference:

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+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

**MINUTES OF THE REGULAR MEETING – CLOSED SESSION**

Present: Commissioners:  
David Iwata, Chair  
Henry Jones, Vice-Chair  
Diva Sanchez Trevino

Staff: Ronald Delahoussaye, Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** - None
- III. **Convene in Closed Session**
- a. **To Discuss Public Employment**  
Pursuant to Government Code Section 54957  
In the Matter of the Appeal of Easy ID No. Mar-27-6831, Oral Examination, College Financial Administrator
- 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, September 23, 2020 – 1:00 p.m.**

Via Teleconference:

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Meeting ID: 560 371 7342

**MINUTES OF THE OPEN MEETING**

Present: Commissioners:  
David Iwata, Chair  
Henry Jones, Vice Chair  
Diva Sanchez Trevino

Staff:  
Ronald Delahoussaye, Personnel Director  
Ute Severa, Assistant Personnel Director  
Neely Miller, Executive Assistant (Confidential)  
Ryan Pennock, Personnel Analyst  
Deborah Tsai, Assistant Personnel Analyst  
Patrick Sung, Assistant Personnel Analyst

Guests:  
Reuben C. Smith, Vice Chancellor/Chief Facilities Executive, Educational Services Center  
Alfredo Melgoza, Personnel Assistant, Human Resources Division, Educational Services Center  
Yovanna Campos, Office Assistant, Los Angeles City College  
Suleman Ishaque, President, AFT 1521A  
Jo-Ann Haywood, AFT 1521A  
Troy Pierce, AFT 1521A  
Steven Butcher, AFT 1521A

- I. The Chair convened the regular meeting at 1:01 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took no action during closed session.
- III. **Review and Approve Minutes of the Closed and Open Meetings on September 2, 2020** - Upon motion by Mr. Jones, second by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the minutes for the September 2, 2020 Open and Closed meetings of the Personnel Commission.

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

**a. Classified Employment Opportunities Bulletin**

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

**V. Temporary Suspension of Certain Sections of Personnel Commission Rules in Light**

**of the Covid-19 Health Crisis (Case 3816-1)** - Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission approved the extension of the temporary suspension with an amended end date of June 30, 2021.

**VI. Establishment of Personnel Commission Rule 509, PERSONNEL COMMISSION MEMBERSHIP (Tentative Approval) (Case 3910)**

- Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission made the decision to pull the rule for further discussion with AFT 1521A and would bring the rule back for final approval at the October 7, 2020 Personnel Commission meeting.

**VII. Establishment of New Job Classification of Director of Bond Capital Construction (Case 3907)**

- a. Approve the Establishment of the New Classification of Director of Bond Capital Construction
- b. Approve the Salary Allocation for the New Classification of Director of Bond Capital Construction
- c. Approve the Class Description for the New Classification of Director of Bond Capital Construction
- d. Approve the Examination Authorization for the New Classification of Director of Bond Capital Construction, with an Open and Promotional (Dual Certification) Field of Competition

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

**VIII. Designation of the Director of Employee and Labor Relations List as the Most Appropriate Eligibility List for the Class of Assistant Director of Employee and Labor Relations (Case 3909)**

- Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the list designation as presented.

- IX. Class Description Revisions for:**
  - a Database Systems Specialist**
  - b SAP Basis Administrator**
  - c SAP Netweaver Portal Developer**
  - d SAP Quality Assurance Analyst**

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

- X. Correspondence** – No correspondence was received.
- XI. Notice of Anticipated Items** – Upon motion by Mr. Jones, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Class Description Revisions for: Director of Facilities and Planning
- XII. Hear Non-Agenda Speakers/Open Forum** – None.
- XIII. Reconvene into Closed Session**
- XIV. Reconvene into Open Session**
- XIV. Report of Actions Taken in Closed Session** – Mr. Iwata announced that a decision was reached in the matter of the appeal of Easy ID No. Mar-27-6831. The appellant will be contacted directly regarding the commissioners’ decision.
- XV. Adjourn** – The meeting adjourned at 1:55 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:** Establishment of Personnel Commission Rule 509, PERSONNEL COMMISSION MEMBERSHIP (Tentative Approval) (Case 3910)

