

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, June 10, 2020 – 12:30 p.m.

Via Teleconference:
<https://lacc.zoom.us/j/99583219745>
Or Dial by your location
+1 669 900 6833 US
Meeting ID: 995-8321-9745

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, June 24, 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 (213) 891-2333 no later than 12 p.m. (noon) on the Monday prior to the Personnel Commission meeting.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, June 10, 2020 – 1:00 p.m.

Via Teleconference:
<https://laccd.zoom.us/j/99583219745>
Or Dial by your location
+1 669 900 6833 US
Meeting ID: 995-8321-9745

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 March 25, 2020, April 15, 2020, and April 29, 2020
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
 - b. Strictly Classified Employee Bulletin
- V. Revision to Personnel Commission Rule 891, APPRENTICES (Final Approval) (Case 3838)
- VI. Informative Report on Results of the Annual Job Classification Survey (Case 3840)
- VII. Class Description Revisions for:
 - a. Performing Arts Technician
 - b. Senior Auditor
- VIII. Correspondence
- IX. Notice of Anticipated Items: Classification Study for EN 1025343 (AFT); Classification Study for EN 805002 (AFT); Class Description Revisions for: Investigator (Confidential), College Event and Venue Technician (Local 99)
- X. Hear Non-Agenda Speakers/Open Forum
- XI. Reconvene into Closed Session
- XII. Reconvene into Open Session
- XIII. Report of Actions Taken in Closed Session
- XIV. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, June 24, 2020
Closed Meeting 12:30 p.m.
Open Meeting 1:00 p.m.
Via Teleconference
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 (213) 891-2333 no later than 12 p.m. (noon) on the Monday prior to the Personnel Commission meeting.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
Wednesday, March 25, 2020 – 12:30 p.m.

Via Teleconference:
<https://lacc.zoom.us/j/366571260>
Meeting ID: 366 571 260
Dial by your location
+1 669 900 6833 US (San Jose)

MINUTES OF THE REGULAR MEETING – CLOSED SESSION

Present: Commissioners:
David Iwata, Chair
Henry Jones, Vice- Chair

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** - None
- III. **Convene in Closed Session**
 - a. **Public Employee Discipline/Dismissal/Release**
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 during Closed Session.
- V. **Correspondence** – No correspondence was received.
- VI. **Adjourn.** The meeting adjourned at 12:55 p.m.

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

Date

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, March 25, 2019 – 1:00 p.m.

Via Zoom Conference

<https://laccd.zoom.us/j/366571260>

Meeting ID: 366 571 260

Dial by your location

+1 669 900 6833 US (San Jose)

MINUTES OF THE OPEN MEETING

Present:

Commissioners:

David Iwata, Chair

Henry Jones, Vice Chair

Staff:

Ute Severa, Interim Personnel Director

Neely Miller, Executive Assistant

Ryan Pennock, Personnel Analyst

Deborah Tsai, Assistant Personnel Analyst

Patrick Sung, Assistant Administrative Analyst

Justin L'Hommedieu, Assessment & Selection Analyst

Candy Campbell, Professional Expert

Guests:

Robert Mix, SEIU Local 721

James Bradley, SEIU Local 99

Benjamin Demers, Public Information Officer, Los Angeles Southwest College

Seher Awan, President, Los Angeles Southwest College

Laurence Seo, Web Architect, Educational Services Center

Patrick Reed, Web Architect, Los Angeles Trade-Technical College

Hung Trinh, Web Designer, East Los Angeles College

Cheryl Stephens, Administrative Analyst, Educational Services Center

Kyle Tran, Web Architect, East Los Angeles College

Suleman Ishaque, 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 Meeting of February 24, 2020**
- Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the minutes for the February 24, 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 and concurred with by the Chair, the Personnel Commission accepted the Classified Employment Opportunities Bulletin as information.

