

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING

Wednesday, May 18, 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
  - 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, June 1, 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, May 18, 2022 – 1:15 p.m.

Via Teleconference:

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve the Minutes of the April 20, 2022 and May 4, 2022 Open and Closed Meetings of the Personnel Commission
- IV. Miscellaneous Personnel Commission Activities and Announcements
  - a. Classified Employment Opportunities
- V. Resolution for the Appointment of a New Personnel Commissioner
- VI. Resolution in Recognition of Classified School Employees' Week
- VII. Revisions to Personnel Commission Rule 585, COMPENSATION FOR LIMITED-TERM ASSIGNMENTS (Tentative Approval) (Case 4086)
- VIII. Revisions to Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION (Tentative Approval) (Case 4085)
- IX. Classification Study: Office Assistant, EN 1049791, Academic Affairs – Respiratory Therapy, East Los Angeles College Case 4079)
- X. Classification Study: Senior Office Assistant, EN 1055892, Athletics, Los Angeles Mission College (Case 4080)
- XI. Class Description Revisions to:
  - a. Director of Human Resources
  - b. Administrative Officer to the Chancellor
- XII. Notice of Outstanding Work Performance for:
  - a. Jaime Calderon, Child Development Center Food Services Aide, Child Development Center, Los Angeles City College
- XIII. Notice of Anticipated Items: Classification Study: Cashier, EN 1060519, Los Angeles Harbor College (AFT); Classification Study: Cashier, EN 808420, Los Angeles Harbor College (AFT); Class Description Revisions for: Director of Diversity, Equity, and Inclusion

- XIV. Hear Non-Agenda Speakers
- XV. Reconvene into Closed Session
- XVI. Reconvene into Open Session
- XVII. Report of Actions Taken in Closed Session
- XVIII. Adjourn

**NEXT PERSONNEL COMMISSION MEETING:**

Wednesday, June 1, 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](mailto: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, April 20, 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 1:07 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.

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David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**Wednesday, April 20, 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:

Chia Yeh, Admissions & Records Assistant, Admissions & Records, Los Angeles Pierce College

Veronica Manzano, Admissions & Records Assistant, Admissions & Records, Los Angeles Pierce College

Jacqueline Ficke, Admissions & Records Assistant, Admissions & Records, Los Angeles Pierce College

Kim Jovel, Admissions & Records Assistant, Admissions & Records, Los Angeles Pierce College

Karmen Safar, Admissions & Records Evaluation Technician, Admissions & Records, Los Angeles Pierce College

Kahlil Harrington, Director of College Facilities, Plant Facilities, Los Angeles City College

Sunny Leon, Assistant ERP Functional Business Analyst, Office of Information Technology, Educational Services Center

Melinda Ung, Online Multimedia Specialist, Academic Affairs, Los Angeles Pierce College

James Bradley, Local 99

Jo-Ann Haywood, AFT 1421A

Kristine Ayvazyan, AFT 1521A

Mario Perez, AFT 1521A

Yovanna Campos, AFT 1521A

- I. The Chair convened the regular meeting at 1:00 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported the Personnel Commission took no action in closed session.
- III. **Review and Approve the Minutes of the Closed and Open Meetings of April 6, 2022** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the minutes for the closed session of April 6, 2022, as presented.

Upon motion by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the minutes for the open session of April 6, 2022. Ms. Sanchez Trevino abstained, as she was not present.

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

a. **Classified Employment Opportunities**

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

- V. **Revisions to Personnel Commission Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES (Final Approval) (Case 4061)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted final approval to Personnel Commission Rule 659, as presented.
- VI. **Revisions to Personnel Commission Rule 642, ESTABLISHMENT AND DURATION OF ELIGIBILITY LISTS (Tentative Approval) (Case 4062)** – Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted tentative approval to Personnel Commission Rule 642, as presented.
- VII. **Classification Study: Admissions & Records Assistant, EN 764701, Admissions & Records, Los Angeles Pierce College (Case 4069)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission found the employee noted above to be properly classified. However, the Personnel Commission approved payment for claims for temporary work out of classification.
- VIII. **Classification Study: Admissions & Records Assistant, EN 1075424, Admissions & Records, Los Angeles Pierce College (Case 4070)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission found the employee noted above to be properly classified. However, the Personnel Commission approved payment for claims for temporary work out of classification.
- IX. **Classification Study: Admissions & Records Assistant, EN 1062114, Admissions & Records, Los Angeles Pierce College (Case 4071)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission found the employee above to be properly classified.

- X. **Classification Study: Admissions & Records Assistant, EN 786708, Admissions & Records, Los Angeles Pierce College (Case 4072)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission found the employee noted above to be properly classified. However, the Personnel Commission approved payment for claims for temporary work out of classification.
- XI. **Classification Study: Admissions & Records Assistant, EN 1075583, Admissions & Records, Los Angeles Pierce College (Case 4073)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission found the employee noted above to be properly classified.
- XII. **Classification Study: Assistant ERP Functional Business Analyst, EN 1020454, Information Technology – SIS Support Group, Educational Services Center (Case 4077)** - 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.
- XIII. **Class Description Revision for:**
- a. **Director of College Facilities**
  - b. **SAP Business Data Warehouse Developer**
- Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the revisions to the class descriptions noted above as a consent item.
- XIV. **Correspondence** – None.
- XV. **Notice of Anticipated Items** - Revisions to Personnel Commission Rule 642, ESTABLISHMENT AND DURATION OF ELIGIBILITY LISTS (Final Approval); Class Description Revisions for: Agricultural Technician (Local 99); Senior Agricultural Technician (Local 99); Farm Manager (CMA)
- 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** – Mr. Iwata announced that no decision was made during closed session.
- XX. **Adjourn** – The meeting adjourned at 1:26 p.m.