In January of 2020, the AFT College Staff Guild filed a petition under Education Code Section 88069 to change the method by which the three Personnel Commissioners of the Los Angeles Community College District are appointed. The process for the Personnel Commission appointment process in place during that time was outlined in Board of Trustees Rules 11300, 11301, 11302, 11303, 11304, 11305, 11306, and 11307. Under this process all constituent groups comprised of a Personnel Commission member, a Board of Trustee member, a college president, a Vice President (Academic Affairs, Administrative Services, or Student Services), and labor group representatives participated in the selection process and recommended a nominee to the Board of Trustees for consideration and adoption at an open meeting. This applied to every seat on the Personnel Commission.

The Office of General Counsel conducted the election process for the petition between March and August of 2020. The results of the election were publicly announced at a Board of Trustees meeting on September 2, 2020, with the majority of classified employees that participated in the election voting for a change in the Personnel Commissioners appointment process. Under the new process one Personnel member of the Personnel Commission shall be appointed by Board of Trustees, one member by the classified bargaining unit with the largest number of members (AFT College Staff Guild), and one member by the other two Personnel Commissioners.

Due to this change in process, staff is recommending the establishment of a new Personnel Commission rule which outlines all provisions pertinent to a membership of the Personnel Commission. The recommended provisions follow applicable Education Code sections and the guidelines for Personnel Commission Recruitment and Appointment procedures of the State Chancellor of California Community Colleges.



**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

509

LAW AND RULES

October 7, 2020

---

509

PERSONNEL COMMISSION MEMBERSHIP

**Education Code Sections**

**88064.** (a) To be eligible for appointment or reappointment to the commission, a person shall meet both of the following requirements:

(1) Be a registered voter and resident within the territorial jurisdiction of the community college district.

(2) Be a known adherent to the principle of the merit system.

(b) No member of the governing board of any community college district or a county board of education shall be eligible for appointment, reappointment, or continuance as a member of the commission. During his or her term of service, a member of the commission shall not be an employee of the district.

(c) As used in this section, “known adherent to the principle of the merit system,” with respect to a new appointee, shall mean a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. As used in this section, “known adherent to the principle of the merit system,” with respect to a candidate for reappointment, shall mean a commissioner who has clearly demonstrated through meeting attendance and actions that he or she does, in fact, support the merit system and its operation.

**88065.** One member of the commission shall be appointed by the governing board of the district and one member, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those two members shall, in turn, appoint the third member.

As used in this section, “classified employees” shall mean an exclusive representative which represents the largest number of classified employees in a unit or units within the district. If there is no such exclusive representative within the district the governing board shall, by written rule, prescribe the method by which the recommendation is to be made by its classified employees.

In any community college district which has a five-member personnel commission, two members of the commission shall be appointed by the governing board of the district and two members, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those four members of the personnel commission shall, in turn, appoint the fifth member to the commission.

509

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

509

LAW AND RULES

October 7, 2020

---

**88066.** (a) Within 30 days after adoption of the system the governing board shall publicly announce its intended appointee, and the appointee or appointees, as appropriate, nominated by its classified employees. As soon after their appointment as practicable but within 30 days, the appointed members shall announce their intended appointee for the third or fifth member, as appropriate. They may consider the recommendations of the governing board, the classified employees, or other concerned citizens. If these members do not announce their intended appointee within the 30-day period, the Chancellor of the California Community Colleges shall make the appointment.

“Adoption of the system” means, in the case of Section 88051, the day on which a successful election is certified to the governing board or, in the case of Section 88054, the day the governing board approves a motion, order, or resolution to adopt the system regardless of the date specified for operational commencement of the system.

(b) Where a system is already in existence and a vacancy will exist on December 1, by not later than September 30:

(1) The governing board shall publicly announce the name of the person it intends to appoint or reappoint, if the vacancy is its appointee.

