

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, July 22, 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, August 5, 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, July 22, 2020 – 1:00 p.m.

Via Teleconference:

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve Minutes of the Closed and Open Meetings of June 10, 2020 and June 24, 2020
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
 - b. Strictly Classified Employee Bulletins
- V. Establishment of a New Class of Supervising Auditor (Case 3900)
- VI. Revision of Personnel Commission Rule 836, APPEALS OF MEDICAL DISQUALIFICATIONS OF CLASSIFIED EMPLOYEES AND ELIGIBLES (Final Approval) (Case 3844)
- VII. Revision of PC Rule 750, REASSIGNMENT OF REGULAR EMPLOYEES BECAUSE OF ILLNESS OR INJURY (Tentative Approval) (Case 3901)
- VIII. Class Description Revisions for:
 - a. Office Aide
 - b. Instructional Assistant, Registered Veterinary Technology
- IX. Correspondence
- X. Notice of Anticipated Items: Revision of PC Rule 750, REASSIGNMENT OF REGULAR EMPLOYEES BECAUSE OF ILLNESS OR INJURY (Final Approval); Revision of Personnel Commission Rule 808, ILLNESS LEAVE (Tentative Approval); Revision of Personnel Commission Rule 809, PAID ILLNESS LEAVE FOR LIMITED TERM EMPLOYEES (Tentative Approval)
- 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, August 5, 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 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
Wednesday, June 10, 2020 – 12:30 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

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
 - 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 1:00 p.m.

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

Date

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, June 10, 2019 – 1:00 p.m.

Via Teleconference:

<https://laccd.zoom.us/j/94042336671>

Or Dial by your location

+1 669 900 6833 US

Meeting ID: 940 4233 6671

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
Ryan Pennock, Personnel Analyst
Justin L’Hommedieu, Assessment & Selection Analyst
Deborah Tsai, Assistant Personnel Analyst
Patrick Sung, Assistant Administrative Analyst
Marissa Espiritu-Sy, Assistant Personnel Analyst
Candy Campbell, Professional Expert

Guests:

Anna Salazar, Classified Management Association
Steven Butcher, AFT 1521A
Suleman Ishaque, AFT 1521A
Claudia Gallegos, Administrative Secretary, Employee and Labor Relations,
Educational Services Center
Nathan Davis, Performing Arts Technician, East Los Angeles College
Lisa Hashimoto Stone, Department Chair, Theater Arts, East Los Angeles College

- 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 of March 25, 2020, April 15, 2020, and April 29, 2020** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the minutes for the March 25, 2020, April 15, 2020, and April 29, 2020 open and closed meetings of the Personnel Commission. Commissioner Sanchez Trevino abstained, as the meetings occurred previous to her appointment as Personnel Commissioner.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**
 - a. **Classified Employment Opportunities Bulletin**

b. Strictly Classified Employee 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 and Strictly Classified Employee Bulletin as information.

On behalf of the Personnel Commission, Mr. Iwata congratulated Suleman Ishaque on his recent election as President of the AFT 1521A Staff Guild. Mr. Ishaque thanked the commissioners, Director, and staff of the Personnel Commission for their letters of congratulations and remarked that he looks forward to working together.

V. **Revision to Personnel Commission Rule 891, APPRENTICES (Final Approval) (Case 3838)** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 891, as presented.

VI. **Informative Report on Results of the Annual Job Classification Survey (Case 3840)** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the informative report on the annual job classification survey, as presented.

VII. **Class Description Revisions for:**
c. **Performing Arts Technician**
d. **Senior Auditor**

Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission approved the changes to the class descriptions listed above.

VIII. **Correspondence** – No correspondence was received.

IX. **Notice of Anticipated Items** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission acknowledged 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** – Suleman Ishaque, President-Elect of AFT 1521A Staff Guild, and Steven Butcher, Executive Secretary of AFT 1521A Staff Guild, welcomed Ms. Sanchez Trevino and wished her the best in her role as Personnel Commissioner.

XI. **Reconvene into Closed Session**

XII. **Reconvene into Open Session**

XIII. **Report of Actions Taken in Closed Session** - None

XIV. **Adjourn** – The meeting adjourned at 1:35 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

DRAFT

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
Wednesday, June 24, 2020 – 12:30 p.m.**

Via Teleconference:
<https://laccd.zoom.us/j/94334221397>
Meeting ID: 943 3422 1397
Dial by your location
1 669 900 6833 US
Meeting ID: 943 3422 1397

MINUTES OF THE REGULAR MEETING – CLOSED SESSION

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

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
 - 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 1:00 p.m.