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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.

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Date

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David Iwata, Chair

DRAFT



LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

Wednesday, May 4, 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:  
Diva Sanchez Trevino, Acting 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 1:07 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.

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Diva Sanchez Trevino, Acting Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**Wednesday, May 4, 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:

Diva Sanchez Trevino, Acting Chair

Hope Singer

Staff:

Ron Delahoussaye, Personnel Director

Ute Severa, Assistant Personnel Director

Neely Miller, Executive Assistant (Confidential)

Justin L’Hommedieu, Assessment & Selection Analyst

Patrick Sung, Assistant Personnel Analyst

Guests:

Tre’Shawn Hall-Baker, Guest

James Bradley, Local 99

Mario Perez, AFT 1521A

Yovanna Campos, AFT 1521A

- I. The Vice Chair convened the regular meeting at 1:02 p.m.
- II. **Report of Actions Taken in Closed Session** – Ms. Sanchez Trevino reported that the Personnel Commission took action in closed session to continue virtual meetings through the month of May, per the Governor’s emergency declaration and AB 361.
- III. **Resolution Honoring Personnel Commissioner David Iwata** - Mr. Delahoussaye read aloud the resolution honoring Mr. Iwata for his service over the years to the Personnel Commission. Both Ms. Sanchez Trevino and Ms. Singer expressed their gratitude for the more than 20 years of service Mr. Iwata gave to the Personnel Commission and to the District and wished him well.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**
  - a. **Classified Employment Opportunities**
  - b. **Strictly Classified Employee Bulletins**

Upon motion by Ms. Singer, and concurred with by the Acting Chair, the Personnel Commission received the Classified Employment Opportunities and Strictly Classified Employee Bulletins.

- V. **Receive Schedule of Personnel Commission Meetings for July – December 2022** - Upon motion by Ms. Singer, and concurred with by the Acting Chair, the Personnel Commission received the schedule of meetings noted above, as presented.
- VI. **Revisions to Personnel Commission Rule 642, ESTABLISHMENT AND DURATION OF ELIGIBILITY LISTS (Final Approval) (Case 4062)** – Upon motion by Ms. Singer, and concurred with by the Acting Chair, the Personnel Commission granted final approval to Personnel Commission Rule 642, as presented.
- VII. **Salary Reallocation and Title Change for the class of Facilities Project Manager – Central Plant and Utilities, Facilities Project Group, Facilities Series (Case 4078)** - Upon motion by Ms. Singer, and concurred with by the Acting Chair, the Personnel Commission approved the salary reallocation and title change noted above, as presented.
- VIII. **Class Description Revision for:**
- a. **Agricultural Technician**
  - b. **Senior Agricultural Technician**
  - c. **Farm Manager**

Upon motion by Ms. Singer, and concurred with by the Acting Chair, the Personnel Commission approved the revisions to the class descriptions noted above as a consent item.

- IX. **Correspondence** – None.
- X. **Notice of Anticipated Items** - Classification Study: Senior Office Assistant, EN 1055892, Los Angeles Mission College (AFT); Classification Study: Office Assistant, EN 1049791, East Los Angeles College (AFT)
- XI. **Hear Non-Agenda Speakers/Open Forum** – None.
- XII. **Open Public Hearing on the Appointment of a New Personnel Commissioner** - A public hearing was held where the public, employees, and exclusive bargaining representatives had the opportunity to meet the nominee for Personnel Commissioner, Dr. Tre'Shawn Hall-Baker, ask questions, and express their views on the candidate's qualifications for the vacancy. Dr. Hall-Baker answered questions posed by Personnel Director, Ron Delahoussaye, to illustrate how she is a firm believer in the principles of the merit system and meets the requirements to serve as Personnel Commissioner.
- XIII. **Reconvene into Closed Session**
- XIV. **Reconvene into Open Session**
- XV. **Report of Actions Taken in Closed Session** – Ms. Sanchez Trevino announced that no decision was made during closed session.

**XVI. Adjourn** – The meeting adjourned at 1:27 p.m.

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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.

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Date

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Diva Sanchez Trevino, Acting Chair

DRAFT

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**RESOLUTION FOR THE APPOINTMENT OF A NEW PERSONNEL  
COMMISSIONER**

- WHEREAS** Mr. David Iwata’s term as Personnel Commissioner expired on April 30, 2022 after more than 20 years of service to the Personnel Commission; and
- WHEREAS** In accordance with the process recently implemented for the selection of Personnel Commissioners, outlined in Personnel Commission Rule 509, PERSONNEL COMMISSION MEMBERSHIP, a nominee for Personnel Commissioner was selected by the Board of Trustees of the Los Angeles Community College District; and
- WHEREAS** The Board of Trustees voted to approve Dr. Tre’Shawn Hall-Baker as their appointee for the second vacancy on the Personnel Commission under the process laid out in Personnel Commission Rule 509; and
- WHEREAS** Dr. Hall-Baker meets the qualifications for service as a Personnel Commissioner as demonstrated by:
- Over 20 years of experience working in the California public education sector in various capacities;
  - Professional and technical human resources expertise in conflict resolution, employee and labor relations, management consultation, performance management, recruitment, onboarding, equity processes, diversity, inclusion, and organizational systems engagement.; and
- WHEREAS** Dr. Hall-Baker has demonstrated her commitment to the principles of the merit system as well as her ability to assess the importance of personnel issues which enhance merit principles, effective employer-employee relations, and equal employment opportunity through the positions she held in her professional career; Therefore Be It
- RESOLVED** That the Personnel Commission of the Los Angeles Community College District does hereby announce the appointment of Dr. Tre’Shawn Hall-Baker as Personnel Commissioner to fill the expired term of Mr. David Iwata.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**RESOLUTION IN RECOGNITION OF CLASSIFIED SCHOOL EMPLOYEES' WEEK**

