

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING

Wednesday, April 6, 2022 –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
 - i. In the Matter of the Appeal of EN 1049538
Oral Examination Results
Custodial Supervisor
 - b. Conference with Legal Counsel-Anticipated Litigation
Pursuant to Government Code Section 54956.9
- IV. Report of Action Taken in Closed Session
- V. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, April 20, 2022
Closed Session 12:30 p.m.
Open Session 1:00 p.m.
Via Teleconference

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

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

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION MEETING

Wednesday, April 6, 2022 – 1:00 p.m.

Via Teleconference:

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve the Minutes from the Open and Closed Meetings of March 16, 2022
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities
 - b. Strictly Classified Employee Bulletins
- V. Revisions to Personnel Commission Rule 701, PROBATIONARY AND PERMANENT STATUS (Final Approval) (Case 4058)
- VI. Revisions to Personnel Commission Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES (Tentative Approval) (Case 4061)
- VII. Reissue of Personnel Commission Rule 775, WORKING PERIODS (Case 4066)
- VIII. Reissue of Personnel Commission Rule 806, RETRAINING AND STUDY LEAVES OF ABSENCES (Case 4067)
- IX. Classification Study: Computer Laboratory Assistant, EN 1075098, Information Technology, Los Angeles Trade-Technical College (Case 4065)
- X. Classification Study: Administrative Operations Technician, EN 1048144, Administrative Services, West Los Angeles College (Case 4074)
- XI. Claims for Temporary Work Out of Classification for EN 1068409 (Case 4068)
- XII. Ratification of Proposed Amendments to the Entrance Qualifications for the Class of Facilities Operations Technician (Case 4075)
- XIII. Class Description Revision for:
 - a. Online Multimedia Specialist
- XIV. Correspondence

- XV. Notice of Anticipated Items: Revisions to Personnel Commission Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES (Final Approval); Revisions to Personnel Commission Rule 642, ESTABLISHMENT AND DURATION OF ELIGIBILITY LISTS (Tentative Approval); Revisions to Personnel Commission Rule 585, COMPENSATION FOR EMPLOYEES IN LIMITED-TERM ASSIGNMENTS; Classification Study: Admissions & Records Assistant, EN 786708, Admissions & Records, Los Angeles Pierce College (AFT); Classification Study: Admissions & Records Assistant, EN 764701, Admissions & Records, Los Angeles Pierce College (AFT); Classification Study: Admissions & Records Assistant, EN 1062114, Admissions & Records, Los Angeles Pierce College (AFT); Classification Study: Admissions & Records Assistant, EN 1075424, Admissions & Records, Los Angeles Pierce College (AFT); Classification Study: Admissions & Records Assistant, EN 1075583, Admissions & Records, Los Angeles Pierce College (AFT); Classification Study: Assistant ERP Functional Business Analyst, EN 1020454, Information Technology-SIS Support Group, Educational Services Center (AFT); Class Description Revisions for: Director of College Facilities (CMA); SAP Business Data Warehouse Developer (CMA)
- XVI. Hear Non-Agenda Speakers/Open Forum
- XVII. Reconvene into Closed Session
- XVIII. Reconvene into Open Session
- XIX. Report of Actions Taken in Closed Session
- XX. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, April 20, 2022
Closed Session 12:30 p.m.
Open Session 1:00 p.m.
Via Teleconference

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LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Wednesday, March 16, 2022 – 12:30 p.m.

Via Teleconference

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

MINUTES OF THE REGULAR MEETING – CLOSED SESSION

Present: Commissioners:
David Iwata, Chair
Diva Sanchez Trevino, Vice-Chair
Hope Singer

Staff: Ron Delahoussaye, Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** – None.
- III. **Convene into 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. **Correspondence** – No correspondence was received.
- V. 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.

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, March 16, 2022– 1:00 p.m.

Via Teleconference

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

MINUTES OF THE REGULAR MEETING – OPEN SESSION

Present: Commissioners:

David Iwata, Chair

Diva Sanchez Trevino, Vice Chair

Hope Singer

Staff:

Ron Delahoussaye, Personnel Director

Ute Severa, Assistant Personnel Director

Neely Miller, Executive Assistant (Confidential)

Ryan Pennock, Personnel Analyst

Deborah Tsai, Assistant Personnel Analyst

Patrick Sung, Assistant Personnel Analyst

Sarah Oda, Administrative Intern

Guests:

Rick von Kolen, Director of Employee and Labor Relations, Educational Services Center

Derwin Pollard, Lead Gardener, Plant Facilities, West Los Angeles College

Shatovia Nettles, Custodial Supervisor, Plant Facilities, West Los Angeles College

Tamara Washington, Administrative Operations Technician, Administrative Services, West Los Angeles College

Cha-Zette Smith, Senior Office Assistant, Administrative Services, Los Angeles City College

Claudia Velasco, SFP-Program Director, CalWorks, Los Angeles Pierce College

Mary Van Ginkle, SEIU Local 721

Gloria Moreno, AFT 1521A

Kristine Ayvazyan, AFT 1521A

Jo-Ann Haywood, AFT 1421A

Yovanna Campos, AFT 1521A

- I. The Chair convened the regular meeting at 1:05 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported the Personnel Commission took no action in Closed Session.

III. **Review and Approve the Minutes of the Closed and Open Meetings of March 2, 2022** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the minutes for the closed and open sessions of March 2, 2022, as presented.

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

a. **Classified Employment Opportunities**

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

V. **Revisions to Personnel Commission Rule 701, PROBATIONARY AND PERMANENT STATUS (Final Approval) (Case 4058)** – This item was withdrawn for further modifications and will return on the next Personnel Commission meeting agenda.

VI. **Revisions to Personnel Commission Rule 664, WITHHOLDING NAMES FROM ELIGIBILITY LISTS OR FROM CERTIFICATION (Final Approval) (Case 4060)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted final approval to Personnel Commission Rule 664, as presented.

VII. **Shortened Salary Range for Chief Executive Job Classifications (Case 4045)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the shortened salary range noted above, as presented.

VIII. **Classification Study: Online Technical Support Assistant, EN 1057314, Distance Education, East Los Angeles College (Case 4056)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission found the employee properly classified.

IX. **Classification Study: Custodial Supervisor, EN 820739, Plant Facilities-Operations, West Los Angeles College (Case 4057)**- Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the reclassification noted above, as presented.

X. **Classification Study: Lead Gardener, EN 1009349, Plant Facilities-Operations, West Los Angeles College (Case 4063)**- Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the reclassification noted above, as presented.

XI. **Correspondence** – None.

XII. **Notice of Anticipated Items** - Revisions to Personnel Commission Rule 806, RETRAINING AND STUDY LEAVES OF ABSENCES; Revisions to Personnel Commission Rule 775, WORKING PERIODS; Classification Study: Computer Laboratory Assistant, EN 1075098, Information

Technology, Los Angeles Trade-Technical College (AFT); Class Description Revision for: Online Multimedia Specialist (AFT)

- XIII. Hear Non-Agenda Speakers/Open Forum** – None.
- XIV. Reconvene into Closed Session**
- XV. Reconvene into Open Session**
- XVI. Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.
- XVII. Adjourn** – The meeting adjourned at 1:26 p.m.