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

Date

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, June 24, 2019 – 1:00 p.m.

Via Teleconference:

<https://laccd.zoom.us/j/94334221397>

Meeting ID: 943 3422 1397

Dial by your location

1 669 900 6833 US

Meeting ID: 943 3422 1397

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

Justin L'Hommedieu, Assessment & Selection Analyst

Deborah Tsai, Assistant Personnel Analyst

Patrick Sung, Assistant Administrative Analyst

Marissa Espiritu-Sy, Assistant Personnel Analyst

Guests:

Steven Butcher, AFT 1521A

Suleman Ishaque, AFT 1521A

Arnold Blanshard, Director of Internal Audit, Educational Services Center

Claudia Gallegos, Administrative Secretary, Employee and Labor Relations,
Educational Services Center

Margarita Padilla, Secretary, Los Angeles Mission College

Judie Price, Administrative Secretary, Los Angeles Trade-Technical College

Aura Orellana, Administrative Secretary, East Los Angeles College

Arthur Yin, Senior Secretary, Los Angeles Pierce College

Patrisia Vasquez, Senior Office Assistant, East Los Angeles College

Chad Baugher, Senior Secretary, Los Angeles Valley College

Clara Urionabarrenechea, Senior Secretary, East Los Angeles College

Judith Fierro, Administrative Secretary, West Los Angeles College

Wendy Campos, Secretary, Los Angeles Trade-Technical College

Ilene Sutter, Senior Secretary, Los Angeles Valley College

Rodnette Berger, Senior Secretary, Los Angeles Southwest College

An Do, Administrative Secretary, East Los Angeles College

Ashanti Lyles, Senior Secretary, West Los Angeles College

Evelyn Pichardo, Senior Secretary, Los Angeles Valley College

Caridad Ahorro, Administrative Secretary, Los Angeles City College

Aaron Chan, Senior Secretary, Los Angeles Trade-Technical College

Christine Gomez Carretero, Senior Secretary, Los Angeles Harbor College

Irene Mah y Busch, Senior Secretary, East Los Angeles College

Ruth Siguenza, Administrative Secretary, East Los Angeles College

Arineh Arzoumanian, Vice President of Academic Affairs, Los Angeles Trade-Technical College
Meredith Stoops, Senior Secretary, Los Angeles Valley College
Julianne Cueva, Administrative Secretary, West Los Angeles College
Alim Al Razi, Senior Secretary, Los Angeles Pierce College
Jose Rodriguez, Senior Secretary, East Los Angeles College
Sevana Simonyan, Administrative Secretary, Educational Services Center
Suzanne Mignosi, Secretary, Los Angeles Mission College
Lori Hunter, Senior Secretary, Los Angeles Trade-Technical College
Michelle Rodriguez, Administrative Secretary, Los Angeles City College
Jonathan Gallay, Secretary, Los Angeles Pierce College
Heather Groff, Secretary, Los Angeles Pierce College
Maria Filip, Senior Secretary, Los Angeles Pierce College
Linda Rodriguez, Secretary, West Los Angeles College
Ana Diaz, Secretary, Los Angeles Harbor College
Michael Rodriguez, Senior Secretary, East Los Angeles College
Delmy Facio, Secretary, Los Angeles City College
Yovanna Campos Walker, Office Assistant, Los Angeles City College
Tasha Anderson, Senior Secretary, Los Angeles Southwest College
Doris Zantizo, Secretary, East Los Angeles College
Katherine Morales, Secretary, Los Angeles City College

- 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 of May 15, 2020 -**
Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the minutes for the May 15, 2020 open and closed meetings 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 received the Classified Employment Opportunities Bulletin and Strictly Classified Employee Bulletin as information.
- V. **Classification Study: Student Services Aide, EN 1025343, Dual Enrollment Program, Los Angeles Mission College (Case 3841)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the reclassification of EN 1025343, as presented.
- VI. **Classification Study: Senior Office Assistant, EN 805002, Academic Affairs, East Los Angeles College (Case 3842)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the reclassification of EN 805002, as presented.