**WHEREAS**, the week of May 15 through May 21, 2022 has been designated as Classified School Employees' Week throughout California; and

**WHEREAS**, the Los Angeles Community College District employs approximately 2,124 classified employees who perform services which are vital to the educational process and student success; and

**WHEREAS**, classified employees of the District bring specialized skills, diverse talents, and true dedication which contribute significantly to the educational excellence of our programs and colleges; and

**WHEREAS**, classified employees directly support the needs of students and their families, educators, parents, volunteers, business partners and community that are essential to the efficient operation of our institutions; for all purposes, now therefore be it

**RESOLVED**, that the Personnel Commission hereby recognizes and enthusiastically wishes to extend sincere appreciation and commendation and honor the contribution of classified employees to quality education in the State of California and in the Los Angeles Community College District and declares the week of May 15 through May 21, 2022, as Classified School Employee Week in the Los Angeles Community College District.

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Diva Sanchez Trevino, Acting Chair

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Hope Singer, Comissioner

May 18, 2022

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Revisions to Personnel Commission Rule 585, COMPENSATION FOR LIMITED-TERM ASSIGNMENTS (Tentative Approval) (Case 4086)

Personnel Commission Rule 585 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 the Los Angeles Unified School District and Long Beach Unified School District. Out of all the surveyed agencies, only Los Angeles Unified School District had some similar provisions in place related to the subject area. Some general and editorial updates have been made to the rule for clarification purposes.

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

585

LAW AND RULES

~~February 22, 2017~~ May 18, 2022

585

COMPENSATION FOR EMPLOYEES IN LIMITED-TERM ASSIGNMENTS

**Education Code Sections**

**~~88080. Power of Personnel Commission to Prescribe, Amend and Interpret Rules.~~** (a)

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

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

**~~88081. 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.

**88185.** An employee receiving differential compensation on the basis of his or her shift shall not lose that compensation if the employee is temporarily, for 20 working days or less, assigned to a shift not entitled to that compensation. The regular rate of pay for all purposes of an employee assigned to a shift which provides differential compensation shall be the differential rate.

- A. Employees without regular status shall be compensated at the minimum step for the class except as provided in Rule 583, RATING-IN OF CLASSIFIED EMPLOYEES.
- B. A regular employee who is on leave from the class to which he/she is regularly assigned in order to serve in a limited-term assignment in another class, or an employee who has taken voluntary reduction in status and is subject to the provisions of Rule 710, VOLUNTARY REDUCTION TO SUBSTITUTE OR RELIEF STATUS, shall be compensated as follows:



LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

585

LAW AND RULES

~~February 22, 2017~~ May 18, 2022

1. If the limited-term assignment is in a lower class, the employee shall be paid at the flat hourly rate of the class, if applicable, or at the step of the class that provides for the least reduction in pay is equal or next below the employee's step in the regular class.
2. If the limited-term assignment is in a class on the same salary schedule, there shall be no change in the employee's step placement.
3. If the limited-term assignment is in a higher class:
  - a. There shall be no increase in pay unless the employee works for more than five working days in a 15-calendar-day period.
  - b. When paragraph 3.a., above, is not applicable, the employee shall be paid as follows:
    - (1) The flat hourly rate of the higher class, if applicable, or the step of the higher class which would apply upon promotion (~~PC~~—Rule 582, ALLOCATION TO APPROPRIATE SALARY STEP, paragraph C.). No salary advantage shall accrue by reason of this paragraph to an employee who has been demoted to or re-employed in a lower class without reduction in salary unless the class of the limited-term assignment is higher than the class from which he/she resigned, was demoted, or was laid off, or
    - (2) If the limited-term assignment is in a higher class for which an employee would qualify for reemployment under Rule 740, LAYOFF AND REEMPLOYMENT, or return to former class under Rule 745, VOLUNTARY DEMOTION OR REDUCTION IN STATUS OR ASSIGNED TIME, the employee shall, in accordance with the provisions of subparagraph 3.b., above, be paid the higher of the two following rates:
      - (a) The rate of the higher class which the employee would receive if he/she were reemployed or returned to former class, or
      - (b) The rate of the higher class which would apply upon promotion (Rule 582, ALLOCATION TO APPROPRIATE SALARY STEP, paragraph C.), or
    - (3) For 20 working days or less the employee shall receive his/her current regular rate of pay if such rate includes shift differential compensation ~~on the basis of his/her shift~~ and is higher than the rate which would be received in accordance with subparagraph 3.b.
- C. When a regular employee, who is ~~regularly not assigned on other than~~ to a 12-month assignment basis, is given a substitute, relief, or provisional assignment ~~to~~ in a higher class during the summer, he/she shall

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

585

LAW AND RULES

February 22, 2017-May 18, 2022

be paid in accordance with the provisions of paragraph B. except that the five days' service requirement shall not be applied.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Revisions to Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION (Tentative Approval) (Case 4085)

Staff is proposing some changes to Personnel Commission Rule 591, which pertain to the conversion factor for flat hourly rates to monthly salary schedules and also include some general and editorial updates to the rule for clarification purposes. In terms of the conversion factor, staff is recommending that 2080 divided by 12 be used instead of 2088 divided by 12 when converting flat hourly rates to monthly salary schedules. This is consistent with the monthly hours referenced in government code 21229 for salary schedules and matches how salary amounts are currently calculated in the District's SAP HR system.