- V. **Classification Study: Public Information Officer, EN 1049444, President's Office, Public Relations, Los Angeles Southwest College (Case 3822)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the reclassification of EN 1049444, as presented.
- VI. **Classification Study: Senior Office Assistant, EN 799700, Academic Affairs, East Los Angeles College (Case 3820)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the reclassification of EN 799700, as presented.
- VII. **Classification Study: Senior Office Assistant, EN 767190, Office of Institutional Effectiveness & Advancement, East Los Angeles College (Case 3821)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the reclassification of EN 767190, as presented.
- VIII. **Classification Study: Senior Office Assistant, EN 817712, Academic Affairs, East Los Angeles College (Case 3819)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the reclassification of EN 817712, as presented.
- IX. **Revision to Personnel Commission Rule 514, PERSONNEL COMMISSION MEETINGS {PRIVATE} (Tentative Approval) (Case 3725)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Personnel Commission Rule 514, as presented.
- X. **Adoption of an Accelerated Hiring Rate for the Class of Employee and Labor Relations Specialist (Case 3823)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the accelerated hiring rate for the class of Employee and Labor Relations Specialist.
- XI. **Class Description Revisions for:**
a. **Web Designer**
b. **Web Architect**
- Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the changes to the class descriptions noted above.
- XII. **Correspondence** – No correspondence was received.
- XIII. **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: Assistant Personnel Analyst (AFT); Personnel Analyst (AFT); Revision of Personnel Commission Rule 735 (Tentative Approval); Revision to Personnel Commission Rule 893 (Tentative Approval); Revision to Personnel Commission Rule 514 (Final Approval)
- XIV. **Hear Non-Agenda Speakers/Open Forum** – None

- XV. **Reconvene into Closed Session**
- XVI. **Reconvene into Open Session**
- XVII. **Report of Actions Taken in Closed Session** - None
- XVIII. **Adjourn** – The meeting adjourned at 1:22 p.m.

Ute Severa, Interim Personnel Director

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

Date

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
Wednesday, April 15, 2020 – 12:30 p.m.**

Via Teleconference:
<https://lacc.zoom.us/j/885271498>
Meeting ID: 885 271 498
Dial by your location
+1 669 900 6833 US (San Jose)

MINUTES OF THE REGULAR MEETING – CLOSED SESSION

Present: Commissioners:
David Iwata, Chair
Henry Jones, Vice- Chair

Staff: Ute Severa, Interim Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** - None
- III. **Convene in Closed Session**
 - a. **Public Employee Discipline/Dismissal/Release**
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 during Closed Session.
- V. **Correspondence** – No correspondence was received.
- VI. **Adjourn.** The meeting adjourned at 1:04 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, April 15, 2019 – 1:00 p.m.

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

Meeting ID: 560 371 7342

Dial by your location

+1 669 900 6833 US

MINUTES OF THE OPEN MEETING

Present: Commissioners:
David Iwata, Chair
Henry Jones, Vice Chair

Staff:
Ute Severa, Interim Personnel Director
Neely Miller, Executive Assistant
Ryan Pennock, Personnel Analyst
Deborah Tsai, Assistant Personnel Analyst
Patrick Sung, Assistant Administrative Analyst
Justin L’Hommedieu, Assessment & Selection Analyst
Candy Campbell, Professional Expert

Guests:
Lorena Lopez, Registrar, Los Angeles Pierce College
Marioan Carranza, Auditor, Educational Services Center

- I. The Chair convened the regular meeting at 1:04 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took no action during closed session.
- III. **Review and Approve Minutes of the Closed and Open Meetings of March 11, 2020 and Closed and Special Meetings of March 19, 2020** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the minutes for the March 11, 2020 open and closed meetings and the March 19, 2020 Special Meeting of the Personnel Commission.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**
 - a. **Classified Employment Opportunities Bulletin**
 - b. **Strictly Classified Employee Bulletin**

Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission accepted the Classified Employment Opportunities Bulletin and Strictly Classified Employee Bulletins information.

- V. **Salary Reallocation for the class of Technology Service Desk Manager, Technology Services Desk Group, Information Technology Series (Case 3831)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the salary reallocation for the class above, as presented.