(2) The appointee or appointees, as appropriate, of the governing board and the appointee or appointees of the classified employees shall publicly announce the name of the person they intend to appoint, if the vacancy is their appointee.

If the governing board and the classified employees of the district are unable to agree upon a nomination by September 30, the Chancellor of the California Community Colleges shall make the appointment within 30 days.

(c) Where a system is already in existence and a vacancy in a position nominated by the classified employees will occur, the classified employees shall submit the name of its nominee to the governing board at least 30 days prior to the date on which the vacancy will occur and the governing board shall appoint that nominee to be effective on the date on which the vacancy would occur.

(d) At a board meeting to be held after 30 and within 45 days of the dates specified in subdivision (a) and paragraph (1) of subdivision (b), as the case may be, the governing board in open hearing shall provide the public and employees and employee organizations the opportunity to express their views on the qualifications of those persons recommended by the governing board for appointment.

509

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

509

LAW AND RULES

October 7, 2020

---

The board at the time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

In the case of the nominees of the classified employees, the board shall appoint the nominee, unless the classified employees voluntarily withdraw the name of the nominee and submit the name of a new nominee. In the latter case, the board shall then appoint the new nominee.

(e) In the event a vacancy exists because of a failure of the classified employees to agree on a nominee, the board may make an emergency appointment as authorized in subdivision (b) of Section 88065. If there is no personnel director, the board may nevertheless make an emergency interim appointment under this subdivision.

(f) At the next regularly scheduled personnel commission meeting to be held after 30 days from adoption of the system, as specified in subdivision (a), or at the next regularly scheduled personnel commission meeting to be held after 30 days from the day the intended appointee is announced, as specified in paragraph (2) of subdivision (b), as the case may be, the appointee or appointees of the governing board and the appointee or appointees nominated by the classified employees shall, in an open hearing, provide the public and employees and employee organizations the opportunity to express their views on the qualifications of each candidate recommended for the vacancy. Each candidate shall be invited to this meeting.

The appointee or appointees of the governing board and the appointee or appointees nominated by the classified employees may make their appointment or may make a substitute appointment or recommendation without further notification or public hearing.

(g) A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed, but for no more than 90 calendar days. This subdivision shall become operative on January 1, 1994.

**88067.** Appointees to a commission in a district which has newly adopted the system shall take office upon receipt of notification of the appointment but the term of office shall run from noon of the first day of December next succeeding.

In community college districts with a three-member personnel commission, the initial appointee of the governing board shall serve a three-year term, and the term of the appointee recommended by classified employees and the third member selected by the other two members shall be for two years and one year respectively.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

509

LAW AND RULES

October 7, 2020

---

In community college districts which have elected to establish a five-member personnel commission, one of the initial appointees of the governing board, and one of the initial appointees nominated by the classified employees shall serve three-year terms. The term of the other initial appointee of the governing board and the other initial appointee nominated by the classified employees of the district, shall be for two years, and the term of the appointee selected by the other members of the commission shall be for one year.

Subsequent terms shall be for three years commencing at noon the first day of December.

A three-member commission may perform any act authorized or required by law when two members have been appointed.

A five-member commission may perform any act authorized or required by law when three members have been appointed.

**88068.** (a) Appointment to vacancies occurring subsequent to the initial appointment shall be made by the original appointing authority either for a new full term or to fill an unexpired term. The procedures required in Sections 88065 and 88066 shall be followed in the appointment and recommendation for appointment to fill vacancies occurring subsequent to the initial appointments.

(b) Notwithstanding subdivision (a) the governing board at the request of the personnel director shall declare that an emergency exists and shall make an interim appointment to fill a vacancy or vacancies to insure the continuance of the functions of the personnel commission. An interim appointment shall terminate on the date the notification of permanent appointment is received by the appointee.

(c) An interim appointee must meet the requirements of Section 88064 and be free of the restrictions contained therein.

(d) An interim appointment in no event shall be valid for more than 60 days.