As part of any rule review, staff also researched provisions regarding the subject area 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. Staff didn't find any specifics noted about a conversion factor in those agencies' rules.

591 SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION

**Education Code Section(s)**

**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.

**88160.**

The governing board of any community college district, including city boards of education, shall fix and order paid the compensation of persons a part of the classified service and other nonacademic employees employed by the board unless otherwise prescribed by law.

**88162.**

(a) The governing board of any community college district shall, not later than the date prescribed by law for approval of the publication budget of every year, fix the annual salaries for the ensuing school year for all persons employed by the district in nonacademic positions. The governing board may, at the time, include an increase in those annual salaries, all or part of which increase is conditional upon the actual receipt by the district of anticipated revenue from all sources. If the revenue actually received is less than that anticipated, the governing board may, at any time during the school year, reduce those annual salaries by an amount not to exceed the amount which was granted subject to the receipt of such revenues.

(b) The governing board of a community college district may, at any time during the school year, increase the salaries of persons employed by the district in nonacademic positions. The increase shall be effective on any date ordered by the governing board.

(c) A governing board may, at any time, increase the wages or salaries of classified employees if the board or, in a merit system district, the personnel commission approves a classification change in a position, a class of positions, or any or all of the positions or classes of positions a part of the classified service.

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
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(d) The provisions of this section shall not be construed to permit a governing board to demote or dismiss an employee as a result of reclassification of a position or class of positions except as may otherwise be permitted by law.

(e) 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.

- 
- A. When an entire class is reallocated to a higher salary schedule, the step of each continuing regular incumbent shall be adjusted to the numbered step in the new schedule that corresponds to his/her numbered step in the previous schedule. If the salary of a class that is being reallocated is on a flat hourly rate, the incumbent's flat hourly rate will be adjusted accordingly. A change in an employee's rate resulting solely from a change in the length of his/her pay period or the structure of the salary schedule to which his/her class is allocated shall not affect the employee's eligibility for step advancement, except as provided under Rule 578, SALARY STEP ADVANCEMENT WITHIN CLASS FOR REGULAR EMPLOYEES, and Rule 582, ALLOCATION TO APPROPRIATE SALARY STEP, Paragraph K.

In situations where the financial impact of a reallocation or reclassification study jeopardizes the implementation of the study, the District may request that the step of each continuing regular incumbent be adjusted to the numbered step of the new schedule which equals or next exceeds the dollar rate of the employee's current salary step. The dollar rate shall include differentials if the differentials will not continue upon implementation of the reallocation or reclassification action.

- B. When an entire class is reclassified downward, an incumbent in the class shall be allocated to the step of the lower class which provides for the least reduction in pay. ~~corresponds to the dollar rate of the incumbent's current step if that is within the schedule of the lower class. If downward reclassification is to a class which does not include the rate of the incumbent's current step on the schedule, he/she shall be placed on that step of the new class which is next lower than the rate attained by the incumbent prior to the reclassification.~~

If the rate prior to reclassification is above the maximum of the lower class, the incumbent shall receive the highest step of the lower class unless a starred rate is authorized in accordance with Paragraph C.4., below.

- C. When a portion only of the positions within a class is reclassified in such a manner that a new salary schedule or ~~hourly~~ flat rate becomes applicable to that portion, incumbents shall be compensated as follows:
1. In the case of an upward reclassification of a portion only of the positions within a class, incumbents who are regularly appointed to their reclassified positions through a competitive examination process, shall be compensated in accordance with Rule 582, ALLOCATION TO APPROPRIATE SALARY STEP, paragraph C. Incumbents who are being reclassified without a competitive examination requirement shall be ~~allocated~~ compensated in the same manner as other promoted employees ~~though they had been regularly appointed from a promotional eligibility list.~~

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2. When an incumbent's upward reclassification is dependent upon his/her successful completion of a competitive examination requirement, he/she shall also be compensated in accordance with Rule 582, ALLOCATION TO APPROPRIATE SALARY STEP, paragraph C.

The salary allocation in the higher class shall begin on the effective date of the reclassification action and shall continue until one of the following actions occurs:

- a. the employee is regularly appointed to the position;
- b. the duties and responsibilities upon which the reclassification was based are changed; **or**
- c. the employee leaves the position.

If the incumbent subsequently qualifies by competitive examination procedures and is appointed to his/her reclassified position, his/her seniority in the higher class shall begin on the effective date of the reclassification action.

When a position in a nonexempt class is reclassified to a class exempt from overtime payment, all applicable provisions of Rule 596, OVERTIME, and Rule 812, VACATION, shall apply to the incumbent of the position in the same manner as if he/she had been regularly assigned to the exempt class.

3. When a portion of positions within a class are reclassified downward, incumbents shall be placed on the step of the new class's salary schedule that provides ~~the same salary rate as the one achieved in the higher class. If the salary schedule of the new class does not include the incumbent's prior salary rate, the incumbent shall be placed on the step on the new schedule that provides~~ the least reduction in pay.

Layoff and voluntary demotion procedures to the extent to which they are applicable shall determine the eligible persons who are to occupy those positions which have been reclassified downward.