- VI. **Revision to Personnel Commission Rule 514, PERSONNEL COMMISSION MEETINGS (Final Approval) (Case 3725)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 514, as presented.
- VII. **Reissue of Personnel Commission Rule 520, EXECUTIVE SECRETARIES TO CHANCELLOR AND BOARD OF TRUSTEES (Case 3826)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted approval to the reissue of Personnel Commission Rule 520, as presented.
- VIII. **Revision to Personnel Commission Rule 545, CLASSIFICATION STUDIES (Tentative Approval) (Case 3827)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Personnel Commission Rule 545, as presented.
- IX. **Revision to Personnel Commission Rule 550, COMPENSATION FOR INCONSISTENT DUTIES: TEMPORARY WORK OUT OF CLASSIFICATION (Tentative Approval) (Case 3828)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Personnel Commission Rule 550, as presented.
- X. **Revision to Personnel Commission Rule 622, FIELDS OF COMPETITION (Tentative Approval) (Case 3829)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Personnel Commission Rule 622, as presented.
- XI. **Revision to Personnel Commission Rule 893, PROCEDURE FOR THE ADJUSTMENT OF GRIEVANCES FOR UNREPRESENTED EMPLOYEES (Tentative Approval) (Case 3830)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Personnel Commission Rule 893, as presented.
- XII. **Revision to Personnel Commission Rule 735, CAUSES AND PROCEDURES FOR SUSPENSION, DEMOTION, AND DISMISSAL (Tentative Approval) (Case 3832)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Personnel Commission Rule 735, as presented.
- XIII. **Revision to Personnel Commission Rule 500, DEFINITIONS (Tentative Approval) (Case 3833)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Personnel Commission Rule 500, as presented.
- XIV. **Class Description Revisions for:**
- a. **Assistant Personnel Analyst**
 - b. **Assistant Personnel Director**
 - c. **Personnel Analyst**
 - d. **Technical Writer**

Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the changes to the class descriptions noted above.

- XV. **Correspondence** – No correspondence was received.
- XVI. **Notice of Anticipated Items** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Revision to Personnel Commission Rule 545 (Final Approval); Revision to Personnel Commission Rule 550 (Final Approval); Revision to Personnel Commission Rule 622 (Final Approval); Revision to Personnel Commission Rule 893 (Final Approval); Revision to Personnel Commission Rule 500 (Final Approval); Revision to Personnel Commission Rule 735 (Final Approval); Revision to Personnel Commission Rule 740 (Tentative Approval); Class Description Revisions for: Auditor, Assistant Auditor
- XVII. **Hear Non-Agenda Speakers/Open Forum** – None
- XVIII. **Reconvene into Closed Session**
- XIX. **Reconvene into Open Session**
- XX. **Report of Actions Taken in Closed Session** - None
- XXI. **Adjourn** – The meeting adjourned at 1:27 p.m.

Ute Severa, Interim Personnel Director

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

Date

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
Wednesday, April 29, 2020 – 12:30 p.m.**

Via Teleconference:
<https://laccd.zoom.us/j/5603717342>
Or Dial by your location
+1 669 900 6833 US

MINUTES OF THE REGULAR MEETING – CLOSED SESSION

Present: Commissioners:
David Iwata, Chair
Henry Jones, Vice- Chair

Staff: Ronald Delahoussaye, Personnel Director

Guests: Albert Román, Vice Chancellor of Human Resources

- 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**
 - Appeal – Removal from Eligibility List/Debarment EZ-ID Jon-01-1404
Pursuant to Government Code Section 54957
 - a. **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 during Closed Session.
- V. **Correspondence** – No correspondence was received.
- VI. **Adjourn.** The meeting adjourned at 1:03 p.m.

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

Date

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, April 29, 2019 – 1:00 p.m.

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

Meeting ID: 560 371 7342

Dial by your location

+1 669 900 6833 US

MINUTES OF THE OPEN MEETING

Present: Commissioners:
David Iwata, Chair
Henry Jones, Vice Chair

Staff:
Ronald Delahoussaye, Personnel Director
Ute Severa, Assistant Personnel Director
Neely Miller, Executive Assistant
Ryan Pennock, Personnel Analyst
Deborah Tsai, Assistant Personnel Analyst
Patrick Sung, Assistant Administrative Analyst
Candy Campbell, Professional Expert

Guests:
Lorena Lopez, Registrar, Los Angeles Pierce College
Marioan Carranza, Auditor, Educational Services Center
Anna Salazar, Classified Management Association
Robert Mix, SEIU Local 721
Steven Butcher, AFT 1521A
Suleman Ishaque, AFT 1521A

- I. The Chair convened the regular meeting at 1:04 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took no action during closed session.
- III. **Miscellaneous Personnel Commission Activities and Announcements**
 - a. **Classified Employment Opportunities Bulletin**

Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission accepted the Classified Employment Opportunities Bulletin as information.
- IV. **Revision to Personnel Commission Rule 545, CLASSIFICATION STUDIES (Final Approval) (Case 3827)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 545, as presented.
- V. **Revision to Personnel Commission Rule 550, COMPENSATION FOR INCONSISTENT DUTIES: TEMPORARY WORK OUT OF CLASSIFICATION (Final Approval) (Case 3828)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 550, as presented.