**88069.** (a) (1) After January 1, 2001, the classified employees of any community college district that has already adopted this article on September 17, 1965, may, in accordance with this article, petition the governing board to request that the process to determine how personnel commission members are appointed be determined by a majority vote of the classified employees entitled to vote. That petition shall read substantially as follows:

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

509

LAW AND RULES

October 7, 2020

---

“We, the undersigned classified employees of the \_\_\_\_ (name of community college district), constituting 15 percent or more of the classified personnel entitled to vote, request the governing board to submit to an election the question of how personnel commission members shall be appointed.

NAME \_\_\_\_ POSITION CLASSIFICATION \_\_\_\_”

(2) “Classified employee,” as used in this section, shall be construed to include all personnel who are a part of the classified service as defined in Section 88001.

(b) (1) Within 90 days after receipt of a petition pursuant to subdivision (a), the governing board shall conduct an election by secret ballot of its classified personnel to determine the following question and the ballot shall read:

“Shall personnel commission members in the \_\_\_\_ (name of community college district) be appointed as follows:

(A) One member appointed by the governing board of the district.

(B) One member appointed by the classified employees of the district.

(C) Those two members shall, in turn, appoint the third member.

\_\_\_\_ Yes

\_\_\_\_ No”

(2) Although the ballot conducted pursuant to paragraph (1) shall not require the employees’ signatures or other personal identifying requirements, the governing board shall devise an identification system to ensure against fraud in the balloting process.

(3) The governing board shall appoint a three- to five-person tabulating committee. At least one member of the committee shall be a member of the governing board, to canvass the ballots and present the results to the governing board and one member shall be a classified employee nominated by the exclusive representative of the classified employees of the district. If a simple majority votes in favor of the process for appointing personnel commission members, that process shall become applicable in the district as follows:

(A) The first vacancy on the commission shall be filled by a person nominated by the classified employees of the district.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

509

LAW AND RULES

October 7, 2020

---

(B) The second vacancy on the commission shall be filled by a person appointed by the governing board of the district.

(C) The third vacancy of the commission shall be appointed by the first two members.

(4) If the ballot conducted pursuant to paragraph (2) fails to pass, personnel commission members shall be appointed in accordance with the procedure described in subdivision (c), and a petition by the classified employees for another election shall not occur sooner than two years after an election.

(c) (1) Subject to subdivisions (a) and (b), in a community college district that has already adopted this article on September 17, 1965, members of the personnel commission shall be appointed by the Chancellor of the California Community Colleges who shall consider the recommendation of the governing board and other interested parties.

(2) If the governing board and the personnel commission of a community college district elect to increase the personnel commission from three to five members, the Chancellor of the California Community Colleges shall make one of the additional appointments. Subsequent appointments shall be made in accordance with this section.

(3) No later than 90 days before making the appointment, the Chancellor of the California Community Colleges shall notify the classified employees and the governing board in writing of the vacancy on the personnel commission and provide them with guidelines and procedures for making a recommendation and challenging a nomination. If a vacancy occurs during the term of a member of the personnel commission, the chancellor may appoint a new member after providing the foregoing notice no later than 30 days before making the appointment.

(4) A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed but for no more than 90 calendar days.

(d) As used in this section, “classified employees” means an organization of classified employees that represents the greatest number of classified employees of the district as determined by the board. If no organization exists within the district, the governing board, by written rule, shall prescribe the method by which the recommendation is to be made by its classified employees.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

509

LAW AND RULES

October 7, 2020

---

A. Composition of the Personnel Commission

The Personnel Commission of the Los Angeles Community District shall consist of three members.

Composition of the Personnel Commission may be expanded from three to five members by agreement of the Personnel Commission and Board of Trustees.