- VII. **Title Changes for the Classes of Administrative Secretary and Senior Secretary (Case 3845)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the title change and class description revisions for the classes listed above, as presented.
- VIII. **Title Change for the Class of Chief Facilities Executive (Case 3846)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the title change for the class of Chief Facilities Executive, as presented.
- IX. **Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Tentative Approval) (Case 3843)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the changes to Personnel Commission Rule 600, as presented.
- X. **Revision to Personnel Commission Rule 836, APPEALS OF MEDICAL DISQUALIFICATIONS OF CLASSIFIED EMPLOYEES AND ELIGIBLES (Case 3844) (Tentative Approval)**- Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the changes to Personnel Commission Rule 836, as presented.
- XI. **Revision to Personnel Commission Rule 522, class titles and descriptions (Tentative Approval) (Case 3847)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the changes to Personnel Commission Rule 522, as presented.
- XII. **Class Description Revisions for:**
- a. **Assistant Auditor**
 - b. **Auditor**
 - c. **College Event and Venue Technician**
 - d. **Investigator**
 - e. **Secretary**

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

- XIII. **Notice of Outstanding Work Performance for:**
- a. **Yvonne, Ruiz, Senior Personnel Technician, Personnel Commission, Educational Services Center**

Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission received the Notice of Outstanding Work Performance for Yvonne Ruiz and gave her their thanks and congratulations.

- XIV. **Correspondence** – No correspondence was received.
- XV. **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 522, class titles and descriptions (Final Approval); Revision

of Personnel Commission Rule 836, APPEALS OF MEDICAL DISQUALIFICATIONS OF CLASSIFIED EMPLOYEES AND ELIGIBLES (Final Approval); Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval)

- XVI. **Hear Non-Agenda Speakers/Open Forum** – None.
- XVII. **Reconvene into Closed Session**
- XVIII. **Reconvene into Open Session**
- XIX. **Report of Actions Taken in Closed Session** - None
- XX. **Adjourn** – The meeting adjourned at 1:40 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: Establishment of a New Class of Supervising Auditor (Case 3900)

Recommendations:

- I. It is recommended that the Personnel Commission establish the new class of Supervising Auditor; that the class description for the new class be adopted; that the new class be placed in the Auditing Group, Administration Series; that the new class be allocated to salary schedule 8286.80; and that the salary setting basis for the new class be based on maintaining a four-step differential above Personnel Analyst (key class), effective July 22, 2020.

Salary Schedule 8,286.80

\$8,286.80	\$8,742.58	\$9,223.42	\$9,730.70	\$10,265.89	Monthly
\$99,441.60	\$104,910.96	\$110,681.04	\$116,768.40	\$123,190.68	Annually

- II. It is recommended that the Personnel Commission authorize an examination for the new class with an Open and Promotional (Dual Certification) field of competition.
- III. It is recommended that Rule 596, OVERTIME, be amended to designate the new class as Supervisory for purposes of overtime.
- IV. It is recommended that the position of EN 1019709 in the class of Senior Auditor be reclassified to the new class, and that the incumbent be provided with salary benefits, and upon appointment to her reclassified position, seniority benefits in accordance with the provisions of Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFIED OR REALLOCATION, effective July 22, 2020.
- V. It is recommended that the class of Senior Auditor be abolished upon establishment of the new class of Supervising Auditor.

Bases of Recommendations:

1. The establishment of the new class was initiated by the Director of Internal Audit who indicated a need for a full supervisory position in his department due to an increase in staffing and expansion of audit and investigative services. The Deputy Chancellor was in support of the new position request.
2. The new position of Supervising Auditor will report to the Director of Internal Audit and requires an incumbent to provide supervision over the day-to-day activities of one or more assigned internal audit units as well as to conduct the more complex and difficult internal operational, performance, compliance, and financial audits of the District. An organizational chart is included in this report to illustrate how this new position fits within the District's organization.

3. The recommended salary schedule for the new class is based on a four-step salary differential above Personnel Analyst, which is the key class for auditor. This proposed differential (22%) is consistent with the differentials used to recognize full supervisory responsibilities in the classified service.
4. The recommended title for the new class is descriptive of the level and scope of duties that are assigned to the class.
5. Personnel Commission Rule 596, OVERTIME, defines a supervisory class as one where the primary duties and responsibilities of the position consist of the supervision of a major operating unit at the Section level, or its equivalent, and encompass the following characteristics:
 - Customarily and regularly plan, organize, direct, and review the work of other employees.
 - Customarily establish procedures regarding the operations of the assigned unit.
 - Customarily and regularly exercise discretionary powers and sanctions.
 - Customarily and regularly do not include the performance of duties similar to those of subordinates.
6. Staff audited the position of EN 1019709 and determined that the primary duties assigned to the employee fall within the scope of responsibilities of the new class of Supervising Auditor because the employee plans, assigns, and supervises the work of auditor staff engaged in conducting District-wide audits; reviews completed audit assignments for adherence to principles and established standards as well as the soundness of conclusions; conducts the more complex audits and special investigations including ones for the Whistle Blower Program; develops, revises, and implements auditing procedures and methods; evaluates computer software applicable to District auditing and recommends systems enhancements.