- VI. **Revision to Personnel Commission Rule 622, FIELDS OF COMPETITION (Final Approval) (Case 3829)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 622, as presented.
- VII. **Revision to Personnel Commission Rule 893, PROCEDURE FOR THE ADJUSTMENT OF GRIEVANCES FOR UNREPRESENTED EMPLOYEES (Final Approval) (Case 3830)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 893, as presented.
- VIII. **Revision to Personnel Commission Rule 735, CAUSES AND PROCEDURES FOR SUSPENSION, DEMOTION, AND DISMISSAL (Final Approval) (Case 3832)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 735, as presented.
- IX. **Revision to Personnel Commission Rule 500, DEFINITIONS (Tentative Approval) (Case 3833)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Personnel Commission Rule 500, as presented.
- X. **Revision to Personnel Commission Rule 740, LAYOFF AND REEMPLOYMENT (Tentative Approval) (Case 3835)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Personnel Commission Rule 740, as presented.
- XI. **Revision to Personnel Commission Rule 763, EMPLOYMENT OF RETIRED MEMBERS OF THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (Tentative Approval) (Case 3836)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Personnel Commission Rule 763, as presented.
- XII. **Class Description Revisions for:**
a. **Assistant Auditor**
b. **Auditor**
- Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission agreed to delay action on items XII a. And XII b. and agreed that they would be placed back on the agenda after further consultation with the bargaining unit.
- XIII. **Correspondence** – The Personnel Commission has received the letter from the California State Chancellor appointing Diva Sanchez Trevino as Personnel Commissioner and she will be sworn in at the May 13, 2020 Open Session of the Personnel Commission.
- XIV. **Notice of Anticipated Items** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Classification Study for EN 1047924 (AFT); Revision to Personnel Commission Rule 500, (Final Approval); Revision to Personnel Commission Rule 740, (Final Approval); Revision to Personnel

Commission Rule 763, (Final Approval); Revision to Personnel Commission Rule 587, (Tentative Approval); Revision to Personnel Commission Rule 891, (Tentative Approval)

- XV. **Hear Non-Agenda Speakers/Open Forum** – Steven Butcher and Suleman Ishaque, both of AFT 1521A, extended their welcome to new Personnel Director, Ronald Delahoussaye.
- XVI. **Reconvene into Closed Session**
- XVII. **Reconvene into Open Session**
- XVIII. **Report of Actions Taken in Closed Session** - None
- XIX. **Adjourn** – The meeting adjourned at 1:37 p.m.

Ronald Delahoussaye, Personnel Director

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

Date

David Iwata, Chair

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 891, APPRENTICES (Final Approval) (Case 3838)

This rule was originally established in 1969 to provide the framework for a future apprenticeship program for building and construction trades. Staff notes that the operational details of such an apprenticeship program have never been finalized but continue to be a topic of interest between the District and Building Trades Union Representatives. Therefore, staff is recommending that the rule remain active and be included in staff's routine review and update of Personnel Commission Rules. Educational Code sections have been updated and minor changes, primarily editorial in nature, are being proposed at this time since the parameters of apprenticeship programs are still being explored.

891 APPRENTICES

Education Code Section

~~88083. Powers and Duties of Personnel Commission Regarding Apprenticeships.~~

The commission may classify as apprentice positions certain positions where the principal requirement is that of learning to perform efficiently, by study and practice, specific duties concerning which a definite plan of systematic instruction and special supervision has been approved by the California Apprenticeship Council for the designated trade pursuant to Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code for the designated trade.

The apprenticeship training plan adopted by the governing board of the community college district shall be approved by the California Apprenticeship Council for building and construction trades or by the Chief of the Division of Apprenticeship Standards of the Department of Industrial Relations for other trades.

No assignment to any position classified as an apprentice position shall be allowed to continue beyond the predetermined apprenticeship period approved by the California Apprenticeship Council for building and construction trades and for firefighters or by the Chief of the Division of Apprenticeship Standards of the Department of Industrial Relations for other trades, the designated trade, except that the community college district's joint apprenticeship committee may approve retention of an employee as an apprentice up to six months beyond the predetermined apprentice period.