Ron 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: Ron Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 701, PROBATIONARY AND PERMANENT STATUS (Final Approval) (Case 4058)

Staff is proposing some amendments to this rule to further clarify the provisions related to cases where an active employee returns to his/her former class beyond the 39-month time limit in place for return to former class in-service transaction requests. Staff researched the procedures for probationary and permanent status at the other five merit system-based community college districts of California, as well as the Los Angeles Unified School District and Long Beach Unified School District. None of the surveyed agencies had provisions that would address this unique scenario. A new provision is being added to the rule under paragraph G. to clarify the probationary and permanent status of employees that return to their former class beyond the 39-month time limit and are appointed off an eligibility list. Some additional clarifying language was added under paragraph C.3.

701 PROBATIONARY AND PERMANENT STATUS

Education Code Sections

88088. ~~Persons Deemed in Permanent Classified Service.~~ Any person who has been continuously employed in a position defined as a position in the classified service for a period of six months immediately preceding the date on which the procedure set forth in this article is adopted shall be deemed to be in the permanent classified service. No layoff or suspension of service during the time when the schools of the district are not in session shall count as an interruption of continuous service.

88089. ~~Persons Deemed Under Probationary Classification.~~—All persons who have been continuously employed by a community college district for less than six months immediately proceeding the date on which the procedure set forth in this article is adopted shall be deemed to hold their positions under probationary classification.

88120. ~~Probationary Period for Entry into Permanent Classified Service.~~ A person who has served an initial probationary period in a class not to exceed six months or 130 days of paid service, whichever is longer, as prescribed by the rules of the commission shall be deemed to be in the permanent classified service, except that the commission may establish a probationary period in a class not to exceed one year for classes designated by the commission as executive, administrative, or police classes. No employee shall attain permanent status in the classified service until he or she has completed a probationary period in a class. In any case the rules of the commission may provide for the exclusion of time while employees are on a leave of absence. The rights of appeal from disciplinary action prior to attainment of permanent status in the classified service shall be in accordance with Section 88124.

- A. A regular employee, except for an employee serving in a “restricted” position pursuant to Personnel Commission Rule 518, POSITIONS CLASSIFIED AS “RESTRICTED,” or an employee serving in a senior management position pursuant to Personnel Commission Rule 519, SENIOR ADMINISTRATIVE POSITIONS AND EMPLOYEES, shall attain permanent status in the Classified Service after he/she has successfully completed a probationary period in a class.

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- B. A regular employee who serves an initial probationary period in a class shall acquire permanent status according to the following conditions:
1. If the employee is assigned to a position in a class not designated as Executive or Administrative, in Rule 596, OVERTIME, he/she shall acquire permanent status in the class provided that:
 - a. the employee has received pay in that class for 130 days.
 - b. the days served in probationary status in that class constitute at least 75 percent of the days during which the employee could have been employed under his/her particular assignment basis code.
 2. If the employee is assigned to a position in a class designated as Executive or Administrative in Rule 596, OVERTIME, he/she shall acquire permanent status in the class provided that:
 - a. the employee has received pay in that class for 260 days.
 - b. the days served in probationary status in that class constitute at least 75 percent of the days during which the employee could have been employed under his/her particular assignment basis code.
- C. Any employee who is assigned to a regular position in a class in which he/she does not have permanent status shall be required to serve a probationary period in that class. The following provisions apply:
1. An employee who is subject to a new probationary period must serve at least 75 percent of the required 130 or 260 days in paid status in active on-the-job performance of the duties of a position in the class. Completion of the probationary period will not occur until the on-the-job percentage requirement has been met.
 2. A former employee reinstated as a permanent employee in a related lower class in which he/she has not previously completed a probationary period shall be required to serve a probationary period in that class.
 3. A former employee who is not reinstated or reemployed, but is appointed from an eligibility list must serve a probationary period in the same manner as a new employee.
 4. A laid-off employee who is appointed to a position from a most appropriate reemployment list and does not satisfactorily complete the required probationary period of the position, shall be eligible to keep his/her name on the reemployment list for the class from which he/she was laid-off.

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5. An employee who serves in a position in the classes of SFP Program Director, SFP Program Specialist, SFP Program Technician, or SFP Program Office Assistant and is appointed to an equal or related lower SFP position shall be required to serve a new probationary period in that class.
- D. A probationary employee who promotes to a higher regular or limited-term position and later returns to his/her lower class shall not have the paid days served in the higher class applied towards completion of the probationary period in the lower class. The days previously served in the lower class shall be counted towards the days required to gain permanency in that lower class.
- E. A probationary part-time employee who is temporarily assigned to a full-time position and later returns to his/her part-time position shall have the paid days served in the temporary full-time position counted towards completion of the probationary period in the part-time position. The days previously served in the part-time position shall be counted towards the days required to gain permanency in the regular part-time position's class.
- F. An employee who has been reclassified for purposes other than a title change shall be required to serve a new probationary period in his/her reclassified position. The period shall begin on the effective date of the Personnel Commission action.
- G. An employee shall be required to serve a new probationary period in a position in his/her former class, if more than 39 months have lapsed since his/her last regular assignment in the former class.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: The Personnel Commission

FROM: Ron Delahoussaye

SUBJECT: Revisions to Personnel Commission Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES (Tentative Approval) (Case 4061)

Personnel Commission Rule 659 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched provisions regarding the subject area at the other five merit system-based community college districts of California, as well as at both the Los Angeles Unified School District and Long Beach Unified School District. Most of the surveyed agencies have provisions in place related to the subject area. Some general and editorial updates have been made to the rule for clarification purposes.

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659 ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING
VACANCIES

Education Code Section (s)

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

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

~~88081. Subject 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.

~~88091. Vacancies in Classified Service; Promotional Applicants; Exemptions.~~

(a) All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional

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examination shall be admitted to the examination. Applicants shall be placed on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

(b) (1) Upon the request of a majority of the members of the governing board of a community college district, the commission may exempt two executive secretarial positions from the requirements of this section. Exemptions authorized under this subdivision shall be limited to one executive secretary position reporting directly to members of the governing board, and one executive secretary position reporting directly to the chancellor.

(2) Any person employed in an exempt executive secretarial position shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except he or she shall not attain permanent status in an executive secretarial position. Positions of executive secretary shall be filled from an unranked list of eligible employees who have been found to be qualified for the positions as determined by the district chancellor or superintendent and determined by the personnel commission. Any person whose services in an executive secretarial position are discontinued for a cause other than a cause for disciplinary action specified in this code or in a rule of the commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission. This subdivision shall apply only to the employees hired on or after January 1, 1988.

(c) (1) Upon the request of a majority of the members of the governing board of a community college district, the personnel commission may exempt designated senior classified administrative positions from the requirements of this section. A "senior classified administrative employee" means a classified employee who acts as the chief business, fiscal, facilities, or information technology adviser or administrator for the district chancellor or superintendent or a college president, as determined by the governing board and certified by the personnel commission.

(2) Any person employed in an administrative position exempted under this subdivision shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except that he or she shall not attain permanent status in that administrative position. A vacancy in an administrative position that is exempted under this subdivision shall be filled from an unranked list of eligible persons who have been found to be qualified for the positions as determined by the district chancellor or superintendent and the personnel commission. Any person whose services in an administrative position exempted under this subdivision are discontinued for any reason other than for cause as specified in this code or in a rule of the personnel commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission.

