

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING

Wednesday, June 1, 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 15, 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, June 1, 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. Swearing-In of Tre’Shawn Hall-Baker as Personnel Commissioner
- IV. Review and Approve the Minutes of the May 18, 2022 Open, Closed, and Special Public Budget Meetings of the Personnel Commission
- V. Miscellaneous Personnel Commission Activities and Announcements
  - a. Classified Employment Opportunities
  - b. Strictly Classified Employee Bulletins
- VI. Revisions to Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION (Final Approval) (Case 4085)
- VII. Revisions to Personnel Commission Rule 585, COMPENSATION FOR LIMITED-TERM ASSIGNMENTS (Final Approval) (Case 4086)
- VIII. Revisions to Personnel Commission Rule 745, VOLUNTARY DEMOTION OR REDUCTION IN STATUS OR ASSIGNED TIME (Tentative Approval) (Case 4089)
- IX. Reissue of Personnel Commission Rule 716, CHANGE TO A RELATED CLASS (Case 4090)
- X. Salary Reallocations for Select Classes in the Agricultural Group, Child Care Group, Food Services Group, and Recreation Group (Case 4082)
- XI. Classification Study: Cashier, EN 1060519, Fiscal Operations Office, Los Angeles Harbor College Case 4083)
- XII. Classification Study: Cashier, EN 808420, Fiscal Operations Office, Los Angeles Harbor College (Case 4084)
- XIII. Notice of Anticipated Items: Revisions to Personnel Commission Rule 745, VOLUNTARY DEMOTION OR REDUCTION IN STATUS OR ASSIGNED TIME (Final Approval); Classification Study: Secretary, EN 1071320, East Los Angeles College (AFT); Classification Study: Senior Custodial Supervisor, EN 787226, Los Angeles Harbor College (Local 721)
- 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 15, 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.

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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, 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

**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 1:00 p.m.

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

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Diva Sanchez Trevino, Acting Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
SPECIAL MEETING  
PUBLIC MEETING OF THE PERSONNEL COMMISSION BUDGET FOR 2021-2022**

**Wednesday, May 18, 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 SPECIAL MEETING  
OF THE PERSONNEL COMMISSION BUDGET FOR 2022-2023**

Present: Commissioners:  
Diva Sanchez Trevino, Acting Chair  
Hope Singer

Staff: Ron Delahoussaye, Personnel Director  
Ute Severa, Assistant Personnel Director  
Neely Miller, Executive Assistant (Confidential)  
Ryan Pennock, Personnel Analyst  
Justin L’Hommedieu, Assessment & Selection Analyst  
Patrick Sung, Assistant Personnel Analyst  
Sarah Oda, Administrative Intern

Guests: Bertha Saucedo, Child Development Center Food Services Aide, Los Angeles  
Southwest College  
David Mai, Guest  
Mario Perez, AFT 1521A

- I. **Convene Special Meeting**
- II. **Receive Proposed Budget for 2022-2023**
- III. **Discuss Implementation of Budget Allocation**
- IV. **Receive Comments from the Board of Trustees, Chancellor, Administration, Employee Organizations, and the Public** – No Comments were made.
- V. **Adopt Personnel Commission Budget for Fiscal Year 2022-2023** - Upon motion by Ms. Singer, and concurred with by the Acting Chair, the Personnel Commission adopted the Budget for Fiscal Year 2022-2023, as presented.
- VI. Adjourn – The meeting adjourned at 1:02 p.m.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diva Sanchez Trevino, Acting Chair

DRAFT

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**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

**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)

Ryan Pennock, Personnel Analyst

Justin L’Hommedieu, Assessment & Selection Analyst

Patrick Sung, Assistant Personnel Analyst

Sarah Oda, Administrative Intern

Guests:

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

Bertha Saucedo, Child Development Food Center Aide, Los Angeles Southwest College

David Mai, Guest

Jo-Ann Haywood, AFT 1521A

Kristine Ayvazyan, AFT 1521A

Mario Perez, AFT 1521A

Yovanna Campos, AFT 1521A

- I. The Vice Chair convened the regular meeting at 1:03 p.m.
- II. **Report of Actions Taken in Closed Session** – Ms. Sanchez Trevino reported that the Personnel Commission took no action 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** - Upon motion by Ms. Singer, and concurred with by the Acting Chair, the Personnel Commission approved the minutes noted above, as presented.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**
  - a. **Classified Employment Opportunities**