The selection of eligible persons shall be made in accordance with their position on employment lists established by competitive or qualifying examinations.

Section 88033 shall be applicable to apprentice positions. However, relative age may be considered as a factor in the ranking of candidates for apprentice positions.

Credit for prior training in a regularly indentured apprenticeship program shall be given to qualified candidates.

In all cases of apprenticeship probationary periods, the standards of duration and qualifications shall be fixed by the commission insofar as they do not exceed the maximum standards set up by the California Apprenticeship Council for building and construction trades and for firefighters or by the Chief of the Division of Apprenticeship Standards of the Department of Industrial Relations for other trades. Termination for cause may be prescribed for any apprentice who fails to attain the predetermined standards of apprenticeship or for causes as prescribed by the rules of the commission.

The commission shall recommend to the governing board a graduated scale of compensation rates for the various levels of apprentices, taking into consideration the

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

891

LAW AND RULES

May 19, 2015 June 10, 2020

percentage relationship to the districts' journeyman wage of the trade as provided in the statement of policies of the California Apprenticeship Council.

The commission may determine that promotional examinations shall be held for entrance into various levels of apprentice positions and entrance into journeyman positions in a skilled trade.

- A. With the exceptions described below, the provisions of Personnel Commission Rules shall be applicable to all apprentices.
- B. The Personnel Commission shall recommend to the Board of Trustees the rates for the various apprentice classes.
- C. The initial examination for each apprentice class shall be promotional for all permanent employees and shall test for entrance into the various levels of each apprentice class. "Promotional" as used in this rule shall be defined as providing an opportunity for advancement, and the apprentice program shall be considered as providing this opportunity. Subsequent examinations for each apprentice class shall be open.
- D. ~~Before applications will be accepted,~~ In order to be found qualified for an apprentice class, applicants for an apprentice class shall present evidence to the Personnel Commission staff of satisfactory completion of aptitude tests for the craft or trade involved. The Joint Apprenticeship Committee shall designate the agencies approved to administer the aptitude tests.
- E. A permanent employee in the classified service who is assigned to an apprentice position shall, if the rate of the step of the schedule he/she has attained in his/her previous class is higher than the apprentice rate, continue to receive the current rate of that step of the schedule until such time as the apprentice rate equals or exceeds that rate, provided that no employee in an apprentice class shall be paid more than the maximum rate of the range for the apprentice class.
- F. An employee who has completed probationary hours of employment and related instruction as prescribed in the apprenticeship program standards shall become a permanent employee in the apprentice class. However, an employee in an apprentice class must meet the time requirements of other Personnel Commission Rules to be eligible for the rights and benefits accorded permanent classified employees.
- G. Eligibles selected for appointment to an apprentice position who have had prior training and instruction shall be rated in at the appropriate level of the apprentice class by the Division of Human Resources upon the recommendation of the Joint Apprenticeship Committee or the craft committee in the particular trade. The craft committees shall maintain records of the objective bases for rating in an apprentice above the first step of the pay range.
- H. Except as provided in Paragraph K., below, Rule 578, SALARY STEP ADVANCEMENT WITHIN CLASS FOR REGULAR EMPLOYEES, is not applicable to apprentices. Eligibles who are appointed to apprentice positions shall advance to subsequent steps as prescribed by the Joint Apprenticeship Committee or the craft committee.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