(3) This subdivision shall apply only to employees hired on or after January 1, 2001.

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(d) Nothing contained in this section shall authorize the selection of eligible candidates in circumvention of the affirmative action programs of any community college district.

~~88103. Conditions for certification for employment from open competitive eligibility list before exhaustion of promotional eligibility list.~~ When an open competitive examination and a promotional examination for a particular class are held at the same time, the commission may, prior to the examination, authorize certification for employment of candidates from the open competitive eligibility list before the promotional eligibility list has been exhausted if the candidate on the open list has a higher score before adjustment for preferential credits than the score of the highest available candidate on the promotional list after seniority credits have been added.

88117. (a) A person laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months as follows:

- (1) The person's reemployment shall take preference over new applicants.
- (2) The person shall have the right to participate in promotional examinations within the district during the period of 39 months.
- (3) If the person is reemployed in a new position and fails to complete the probationary period in the new position, he or she shall be returned to the reemployment list for the remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment.

(b) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff or to remain in his or her present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months, provided that the same tests of fitness under which the employee qualified for appointment to the class still apply. The personnel commission shall make the determination of the specific period of eligibility for reemployment on a class-by-class basis.

(c) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in his or her former class or to a position with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list the employee shall be ranked on that list in accordance with his or her proper seniority.

~~88127. Order of layoff and reemployment; length of service.~~ Classified employees shall be subject to layoff for lack of work or lack of funds. Whenever a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in the reverse order of layoff.

For purposes of this section, for service commencing or continuing after July 1, 1971, "length of service" means all hours in paid status, whether during the school year, a holiday, recess, or any period that a school is in session or closed, but does not include any hours compensated solely on an overtime basis as provided for in Section 88027. Nothing in this section shall preclude the governing board of a community college district from entering into an agreement with the exclusive representative of the classified employees that defines "length of service" to mean the hire date.

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If a governing board enters into an agreement with the exclusive representative of classified employees that defines "length of service" to mean the hire date, the governing board may define "length of service" to mean the hire date for a classification of employee not represented by any exclusive bargaining unit.

Nothing in this section shall preclude the granting of "length of service" credit for time spent on unpaid illness leave, or unpaid industrial accident leave. In addition, for military leave of absence, "length of service" credit shall be granted pursuant to Section 88116.

"Hours in paid status" shall not be interpreted to mean any service performed prior to entering into a probationary or permanent status in the classified service of the district except service in restricted positions as provided in this chapter.

A. Certification for filling vacancies from employment lists shall be made in the following order:

1. Priority shift transfer list for the class to which appointments are to be made.
2. Reemployment list for the class to which appointments are to be made.
3. Most appropriate reemployment list.
4. Promotional area eligibility list for the class to which appointments are to be made.
5. Open area eligibility list for the class to which appointments are to be made.
6. Promotional eligibility list for the class to which appointments are to be made.
7. Open eligibility list for the class to which appointments are to be made.
8. Most appropriate promotional eligibility list.
9. Most appropriate open eligibility list.

The order of certification may be reversed between priorities 7. and 8. by action of the Personnel Commission on a case-by-case basis. This reversal is to remain in effect for the remainder-balance of the life of the most appropriate eligibility list unless the list is sooner-terminated early by action of the Personnel Commission.

A list of names of employees requesting transfer, voluntary demotion, reinstatement, return to former class or change in basis, shift, time, status, ~~class~~, and/or ~~time class~~ shall be certified at the same time names are certified from any list except for priority 1., ~~or~~ 2., or 3. lists.

B. For purposes of this rule, a reemployment list shall be defined as a list of names of employees who have:

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1. Been laid off from a permanent position due to lack of work or lack of funds, or because their positions have been abolished or reclassified.
 2. been demoted from a promotional position while serving ~~the~~ a probationary period, have permanent status in a lower class, and have not been placed in accordance with the provisions of Rule 762, EMPLOYMENT AFTER DEMOTION OF PROBATIONER FROM PROMOTIONAL POSITION.
 3. returned from military leave and have not been placed in accordance with the provisions of Rule 820, MILITARY LEAVE OF ABSENCE.
 4. exhausted all paid or unpaid leaves of absence following an illness or an accident or industrial illness or industrial accident in accordance with the provisions of Rule 804, LEAVES RESULTING FROM INDUSTRIAL ACCIDENT OR INDUSTRIAL ILLNESS, or Rule 808, ILLNESS LEAVE.
 5. returned from Peace Corps, Red Cross, or Merchant Marine leave and have not been placed in accordance with the provisions of Rule 805, PEACE CORPS OF THE UNITED STATES, AMERICAN RED CROSS, OR UNITED STATES MERCHANT MARINE LEAVE OF ABSENCE.
- C. When dual certification has been authorized by the Personnel Commission, eligibility lists resulting from ~~an open~~ competitive open and promotional examination shall be merged according to the order of the examination scores into a single eligibility list, after the scores of each candidate on the promotional list have been adjusted for seniority and dual certification points and veterans' credits have been removed from the scores of open candidates. Certification shall be made from the top three ranks of eligibles on the merged list. When dual certification is not in effect, the order of certification shall occur as outlined in Paragraph A.
- D. The Personnel Director shall submit ~~to the Personnel Commission for its approval~~ all proposals to make use of a most appropriate eligibility list or a most appropriate reemployment list to the Personnel Commission for its approval. Accompanying each recommendation shall be a statement of the reasons for the proposal, ~~together~~ with the following information ~~regarding~~:
1. The salary schedules or flat rates of the two classes.
 2. The extent to which entrance qualifications and fields of potential promotional candidates for the two classes are similar.
 3. The extent to which examination content for the two classes are similar.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

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March 8, 2017 April 6, 2022

- E. When a proposed use of a most appropriate list is submitted to the Personnel Commission in accordance with Paragraph D., above, and objections or requests for deferral of approval are made, the Personnel Commission will defer action until the next scheduled open meeting. Any bases for objections must be prepared and submitted to the Personnel Commission in writing at or before the meeting following the deferral of action.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: The Personnel Commission

FROM: Ron Delahoussaye

SUBJECT: Reissue of Personnel Commission Rule 775, WORKING PERIODS (Case 4066)

Personnel Commission Rule 775 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched provisions regarding working periods and pay periods at the other five merit system-based community college districts of California, as well as at both the Los Angeles Unified School District and Long Beach Unified School District. All of the surveyed agencies had similar provisions relating to work and pay periods. No substantive changes have been recommended.

775 WORKING PERIODS

Education Code Section

88026. The workweek of a classified employee, as defined in Section 88033 or Section 88076, shall be 40 hours. The workday shall be eight hours. These provisions do not restrict the extension of a regular workday or workweek on an overtime basis when such is necessary to carry on the business of the district. Nothing in this section shall be deemed to bar the district from establishing a workday of less than eight hours or a workweek of less than 40 hours for all or any of its classified positions.

Notwithstanding the provisions of this section and Section 88027, a governing board may, with the approval of the personnel commission, where applicable, exempt specific classes of positions from compensation for overtime in excess of eight hours in one day, provided that hours worked in excess of 40 in a calendar week shall be compensated on an overtime basis. Such exemption shall be applied only to those classes which the governing board and personnel commission, where applicable, specifically find to be subject to fluctuations in daily working hours not susceptible to administrative control, such as security patrol and recreation classes, but shall not include food-service and transportation classes.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.