4. ~~By specific action of the Personnel Commission in the~~ In cases where all or a portion of positions within a given class are of a reallocated to a lower salary schedule ~~of all or a portion of the positions within a given class and~~ where incumbents are currently compensated above the maximum of the new schedule to which the position is allocated, the Personnel Commission may approve continuing regular incumbents of such positions ~~may to~~ be placed on starred rates with no reduction in compensation regardless of the fact that no such rate may exist within the schedule to which their class is reallocated.

Employees who are reassigned to lower-level classes as a result of their positions being abolished due to technological or organization changes may also be placed on starred rates. If the employee initiated the reassignment, he or she shall not be placed on a starred rate.

Any such starred rate shall be in effect only as long as the incumbent remains in the same position and until the starred rate falls within the schedule of the class to which reallocated by virtue of future upward salary movement or for a period equal to the time the employee served in the higher class

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from which he/she was reassigned, whichever is the shorter period, with the total protected time not to exceed 39 months. Upon termination of a starred rate, the employee shall be placed on the highest step of the salary schedule or on the flat rate of the applicable class, whichever applies.

- D. Conversion from flat hourly rates to schedules shall be made by multiplying the hourly rate by 20880 hours and dividing by 12. Once the monthly rate has been thus established, each continuing regular incumbent shall be placed on the numbered step of the new schedule which equals or next exceeds the calculated monthly dollar rate.
- E. When step advancement, reallocation, or reclassification of a class, promotion or demotion from or within such class become effective on the same date, incumbents affected by more than one action shall receive salary adjustment for each action in accordance with the following priority:
1. Step advancement.
  2. Increase or decrease due to reallocation or reclassification of the class.
  3. Increase or decrease due to promotion or demotion.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Classification Study: Office Assistant, EN 1049791, Academic Affairs-Respiratory Therapy, East Los Angeles College (Case 4079)

**Recommendation:**

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

**From:**

Office Assistant  
(\$3,321.32 – 4,114.52/month)

**To:**

Senior Office Assistant  
(\$3,696.70 – 4,579.58/month)

**Location:**

Academic Affairs-Respiratory Therapy  
East Los Angeles College

**Incumbent:**

J. Loza (EN 1049791)

**Effective Date:** November 21, 2021

**Bases of Recommendation:**

1. The request to study the employee's position was initiated by the employee. The employee requested that his position be studied based on additional duties and responsibilities assigned related to the Respiratory Therapy program and consider reclassifying the position to Administrative Assistant.
2. Staff audited the position and found that the employee is responsible for performing the following primary duties:
  - Answers inquiries and explains rules, requirements, and procedures related to the Respiratory Therapy program to students, District employees, and the general public.
  - Determines student eligibility by reviewing applications, performing an initial screening of transcripts to ensure that specific courses are listed on the transcripts, and calculating average G.P.A.'s to ensure the all science G.P.A. requirement is met.
  - Schedules orientations for students.
  - Processes various forms such as applications, cumulative grade cards, graduation petitions, certificates, work requests, invoices for testing materials, and employee time sheets.
  - Prepares letters, spreadsheets, routine reports, flyers, requests for contracts, and other documents related to the Respiratory Therapy program.
  - Sets-up Zoom meetings for Respiratory Therapy program staff and prepares meeting minutes.
  - Establishes and maintains folders on Respiratory Therapy students.



- Compiles data on areas such as student demographics (gender, age, ethnicity counts) and prerequisites (G.P.A.'s).
  - Makes arrangements for travel accommodations and conferences for Respiratory Therapy staff.
  - Posts updates and maintains the content on Respiratory Therapy website.
3. The classification concept for the employee's current classification of Office Assistant is based on performing a wide variety of responsible general clerical duties related to the operation of an office or the operation of a multi-line telephone system or a communications system console to relay a college's or the District Office's incoming and outgoing calls to proper persons or offices. The classification concept for the Senior Office Assistant class is based on performing complex clerical duties, applying a thorough knowledge of a highly specialized office function while assisting in the daily operation of an assigned office or department, and exercising initiative and judgment in applying established practices and procedures to specific cases. Use of computer equipment and software applications is an integral aspect of the duties. The classification concept for the requested class of Administrative Assistant is based on performing a variety of responsible administrative support duties to relieve an administrator or manager of administrative details relative to the business operations of the assigned office or department. After a thorough analysis of the employee's assigned duties, staff determined that the majority of his duties assigned most appropriately fall within the scope of responsibilities of Senior Office Assistant because the employee applies a thorough knowledge of the highly specialized Respiratory Therapy program while determining initial student program eligibility and assisting in the daily operations of the office. Staff found that the Administrative Assistant classification would not be the more appropriate job classification since he does not spend the majority of his time on administrative assistance directly for the Dean. The Dean already has an Administrative Assistant dedicated to provide clerical support for all of the functional areas assigned to her.

#### STATUS OF INCUMBENT

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, J. Loza, EN 1049791 must participate in an examination process and place in the top three ranks to be eligible for the reclassified position.

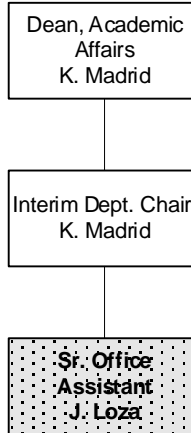
Date of Last Performance Evaluation: August 21, 2021

Classification of position check box was checked "Yes" by the employee and the immediate supervisor.