891

LAW AND RULES

May 19, 2015 June 10, 2020

- I. The Joint Apprenticeship Committee or the craft committee in the particular trade may, during an apprentice's period of apprenticeship, withhold one step advance due to unsuccessful completion of required job processes and/or related instruction, or grant one extra step advance for demonstrated exceptional proficiency in learning the required job processes. The Division of Human Resources shall be notified of the action by the craft committee or Joint Apprenticeship Committee at least one payroll period prior to the pay period of the step advancement. The craft committee shall maintain records of the objective bases for withholding a step advancement or granting an extra step advancement.
- J. The Joint Apprenticeship Committee shall enforce discipline in those cases where an apprentice does not meet work processes or related instruction standards as established by the Joint Apprenticeship Committee. In all other cases of discipline, the Personnel Commission Rules shall be applicable.
- K. An apprentice may be promoted to a journeyman-level class under the following conditions and procedures:
1. The field of competition for a journeyman-level examination in which a qualified apprentice competes shall be promotional for the apprentice.
 2. An apprentice shall be eligible to take an examination for the related journeyman-level class during the last six months of his apprentice program.
 3. When there is an established eligibility list for the related journeyman-level class, a promotional examination may be administered to an apprentice in the last six months of his/her apprentice program under conditions and techniques sufficiently similar to those which produced the existing list to insure its competitive character. When a promotional eligibility list results from such an examination, the list shall be merged and/or certification shall be made in accordance with Rule 681, MERGING OF ELIGIBILITY LISTS.
 4. No apprentice can be appointed from an eligibility list to a journeyman-level position until he/she successfully completes his/her apprentice program with the District. An apprentice without previous experience in the classified service who is appointed to other than the appropriate journeyman-level class shall be treated as a new employee for salary allocation and step-advancement purposes.
 5. Step advancement for apprentices who promote to the appropriate journeyman-level class shall be in accordance with Paragraph A.4. of Rule 578, SALARY STEP ADVANCEMENT WITHIN CLASS FOR REGULAR EMPLOYEES.
- L. The Joint Apprenticeship Committee may retain an employee as an apprentice for up to six months beyond the predetermined apprentice period.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Informative Report on Results of the Annual Job Classification Survey (Case 3840)

In August of 2006, the Personnel Commission adopted the Annual Job Classification Survey as a new procedure to afford classified employees an opportunity, each year in April, to request an informal review of the duties that he/she believes may be outside of his/her current job classification. The survey form does not require any review or input by an employee's immediate supervisor and/or administration prior to submittal to the Personnel Commission.

In accordance with this implemented procedure, staff sent out the survey to all classified employees (totaling 2347) in April. A total of 35 employees (approximately 1.5%) participated in the survey. Staff carefully reviewed all survey responses and prepared a summary of the findings below.

Survey Finding	Number of Cases
Recommended initiation of formal class study	AFT members: 7 Building & Trades members: 1
Position was properly classified	AFT members: 21 Local 99 members: 2 Building & Trades members: 2 Local 721 members: 2
Total number of survey responses in 2020	
	35 (1.5% of total classified workforce)*
Total number of survey responses in 2019	
	20 (less than 1% of total classified workforce)
Total number of survey responses in 2018	
	24 (1.1% of total classified workforce)
Total number of survey responses in 2017	
	7 (less than 1% of total classified workforce)
Total number of survey responses in 2016	
	21 (less than 1% of total classified workforce)
Total number of survey responses in 2015	
	16 (less than 1% of total classified workforce)
Total number of survey responses in 2014	
	27 (1.2% of total classified workforce)
Total number of survey responses in 2013	
	18 (less than 1% of total classified workforce)
Total number of survey responses in 2012	
	12 (less than 1% of total classified workforce)
Total number of survey responses in 2011	
	25 (1.2% of total classified workforce)
Total number of survey responses in 2010	
	25 (1.2% of total classified workforce)
Total number of survey responses in 2009	
	39 (1.8% of total classified workforce)
Total number of survey responses in 2008	
	25 (1.2% of total classified workforce)
Total number of survey responses in 2007	
	50 (2.5% of total classified workforce)

* This does not include the survey responses of 4 employees who responded that they were working in-class, as well as 1 employee who submitted an incomplete form.

Given the results of this year's survey, staff comes to the same conclusion as during previous surveys: the overwhelming majority of classified employees do not appear to have concerns with

the proper classification of their positions. Staff feels confident that classified employees are knowledgeable of the classification study and temporary work out of classification process due to:

- access to Personnel Commission staff to get questions answered about classification, compensation, and other matters within the purview of the Personnel Commission
- informational bulletins published by the Personnel Commission office
- information provided on the Personnel Commission website

PERFORMING ARTS TECHNICIAN

DEFINITION

Coordinates and performs technical work required in the maintenance of a theater, concert hall, or TV and film stage and production areas and assists instructors in conducting technical production classes for theater, TV, film, and broadcast productions/operations or music and dance concerts.

TYPICAL DUTIES

Coordinates and performs technical work involving ~~design and~~ construction of stage sets, props, special effects, the recording of sound effects, hanging lighting equipment, and/or a variety of other technical aspects related to theater, TV, film, and broadcast productions/operations or music and dance concerts.

Operates and maintains equipment such as sound and lighting equipment and software, computer equipment, power tools, painting equipment and other equipment used in theater, TV, film, and broadcast productions/operations or music and dance concerts.