B. Membership Qualifications

To serve on the Personnel Commission an individual shall:

1. Reside and be a registered voter within the territorial jurisdiction of the Los Angeles Community College District; and
2. Be a known adherent to the principle of the merit system.
  - a. With respect to a candidate for new appointment, known adherent to the merit system means a person who, by the nature of his/her prior public or private service, has given evidence for the support of the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.
  - b. With respect to a candidate for reappointment, known adherent to the merit system means a Commissioner who has clearly demonstrated through meeting attendance and actions that he/she does, in fact, support the merit system and its operation; and
3. Be willing to attend and participate in Personnel Commission meetings.

A candidate should have:

- a. The demonstrated ability to assess the relative importance of personnel issues and make decisions which enhance merit principles, effective employer-employee relations, and equal employment opportunity; and
- b. Personal characteristics which promote the maintenance of rapport with Commission members; promote open communications with Board of Trustees, classified employees, and other interested parties; and improve the Commission's decision making by adding new and creative viewpoints.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

509

LAW AND RULES

October 7, 2020

---

- c. The ability to help ensure that the Personnel Commission will serve the diversity of interests from within the community and not act as an advocate for the group that appointed him/her.

C. Prohibition of Membership on the Personnel Commission

No member of the governing board of any community college district or a county board of education or employees of the Los Angeles Community College District shall be eligible to serve as a member of the Personnel Commission.

D. Terms of Office

Members of the Personnel Commission are appointed for a three-year term of office. The term of office for a Personnel Commission member expires each year on November 30. Newly appointed/reappointed members shall take office on December 1st.

In the event of a vacancy on the Personnel Commission caused by other than the expiration of a term of office, the responsible appointment authority for the seat shall make a temporary appointment for no more than 90 calendar days during which the selection/nominating/appointment process outlined in Paragraph E. shall be completed and a permanent appointment made for the remainder of the term of office.

In the event the term of office for a Personnel Commissioner has expired but a newly appointed member cannot take office on December 1<sup>st</sup>, the Personnel Commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed for no more than 90 calendar days.

In the event the continuance of Personnel Commission business is in jeopardy due to a vacancy on the Personnel Commission, the Personnel Director may request that the Board of Trustees make an interim appointment of up to 60 days in duration.

E. Nomination/Appointment Process

1. Appointments of members of a three-member Personnel Commission of the Los Angeles Community College District shall be made as follows:
  - a. One member shall be appointed by the Board of Trustees of the Los Angeles Community College District,
  - b. One member, nominated by the classified employees of the district, shall be appointed by the Board of Trustees of the Los Angeles Community College District. "Classified employees" in this rule shall mean the exclusive bargaining

509



**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

509

LAW AND RULES

October 7, 2020

---

representative which represents the largest number of classified employees in a unit or units within the district, and

- c. The third member shall be jointly appointed by the other two Personnel Commissioners.
2. Beginning with term of office commencing December 1, 2020, responsibility for the selection of Personnel Commissioners shall be rotated annually among the appointing authorities with the first nomination being made by the classified employee's exclusive representative (2020), the second appointment by the Board of Trustees (2021), and the third appointment by joint decision of other two Personnel Commissioners (2022). The rotation order shall be maintained thereafter.
3. No later than July 1<sup>st</sup> of each year, the Personnel Director shall notify the Board of Trustees, "Classified Employee" exclusive representative, and Personnel Commission of the Commissioners whose term will be expiring and the process for nomination/appointment.
4. In selecting their nominee/appointee, the Board of Trustees, classified employee representative, or Personnel Commission may conduct an open recruitment process or recommend reappointment in the case of a well-qualified sitting Personnel Commissioner. An open recruitment should include public announcement of a vacancy through agendas, press releases, and notices to employee and community organizations representing the widest possible diversity of individuals who may be interested in District employment practices.
5. No later than August 31<sup>st</sup> of each year, the name of an intended nominee/appointee shall be publicly noticed by both the Board of Trustees and Personnel Commission at a public meeting.
6. No later than October 15<sup>th</sup> of each year, an open public hearing shall be held by the Personnel Commission where the public, employees, and exclusive bargaining representatives shall have the opportunity to express their views on the qualifications of the person recommended for the vacancy. Following consideration of views expressed, the appointing authority may proceed with its appointment.
7. No later than November 15<sup>th</sup> of each year, a resolution announcing the appointment of the selected Personnel Commissioner shall be placed on the Board of Trustee and Personnel Commission meeting agenda for action.
8. The swearing in of the selected Personnel Commissioner shall occur at the first available Personnel Commission meeting in December of the applicable year.