Government Code Section

6806. A day is the period of time between any midnight and the midnight following.

Labor Code Section

500. For purposes of this chapter, the following terms shall have the following meanings:

- (a) “Workday” and “day” mean any consecutive 24-hour period commencing at the same time each calendar day.
- (b) “Workweek” and “week” mean any seven consecutive days, starting with the same calendar day each week. “Workweek” is a fixed and regularly recurring period of 168 hours, seven consecutive 24-hour periods.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

~~April 5, 2017~~ April 6, 2022

- (c) “Alternative workweek schedule” means any regularly scheduled workweek requiring an employee to work more than eight hours in a 24-hour period.
- A. “Day” and “calendar day” are synonymous when either term is used in the rules.
- B. “Working day” and “workday” are synonymous when either term is used in the rules.
- C. A working day is any day for which an individual employee receives compensation, regardless of the number of hours in a day for which compensation is received, with the following exceptions:
1. A work shift that begins in one day and ends in the succeeding day shall be considered one working day.
 2. Working hours for which only overtime compensation is received shall not be considered a working day.
- D. A working day is that part of a 24-hour period during which an employee is scheduled to work in accordance with his/her specific assignment(s).
- E. A workweek is that part of a seven-day period during which an employee is scheduled to work in accordance with his/her specific assignment(s). A typical workweek consists of not more than forty hours, usually served in five consecutive days within a seven-day cycle.
- F. Nothing in this Rule shall be deemed to restrict the District from:
1. extending the regular working day or workweek on an overtime basis when such is necessary to carry out the business of the District.
 2. providing alternative workweek schedules, such as a four/forty (4/40) or nine/eighty (9/80) work schedule.
- G. A pay period shall consist of the total workdays or total work hours during a calendar month. There are twelve monthly pay periods each year, one for each month. The provisions of Personnel Commission rules which are based on pay periods shall not be affected by any temporary reduction in working days in a month.
- H. Pay frequency refers to the number of times an employee receives a paycheck during a single monthly pay period. Represented classified employees typically receive two paychecks during a monthly pay period. Unrepresented classified employees typically receive one paycheck in a monthly pay period.

WORKING PERIODS

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LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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~~April 5, 2017~~ April 6, 2022

LAW AND RULES

- I. When assignments are made, split shifts shall be avoided whenever possible. No classified employee shall be obliged to accept more than one intermission, other than the customary meal period, between his/her assigned hours of duty.
- J. The minimum salary guarantee for employees who have reported for and remained on duty in accordance with authorized instructions is fixed at two hours of pay in any one working day, unless they are assigned for a shorter period on a continuing basis. The provisions of this paragraph will be superseded if such provisions are included in current collective bargaining agreements.
- K. Necessary modifications in assignment basis code definitions are made by the Board of Trustees. Any reference to an assignment basis code in a Personnel Commission rule shall be interpreted in terms of the latest basis code definition as approved by the Board of Trustees.

WORKING PERIODS

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: The Personnel Commission

FROM: Ron Delahoussaye

SUBJECT: Reissue of Personnel Commission Rule 806, RETRAINING AND STUDY LEAVES OF ABSENCES (Case 4067)

Personnel Commission Rule 806 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched provisions regarding leave for work-related education and training at the other five merit system-based community college districts of California, as well as at both the Los Angeles Unified School District and Long Beach Unified School District. All of the surveyed agencies had similar provisions relating to such leaves. No substantive changes have been recommended.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

~~April 5, 2017~~ April 6, 2022

806 RETRAINING AND STUDY LEAVES OF ABSENCE

Education Code Section(s)

88220. ~~Legislative Intent.~~ In enacting this article the Legislature recognizes that technological and other changes are occurring which may displace otherwise desirable classified employees in the public school systems of the state. The Legislature intends that the enactment of this article will encourage classified employees to prepare themselves for the changes that are occurring and will also encourage governing boards to utilize the article to further study and retraining by classified personnel.

88221. ~~Leave of Absence.~~ The governing board of any community college district may grant any classified employee a leave of absence not to exceed one year for the purpose of permitting study by the employee or for the purpose of retraining the employee to meet changing conditions within the district.

The governing board may provide that such a leave of absence shall be taken in separate six-month periods or in any other appropriate periods, rather than for a continuous one-year period; provided, that the separate periods of leave of absence shall be commenced and completed within a three-year period. Any period of service by the individual intervening between the authorized separate periods shall comprise a part of the service required for a subsequent leave of absence for study or retraining purposes.

In community college districts operating under the merit system, such leaves of absence shall be granted in accordance with rules established by the personnel commission.

88222. ~~Prior Service Required.~~ No leave of absence shall be granted under this article to any employee for study purposes who has not rendered service to the district for at least seven consecutive years, or for retraining purposes who has not rendered service to the district for at least three consecutive years preceding the granting of the leave, and no more than one such leave of absence shall be granted in each seven-or three-year period, respectively. The governing board, or personnel commission in merit system districts, may prescribe standards of service which shall entitle the employee to the leave of absence.

Any leave of absence granted under this article shall not be deemed a break in service for any purpose, except that such leave shall not be included as service in computing service for the granting of any subsequent leave under this article.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

~~April 5, 2017~~ April 6, 2022

~~88223. Agreement on Services and Compensation During Leave.~~ Every employee granted a leave of absence pursuant to this article may be required to perform such services during the leave as the governing board of the district and the employee may agree upon in writing. The employee shall receive such compensation during the period of the leave as the governing board and the employee may agree upon in writing, which compensation shall be not less than the difference between the salary of the employee on leave and the salary of a substitute employee in the position which the employee held prior to the granting of the leave. However, in lieu of such difference, the board may pay one-half of the salary of the employee on leave or any additional amount up to and including the full salary of the employee on leave.

~~88224. Manner of Paying Compensation During Leave.~~ Compensation granted by the governing board to the employee on leave may be paid in two equal annual installments during the first two years of service rendered in the employ of the governing board following the return of the employee from the leave of absence. The compensation shall be paid the employee while on the leave of absence in the same manner as if the employee were working for the district, upon the furnishing by the employee of a suitable bond indemnifying the governing board of the district against loss in the event that the employee fails to render at least two years' service in the employ of the governing board following the return of the employee from the leave of absence. The bond shall be exonerated in the event the failure of the employee to return and render two years' service is caused by the death or physical or mental disability of the employee. If the governing board finds, and by resolution declares, that the interests of the district will be protected by the written agreement of the employee to return to the service of the district and render at least two years' service therein following his return from the leave, the governing board in its discretion may waive the furnishing of the bond and pay the employee on leave in the same manner as though a bond is furnished.

~~88225. Service Requirement in Multiple Districts.~~ Where one governing board serves as the governing board of two or more separate districts, an employee may fulfill the service requirements provided in Sections 88222 or 88224, or both, by service in any one or more of the districts under the jurisdiction of such governing board.

88226. This article shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter or other applicable provisions of this code that may hereafter be enacted.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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~~April 5, 2017~~ April 6, 2022

A. Definitions

A study leave is a leave granted to a permanent classified employee for the purpose of maintaining and improving skills used in the service of the District.

A retraining leave is a leave granted to a permanent classified employee for the purpose of acquiring new skills required as a result of changes in the District's organization and methods.