Instructs students individually in the proper methods of theater or TV and film lighting, rigging, sound effects, set construction, stage management, and painting of stage scenery, props, and backdrops.

Monitors and provides training to students in the use of tools and equipment used in theater or TV and film productions/operations or music and dance concerts.

Assists in making estimates of stage-setting and performance costs, stage-setting time needed, and lighting and scenery required.

Maintains inventory records of supplies and generates orders for materials and equipment.

Issues supplies, materials, and tools to students.

Ensures proper maintenance and safety of scene shop, stage, equipment storage, and audience areas.

May direct stage crews during rehearsals and performances.

May plan work schedules for rehearsals and performances.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Performing Arts Technician** coordinates and performs technical work required in the maintenance of a theater, concert hall, or TV and film stage and production areas; assists instructors in conducting technical production classes for theater, TV, film, and broadcast performances or music or dance concerts.

SUPERVISION

General supervision is received from an academic or classified supervisor. Provides work direction in the construction and use of stage equipment to student employees.

CLASS QUALIFICATIONS

Knowledge of:

Technical direction, set design and construction, prop design and construction, lighting, projections, sound, rigging, scenic painting, and special effects related to theater, TV, film and broadcast productions/operations or music and dance concerts

Principles and methods of stage and prop management

Proper use and care of power and hand tools used in stagecraft

Color harmony and set-building materials

Stage set design, floor plans, elevations, and construction

Operation and maintenance of contemporary sound consoles, speakers, amplifiers, and related equipment

Operation and maintenance of contemporary lighting consoles and related equipment

Operation and maintenance of contemporary projection equipment and related equipment

Pertinent fire regulations and other safety codes and procedures

Acoustics and sound control

Inventory methods and practices

Capabilities ~~and features~~ of computer systems, software, and hardware used in the assigned area

Ability to:

Construct, erect, and place various types of stage scenery, backdrops, and props for theater, TV, film and broadcast productions/operations or music and dance concerts

Organize scene shop and coordinate all aspects of construction

Generate theatrical blueprints for stagecraft assignments

Follow layouts and plans for set design and construction

Hang and focus lights according to a lighting plot

Rig standard theatrical elements used in stage productions/operations

Mix and apply scenic paints

Use tools and equipment common to assigned area ~~stagecraft work~~

Program lighting consoles

Work with contemporary lighting instruments

Generate an audio design in a digital format

Operate contemporary projection equipment

Train and provide work direction to others in activities related to theater, TV, film and broadcast productions/operations or music and dance concerts

Secure and store supplies

Keep detailed and precise records

Give clear and concise instructions

Work effectively and cooperatively with instructors, staff, students, and the public

Deal effectively with proper authorities concerning fire and safety regulations

Effectively utilize computer hardware and software in the performance of duties

Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. A bachelor's degree ~~Graduation~~ from a recognized ~~four-year~~ college or university with a major in theater arts, cinema or television, fine arts, music or a ~~closely~~-related field which included coursework in technical theater, cinema or television production, or music technology.

OR

B. An associate's degree or its equivalent from a recognized college or university with a major in ~~the field~~ ~~of~~ theater arts, cinema or television, ~~or~~ music, or a related field **AND** two years of full-time paid stagecraft or film set experience in two or more of the following areas: prop design, prop construction, ~~stage-set design~~, ~~stage-set construction~~, painting, rigging, lighting, sound, and operation and use of stage equipment.

OR

- C. Graduation from high school or its equivalent **AND** four years of full-time paid stagecraft or film set experience in two or more of the following areas: prop design, prop construction, ~~stage-set~~ design, ~~stage~~ set construction, painting, rigging, lighting, sound, and operation and use of stage equipment.

OR

- D. Any equivalent combination of A., B., and C. above.

Reasonable Accommodation

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

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

SENIOR AUDITOR

DEFINITION

Plans and conducts complex and difficult internal operational, performance, compliance, and financial audits for the District; acts as a lead over a small audit team.

TYPICAL DUTIES

Plans, organizes, and conducts internal operational, compliance, performance, and financial audits of major functional units and of special programs funded by federal, state, or private grants such as the Veterans Affairs, Student Financial Aid, and Senior Citizens programs in accordance with established standards, laws, and regulations at locations throughout the District.