**EAST LOS ANGELES COLLEGE**  
**-Academic Affairs-**  
**Respiratory Therapy**



**LOS ANGELES COMMUNITY  
COLLEGE DISTRICT  
ORGANIZATIONAL CHART**



## LOS ANGELES COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Classification Study: Senior Office Assistant, EN 1055892, Athletics, Los Angeles Mission College (Case 4080)

### **Recommendation:**

It is recommended that the Personnel Commission find that the position of Senior Office Assistant occupied by N. Bagdasaryan, EN 1055892, in Athletics at Los Angeles Mission College, is PROPERLY classified.

### **Bases of Recommendation:**

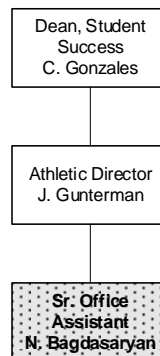
1. The request to study the employee's position was received by the Personnel Commission on March 21, 2022 through the submission of the incumbent's annual performance evaluation, dated December 9, 2021, in accordance with the provisions of Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES, Paragraph D., of the agreement between the Los Angeles Community College District and AFT College Staff Guild. The performance evaluation was accompanied by a description of the employee's duties. 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 based on the support duties provided to student athletes and Athletic Department staff. The Administration was informed about this request.
2. Staff audited the position and found that the employee is responsible for performing the following primary duties:
  - Obtains and process forms pertaining to student athlete eligibility. This function includes the following: meeting with team/coaches; reviewing and preparing eligibility forms; ensuring that all student athletes are enrolled in at least 12 units; ensuring that all athletes are maintaining a 2.0 G.P.A. or higher; forwarding athletic tracer reports to other colleges and monitoring their return; and monitoring all other related paperwork.
  - Prepares correspondence, student eligibility reports, flyers, brochures, procedural manuals, minutes, and other materials related to the Athletics Department.
  - Monitors the Athletics Department's budget by recording expenditures for equipment, meals, transportation, entry fees, sanitation, gas cards, and mileage expense claims.
  - Prepares purchase orders (PO's), service agreements, and student travel advance requests for the Athletics Department.
  - Answers phones and takes messages for athletic personnel.
  - Disseminates information related to the Athletics Department to students, staff, and the public.
  - Schedules transportation for all athletic events.
  - Maintains the Athletic Department calendar.

- Posts updates and maintains the content on the Athletics Department website and communicates with followers on social media sites including Twitter, Facebook, and Instagram.
  - Assists in coordinating events and meetings hosted by the Athletics Department by making room, equipment, and catering arrangements, and sending out invitations.
  - Receives and distributes office mail.
  - Maintains Athletic Department files.
  - Initiates staff and coaching assignments in PCR.
3. The classification concept for the employee’s current classification of Senior Office Assistant is based on performing complex clerical duties, applying a thorough knowledge of a highly specialized office function while assisting in the daily operation of an assigned office or department, and exercising initiative and judgment in applying established practices and procedures to specific cases including determining student program eligibility. Use of computer equipment and software applications is an integral aspect of the duties. Staff also reviewed the classification concept for the class Administrative Assistant, which is based on performing a variety of responsible administrative support duties to relieve an administrator or manager of administrative details relative to the business operations of the assigned office or department. 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 Senior Office Assistant because the employee applies a thorough knowledge of the highly specialized Athletics Department program while determining student athlete eligibility and assisting in the daily operations of the department. Also, please note that this classification is the specialized clerical class used in the Athletics Departments throughout the District. Additionally, staff found that the Administrative Assistant classification would not be the more appropriate job classification since she is not solely responsible for providing support for an academic administrator and all the areas under the administrator’s purview.

**LOS ANGELES MISSION COLLEGE**  
**-Athletics-**



**LOS ANGELES COMMUNITY  
COLLEGE DISTRICT  
ORGANIZATIONAL CHART**



## DIRECTOR OF HUMAN RESOURCES

### DEFINITION

Plans, organizes, directs, and reviews the work of professional, technical, and clerical staff engaged in performing duties related to hire processing, leave administration, job classification coding, salary rates and differentials, recruitment and selection of faculty and educational administrators, academic compensation and classification studies, data collection and reporting, performance evaluations, ~~employer-employee relations~~, and other related functions.

### TYPICAL DUTIES

Develops, recommends, evaluates, and implements policies, rules, procedures, and standards designed to improve efficiency and effectiveness of provided services related to human resources operations ~~and employer-employee relations~~.

Establishes and implements short-range and long-range strategic goals for the assigned human resources operations; evaluates outcomes and makes required adjustments.

Provides technical advice and guidance to District executives and administrators on complex human resources operation matters.

Confers with administrators, union representatives, employee representatives, employees, and representatives of public and private agencies concerning various human resources operation matters.

Directs the audit of academic and unclassified personnel assignments for compliance with rules and regulations and certifies that assignments are made in accordance with the Education Code and other applicable law and provisions of collective bargaining agreements.

Directs or conducts data studies related to assigned human resources operations, reviews the interpretation of data, and makes recommendations based on findings.

Advises the Vice Chancellor of Human Resources through oral and written reports of objectives, critical problems, achievements, improvement recommendations, and on requirements and restrictions of laws, rules, and policies affecting assigned areas.

Evaluates information technology systems applicable to human resources operations and recommends improvements and/or necessary changes that increase efficiency and effectiveness.

Analyzes state legislative and administrative decisions, laws, regulations, and policies to determine their impact on assigned human resources operations, and makes recommendations on how to implement new requirements and systems.

~~Oversees~~ Participates in research and analysis designed to support management decisions and the collective bargaining process.