509

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

509

LAW AND RULES

---

October 7, 2020

F. Impasse or Process Challenges

In cases where the two Personnel Commissioners are unable to agree upon a nomination, challenges shall be submitted to the Chancellor of the California Community Colleges for resolution within the appropriate recruitment and appointment procedures.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Classification Study: Student Services Aide (Restricted), EN 1075251, Student Success, Los Angeles Mission College (Case 3906)

**Recommendation:**

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

**From:**  
Student Services Aide (Restricted)  
(\$3562.28 – 4413.04/month)

**To:**  
Student Services Aide  
(\$3562.28 – 4413.04/month)

**Location:**  
Student Success  
Los Angeles Mission College

**Incumbent:**  
M. Griggs (EN 1075251)

**Effective Date:** September 22, 2020

**Bases of Recommendation:**

1. In accordance with Personnel Commission Rule 518, POSITIONS CLASSIFIED AS “RESTRICTED,” an employee that has served in a “restricted” position and has completed 130 days of paid, satisfactory service shall be reclassified to the counterpart unrestricted class if the employee satisfactorily completes a qualifying examination for the counterpart unrestricted class, regardless of his/her ranking on the eligibility list. Staff is recommending that the Personnel Commission apply the timeline as provided in paragraph D.1 from Rule 545, CLASSIFICATION STUDIES, where an employee may be appointed to a reclassified position if the employee was reachable on an appropriate eligibility list within the last two years, so that an employee in a “restricted” position may be reclassified to the counterpart unrestricted class if the employee satisfactorily completed a qualifying examination for the counterpart unrestricted class within the last two years, regardless of his/her ranking on the eligibility list.
2. EN 1075251 was hired on February 10, 2020 into the “restricted” position of Student Services Aide at Los Angeles Mission College and has since completed 130 days of paid, satisfactory service. He has successfully participated in an examination process for Super-C, which included the class of Student Services Aide, and placed on the eligibility list established on April 29, 2019. Therefore, staff is recommending that EN 1075251 be found eligible to be reclassified to the counterpart unrestricted position of Student Services Aide.

## DIRECTOR OF FACILITIES PLANNING AND DEVELOPMENT

### DEFINITION

Assists the Vice Chancellor/Chief Facilities Executive in planning, organizing, coordinating, evaluating, and directing the operations of the Facilities Planning and Development Division involving projects funded by ~~bond, non-bond, and blended~~ money sources.

### TYPICAL DUTIES

Assists the Vice Chancellor/Chief Facilities Executive in planning and directing the business activities of the Facilities Planning and Development Division-which include the areas of:

- Facilities planning and design
- Facilities renovation and improvement
- Facilities construction
- Facilities funding sources
- Energy management systems
- Computer assisted facilities management
- Real Estate/Leasing
- Resource development
- Transportation coordination
- District wide standards for selected facility materials
- Facilities procurement initiatives
- ~~Training for facilities~~
- Strategic planning, long range planning and data planning
- ~~First line supervision of the Capital Construction Program~~
- Facilities record management

Coordinates the District-wide program of facilities utilization analysis, long-range facilities planning, facilities design, scheduled maintenance, hazardous materials removal, and other related programs for which the District may receive funding.

Reviews the submission and tracking of the Capital Outlay Program, Scheduled Maintenance Program, Hazardous Materials Removal Program, Five Year Capital Construction Plan, Space Inventory, and other state or federal programs.

~~Assists the Chief Facilities Executive in the coordination of projects funded by bond measures.~~

Serves as a resource to the State Chancellor's Office staff, the Division of the State Architect, other state and local agencies, District staff, and the community regarding assigned facilities issues.