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

- V. **Resolution for the Appointment fo a New Personnel Commissioner** – Both Ms. Singer and Ms. Sanchez Trevino expressed their excitement at having Dr. Tre’Shawn Hall-Baker on the Personnel Commission. Upon motion by Ms. Singer, and concurred with by the Acting Chair, the resolution was passed, as presented.
- VI. **Resolution in Recognition of Classified School Employees Week** – Both commissioners thanked the classified employees of the District for all of the hard work they do for the District and its students. Upon motion by Ms. Singer, and concurred with by the Acting Chair, the resolution was passed, as presented.
- VII. **Revisions to Personnel Commission Rule 585, COMPENSATION FOR LIMITED-TERM ASSIGNMENTS (Tentative Approval) (Case 4086)** – Upon motion by Ms. Singer, and concurred with by the Acting Chair, the Personnel Commission granted tentative approval to Personnel Commission Rule 585, with Mr. Delahoussaye adding that Ms. Sanchez Trevino’s comments on the changes to the rule would be reviewed before the rule returned for final approval.
- VIII. **Revisions to Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION (Tentative Approval) (Case 4085)** - Upon motion by Ms. Singer, and concurred with by the Acting Chair, the Personnel Commission granted tentative approval to Personnel Commission Rule 591, with Mr. Delahoussaye noting that Ms. Sanchez Trevino’s comments on the changes to the rule would be reviewed before the rule returned for final approval.
- IX. **Classification Study: Office Assistant, EN 1049791, Academic Affairs-Respiratory Therapy, East Los Angeles College** - Upon motion by Ms. Singer, and concurred with by the Acting Chair, the Personnel Commission approved the reclassification noted above, as presented.
- X. **Classification Study: Senior Office Assistant, EN 1055892, Athletics, Los Angeles Mission College** - Upon motion by Ms. Singer, and concurred with by the Acting Chair, the Personnel Commission agreed with staff’s recommendation and found the employee noted above to be properly classified.
- XI. **Class Description Revision for:**
- a. **Director fo Human Resources**
  - b. **Administrative Officer to the Chancellor**

Mr. Delahoussaye withdrew the revisions to the class description for Director of Human Resources, noting that the requested changes had already been approved by the Personnel Commission on February 2, 2022.



Upon motion by Ms. Singer, and concurred with by the Acting Chair, the Personnel Commission approved the revisions to the class description for Administrative Officer to the Chancellor, as a consent item.

**XII. Notice of Outstanding Work Performance for:**

**a. Jaime Calderon, Child Development Center Food Services Aide, Child Development Center, Los Angeles City College**

Gratitude and congratulations were expressed to Mr. Calderon for the outstanding work he has been performing. Upon motion by Ms. Singer and concurred with by the Acting Chair, the Personnel Commission accepted the Notice of Outstanding Work Performance noted above.

**XIII. Correspondence – None.**

**XIV. 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**

**XV. Hear Non-Agenda Speakers/Open Forum – None.**

**XVI. Reconvene into Closed Session**

**XVII. Reconvene into Open Session**

**XVIII. Report of Actions Taken in Closed Session – Ms. Sanchez Trevino announced that no decision was made during closed session.**

**XIX. Adjourn – The meeting adjourned at 1:39 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

## 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 (Final 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 (173.33) 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.

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PERSONNEL COMMISSION

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LAW AND RULES

~~March 24, 2021~~ June 1, 2022

(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.

(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 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

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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.~~

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.

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PERSONNEL COMMISSION

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LAW AND RULES

~~March 24, 2021~~ June 1, 2022

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 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:** Revisions to Personnel Commission Rule 585, COMPENSATION FOR LIMITED-TERM ASSIGNMENTS (Final 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.

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:
  - 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 that is equal or next below the employee's step in the regular class.