Directs and prepares correspondence, reports, and presentations regarding assigned human resources operations.

Coordinates the work of the assigned units with other operational units of the District.

Directs and/or participates in the training of unit staff to ensure proficient performance and a productive environment.

Coordinates and participates in training programs related to human resources operations for employees District-wide.

Directs employee services related to security badging, fingerprinting, LiveScan administration, TB testing, and other related services.

Directs the administration of the tuition reimbursement program and verification of collective bargaining contract compliance, completion requirements, and reimbursements amount.

Directs the preparation, revision, and distribution of human resources guides, memos, and other related personnel forms.

Ensures maintenance of official academic and classified personnel files.

Directs the issuance of financial credit verifications and service verifications.

Directs the preparation of the academic calendar.

Develops the budget for the assigned operational areas and reviews and controls expenditures of funds.

Plans, schedules, reviews, and evaluates the work of assigned staff.

Represents the Division of Human Resources at various councils and committee meetings on-and off-site, as designated.

Serves as a member of management collective bargaining teams; ~~may serve as chief negotiator.~~

Acts as the Vice Chancellor, of Human Resources in his/her absence on designated matters.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A **Director of Human Resources** plans, organizes, directs, and reviews the work of professional, technical, and clerical staff engaged in performing duties related to hire processing, leave administration, job classification coding, salary rates and differentials, recruitment and selection of faculty and educational administrators, academic compensation and classification studies, data collection and reporting, performance evaluations, ~~employer-employee relations~~ and other related functions.

The **Vice Chancellor of Human Resources** is the executive responsible for directing the District's human resources program, employment, compliance, employee and labor relations, training and staff development, policy development, organizational analysis, staffing, data collection and reporting, human resources information system implementation and maintenance, and related areas.

## **SUPERVISION**

General direction is received from the Vice Chancellor of Human Resources. General supervision is exercised over management, professional, and supervisory staff of the District's Human Resources Operations and ~~Employer-Employee Relations~~ Departments.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles and techniques of recruitment, selection, job classification, compensation, organizational analysis, staffing, and employer-employee and labor relations, ~~and collective bargaining~~

Principles of public personnel management

Laws, rules, regulations, court decisions, and legal interpretations related to the employment of personnel

Laws, regulations, and guidelines related to equal employment opportunity and civil rights in employment

Principles and techniques of research and analysis

Principles of mediation, arbitration, and conflict resolution

Legal foundations and practices for the conduct of investigations and administrative hearings

Current trends and developments in personnel management and related fields

Methods and techniques of strategic and business planning, organization, and management

Functions, policies, organization and personnel of organizational units of the Los Angeles Community College District

Principles and techniques of supervision, training, and human relations

State legislative processes and procedures

Principles and techniques of budgeting and financial management

Capabilities of computer systems, software, and hardware used in personnel management

### **Ability to:**

Plan, implement and direct a comprehensive, state-of-the-art human resources program in conformance with law and professional standards

Prepare and present comprehensive and effective written and oral communications and reports on a variety of personnel policies, procedures, and decisions

Establish and maintain effective working relationships with all levels of administration, employee representatives, employees and representatives of other agencies and organizations

Interpret, apply, and explain principles of personnel management and law related to activities under the jurisdiction of a human resources program

Recognize critical elements of problems, develop and evaluate data, determine solutions, and make sound recommendations

Develop and implement strategic plans

Develop and execute policies, rules and regulations, and procedures

React independently and promptly to situations and events

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

Stimulate teamwork and promote cohesiveness toward the achievement of goals

Train, supervise, and motivate employees

Maintain poise and exercise good judgment in challenging situations

Effectively utilize computer equipment and software, including MS Office and HRIS

Allocate and effectively utilize the human, fiscal and physical resources of human resources operational units

Travel to off-site meetings and events

## **ENTRANCE QUALIFICATIONS**

### **Education:**

A bachelor's degree from a recognized college or university, preferably with a major in human resource management, industrial or organizational psychology, public administration, or a related field. An advanced degree in one of the aforementioned majors is desirable.

### **Experience:**

Five years of recent full-time, paid, professional-level experience in a senior human resources management position, with which included responsibility for agency/corporate-wide strategies and operational plans for multiple human resources functions for an organization employing 500 or more employees. Experience must have included the supervision of staff, which included professional-level employees. Experience with a public educational institution is desirable.

### **Special:**

A valid Class "C" California driver's license must be obtained within 10 days of establishing residency in the State of California.

Travel to locations throughout the District is required.



Reasonable Accommodation:

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

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

**ADMINISTRATIVE OFFICER TO THE CHANCELLOR**

**DEFINITION**

Provides administrative and professional-level assistance to the Chancellor by: coordinating agenda development and logistics for regular, special, and committee meetings of the Board of Trustees; coordinating staffing and providing liaison with appropriate parties on projects, initiatives, events, and activities as designated by the Chancellor; and supervising day-to-day operations and staff of the Chancellor's and Board Offices.

**TYPICAL DUTIES**

Develops, in consultation with the Chancellor, the calendar, schedule, logistics, agendas and supporting information, reports, and briefing papers for regular meetings, standing committees, ad hoc committees, retreats, and other special meetings of the Board of Trustees.

Provides professional-level staff support to the Chancellor by anticipating issues, analyzing and evaluating reports and data submitted to the Chancellor; delegating inquires to appropriate offices; planning and coordinating special projects and initiatives related to the operations of the District; and briefing the Chancellor on the status of current issues and projects.

