

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, November 17, 2021 –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, December 1, 2021
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, November 17, 2021 – 1:00 p.m.

Via Teleconference:

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

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+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. Approve the Minutes of the Closed and Open Meetings of the Personnel Commission from October 20, 2021
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
- V. Revisions to Personnel Commission Rule 763, EMPLOYMENT OF RETIRED MEMBERS OF THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (Final Approval) (Case 4026)
- VI. Class Study: EN 789592, Payroll Assistant, Administrative Services-Finance, Los Angeles City College (Case 4020)
- VII. Claims for Temporary Work Out of Classification for EN 1060185 (Case 4027)
- VIII. Ratification of Proposed Amendments to the Entrance Qualifications for the Class of Custodial Supervisor (Case 4028)
- IX. Establishment of New Classification of Senior Assessment and Selection Analyst (4029)
 - a. Approve the Establishment of the New Classification of Senior Assessment and Selection Analyst
 - b. Approve the Salary Allocation for the New Classification of Senior Assessment and Selection Analyst
 - c. Approve the Class Description for the New Classification of Senior Assessment and Selection Analyst
 - d. Approve the Examination Authorization for the New Classification of Senior Assessment and Selection Analyst with an Open and Promotional (Dual Certification) Field of Competition
- X. Change in the Exam Authorization for the Class of Senior Sign Language Interpreter Specialist (Case 4030)
- XI. Correspondence

- XII. Notice of Anticipated Items: Class Description Revisions for: Instructional Assistant, Assistive Technology (AFT); Senior Facilities Assistant (AFT); Title Change for the Class of Senior Facilities Assistant (AFT)
- XIII. Hear Non-Agenda Speakers/Open Forum
- XIV. Reconvene into Closed Session
- XV. Reconvene into Open Session
- XVI. Report of Actions Taken in Closed Session
- XVII. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, December 1, 2021
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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**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, October 20, 2021 – 12:00 p.m.

Via Teleconference

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

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+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

MINUTES OF THE REGULAR MEETING – CLOSED SESSION

Present: Commissioners:
David Iwata
Diva Sanchez Trevino
Hope Singer

Staff: Ron Delahoussaye, Personnel Director

Guests: Kristine Kwong, Musick & Peeler

- 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 1:01 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.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, October 20, 2021 – 1:00 p.m.

Via Teleconference

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

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+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

Denise McGee, Personnel Analyst

Deborah Tsai, Assistant Personnel Analyst

Patrick Sung, Assistant Personnel Analyst

Emmanuel Nuno, Assignment Auditor

Justin L'Hommedieu, Assessment & Selection Analyst

Guests:

Dr. Rueben C. Smith, Vice Chancellor/Chief Facilities Executive

Mary Van Ginkle, Local 721

Manny Rangel, Local 99

Lawrence Shepherd, Local 99

Jo Ann Haywood, AFT 1521A

Yovanna Campos, AFT 1521A

Abraham Horowitz, AFT 1521A

- I. The Chair convened the regular meeting at 1:02 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that no action was taken in closed session.
- III. **Review and Approve the Minutes of the Closed and Open Meetings of September 22, 2021** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the minutes for the closed and open sessions of September 22, 2021, as presented.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**

a. Classified Employment Opportunities Bulletin

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

- V. **Establishment of a New Classification of Custodian (Sub and Relief) and Salary Reallocations for Custodial Operation Classifications, Facilities Series (Case 3956)**
- a. **Approve the Establishment of the New Classification of Custodian (Sub & Relief)**
 - b. **Approve the Salary Allocation for the New Classification of Custodian (Sub & Relief)**
 - c. **Approve the Class Description for the New Classification of Custodian (Sub & Relief)**
 - d. **Approve the Examination Authorization for the New Classification of Custodian (Sub & Relief) on a Continuous Basis with an Open Only Field of Competition**
 - e. **Approve Salary Reallocations for Custodial Operations Classifications**

Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the establishment of the classification noted above, as presented.

- VI. **Salary Reallocations and Master Salary Schedule Adjustments for Select Local 99 Job Classes (Case 3957)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the salary reallocations noted above, as presented.

- VII. **Establishment of a New Classification of Instructional Assistant, Dental Hygiene (Case 4021)**
- a. **Approve the Establishment of the New Classification of Instructional Assistant, Dental Hygiene**
 - b. **Approve the Salary Allocation for the New Classification of Instructional Assistant, Dental Hygiene**
 - c. **Approve the Class Description for the New Classification of Instructional Assistant, Dental Hygiene**
 - d. **Approve the Examination Authorization for the New Classification of Instructional Assistant, Dental Hygiene with an Open Only Field of Competition**

Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the establishment of the classification noted above, as presented.

- VIII. **Class Study: EN 1069685, Office Assistant, Continuing Education and Workforce Development, East Los Angeles College (Case 4015)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the claims for temporary work out of class noted above, as presented.

- IX. **Claims for Temporary Work Out of Classification for EN 784083, Office Assistant, Human Resources Division, Educational Services Center (Case 4019)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the claims for temporary work out of class noted above, as presented.

- X. **Reissue of Personnel Commission Rule 682, HEALTH EVALUATIONS (Case 4022)**- Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the reissue of Personnel Commission 682, as presented.

XI. Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval) (Case 4017)

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 600, as presented.