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February 22, 2017-June 1, 2022

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 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:** Revision to Personnel Commission Rule 745, VOLUNTARY DEMOTION OR REDUCTION IN ASSIGNED TIME (Tentative Approval) (Case 4089)

Personnel Commission Rule 745 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. Some of the surveyed agencies had 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

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LAW AND RULES

~~June 14, 2017~~ June 1, 2022

745 VOLUNTARY DEMOTION OR REDUCTION IN ASSIGNED TIME

Education Code Sections

**88080.** (a) The commission shall prescribe, 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.

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

745

LAW AND RULES

~~June 14, 2017~~ June 1, 2022

**88091.** 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 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

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

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LAW AND RULES

~~June 14, 2017~~ June 1, 2022

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. (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.

- A. A voluntary demotion is an action initiated by a regular employee in the classified service which results in an assignment to a class with a lower maximum base salary rate than the employee's prior regular class. A voluntary reduction in assigned time is an action initiated by a regular employee which reduces his/her assignment hours or basis.
- B. A permanent employee who has taken a voluntary demotion may be considered for assignment without participating in a competitive examination process to a vacancy in any class to which he/she was regularly appointed. The employee may also be considered for appointment in any class which is not higher than a class in which he/she had acquired probationary or permanent status. The following conditions shall be considered:
1. If the requested class is within the same occupational grouping of classes as the class upon which eligibility for the requested class is based, the employee shall be found eligible for assignment to the requested class.

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PERSONNEL COMMISSION

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~~June 14, 2017~~ June 1, 2022

2. If the requested class is one in which the employee has not served and is not within the same occupational grouping of classes as the class upon which eligibility for the requested class is based, a comparison of the classes must indicate:
  - a. Similarity of duties.
  - b. Similarity of entrance and class qualifications.
  - c. Similarity of occupational field.
  - d. Similarity of examination content.
3. If the requested class is a related class on the same or a lower salary level to the one in which the employee has formerly served in regular status and upon which eligibility for assignment is based, comparison of the employee's former class and the requested class must indicate:
  - a. Completion of probationary period in the former class.
  - b. Conditions a. through d. under 2. above.
  - c. Relatedness and recency of experience in former class to the requested class.
- C. The extent to which the criteria of similarity must be met varies. In general, more latitude may be allowed:
  1. as the employee's length of service with the District increases.
  2. when the request is based on layoff, reclassification, or reasons of health.
  3. when there is no eligibility list for the requested class.
  4. when the receiving division or college is in support of this request.
  5. when the employee meets the minimum entrance qualifications for the requested class.

If the employee's name appears on a current eligibility list or a list which previously established eligibility for the requested class within the last two years, the criteria in B.2. or 3. above may be waived.

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~~June 14, 2017~~ June 1, 2022

- D. To request a voluntary demotion, reduction in time, or return to former class, an employee must complete and submit an in-service transaction request. The request shall be processed by the Personnel Commission Office. After receipt of the request, the Personnel Commission Office shall provide a timely written notification of the disposition of the request to the employee and the applicable division head or college president.
- E. An employee who has probationary status only and takes a voluntary demotion may request to have his/her name restored to the eligibility list from which he/she was appointed prior to the voluntary demotion provided that the list is still active. Such a request shall be submitted on a ~~C-1052~~ prescribed form to the Personnel Commission Office.
- F. Requests for voluntary demotions or reduction in time shall be valid for a two-year period from the date of the acknowledgment notice. It is the responsibility of the employee to submit a new request at the expiration of the two-year period. Requests for a return to former class shall be valid for 39 months from the date the employee ended his/her latest assignment in the former class.
- G. The benefits of this rule shall not be available to any employee who was unsuccessful in any examination given within the last six months for the requested class.
- H. Voluntary demotion, reduction in time, or return to former class in-service transaction requests shall be maintained by the Personnel Commission Office. The names of employees with approved requests shall be certified to the appointing authority along with names on the applicable eligibility list and/or other employment lists, to any vacancy in the class. The appointing authority does not have an obligation to prefer a voluntary demotion, a reduction in time, or a return to former class request to other means of filling a vacancy.
- I. Employees who have accepted a voluntary demotion in lieu of layoff do not forfeit their reemployment rights.
- J. The provisions of this rule shall not apply in cases where demotion was the result of a disciplinary action.
- K. If service requirements were met in the former class for a salary-step advancement, but not previously credited in such a class, salary step advancement shall be allowed in making the assignment.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Reissue of Personnel Commission Rule 716, CHANGE TO RELATED CLASS (Case 4090)

Personnel Commission Rule 716 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched related procedures of the other five merit-system based community college districts in California and from the Los Angeles Unified School District (LAUSD) and Long Beach Unified School District. Some of the surveyed agencies had provisions in place for the subject area. No changes are being recommended to the rule.