Determines aspects and methods of audit assignments to identify all relevant audit issues (including the assessment of "risk"), and develops special audit aids such as questionnaires.

Analyzes accounting and reporting systems of units audited and evaluates accounting and related management procedures, records, and controls.

Communicates audit related issues, including audit status, findings, conclusions, and significant problems, to management staff as the audit field work progresses.

Prepares audit reports according to established format but with latitude as to areas of emphasis and incorporates recommendations for needed changes or improvements.

Makes recommendations to help the District improve accounting controls, improve efficiency, reduce operating costs, and properly safeguard assets.

Oversees and participates in special investigations at locations throughout the District to resolve discrepancies discovered by audits.

Conducts investigations of Whistle Blower Program matters brought to the attention of the District.

Coordinates and conducts special awareness training for District employees based on discrepancies discovered during audits.

Participates in investigations involving fraudulent activities, fraud control, vulnerability assessments, internal controls, inspections, and operational surveys; and reports on findings.

Effectively ~~Fully~~ utilizes the capabilities ~~and functions~~ of standard and specialized ~~office~~ software programs ~~applications~~ such as data management, spreadsheet, presentation, word processing, and graphics in completing assigned projects.

Discusses complex problems with the Director of Internal Audit, who reviews completed assignments for adherence to principles and established standards as well as the soundness of conclusions.

Documents completed audit work in a clear and organized manner to facilitate review by management staff.

Performs follow up reviews as necessary to assure corrective actions have been implemented.

Provides work direction to staff assigned to the projects.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior Auditor** acts as a lead over a small audit team and plans and conducts the more difficult and complex internal operational, compliance, performance, and financial audits for the District.

A **Director of Internal Audit** is responsible for directing the activities of the District's auditing and special investigation functions.

An **Auditor** conducts complex internal operational, performance, compliance, and financial audits for the District.

SUPERVISION

General supervision is received from the Director of Internal Audit. Acts as a lead over members of an assigned audit team.

CLASS QUALIFICATIONS

Knowledge of:

Principles, theories, and practices of auditing, accounting and internal controls

Current trends and developments in auditing, accounting and internal controls

Laws, rules, regulations, policies, practices, procedures, and precedents pertinent to governmental auditing, accounting and internal controls

Accounting systems

Organization and functions of the various operating units of the District

Principles of management and organization

Methods and techniques of research and management analysis

Accounting policies, procedures, and requirements of the District

Principles of training

Capabilities of computer systems, software, and hardware used in auditing

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

SENIOR AUDITOR

6/10/20

6/9/15

Ability to:

Apply the theories and techniques of professional auditing to complex problems

Identify and analyze present and potential problems and evaluate alternate solutions

Interpret laws, rules, regulations, and policies related to the auditing program of the District

Gather, assemble, consolidate, and analyze facts, and draw conclusions

Prepare and present clear, concise, and effective oral and written reports

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

Present complex and difficult technical information ~~Communicate~~ effectively, both orally and in writing

Organize and prioritize work to meet schedules and deadlines

Work effectively and cooperatively with District administrators and employees and representatives of government agencies and private organizations

Provide guidance ~~leadership~~ and technical assistance to others

Travel to various locations to conduct audits

Learn quickly the laws, rules, regulations, and contractual provisions related to special programs which are funded by federal, state, or private grants

Learn quickly the specialized functions and procedures of various operating units of the District

ENTRANCE QUALIFICATIONS

Education and Experience:

A. A master's degree from a recognized college or university with a major in accounting, business administration, economics, finance, or a related field AND two years of full-time, paid, professional-level experience in auditing with an internal or commercial auditing department or firm. A valid professional designation such as Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) is desirable. Experience in a team leader capacity and governmental auditing is desirable.

OR

B. A bachelor's degree from a recognized college or university, preferably with a major in accounting, business administration, economics, finance, or a closely-related field OR a valid license to practice as a Certified Public Accountant in California AND four years of full-time, paid, professional-level experience in auditing with an internal or commercial auditing department or firm. A valid professional designation such as Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) is desirable. Experience in a team leader capacity and governmental auditing is desirable.

Experience:

~~Three years of full-time paid professional audit experience with an internal or commercial auditing department or firm. Experience in a team leader capacity and governmental auditing is desirable.~~

Special:

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

Travel to locations throughout the District is required.

Reasonable Accommodation

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

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