Directs the maintenance of budgets and schedules for all assigned projects to ensure timely claiming of funds from the state.

Monitors assigned college, district, and project specific facilities expenditures to ensure appropriateness, accuracy, and completeness.

Develops and implements financial plans and controls for the non-bond facilities and construction funds of the District and the Facilities Planning and Development Division.

Directs the maintenance of the department's web site and archives of as-built plans, soil reports, legal site descriptions, environmental reports, Environmental Impact Reports and College Master Plans.

Coordinates efforts with various city and state offices, agencies and groups to obtain timely action on matters such as building permits, zoning changes, and environmental impact reports.

Reviews and/or develops proposals for new or revised legislation, regulations, and controls affecting the assigned facilities program of the District.

Directs the coordination of construction planning activities with District staff regarding purchasing, contracts, insurance and occupational safety.

Coordinates with the accounting and information technology staff the maintenance and modification of computerized records, management information systems, and controls to ensure the efficient processing of invoices and claims for assigned programs.

Directs and prepares correspondence, reports, and presentations regarding assigned facilities programs of the District including Board agenda items.

Informs and advises staff in the department and at the colleges regarding regulatory issues and updates of new laws regarding public works, scheduled maintenance, and hazardous substances removal.

Represents the Facilities Planning and Development Department on designated matters at District-wide meetings.

Acts on behalf of the Vice Chancellor/Chief Facilities Executive on designated matters or in the event of his/her absence.

~~Assumes responsibility for the business operations of the division in the absence of the Chief Facilities Executive.~~

Directs and reviews assigned phases of non-bond personnel management ~~in the department~~ including training, safety, evaluation and discipline.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

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

A **Vice Chancellor/Chief Facilities Executive** is the executive responsible for all aspects of the District's Facilities Planning and Development Division including oversight of the capital construction program funded by bond measures and other sources, and technical direction of college facilities management activities.

## **SUPERVISION**

General direction is received from the Vice Chancellor/Chief Facilities Executive. General supervision is exercised over assigned professional, technical and general support staff ~~assigned to the Department~~. Functional supervision is exercised over contract architects, engineers, and contractors.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles, methods, and practices of educational facilities administration with particular reference to facilities planning, architectural design, facilities renovation and modernization, and structural, mechanical, and electrical engineering

Legal and administrative policies, practices, and processes of local, state, and federal agencies which impact facilities planning and development

Principles and practices of organization, management, and personnel administration

Principles of project controls

Principles of construction technology, construction management, and construction scheduling

Business and labor relations policies and practices of the construction industry

Sources of funding for higher education facilities projects

Principles of budgetary planning, preparation, and management

Principles of supervision, team building, and training

Capabilities of management information systems that relate to facilities planning, budgeting, scheduling, and reporting particularly with multiple funding source

### **Ability to:**

Plan and manage an assigned integrated program of facilities planning, design and construction

Comprehend and evaluate complex architectural and engineering designs, plans, and specifications

Evaluate the effectiveness of organization, staffing procedures and related matters

Develop and implement operating changes required to achieve goals and objectives

Collect and analyze data and present effective oral and written reports

Direct the activities of others engaged in various technical activities

Effectively utilize management information systems in the performance of duties

Provide leadership and technical assistance to others

Integrate technology into business decisions and operations

Prepare effective written and oral communications and presentations

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

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

Act independently and promptly to situations and events

Establish and maintain effective working relationships with officials of public and private organizations, employees, co-workers, and the general public

Motivate, direct, train, and develop others

Stimulate teamwork and promote cohesiveness to achieve departmental goals

Travel to off-site meetings

## **ENTRANCE QUALIFICATIONS**

### **Education:**

A bachelor's degree from a recognized college or university, preferably with a major in engineering, facilities management, facilities planning, construction management, or a related field. An advanced degree in one of the aforementioned majors is desirable.