STATUS OF INCUMBENT

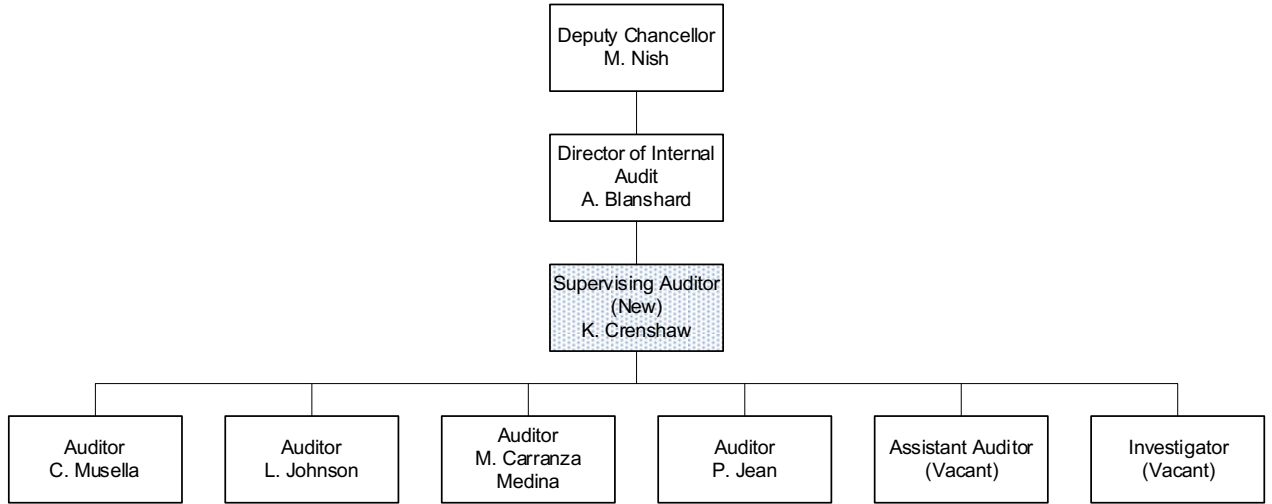
In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, K. Crenshaw (EN 1019709) may be appointed to her reclassified position without participating in an examination process.

Date of Last Performance Evaluation: July 7, 2020



LOS ANGELES COMMUNITY COLLEGE DISTRICT
ORGANIZATIONAL CHART

EDUCATIONAL SERVICES CENTER
-Office of Internal Audit-



Rule Amendment

596 Overtime

Education Code Section 88026

A. ***

F. ***

The District's current classes designated as Executive, Administrative, or Supervisory are as follows:

EXECUTIVE CLASSES

ADMINISTRATIVE CLASSES

SUPERVISORY CLASSES

Supervising Accountant
Supervising Auditor

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision of Personnel Commission Rule 836, APPEALS OF MEDICAL DISQUALIFICATIONS OF CLASSIFIED EMPLOYEES AND ELIGIBLES (Final Approval) (Case 3844)

The proposed amendments to Rule 836 are part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Editorial changes have been made to the rule for clarity and consistency.

The following substantive change has been made to the rule:

- Paragraph A.1 was added to include an additional action of a medical nature that may be appealed, specifically for eligibles.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

836

LAW AND RULES

~~August 11, 2015~~ July 22, 2020

836 APPEALS OF MEDICAL DISQUALIFICATIONS OF CLASSIFIED EMPLOYEES AND ELIGIBLES

Education Code Sections

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

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

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

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

~~**88130. Powers of the Commission in Conducting Hearings, and Inspecting Records of Governing Board.**~~ The commission may conduct hearings, subpoena witnesses, require the production of records or information pertinent to investigation, and may administer oaths. It may, at will, inspect any records of the governing board that may be necessary to satisfy itself that

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

836

LAW AND RULES

~~August 11, 2015~~ July 22, 2020

the procedures prescribed by the commission have been complied with. Hearings may be held by the commission on any subject to which its authority may extend as described in this article.

A. In accordance with Rules 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES; 735, CAUSES AND PROCEDURES FOR SUSPENSION, DEMOTION, DISMISSAL; AND 740, LAYOFF AND REEMPLOYMENT, the following actions of a medical nature may be appealed:

1. Disqualification of an eligible for health conditions which precludes an eligible from satisfactorily and safely performing the essential duties of the position classification offered.

21. Refusal of reinstatement following resignation or return from leave of absence based upon failure of an employee to meet the District's health standards or rejection by the ~~Division of Human Resources~~ Division of a request for additional unpaid illness leave.