B. Length of Leave

A paid study or retraining leave of absence may be granted for a period up to one year. A year shall be defined as the assignment period of the employee's assignment basis. The leave may be taken in separate periods provided that the leave is commenced and completed within a three-year period.

Time spent on a study or retraining leave shall not be deemed a break in service for any purpose, except that such leave shall not be included as service in computing time for the granting of subsequent study leaves.

C. Requirements of Leave

The following conditions shall govern leaves of absence granted under this rule:

1. The leave must be approved by the division head or college president and authorized by the ~~Division of Human Resources~~ Division. To be eligible, the employee's overall performance evaluation rating must be "meets" or "exceeds" work performance standards in the previous two years, though exceptions may be made at the discretion of the District.
2. The employee must have rendered paid service to the District for at least seven consecutive years prior to the granting of a study leave, or for at least three consecutive years prior to the granting of a retraining leave. The employee must have served at least 75 percent of his/her regular assigned time in active on the job service during the relevant seven or three-year period.
3. The employee's physical condition has been evaluated prior to the granting of leave.
4. The employee's program of study or retraining while on leave is related to a job classification to which the employee will be assigned upon return from the study or retraining leave.
5. The employee must render paid service in the District after return from a study or retraining leave, which is equal to twice the period of the leave.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

~~April 5, 2017~~ April 6, 2022

D. Compensation for Leave

Compensation provided to an employee on study or retraining leave shall be at least one-half of his/her regular rate of pay for the applicable leave period. Compensation in excess of one-half of the employee's regular rate of pay shall be subject to the approval of the Chancellor or his/her designee.

The compensation may be paid in two equal annual installments or in the same manner as if the employee were working for the District. Before compensation commences, the employee shall furnish the District with a suitable bond against loss in the event the employee fails to render the applicable paid service following the return from leave of absence or other assurance against loss as the Chancellor or his/her designee may elect to permit.

If the employee fails to return and render the applicable paid service due to the death or physical or mental disability of the employee, the bond or obligation shall be absolved.

Employees who do not complete the approved leave objective shall reimburse the District for any compensation paid for the unexpired period following discontinuance of the leave study program.

E. Termination of Leave

The division head or college president may terminate the study or retraining leave of any employee on evidence of his/her failure to pursue or accomplish the purpose of such leave.

F. Return to Service Following Leave

Upon completion of a study or retraining leave of absence an employee may request to return to his/her former position. If the returning employee's position has been filled by regular appointment, the employee may exercise his/her bumping rights to a position in the employee's prior class, a position in a class in which he/she held regular status, or be assigned to a position in a class that is consistent with the objective of the granted leave.

G. Additional Employment

Employees on a study or retraining leave of absence may, provided that there is no conflict in hours, continue existing multiple assignments in the District or previously held outside employment. Acceptance of new employment while on leave of absence which would interfere with the achievement of the objective for which leave was granted will constitute a basis for termination of the leave.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Classification Study: Computer Laboratory Assistant, EN 1075098, Information Technology, Los Angeles Trade-Technical College (Case 4065)

Recommendation:

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

From:

Computer Laboratory Assistant
(\$3,545.28 – \$ 4,391.98/month)

To:

Assistant Technology Services Specialist
(\$4,942.16 – \$6,122.47/month)

Location:

Information Technology
Los Angeles Trade-Technical College

Incumbent:

D. Aquino (EN 1075098)

Effective Date: January 28, 2022

Bases of Recommendation:

1. The request to study the employee's position was initiated by the employee on January 28, 2022. She requested that her position be reclassified to Assistant Technology Services Specialist based on a permanent assignment of computer technical support duties in response to the pandemic when the open computer labs at the campus were closed in March of 2020. The Administration is in support of this request.
2. Staff audited the position and found that the employee is responsible for performing the following primary duties:
 - Installs, configures, upgrades, and troubleshoots computer software, computer hardware, printers, and related peripheral devices and equipment.
 - Assists administrators, faculty, and college staff with obtaining user access to college and District computer systems and applications needed for tasks such as printing, scanning, and electronic signature processing.
 - Provides entry and moderate-level technical support to users through the helpdesk ticketing system and Zoom, Teams, and Beyond Trust applications in order to address technology issues and concerns.
 - Assists with inventory control of computer and peripheral equipment for the college by utilizing asset management software. This function also includes coordination with the college Payroll Department to ensure employees return any assigned equipment prior to separating from their assignment.
 - Creates documentation and organizes files in the department drives to keep the college IT staff up-to-date and increase the local knowledge base.

- Writes routine operating instructions, training materials, and manuals to guide users on software and hardware use.
3. The classification concept for the employee's current classification of Computer Laboratory Assistant is based on performing the day-to-day operations of one or more open access computer laboratories and assists users in the operation of standard software applications, computer equipment, and peripherals. The classification concept for the requested class of Assistant Technology Services Specialist is based on performing technical support duties of entry to moderate level difficulty, complexity, and scope related to the installation, configuration, update, repair, replacement, and operation of a wide range of technology such as computer software, computer hardware, printers, and related peripheral devices and equipment. After a thorough analysis of the employee's assigned duties, staff found that the duties the employee performs falls within the higher-level class of Assistant Technology Services Specialist because the employee provides both basic and moderate-level technical support to college users related to the installation, set-up, update, operation, repair, and/or replacement of a wide range of computer related technology.

STATUS OF INCUMBENT

D. Aquino, EN 1075098 began working for the District on January 21, 2020 when she was hired as a Computer Laboratory Assistant assigned to monitor and maintain open access computer laboratories. The open computer laboratories subsequently shut down due to the pandemic in March of 2020. Without prior consultation with the Personnel Commission, the supervisor at the time decided to reassign EN 1075098 as a technical team member of campus IT providing routine technical computer support to campus staff which constituted a sudden change in her assigned duties.

In March of 2021, the District implemented an IT reorganization plan that included the new classes of Assistant Technology Services Specialist, Technology Services Specialist, and Supervising Technology Services Specialist to facilitate the District in effectively providing user support for technologies and applications used at the colleges. EN 1075098 did attempt to participate in the examination process for the new class of Assistant Technology Services Specialist in May of 2021, but did not meet the entrance qualifications at that time.