716 CHANGE TO A RELATED CLASS

Education Code Sections

**88080.** (a) The commission shall prescribe, 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.

- A. A regular employee who has attained permanent status in his/her job classification shall be eligible to request a change to a related class in which he/she has not served if the salary of the requested class does not exceed the salary of the employee's current class by more than three percent at the maximum base salary rate. If an employee has not attained permanent status in his/her job classification, approval of the request by the applicable division head or college president is required to attest that such action will be in the best interest of the District.
- B. Salary differentials such as career increments, shift differentials, and bilingual differentials shall not be considered as part of an employee's base salary for the purpose of determining eligibility for appointment to a related class.

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PERSONNEL COMMISSION

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~~June 14, 2017~~ June 1, 2022

LAW AND RULES

- C. To request a change to a related class, an employee must complete and submit an in-service transaction request. The request shall be processed by the Personnel Commission Office. After receipt of the request, the Personnel Commission Office shall provide a timely written notification of the disposition of the request to the employee and the applicable division head or college president.
- D. Change to a related class in-service transaction requests shall be maintained by the Personnel Commission Office. The names of employees with approved requests shall be certified to the appointing authority along with names on the applicable eligibility list and/or other employment lists, to any vacancy in the class. The appointment authority does not have an obligation to prefer a change to a related class request to other means of filling a vacancy.
- E. A change to a related class request is valid for a two-year period from the date the acknowledgment notice. It is the responsibility of the employee to submit a new request at the expiration of the two-year period.
- F. The Personnel Commission staff shall determine whether or not a class is "related" based on the following:
1. Similarity of duties.
  2. Similarity of examination content
  3. Similarity of entrance and class qualifications.
  4. Similarity of occupational field.
- G. The extent to which the two classes must be comparable depends upon several factors. In general, more latitude is allowed:
1. as the employee's length of service with the District increases.
  2. when the request is based on layoff, reclassification, or reasons of health.
  3. when there is no eligibility list for the requested class.
  4. when the receiving division or college is in support of the request.
  5. when the employee meets the minimum entrance qualifications for the requested class.
- I. If an employee changes to a class with a higher maximum base salary, the employee shall not be eligible to request a change to a higher paid class for two years thereafter.
- J. The benefits of this rule shall not be granted to an employee who was unsuccessful in an examination within the last six months for the requested class.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Salary Reallocations for Select Classes in the Agricultural Group, Child Care Group, Food Services Group, and Recreation Group (Case 4082)

**Recommendation:**

It is recommended that the Personnel Commission approve the following salary reallocations, as noted below, effective June 1, 2022.

<b>Job Class</b>	<b>Current Salary Schedule and Steps/Mo</b>	<b>Proposed Salary Schedule and Step/Mo</b>
Event Assistant	FRT \$15.76	FRT \$16.13
Youth Camp Assistant	FRT \$15.76*	FRT \$16.13
Sports Event Technician	FRT \$17.54*	FRT \$17.95
Sports Photographer/Videographer	FRT \$17.54*	FRT \$17.95
Child Development Center Food Services Aide	\$2,994.45 (\$17.28/hr) Shortened range to begin at step 5	\$3,023.01-\$3,189.27 (\$18.40/hr) Shortened range to begin at step 4
Child Development Center Assistant	\$2,784.54-\$2,937.70-\$3,099.26* (\$17.88/hr) Shortened range to begin at step 3	\$3,003.29 - \$3,168.47 (\$18.28/hr) Shortened range to begin at step 4
Child Development Center Assistant (Infant Care)	\$2,784.54-\$2,937.70-\$3,099.26* (\$17.88/hr) Shortened range to begin at step 3	\$3,003.29-\$3,168.47 (\$18.28/hr) Shortened range to begin at step 4
Agricultural Assistant	\$2,921.94-\$3,082.63 (\$17.78/hr) Shortened range to begin at step 4	\$3,070.65-\$3,239.54 (\$18.69/hr) Shortened range to begin at step 4