32. Refusal of health clearance by the District's medical consultant based upon failure of a laid-off employee to meet health standards when he/she is certified for reemployment by the ~~Division of Human Resources~~ Division.

43. Dismissal for health reasons, including discovery or development during an initial probationary period of any physical, emotional, and/or mental condition which precludes an employee from satisfactorily and safely performing the essential duties of the position classification to which assigned.

54. Recommendation by the District's medical consultant that an employee be placed on involuntary illness leave.

B. In the event of any health disqualification (or disciplinary action resulting from a decision) by the District's medical consultant, the following procedure should be followed:

1. The ~~Division of Human Resources~~ Division shall deliver to the ~~individual-employee~~ by certified mail, a written statement of the reasons for disqualification. The notification shall inform the ~~individual-employee~~ that the action is subject to his/her appeal to and review by the ~~Division of Human Resources~~ Division and that an appeal must be in writing. To be considered a timely appeal, the ~~Division of Human Resources~~ Division must receive the appeal within fourteen calendar days of the date that the notification was sent by certified mail.

2. The appeal shall specify the reason(s) that the ~~individual-employee~~ believes that the disqualification is erroneous. If the ~~individual-employee~~ has medical or other evidence of fitness for duty which he/she believes refutes the reason for disqualification set out in

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

836

LAW AND RULES

~~August 11, 2015~~ July 22, 2020

the notification of disqualification, he/she shall submit such evidence along with the appeal to the ~~Division of Human Resources~~ Division.

The ~~Division of Human Resources~~ Division shall review the appeal with the medical consultant involved and prepare a joint decision within 14 calendar days after receipt of the appeal unless there is an explanation of the need for additional time in writing to the individual, with a copy to the Personnel Commission.

3. If the administrative review decision is to reverse the original finding and is favorable to the appellant, the ~~Division of Human Resources~~ Division shall inform all interested parties.
4. If the rejection is sustained, the ~~Division of Human Resources~~ Division shall notify the ~~appellant individual~~ in writing of the reason for the rejection and inform him/her that the rejection is subject to written appeal to the Personnel Commission within 14 calendar days after receipt of the notice. Copies of the notification shall be provided to the Personnel Commission and to the employee's division head or college president. An appeal can be made on the grounds listed in Rule 735, CAUSES AND PROCEDURES FOR SUSPENSION, DEMOTION, DISMISSAL, or on the basis that the decision was not in accord with the approved health standards or policies established in Rule 10202 of the Board of Trustees.

If an appeal is made to the Personnel Commission, the appellant shall be advised by the Personnel Commission that the matter will be investigated. The ~~Division of Human Resources~~ Division shall be requested to submit to the Personnel Commission all medical evidence, upon which the disqualification was based. The appellant shall be invited to submit, in support of his/her appeal and at his/her own expense, written medical or laboratory reports, X-rays, photographs, or other exhibits or written statements as appropriate. The staff shall make such additional materials available for review by the ~~Division of Human Resources~~ Division.

5. The Personnel Director shall examine the evidence provided by both the Human Resources Division and the appellant and recommend disposition of the appeal to the Personnel Commission. The Personnel Director shall be authorized to consult with any appropriate resource personnel. The Personnel Commission shall determine whether the appeal will be the subject of an investigation or a hearing.
6. The Hearing Officer or Medical Review Expert shall establish his/her own procedure to consider the matters referred to him/her. The Medical Review Expert's findings and recommendations shall be based on the health policies and standards established in Board Rule 10202. The health requirements for new employees and employees in service shall be based upon the employee's physical, mental and emotional ability to perform the essential duties of the position classification satisfactorily without endangering his/her health or safety or the health and safety of others. The Hearing

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Officer or Medical Review Expert may require additional information from the appellant or the ~~Division of Human Resources~~ Division. The Hearing Officer or Medical Review Expert may require that the appellant submit to further physical examination. Expenses of a special physical examination initiated by the Hearing Officer or Medical Review Expert shall be paid by the appellant; if his/her appeal is sustained, he/she shall be reimbursed by the Board of Trustees.

The Hearing Officer or Medical Review Expert shall report his/her findings and recommendations to the Personnel Commission no later than 15 working days from the date he/she last considered the case. The Personnel Commission shall provide copies of the findings and recommendation to the appellant and the ~~Division of Human Resources~~ Division.