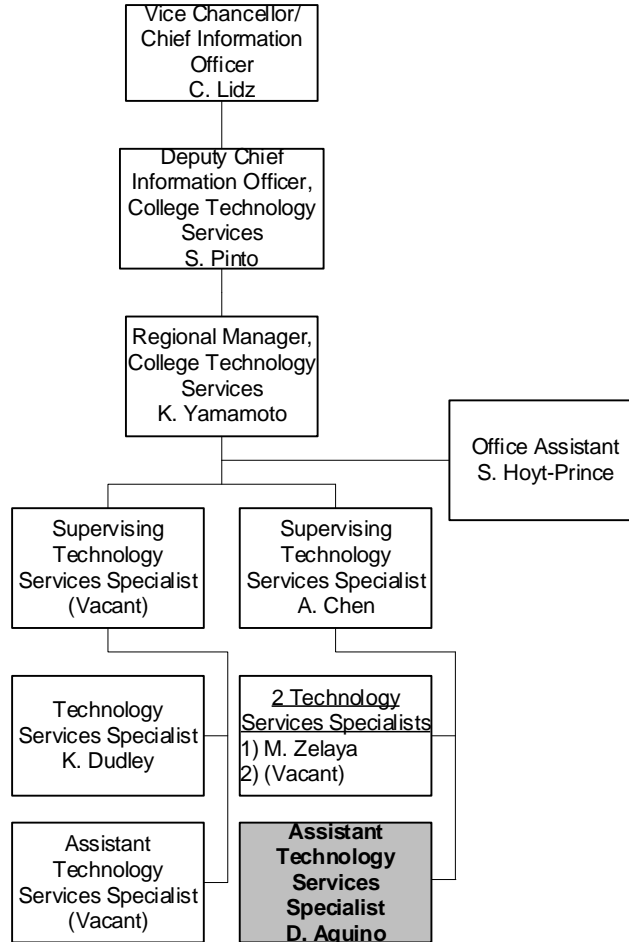
In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, a sudden change in duties occasioned by reorganization or the assignment of completely new duties and responsibilities does not customarily constitute a basis for a reclassification study. However, given the extended period of time that has elapsed since the employee was assigned the new technical duties, and in an effort to bring an equitable resolution to this unique case, staff is recommending to move forward with this reclassification study where D. Aquino, EN 1075098 must participate in a competitive examination process and place in the top three ranks to be eligible for her reclassified position. Staff notes that the employee is meeting the minimum entrance qualifications established for the reclassified position at this time.

Date of Last Performance Evaluation: March 3, 2022

Classification of position check box was marked "no" by both the immediate supervisor and the employee.



LOS ANGELES COMMUNITY COLLEGE DISTRICT
Organizational Chart
Information Technology Division
-Trade-Technical College/ESC Technology Services-



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Classification Study: Administrative Operations Technician, EN 1048144, Administrative Services, West Los Angeles College (Case 4074)

Recommendation:

It is recommended that the Personnel Commission find that the position of Administrative Operations Technician occupied by T. Washington, EN 1048144, in Administrative Services at West Los Angeles College, is PROPERLY classified.

Bases of Recommendation:

1. The request to study the employee's position was initiated by the former Vice President of Administrative Services. The employee and her supervisor requested that staff review her position to assess if the duties assigned fall outside the scope of her current classification and consider the College Event and Venue Coordinator class based on her duties related to assisting in the coordination and processing of paperwork for campus events and facilities rentals at the college. The current Administration was informed about this request.
2. Staff audited the position and found that the employee is responsible for performing the following primary duties:
 - Coordinates the processing and/or production of purchase orders, invoices, short term agreements, permits for use, civic center permits, filming permits, and other related documents in accordance with established time lines. This function also includes the creation and/or maintenance of databases to track and monitor assigned requests, provide status updates, as well as the application of applicable laws, policies, and procedures to assigned work. This duty accounts for approximately 50% of the incumbent's time.
 - Prepares correspondence, answers inquiries, and estimates for parties interested in facility rentals regarding the logistics and applicable fees charged. This duty and the two duties below account for approximately 40% of the incumbent's time.
 - Assists in making arrangements for requested event set-up, staffing, equipment, and other logistics for facility rentals and campus events.
 - Provides guidance to vendors, staff, faculty, and administrators on the processes and procedures related to purchase orders, short term agreements, permits for use, civic center permits, filming permits, and other related documents.
 - Performs campus tours for parties interested in facility rentals. This duty and the duty below accounts for approximately 10% of the remaining incumbent's time.
 - Acts as a liaison between outside parties, campus staff, and security for campus events and rentals during assigned hours.

3. The classification concept for the employee's current classification of Administrative Operations Technician is based on applying a thorough knowledge of established procedures and policies related to the centralized administrative activities for a major organizational unit. This includes duties such as coordinating the processing and/or production of documents in accordance with established time lines; creating and maintaining a variety of databases and extracting data utilizing a variety of general and specialized software applications; and conducting training sessions for staff on processes and procedures related to the operations of a major organizational unit. Proficiency in the methods, procedures, and policies utilized in the Los Angeles Community College District is of greater importance than a broad knowledge of the general principles and practices of office administration. An incumbent may perform lead duties and use of computers and advanced software applications is an integral aspect of the duties. The classification concept for the requested class of College Event and Venue Coordinator is based on planning, organizing, and participating in scheduling and promoting a wide variety of facilities and event venues such as art galleries and museums, performing arts centers, auditoriums, classrooms, stadiums, athletic fields, gymnasiums, and aquatic centers. This includes duties such as developing public relations and marketing materials to promote the use of college facilities and event venues; developing and enforcing operational and safety policies for the use of college facilities and event venues; supervising and training assigned event staff; and the preparing reports and presentations related to events held on campus. After a thorough analysis of the employee's assigned duties, staff determined that the majority of her duties assigned most appropriately fall within the scope of responsibilities of her current class of Administrative Operations Technician because the employee applies a thorough knowledge of established procedures and policies in the areas of purchase requests, contracts, and issuing Civic Center Permits, Permits for Use, and Filming Permits while utilizing computers and advanced software applications as an integral aspect of her assigned duties. The duties of the employee's position did not rise to the level of a College Event and Venue Coordinator classification because she is not involved in the promotion of events and venues; development and enforcement of operational and safety policies for the use of college facilities and event venues; supervision and training of assigned event staff; and the preparation of reports and presentations related to events held on campus.

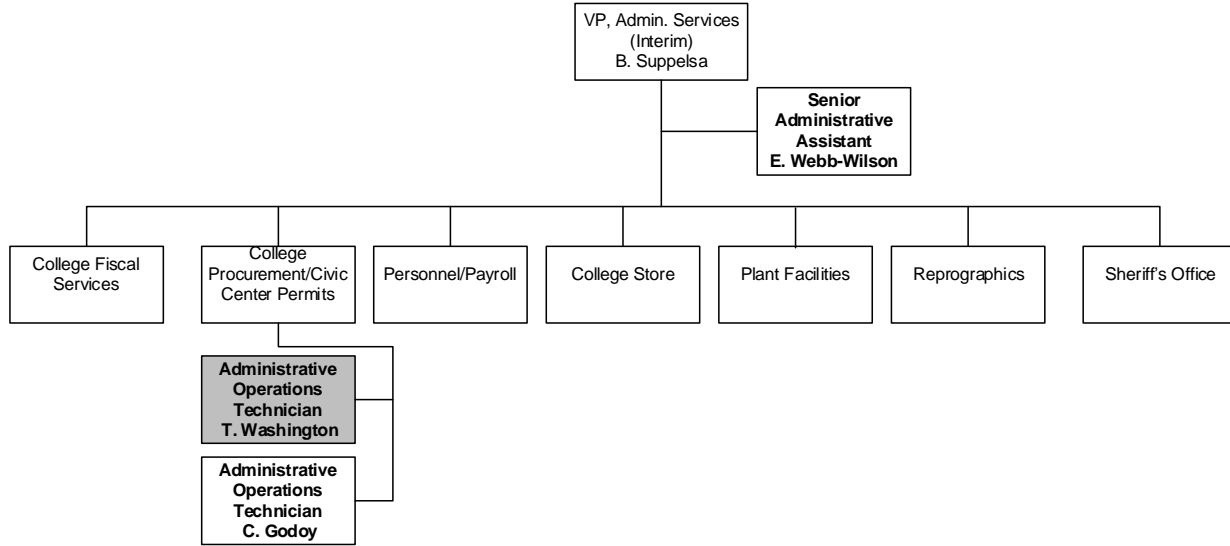
Date of Last Performance Evaluation: July 2, 2020

Classification of position check box was marked "yes" by the immediate supervisor and left blank by the employee.