Provides professional-level support to individual governing board members, as directed by the Chancellor, on matters such as orientation on the Trustee role, best practices in matters of governance, and District policy.

Acts as a liaison for the Chancellor in communicating, addressing, and resolving designated matters with the District's leadership, executive management team, operating departments, and government, business and community entities, partners, and constituents.

Explains District policies, administrative regulations, procedures, and precedents and the views and positions of the Chancellor and Board of Trustees, as designated, to representatives of other institutions and organizations, constituents, and members of the public; ensures compliance with relevant policies, regulations, rules, procedures, and legal requirements related to meetings and events.

Attends various internal and external meetings, as designated, to represent the perspective and interests of the Chancellor and District; provides timely and accurate information regarding proceedings and outcomes; follows through as directed by the Chancellor.

Prepares business documents such as resolutions, proclamations, legal notices, letters, memoranda, personal acknowledgements, and reports containing descriptive, analytical, and evaluative content, conclusions, and recommendations.

Develops and implements procedures for preparing, receiving, and processing official documents and correspondence in accordance with legal requirements, Board rules and policies, administrative regulations, and administrative deadlines.

Participates as a resource at meetings of the Chancellor's cabinet, executive staff, senior staff, Board agenda briefings and Board of Trustees; follows through with items as designated by the Chancellor.

Supervises the day-to-day operations and staff of the Chancellor's and Board Offices.

Participates in the selection, training, motivation, and evaluation of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Acts as the custodian of records for all official Board of Trustee business documents; establishes and maintains clerical processes and procedures in the Board of Trustee Office.

Develops and monitors expenditures for general and special budgets of the Offices of the Chancellor and Board of Trustees.

Attends all meetings of the Board of Trustees and its committees.

Performs related duties as assigned.

### **DISTINGHISHING CHARACTERISTICS**

An **Administrative Officer to the Chancellor** provides professional-level analytical, coordination, and communications assistance to the Chancellor in his/her day-to-day leadership of the educational and business operations and projects of the District.

An **Executive Assistant to the Chancellor** performs administrative support duties of the highest level of responsibility, confidentiality, and sensitivity for the Chancellor and manages the clerical operations of the Chancellor's Office. Work assignments require the incumbent to use a high degree of independence, discretion, and tact, and exercise sound judgement.

An **Executive Assistant to the Board of Trustees** performs administrative support duties of a highly responsible, confidential, and sensitive nature for members of the Board of Trustees. Work assignments require the incumbent to use a high degree of independence, discretion; and tact, and exercise sound judgement.

### **SUPERVISION**

General direction is received from the Chancellor. Immediate supervision is exercised over staff assigned to the Chancellor's and Board Offices.

### **CLASS QUALIFICATIONS**

#### **Knowledge of:**

Roles, responsibilities, and powers of the Chancellor and Board of Trustees

Objectives, priorities, and goals of the Chancellor

Principles, purposes, functions, policies, and practices of business and public administration, personnel management, planning and research, organization, and management

Education and Government Codes and other legal references as they relate to the duties of a Chancellor and community college governing board

Organization, key programs, unit functions, and key personnel of the District

Principles of organization and project management

Methods of budget development, management, and control

Principles of supervision, training, and performance evaluation

Methods and approaches to effective administrative report and document preparation and presentation

Capabilities and effective application of management information systems

**Ability to:**

Anticipate, identify, and evaluate issues from an executive leadership perspective

Effectively organize and manage multiple business-related projects across organizational lines and functions

Cultivate relationships and build consensus among officials, administrators, faculty, staff, business partners, and the public to help achieve goals and objectives; high level of emotional intelligence

Demonstrate initiative and take ownership and accountability for work

Adapt to changing priorities and schedule work flow to meet changing priorities and timelines

Exercise sound judgment, integrity, and discretion in working with and on behalf of the Chancellor; maintain the confidentiality of work

Develop and implement work procedures to meet changing needs, including utilization of state-of-the-art computer and digital technology

Work effectively under pressure, meet deadlines, and adjust to changing priorities

Communicate effectively, orally and in writing

Supervise, train, and evaluate the work of others

## **ENTRANCE QUALIFICATIONS**

### **Education and Experience:**

A bachelor's degree from a recognized college or university preferably with a major in public administration, business administration, educational administration, or closely related field. A master's degree in the aforementioned disciplines is desirable.

**AND**

Five years of recent, full-time, paid professional-level experience in managing administrative projects and processes and providing liaison with high-level political, organizational, or business constituents on behalf of an employer or chief executive officer. Experience in an institution of higher education is highly desirable.

### **Special:**

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

Travel to locations throughout the District is required.

### **Reasonable Accommodation**

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

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



Name Calderon Charcas Jaime
Last First

Employee Number 1045075

College/Division City

Classification Child Development Center Food Service; C4524

The employee named above is commended for outstanding work performance for the period beginning 4/1/21 and ending 4/30/22. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

- During remote work, Jaime took the initiative and collaborated with other District Kitchen Aides and Directors to create a staff handbook and a training for the kitchen aides. The handbook is being reviewed and will be used to train new staff.
• During remote work, Jaime applied his educational background to crate and conduct a self-care workshop for District CDC staff.
• Jaime is commended for his performance and is encouraged to continue his hard work and positive collaborations

Jayane Panosyan CDC Director May 9, 2022
Signature of Supervisor Title Date
Jaime Calderon CDC Kitchen Aide May 9, 2022
Signature of Employee Title Date
A Rivera-Figueroa Dean May 9, 2022
Signature of Reviewer (Optional) Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

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