- Includes anticipated 5.07% Cola increase for FY 21/22

**Bases of Recommendation:**

1. As a result of recruitment difficulties experienced for the majority of the subject classes noted above, staff conducted a salary review to determine the competitiveness of the salary rates of those job classes in comparison to the local labor market. Most of the subject positions, except for the Child Development Center and agricultural related positions, are typically temporary, part-time positions with varied work schedules, including weekends, which further adds to the recruitment difficulties experienced for those positions. The college administrations were informed of the study proceedings. It is anticipated that an increase of the salaries for the subject classes will improve current and future recruitment efforts for positions in this occupational area, particularly in light of the tight labor market for positions that are being paid rates that fall within the vicinity of minimum wage.
2. Staff gathered salary data for comparable classes from the U.S. Department of Labor (DOL), Bureau of Labor Statistics, database as well as from local community college districts and other public agencies. The data collected from the public agencies did not produce an adequate sample.

The DOL data is as follows (adjusted by applicable Employment Cost Index):

Child Care Workers (Sample size of 7810)

Q1	Median	Average	Q3	
\$14.71	\$14.99	\$16.76	\$18.28	Hourly
\$2,549.68	\$2,598.22	\$2,905.01	\$3,168.47	Monthly
\$30,596.16	\$31,178.64	\$34,860.12	\$38,021.64	Annually

Recreation Workers (Sample size of 13250)

2 steps below:

Q1	Median	Average	Q3	
\$13.26	\$13.56	\$15.36	\$16.13	Hourly
\$2,298.36	\$2,350.36	\$2,662.35	\$2,795.81	Monthly
\$27,580.32	\$28,204.32	\$31,948.20	\$33,549.72	Annually

Food Preparation Workers (Sample size of 32470)

Food Servers (Non-Restaurant) (Sample size of 8010)

Q1	Median	Average	Q3	
\$14.93	\$15.50	\$16.89	\$18.40	Hourly
\$2,587.82	\$2,686.62	\$2,927.54	\$3,189.27	Monthly
\$31,053.84	\$32,239.44	\$35,130.48	\$38,271.24	Annually

Farm Workers and Laborers, Crop, Nursery, and Greenhouse (Sample size of 2230)

Farm Workers, Farm, Ranch, and Aquacultural Animals (Sample size of 480)

Q1	Median	Average	Q3	
\$14.82	\$16.33	\$18.01	\$18.69	Hourly
\$2,568.75	\$2,830.48	\$3,121.67	\$3,239.54	Monthly
\$30,825.00	\$33,965.76	\$37,460.04	\$38,874.48	Annually

Given the data from the DOL OES survey as well as the tight labor market for positions that pay close to minimum wage in the Greater Los Angeles area, staff recommends to raise the salary for the benchmark class of Event Assistant from \$15.76 to \$16.13 per hour. This will also result in an increase to the salaries of the following classes that are tied to this benchmark:

- Youth Camp Assistant (direct alignment with Event Assistant)
- Sport Event Technician (two steps above Event Assistant; one step equals 5.5%)
- Sports Photographer/Videographer (two steps above Event Assistant; one step equals 5.5%)

Furthermore, staff is recommending salary adjustments for the following subject classes based on updates to the DOL data, which was released last month by the Bureau of Labor Statistics:

- Child Development Center Assistant (Direct alignment with DOL Child Care Workers)
- Child Development Center Assistant (Infant Care) (Direct alignment with DOL Child Care Workers)
- Child Development Center Food Services Aide (Direct alignment with DOL (Food Preparation Workers and Food Servers (Non-Restaurant)
- Agricultural Assistant (Direct alignment with DOL Farm Workers)

### **Status of Incumbents**

Regular incumbents whose salary is reallocated will have their salaries allocated to the new salary schedule in accordance with the provisions of Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION, paragraph A. This paragraph states that whenever the schedule for an entire class is changed, the step of each continuing regular incumbent in a position shall be adjusted to the numbered step in the new schedule that corresponds to his/her numbered step on the previous schedule. This provision is not applicable to job classes that are on a flat rate. The report affects the salary allocation of a total of 72 employees: 9 Child Development Food Services Aides, 51 Child Development Center Assistants, 2 Sports Event Technicians, and 10 Event Assistants.