LOS ANGELES COMMUNITY
COLLEGE DISTRICT
ORGANIZATIONAL CHART

WEST LOS ANGELES COLLEGE
-Administrative Services-



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Claims for Temporary Work Out of Classification for EN 1068409 (Case 4068)

Recommendation:

It is recommended that the Personnel Commission APPROVE payment for duties assigned to EN 1068409, as indicated below.

| Pay Period | Dates | HRS | DIFFERENTIAL PER HOUR | TOTAL (HRS x PAY) |
|------------|---------------------------------|--------|-----------------------|-------------------|
| 11.2021 | December 4 – December 15, 2021 | 80 | \$2.65 | \$212.00 |
| 12.2021 | December 16 – December 29, 2021 | 53.75 | \$2.65 | \$142.44 |
| Est. Total | | 133.75 | | \$354.44 |

Bases of Recommendation:

1. On March 1, 2022, EN 1068409, an Admissions and Records Assistant at Los Angeles Valley College submitted claims for temporary work out of class for the time periods of December 4, 2021 to December 29, 2021, and requested that payment be made for additional work performed during the absence of supervisory staff on the day shift. The claims submitted by the employee were authorized by the college administration.
2. The regular Registrar was on leave during the time periods identified in this report returning in January of 2022 and the Senior Admissions and Records Office Supervisor was intermittently absent during December of 2021. The interim Dean at the time asked EN 1068409 to assume some lead responsibilities. Staff notes that the college administration should have made the necessary arrangements for supervisory coverage with administrative staff or have hired a substitute admissions supervisor through the customary selection process to appropriately address this staffing issue. However, staff was not made aware of the situation until after the Registrar had returned to work and the work the employee performed had already been completed.

In an effort to not adversely impact the employee, staff reviewed the claims to determine if the employee would be owed compensation for the additional work she performed during the absence of the day shift admissions supervisor.

Staff found that during the time periods specified in the report, the employee was assigned responsibilities involving scheduling, overseeing, and participating in operational activities of admissions and records staff on the day shift. After a careful review of the work

performed by the employee, staff determined that the work performed by EN 1068409 was in a lead capacity and did not rise to the level of an admissions supervisor class because the employee was not assigned the full range of supervisory duties which includes having authority, in the interest of the employer, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees. This responsibility had been assumed by the Dean during the absence of the supervisory staff.

3. Recognizing that the employee was acting in a lead capacity to respond to operational issues pertinent to her assigned area during the time periods specified in the report, staff proposed that an 11% salary differential above the employee's current rate of pay be granted for the additional higher-level responsibilities performed. This represents the typical differential used to recognize lead responsibilities in the classified service.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Ratification of Proposed Amendments to the Entrance Qualifications for the Class of Facilities Operations Technician (Case 4075)

Recommendation:

It is recommended that the Personnel Commission ratify the proposed amendments to the entrance qualifications for the class of Facilities Operations Technician, effective March 21, 2022.

Bases of Recommendation:

1. Due to a current examination for the subject class, there was an urgent need to further amend the entrance qualifications for this class to increase the pool of qualified candidates. A current vacancy exists at the Educational Services Center and only five qualified applications have been received.
2. The proposed class description amendments are intended to make the experience qualifications broader, which will increase the pool of qualified candidates, including promotional applicants.
3. There are currently no regular incumbents in the subject class.

FACILITIES OPERATIONS TECHNICIAN

DEFINITION

Performs specialized paraprofessional staff duties in the District's Facilities Planning and Development department, which includes processing various documents related to the operational activities of the department as well as assisting in developing and implementing procedures for the processing of facilities related documents in a computerized project management system.

TYPICAL DUTIES

Maintains liaison with and provides assistance to college facilities maintenance staff regarding implementation of budget controls, funding, bid specifications, change orders, administrations of various contracts, inspection, and close out of DSA and other projects.

Prepares and processes various operational documents such as Construction Contracts, Professional Service Agreements, Facilities Order Forms, Change Orders, Amendments, Notices of Completion, and Board items involving major District construction projects.

Prepares and processes formal bidding documents for major District construction projects including advertisements for construction projects for Trade Journals and the District's website, notices to bidders, preparing and disseminating bidders lists, clocking and opening bids at public bid opening, verifying contractor's license, bond and insurance to determine responsiveness, preparing bid abstracts for Facilities Project Managers, and notifying the successful bidder.

Interprets and explains rules, regulations, codes, policies, processes, and procedures related to construction contracts to District personnel, prospective bidders, and representatives from other agencies.

Assists in the development of computerized project management systems to ensure facilities related documents are executed and expenditures can be tracked.

Inputs "blended fund" project records in computerized project management system, tracking state and local funds when the project is managed by contract project management firms.

Assists in orienting staff of the college facilities departments on the use of facilities forms on a computerized project management system.

Creates, receives, verifies, inputs, and maintains computerized vendor forms.

Answers inquiries from college staff, contractors, and Surety/Bonding Insurance Agencies regarding project status, payments processed, expenditures, and other related matters involving major construction projects.

Prepares and processes invoices for payments for major construction contracts and professional service agreements.

Receives requests for services such as hazardous material removal, arranges for the services, and processes the invoices.

Monitors and maintains various construction project accounts on a district-wide basis including funding source and timelines.

Assists in the development of training manuals for bidding and contracting procedures and processes and participates in training sessions for college staff on this topic.

Prepares and processes property lease documents and use permits.

Obtains property space information and selects predetermined standards for lease agreements.

Maintains liaison with District staff, property owners, and the public regarding the leasing of facilities and use of District property.

Prepares correspondence, board reports, miscellaneous reports, bulletins, and memoranda in relation to assigned projects and may review and edit material, prepared by others, for accuracy and compliance with guidelines and procedures.

Searches records and obtains information and/or documents from offices and agencies such as the Division of the State Architect, the Los Angeles County Recorder's Office, the California Community College Chancellor's Office, and the State Contractors' License Board.

Prepares and processes purchasing documents for construction projects, and the facilities planning and development department.

Processes payroll and personnel documents for the assigned department.

Maintains an archive of blueprints and specifications for buildings of the District, including electronic vault, implementation, maintenance and assignment of project numbers, and checks out materials.

Provide work direction and training to assigned clerical staff.

Disseminates new laws, regulations, and procedures to the facilities planning and development staff as well as the colleges as they may effect project executions.

Sets up and maintains office records, contracts files, facilities lease files, and project files.

Attends various meetings on-site and off-site to answer questions about procedural matters relative to assigned areas of responsibilities.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Facilities Operations Technician** provides specialized paraprofessional staff assistance to the District's Facilities Planning and Development department, which includes responsibilities for processing various documents related to District-wide facilities planning and major construction projects, programs and budgets as well as assisting in developing and implementing procedures for the processing of facilities related documents in a computerized project management system. Construction projects processed by this office typically exceed

\$175,000. A working knowledge of facilities planning and development administrative procedures, codes, rules, and policies is continuously applied in performing the duties of this class.