7. After a due notice period of 15 working days, the findings and recommendations of the Hearing Officer or Medical Review Expert will be placed before the Personnel Commission for consideration and both the District's medical consultant and the appellant will be given an opportunity to provide either written or oral reaction to the Hearing Officer or Medical Review Expert's findings and recommendations. The Personnel Commission may return the matter to the Hearing Officer or Medical Review Expert for further information or for reconsideration before rendering a decision. The decision of the Personnel Commission shall be rendered in writing within 14 calendar days after its consideration of the investigation or hearing is completed. Copies of the decision shall be sent to the appellant and the ~~Division of Human Resources~~ Division.
8. The decision of the Personnel Commission shall include instructions to the administration regarding the action to be taken as a result of the appeals of the kind of actions listed in Paragraph A. If an appellant is given health approval for employment, his/her name shall be restored or added to the appropriate employment list ~~by the Division of Human Resources~~ and retained on the employment list for certification for the balance remainder of the life of the list. The adding of names to employment lists shall not invalidate appointments made from such lists from the time the lists were established until the names were restored or added.
9. Expenses for the services of Medical Review Expert shall be in addition to the Personnel Commission's regular budget.

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TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 750, REASSIGNMENT OF REGULAR EMPLOYEES BECAUSE OF ILLNESS OR INJURY (Tentative Approval) (Case 3901)

The proposed amendments to Rule 750 are part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Education Code Sections 88080 and 88081 have been added. Editorial changes have also been made to the rule for clarity, consistency, and conciseness. Provisions of the Title I of the American with Disabilities Act of 1990 were incorporated in the rule since this law was created after the last amendment was made to this rule.

The following substantive changes are being recommended:

- A title change to emphasize that the focus of the rule is on reassignments of employees due to a disability.
- Paragraph A. was amended to account for applicable provisions of Title I of the American with Disabilities Act of 1990.
- A new paragraph B. was added to address cases where the District cannot accommodate the work restrictions of an employee within his/her current position.
- The sections of the rule that refer to a Light Duty and Special Class have been removed from the rule since this area is now covered under the provisions of ADA.

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750 REASSIGNMENT OF ~~REGULAR EMPLOYEES~~ BECAUSE OF DISABILITY ILLNESS OR INJURY

Education Code Sections ~~88098~~

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

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

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

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

88098. A regular employee who is determined by the governing board to be incapable of performing the duties of his or her class because of illness or injury may, at the ~~direction~~ discretion of the governing board, be assigned duties ~~which~~ that he or she is capable of performing. The position to which the employee is assigned shall be subject to classification by the personnel commission, but the employees shall receive no increase in wage or salary because of his or her assignment to the position unless he or she is appointed from an eligibility list

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resulting from a competitive examination. In the event that the position is classified and allocated to a higher wage or salary than that previously attained by the employee, he or she may be assigned to the position without competitive examination, but shall continue to receive the wage or salary of his or her former classification. If the position is classified and allocated to a lower wage or salary than that attained by the employee, he or she shall be paid the wage or salary appropriate to the position.

A. Regardless of the source or nature of the disability, a classified employees who are is determined through the District's relevant procedures to be unable to continue performing the essential duties of their his/her regular duties position shall be provided with reasonable accommodations in accordance with Title I of the Americans with Disabilities Act of 1990. may be assigned to different duties, upon the recommendation of the division head, or College President and/or the District's Committee for the Physically Handicapped, under the following conditions: Such reasonable accommodations shall be established through a Good Faith Interactive Process and may include but are not limited to:

1. Adapting existing physical facilities used by the employee.
2. Restructuring the employee's job.
3. Modifying work schedules.
4. Adjusting or modifying training materials or policies.
5. Reassignment to an available vacant position.
6. Acquiring or modifying work equipment or devices.
7. Providing qualified readers or interpreters.

Accommodations that would pose an undue hardship on the operations of the District are considered unreasonable and shall not be granted.

1. Any compensation insurance payments heretofore available on account of disability have been reduced or terminated because the employee is able to do light work, and
2. The District Contract Physician and/or Workers' Compensation Administration Physician approve the physical ability of the employee to perform the new duties.
3. Information and guidelines for the functions of the Committee for the Physically Handicapped are contained in Board Rules 10208 and 10209.

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~~B. — A disabled employee may be assigned to perform the duties of a class but with greater flexibility as to the daily time allowed for completion of work. However, a disabled employee may not work more than eight hours per day without payment for overtime.~~

E.B. In the event that the District determines through its relevant procedures that it cannot reasonably accommodate the work restrictions of an employee with a disability within his/her current position, the Personnel Commission shall evaluate the employee's education, experience, and current and past job classes to identify potential alternative placement opportunities in a lateral or lower-level class that may be available within a reasonable amount of time to the employee as a reasonable accommodation. The position to which the disabled employee with a disability is reassigned shall be classified by the Personnel Commission. The employee shall be required to qualify for higher-level classes by examination. If a current active eligibility list exists for a potential alternative position identified by the Personnel Commission and the employee is required to qualify by examination for the position, a special examination administration shall be granted to the employee and if successful, the employee's name will be added to the eligibility list based on his/her score.