### **Experience:**

Five years of recent, full-time, paid, professional-level experience in a senior facilities management position with responsibility for an integrated capital construction and facility management program for an organization employing 500 or more employees. Experience must have included the supervision of staff, which included professional-level employees. Public agency experience is desirable.

**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.





Name Jack Danielle
Last First

Employee Number 1016291

College/Division ESC-EPIE

Classification C2431-EA

The employee named above is commended for outstanding work performance for the period beginning 3/2/20 and ending 9/18/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Since the beginning of the COVID-19 response, Danielle has shown flexibility, leadership and exemplary service. She has consistently stepped into what ever role is required to support institutional continuity and performance. She has served in support of the District EOC to support the institutional emergency response while maintaining coordination for the EPIE division. In addition, she served as the central point for organizing the procurement of instructional software needed to continue online learning. This included reviewing the requirements for over 100 needed pieces of software, organizing other staff to coordinate efforts, and ensuring effective completion with the procurement department. In both the general EOC operations and the completion of the software project, Danielle led with a positive attitude and a profound understanding of the sense of urgency and importance to our core mission of educating students.

Ryan Cornner
Signature of Supervisor

Vice Chancellor, EPIE 9/23/20
Title Date

Danielle Jack
Signature of Employee

Executive Assistant 9/23/20
Title Date

Mercedes Gutierrez
Signature of Reviewer (Optional)

Acting Vice Chancellor, HR 9/18/2020
Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

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



Name Aguirre Rosa  
Last First

Employee Number 1008032

College/Division Southwest




Classification Custodian

The employee named above is commended for outstanding work performance for the period beginning 11/18/19 and ending 8/21/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

The Facilities-Operations Department of LASC recognizes Ms. Rosa Aguirre with this official accommodation for outstanding performance in day-to-day operations and emergencies. Ms. Aguirre has exemplified a consistent work performance that has improved any assignment she has worked on, possesses a deep passion for her work, and exemplifies a deep commitment to evolving in her craft.

Ms. Aguirre's talents have added to the overall goal of Facilities-Operations to provide a safe, clean, and aesthetically pleasing learning, teaching, and working environment for the LASC community. Ms. Rosa has received numerous accolades for this performance from the likes of the President, Vice Presidents, and community members; she is the definition of a "Team Player,"; often volunteering to take on seemingly difficult tasks that other team members avoid.

Ms. Aguirre works very well with other team members, exemplifies leadership skills beyond the scope of duties/responsibilities of her classification, and is an affable teammate; she is a valued member of the team here at LASC.

|   |                        |         |
|---|------------------------|---------|
|    | Operations Manager     | 8/21/20 |
| Signature of Supervisor   | Title                  | Date    |
|   | Custodian              | 8/21/20 |
| Signature of Employee   | Title                  | Date    |
|  | Director of Facilities | 8/21/20 |
| Signature of Reviewer (Optional)  | Title                  | Date    |

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

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

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





Name Teran Sidney
Last First

Employee Number 1074921

College/Division Southwest

Classification Gardener

The employee named above is commended for outstanding work performance for the period beginning 1/2/20 and ending 8/21/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

The Facilities-Operations Department of LASC recognizes Mr. Sidney Teran with this official accommodation for outstanding performance in day-to-day operations and emergencies. Mr. Teran has exemplified a consistent work performance that is conducive to his work ethics, possesses a deep passion for his work, and exemplifies uncanny artistry in his landscaping application.

Mr. Teran's talents have added to the overall goal of Facilities-Operations to provide a safe, clean, and aesthetically pleasing learning, teaching, and working environment for the LASC community. Mr. Teran has received numerous accolades for this performance from the likes of the President, Vice Presidents, and community members; he works very well with other team members and is an affable teammate; he is a valued member of the team here at LASC.

Signature of Supervisor: Courtney P. Pierce, Title: Operations Manager, Date: 8/21/20
Signature of Employee: [Signature], Title: Gardener, Date: 8/21/20
Signature of Reviewer (Optional): [Signature], Title: Director of Facilities, Date: 8/21/20

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

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