An **Administrative Operations Technician** applies a thorough knowledge of established procedures and policies in the areas of: budgeting, procurement and contracts, asset management, personnel, payroll, the production of a college's schedule of classes and catalog, and other centralized administrative activities for a major organizational unit. Proficiency in the methods, procedures, and policies utilized in the Los Angeles Community College District is of greater importance than a broad knowledge of the general principles and practices of office administration. May perform lead duties. Use of computers and advanced software applications is an integral aspect of the duties.

SUPERVISION

General supervision is received from the Director of Facilities Planning and Development or his/her designee. Work direction may be exercised over assigned clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Policies, regulations, codes, procedures, and precedents applicable to major construction contracts

District policies and procedures related to general administrative and business transactions of the District

Organization and key staff of major operating units of the college and District

Computer software such as word-processing, spreadsheet, database management, and desktop publishing used in facilities planning and development

Computer systems used in facilities project management

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

Basic research methods

Report and business correspondence formats

Proper business English, punctuation, spelling, and grammatical usage

The basics of blueprint reading

Organization and use of records and files

Skill in:

Use of computer equipment

Ability to:

Organize and coordinate the preparation and execution of assigned projects

Perform difficult technical assignments independently

Understand, interpret, apply, and explain facilities planning and development administrative procedures, codes, rules, and policies

Effectively utilize computer software to design records, create and maintain files, manipulate data, format reports and publish final documents

Critically review source data, detect, and correct errors

Gather and compile data in written, tabular, and graphic form

Evaluate work methods and efficiency

Perform mathematical computations of moderate difficulty

Effectively communicate orally and in writing

Write clear and effective reports, correspondence, and informational materials

Meet schedules and critical time lines

Trains others in the practices and procedures pertinent to the office

Provide technical assistance to others

Establish and maintain effective relationships with administrators, staff, and the public

Maintain a variety of logs, files, and records

Travel to off-site meetings

Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

An associate degree or its equivalent from a recognized college or university preferably with a major in computer applications and office technology (CAOT), business administration, construction management, project management, architecture, engineering, or a related field **AND** three years of full-time, paid experience in providing a variety of administrative support duties in the construction field, which included one year of experience in processing documents related to construction or maintenance contracts. Two years of additional qualifying experience may be substituted for the degree requirement.

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.

ONLINE MULTIMEDIA SPECIALIST

DEFINITION

Creates instructional multimedia used for online learning management systems, websites, information kiosks, presentations, and/or other materials in support of instructional programs at a college.

TYPICAL DUTIES

Creates instructional multimedia used for online learning management systems, websites, information kiosks, disc recordings, presentations, live video/web streaming, video sharing websites, pod casts, and/or other materials enhancing student accessibility utilizing instructional technology tools, strategies, and resources.

Responds to requests for technical assistance from students, faculty members, and other staff to resolve the more difficult problems related to online learning management systems.

Converts printed materials, photographs, illustrations, audio and video files, including notes, quizzes, surveys, and other student assignment materials into interactive online and offline supplemental study courseware including alternative media formats by using various multimedia software applications, development tools, and equipment.

Assists faculty members and other staff in the selection and use of software, hardware, and audio/video production and editing equipment to design and develop instructional multimedia.

Produces, edits, and compresses audio and video for multiple delivery formats.

Trains faculty members and staff in the use of various multimedia software, web conferencing software, hardware, learning management systems, and audio/video production equipment based on their specific needs and goals.

Writes program documentation, operating instructions, and training materials and manuals for faculty members and staff.

Creates, implements, and maintains instructional technology resources including video libraries, help desk support, and online tutorials and resources.

Conducts on-going evaluations of instructional multimedia technology and assists in maximizing their development and use.

Troubleshoots malfunctioning multimedia software, hardware, and other equipment used to produce interactive instructional materials; makes repairs and adjustments or refers the problem to appropriate personnel.

Installs and maintains multimedia software and equipment and ensures their efficient and effective operation.

Recommends the purchase of multimedia software, hardware, and equipment in an effort to improve accessibility and student learning.

Designs, updates, and maintains web pages in support of instructional programs at a college.

Sets-up and monitors equipment for web conferences and pod casts.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Online Multimedia Specialist** creates instructional multimedia used for online learning management systems, websites, information kiosks, presentations, live video/web streaming, pod casts, and/or other materials in support of instructional programs at a college. Proficiency in learning management systems, various multimedia software applications and development tools, enhancing student accessibility, and providing training in the use of multimedia software and equipment is an integral part of the duties of this class.

An **Online Technical Support Assistant** provides routine technical support and assistance to students, faculty members, and other staff with online learning management systems in support of a distance learning program at a college.

SUPERVISION

General supervision is received from an academic supervisor or administrator. Functional supervision may be exercised over assigned technical and clerical staff and student employees.

CLASS QUALIFICATIONS

Knowledge of:

Instructional technology tools, strategies, and resources

Principles and techniques of multimedia design

Learning management systems such as BlackBoard, Moodle, Canvas, and Etudes

Current trends in the production and post-production of instructional media technology

Basic web design and current web streaming principles, methods, and techniques

Basic website usability concepts and section 508 compliance standards for website design and video captioning, to ensure accessibility to students with disabilities

Operation and application of a wide variety of multimedia software and development tools such as Adobe Premier, Adobe Photoshop, Adobe Illustrator, Adobe Acrobat Pro, Apple iMovie, Apple Quicktime, Apple Final Cut Pro, Adobe Flash, Adobe Captivate, Camtasia, Screencast-O-Matic, Screenflow, Microsoft Project, Adobe Dreamweaver, PowerPoint, HTML, Java, JavaScript, CSS, Web 2.0 tools, FTP, Microsoft Office Suite, CCC Confer, Zoom, etc.

Operation and use of a wide variety of technical equipment such as hand-held digital cameras, web cameras, Apple iPhones, Apple iPads, Apple iPod Touches, scanners, microphones, and projector

Basic operation of computer operating systems

Basic trademark and copyright law and fair use practices for education

Principles of project management

Principles of training

Ability to:

Create instructional multimedia used for online learning management systems, websites, disc recordings, information kiosks, presentations, and/or other materials enhancing student accessibility

Translate ideas and suggestions into detailed plans from which instructional multimedia applications, presentations, and/or other materials can be produced

Design and create course and program websites, web graphics, web resources, and other digital course materials

Diagnose and resolve problems related to learning management systems

Produce, edit, and compress audio and video for multiple delivery formats

Organize, prepare, and conduct training for faculty and other staff on the use of multimedia software and technical equipment

Independently plan and organize work projects

Establish and maintain effective working relationships with faculty, administrators, and students

Communicate effectively in writing and orally

Give clear and concise instructions

Meet schedules and timelines

Learn the characteristics of new multimedia software and equipment and update technical skills to adapt to changing technology

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. A bachelor's degree from a recognized college or university, preferably with a major in multimedia, information technology, graphic design, or a related field.

AND

Two years of recent, full-time, paid experience in the creation of multimedia materials. Experience in the creation of multimedia materials used for online learning management systems such as BlackBoard, Etudes, Canvas, and Moodle, in an educational environment is desirable.

- B. An associate's degree or its equivalent from a recognized college or university, preferably with a major in multimedia, information technology, graphic design, or a related field.

AND

Four years of recent, full-time, paid experience in the creation of multimedia materials. Experience in the creation of multimedia materials used for online learning management systems such as BlackBoard, Etudes, Canvas, and Moodle, in an educational environment 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.