## LOS ANGELES COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Classification Study: Cashier, EN 1060519, Fiscal Operations Office, Los Angeles Harbor College (Case 4083)

### **Recommendation:**

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

**From:**

Cashier  
(\$3151.28 – 3903.90/month)

**To:**

Accounting Assistant  
(\$3506.58 – 4344.04/month)

**Location:**

Fiscal Operations Office  
Los Angeles Harbor College

**Incumbent:**

T. Faulkner (EN 1060519)

**Effective Date:** March 25, 2022

### **Bases of Recommendation:**

1. The request to study the employee's position was initiated by the College Financial Administrator, the employee's second-level supervisor. It was requested that the position be reclassified to Accounting Assistant because the employee has been performing higher-level clerical accounting work. The college administration was in support of this request.
2. Staff audited the position and found that the employee performs the following primary duties:
  - Answers inquiries from students, administrators, and staff regarding account balances, expenditures, encumbrances, and business office procedures and policies; contacts related departments such as admissions and records and financial aid to coordinate corrections on students' accounts.
  - Collects money and issues receipts for goods, services, and merchandise, such as registration fees, childcare fees, and cafeteria menu items, and reconciles cash collections with receipts.
  - Counts, balances, records, and deposits large sums of cash.
  - Totals currency, checks and charge card vouchers; writes deposit slips; and packages deposits for bank transport for the college store, SWAP meet, cafeteria, and business office.
  - Checks accounts for arithmetical accuracy.
  - Processes veterans' e-wire payments in SAP and tracks transaction details on Excel.

- Reviews conference and travel reimbursements requests for completeness and authenticity; processes approved requests in SAP.
  - Prepares weekly and monthly summaries and reports reflecting cash, check, or charge receipts for the Child Development Center.
  - Logs the college's journal vouchers and checks source documents for errors in account classification, prices, totals, and balances.
3. The classification concept for the employee's current class of Cashier is based on collecting and registering money from merchandise sales and/or fees for services at an assigned campus location such as a bookstore, business office, food operation, or convenience store. The classification concept of the recommended class of Accounting Assistant requires an incumbent to apply an entry-level knowledge of clerical accounting and standard cashiering methods; receiving daily cash collections from various locations, reconciling cash with register receipts; preparing the daily bank deposit; and following a fiscal unit's established practices and procedures in the clerical processing and recording of accounting transaction and information. After a thorough analysis of the duties assigned to the employee's position, staff found that the employee's position meets the class concept of an Accounting Assistant because the employee performs routine clerical accounting and cash collection duties, which includes checking source documents for common errors in account classification, prices, totals, and balances; reviewing files to ensure complete and authentic documentation for transactions; checking accounts for arithmetical accuracy; answering inquiries from students regarding account balances; collecting money and issuing receipts for goods and services, such as registration fees; and writing deposit slips and packing deposits for bank transport.

### **STATUS OF INCUMBENT**

T. Faulkner, EN 1060519, may be appointed to her reclassified position without participating in an examination process in accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES.