~~If the position is evaluated at a higher level than any class in which the employee has held regular status and if he/she is not eligible for regular appointment, the position may be reclassified to a (Light Duty) or (Special) class on the same salary level as any class in which the employee holds or has held regular status. When a disabled employee is transferred, he/she shall be credited with seniority accumulated in the class from which transferred.~~

~~1. — A (Light Duty) class is one in which the employee continues to perform the duties and responsibilities most characteristic of his/her regular class but with some restriction on physical activity. The same knowledges, skills, and abilities continue to be utilized. The restriction on physical activity may take the form of a limitation on the weight of objects the employee may lift; being excused from duties that require bending, stooping, or climbing; or being assigned to a position that does not require operation of equipment. The foregoing are examples only and do not restrict the range of accommodations which may be made to keep the employee gainfully employed.~~

~~2. — A (Special) class is one in which the employee may perform somewhat different duties and responsibilities than are typical of his/her regular class. The assignment may take into consideration prior training and experience or it may involve a period of study and retraining.~~

~~D.C. When a disabled employee is appointed from an eligibility list to a position at a higher level than any class in which he/she has held regular appointment, he/she shall be placed at that step of the schedule for the class which is next higher than the rate of the step of the schedule he/she received immediately prior to the promotion, or the first step of the new class, whichever is higher. An employee with a disability who is appointed from an eligibility list to a higher class shall be paid the flat rate of the higher class, if~~

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applicable, or the step of the higher class which would apply upon promotion, in accordance with Rule 582, ALLOCATION TO APPROPRIATE SALARY STEP.

An employee with a disability who is reassigned to a lower class shall be placed on the flat rate of the lower class, if applicable, or the step that provides the least reduction from the rate achieved in the class in which permanent status has most recently been acquired.

- E. ~~A disabled employee who promotes from a (Light Duty) or (Special) class to the corresponding regular class shall, upon specific finding by the Personnel Commission that he/she has performed and will perform the same duties in both classes, be credited with seniority in the regular class for his/her service in the (Light Duty) or (Special) class.~~
- D.F. With the exceptions described above, reassignment under the provisions of this rule will not alter the employee's rights, burdens, and benefits, nor preclude subsequent reassignment in accordance with the above provisions.

The provisions of this rule are intended to be fully compatible with and enable the administration to comply with all laws and regulations issued by federal and state agencies relating to prohibition of discrimination against ~~handicapped~~ persons with a disability.

- E.G. The time limits for return to a former or change to a related class set forth in the Education Code and other Personnel Commission Rules shall not apply ~~either to the initial or subsequent placement of an disabled employee~~ with a disability.

OFFICE AIDE

DEFINITION

Performs a variety of entry-level, routine clerical duties related to the operation of an office.

TYPICAL DUTIES

Prepares ~~and types~~ form letters, memoranda, tables, documents, labels, and other materials from notes, rough drafts, or verbal instructions utilizing standard office computer-software applications.

Proofreads reports, letters, bulletins, and other materials for correct grammar, spelling, and punctuation.

Assembles printed or duplicated materials for distribution.

Maintains office files by sorting, filing, and locating documents and information in accordance with established operating procedures.

Makes simple computations and compilations of data.

Keeps records and makes entries on standardized forms.

Searches files and records for required information.

Receives, opens, time-stamps, sorts, and distributes mail to appropriate staff.

Receives and distributes office supplies.

Addresses and stuffs envelopes.

May act as a receptionist, answer telephones, transfer incoming calls, and reply to routine inquiries.

May operate data entry terminal.

May operate calculating or adding machines and copiers.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Office Aide** learns and applies knowledge of office operations and procedures in carrying out a variety of routine clerical activities related to the operations of an office.

An **Office Assistant** performs responsible clerical duties and exercises initiative and judgment in applying established practices. Operating a keyboard and use of computer equipment are an integral aspect of the

duties. Some employees may be assigned to a multi-line telephone set station or a communications systems console to route a College's or the District Office's incoming and outgoing calls to the appropriate persons or offices. The class of **Office Assistant (Confidential)** is distinguished from the class of Office Assistant because the employee, in the regular course of his or her duties, is required to have access to, or possess information relating to, the District's employer-employee relations.

A **Senior Office Assistant** performs complex clerical duties, applies a thorough knowledge of a highly specialized office function while assisting in the daily operation of an assigned office or department, and exercises initiative and independent judgment in applying established practices to specific cases. Operating a keyboard and use of computer equipment are an integral aspect of the duties.

SUPERVISION

Immediate supervision is received from higher level staff. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Basic clerical practices and procedures

Basic recordkeeping procedures

Fundamentals of business English, spelling, punctuation, and grammatical usage

Basic operations of computer and equipment common to assigned office

Capabilities and operation of standard-~~common~~ office equipment

Ability to:

Operate common office equipment

Keep accurate and complete records

File materials accurately

Search records and furnish requested information

Understand and follow instructions

Spell ordinary words correctly and use proper punctuation and grammar

Make arithmetic calculations involving fractions, decimals, and percentages

Work effectively and tactfully with employees, students, and the public

Learn the basic rules, policies, and procedures of the office to which assigned

Learn customer service techniques for public contact in person, on the telephone, and in written communication

Learn general and specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent. General clerical ~~Office~~ experience and typing skills are desirable.

Reasonable Accommodation

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

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

INSTRUCTIONAL ASSISTANT, REGISTERED VETERINARY TECHNOLOGY

DEFINITION

Monitors and maintains one or more instructional laboratories used in registered veterinary technicians' programs; Assembles materials, supplies and equipment used in demonstrations and classroom assignments; operates and maintains equipment used in the RVT program; assists students and faculty with instructional activities related to the assigned program; and orders, issues, receives, and stores classroom materials and supplies.

TYPICAL DUTIES

Schedules and oversees the use of one or more instructional laboratories by students, faculty, and staff.

Instructs students individually on the proper and safe use and operation of a variety of equipment and tools and orients students to established policies within the instructional laboratory.

Explains to students established instructional laboratory and equipment policies.

Prepares and sets up lab classes by assembling supplies, sterilizing instruments, measuring solutions, and setting up equipment used in RVT class demonstrations.

Assists in the handling, restraint, and treatment procedures of demonstration animals used in the classroom.

Assists in instructional demonstrations of veterinary procedures and techniques such as catheter placement, dental cleaning, exposure and development of radiographs, etc.

Maintains and operates a variety of technical lab equipment.

Assists instructors in the design and development of instructional and study aids.

~~Advises and responds to~~ Assists with student inquiries regarding specific course requirements and ~~advises~~ provides information to students regarding specific program requirements.

Issues and receives supplies, materials, and equipment for student use in laboratory and classroom assignments, keeps records, and effects the return of supplies and equipment checked out to students.

Maintains inventory records of supplies, material, and equipment and prepares periodic inventory reports.

Maintains medical records of all animals used for instructional purposes.

Maintains laboratory attendance and progress records.

Complies with health and safety practices and precautions required by OSHA, DEA, USDA, and AVMA.

Prepares requisitions for supplies and materials.

Inspects, cleans, and stores used supplies and equipment.

Keeps storerooms and work areas orderly and clean.

May provide training and work direction to student employees.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Registered Veterinary Technology**, applies knowledge of veterinary technology to a broad range of duties related to the day-to-day operations of a registered veterinary technology program which include: preparation and set up of supplies, material, and lab equipment; storekeeping functions; and demonstration of proper and safe uses and operations of instructional equipment and materials used in a RVT lab.

Instructional Assistants in other academic disciplines are responsible for the day-to-day operations of instructional laboratories and apply their specialized knowledge to a broad range of duties related to the day-to-day operations of their academic departments.

SUPERVISION

General supervision is received from an RVT Program Director academic supervisor. Functional supervision is received from instructional staff. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

Subject matter of all RVT courses

Equipment, materials, supplies, and related items used in RVT courses

Nursing care and handling of small and large animal species used in RVT courses

Health and safety practices and precautions required for OSHA, DEA, USDA, and AVMA compliance

Capabilities of computer systems, software, and hardware common to instructional laboratories

Basic inventory and material storage procedures

Recordkeeping procedures

Ability to:

Provide instructional assistance to students and instructional staff

Follow complex instructions in the preparation of lab equipment set-up

Work effectively and cooperatively with students and instructional staff

Communicate effectively both orally and in writing

Properly care and handle small and large animal species

Give clear and concise instructions

Keep accurate and detailed records

Secure and store supplies

Effectively utilize computer equipment and software in the performance of duties

Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate's degree or its equivalent from a recognized college or university with a major in an accredited American Veterinary Medical Association Registered Veterinary Technician program. Possession of a current California Registered Veterinary Technician license is desirable.

OR

B. Graduation from high school and two years of full-time, paid experience in the veterinary field under the supervision of a licensed veterinarian. Possession of a current California Registered Veterinary Technician license is desirable.

Reasonable Accommodation

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

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