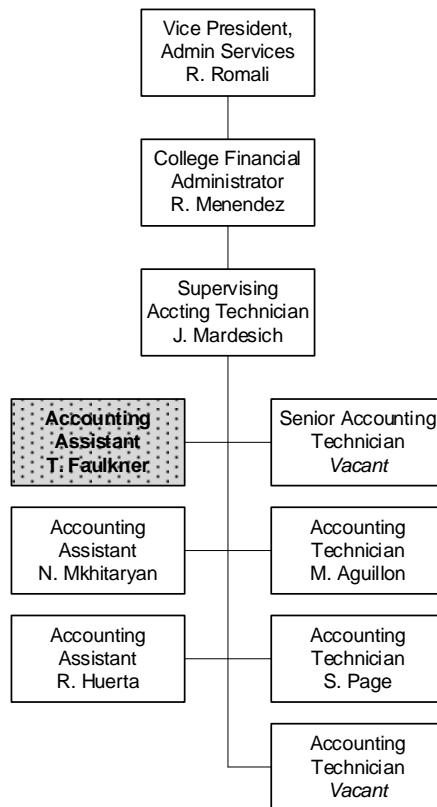
Date of Last Performance Evaluation: May 10, 2022

Classification of position check box was marked "No" by the supervisor and employee.



LOS ANGELES COMMUNITY COLLEGE  
DISTRICT ORGANIZATIONAL CHART

LOS ANGELES HARBOR COLLEGE  
*-Fiscal Operations-*





**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Classification Study: Cashier, EN 808420, Fiscal Operations Office, Los Angeles Harbor College (Case 4084)

**Recommendation:**

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

**From:**  
Cashier  
(\$3151.28 – 3903.90/month)

**To:**  
Accounting Assistant  
(\$3506.58 – 4344.04/month)

**Location:**  
Fiscal Operations Office  
Los Angeles Harbor College

**Incumbent:**  
R. Huerta (EN 808420)

**Effective Date:** March 25, 2022

**Bases of Recommendation:**

1. The request to study the employee’s position was initiated by the College Financial Administrator, the employee’s second-level supervisor. It was requested that the position be reclassified to Accounting Assistant because the employee has been performing higher-level clerical accounting work. The college administration was in support of this request.
2. Staff audited the position and found that the employee performs the following primary duties:
  - Answers inquiries from students, administrators, and staff regarding account balances, expenditures, encumbrances, and business office procedures and policies; contacts related departments such as admissions and records and financial aid to coordinate corrections on students’ accounts.
  - Collects money and issues receipts for goods, services, and merchandise, such as registration fees, childcare fees, and cafeteria menu items, and reconciles cash collections with receipts.
  - Prepares daily and weekly Bookstore Collection Report, including transaction recording, deposit schedule, accounts receivable, and reviewing files to ensure complete and authentic documentation for transactions.
  - Counts, balances, records, and deposits large sums of cash.
  - Totals currency, checks and charge card vouchers; writes deposit slips; and packages deposits for bank transport for the SWAP meet, cafeteria, and business office.

- Checks accounts for arithmetical accuracy.
  - Reviews Child Development Center Order Report and checks source documents for errors in account classification, prices, totals, and balances.
  - Distributes checks to students for financial aid and employees for reimbursement.
3. The classification concept for the employee's current class of Cashier is based on collecting and registering money from merchandise sales and/or fees for services at an assigned campus location such as a bookstore, business office, food operation, or convenience store. The classification concept of the recommended class of Accounting Assistant requires an incumbent to apply an entry-level knowledge of clerical accounting and standard cashiering methods; receiving daily cash collections from various locations, reconciling cash with register receipts; preparing the daily bank deposit; and following a fiscal unit's established practices and procedures in the clerical processing and recording of accounting transaction and information. After a thorough analysis of the duties assigned to the employee's position, staff found that the employee's position meets the class concept of an Accounting Assistant because the employee performs routine clerical accounting and cash collection duties, which includes checking source documents for common errors in account classification, prices, totals, and balances; reviewing files to ensure complete and authentic documentation for transactions; checking accounts for arithmetical accuracy; answering inquiries from students regarding account balances; collecting money and issuing receipts for goods and services, such as registration fees; and writing deposit slips and packing deposits for bank transport.

### **STATUS OF INCUMBENT**

R. Huerta, EN 808420, may be appointed to his reclassified position without participating in an examination process in accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES.

Date of Last Performance Evaluation: May 10, 2022

Classification of position check box was marked "No" by the supervisor and employee.



LOS ANGELES COMMUNITY COLLEGE  
DISTRICT ORGANIZATIONAL CHART

LOS ANGELES HARBOR COLLEGE  
*-Fiscal Operations-*