XI. Notices of Outstanding Work Performance for:

a. Eduardo Galeana, SFP Program Specialist, Instructional Services, East Los Angeles College

Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission congratulated the employee above on their outstanding work.

XII. Correspondence – None.

XIII. Notice of Anticipated Items - Class Description Revisions for: Catering Event Coordinator (Local 721), College Public Relations Manager (CMA), Instructional Assistant, Nursing (AFT); Classification Study (AFT Staff Guild): Payroll Assistant, Administrative Services-Finance, Los Angeles City College (AFT)

XIV. Hear Non-Agenda Speakers/Open Forum – None.

XV. Reconvene into Closed Session

XVI. Reconvene into Open Session

XVII. Report of Actions Taken in Closed Session – Mr. Iwata announced that no decision was made during closed session.

XVIII. Adjourn – The meeting adjourned at 1:39 p.m.

Ron Delahoussaye, Personnel Director

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

Date

David Iwata, Chair

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 763, EMPLOYMENT OF RETIRED MEMBERS OF THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (Final Approval) (Case 4026)

This rule was reviewed and amended last year in May. Due to some process changes initiated by CalPERS for retired annuitant assignments, staff reviewed all relevant California Government and Education Codes, as well as the CalPERS guide to employment after retirement. California Government Code Section 21221 has been added to the rule. Editorial changes have been made to the rule for clarity and consistency purposes.

The following substantive changes to the rule are being proposed:

- Paragraph A.1. has been updated to include examples of when a retired employee can be hired for an assignment.
- Paragraph A.5. has been added to include an exception on the hiring of retired persons into a “vacant position” in accordance with California Government Code Section 21221.
- Paragraph C. has been removed and new paragraph D. has been added to provide clarification on compensation for retired persons as provided in California Government Code Sections 21221 and 21229.

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Education Code Section

88034. Notwithstanding the provisions of subdivision (c) of Section 88033, a retired classified school employee may be employed by a community college district, but only in accordance with the provisions of Article 5 (commencing with Section 21150) of Chapter 8 of Part 3 of Division 5 of Title 2 of the Government Code.

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

Government Code Sections

21221. A retired person may serve without reinstatement from retirement or loss or interruption of benefits provided by this system, as follows:

(a) As a member of any board, commission, or advisory committee, upon appointment by the Governor, the Speaker of the Assembly, the President pro Tempore of the Senate, director of a state department, or the governing board of the contracting agency. However, the appointment shall not be deemed employment within the meaning of Division 4 (commencing with Section 3200) and Division 4.5 (commencing with Section 6100) of the Labor Code, and shall not provide a basis for the payment of workers' compensation to a retired state employee or to his or her dependents.

(b) As a school crossing guard.

(c) As a juror or election officer.

(d) As an elective officer on and after September 15, 1961. However, all rights and immunities which may have accrued under Section 21229 as it read prior to that section's repeal during the 1969 Regular Session of the Legislature are hereby preserved.

(e) As an appointive member of the governing body of a contracting agency. However, the compensation for that office shall not exceed one hundred dollars (\$100) per month.

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(f) Upon appointment by the Legislature, or either house, or a legislative committee to a position deemed by the appointing power to be temporary in nature.

(g) Upon employment by a contracting agency to a position found by the governing body, by resolution, to be available because of a leave of absence granted to a person on payroll status for a period not to exceed one year and found by the governing body to require specialized skills. The temporary employment shall be terminated at the end of the leave of absence. Appointments under this section shall be reported to the board and shall be accompanied by the resolution adopted by the governing body.

(h) Upon interim appointment by the governing body of a contracting agency to a vacant position during recruitment for a permanent appointment and deemed by the governing body to require specialized skills or during an emergency to prevent stoppage of public business. A retired person shall only be appointed once to this vacant position. These appointments, including any made concurrently pursuant to Section 21224 or 21229, shall not exceed a combined total of 960 hours for all employers each fiscal year. The compensation for the interim appointment shall not exceed the maximum monthly base salary paid to other employees performing comparable duties as listed on a publicly available pay schedule for the vacant position divided by 173.333 to equal an hourly rate. A retired person appointed to a vacant position pursuant to this subdivision shall not receive any benefits, incentives, compensation in lieu of benefits, or any other forms of compensation in addition to the hourly rate. A retired annuitant appointed pursuant to this subdivision shall not work more than 960 hours each fiscal year regardless of whether he or she works for one or more employers.

(i) Upon appointment by the Administrative Director of the Courts to the position of Court Security Coordinator, a position deemed temporary in nature and requiring the specialized skills and experience of a retired professional peace officer.

21229. (a) A retired person may serve without reinstatement from retirement or loss or interruption of benefits provided by this system upon appointment by a school employer or by the Trustees of the California State University either during an emergency to prevent stoppage of public business or because the retired person has specialized skills needed in performing work of limited duration. These appointments shall not exceed a combined total of 960 hours for all employers each fiscal year. The compensation for the appointment shall not exceed the maximum monthly base salary paid to other employees performing comparable duties as listed on a publicly available pay schedule

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divided by 173.333 to equal an hourly rate. A retired person appointed pursuant to this section shall not receive any benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly rate. A retired annuitant appointed pursuant to this section shall not work more than 960 hours each fiscal year regardless of whether he or she works for one or more employers.

(b) (1) This section shall not apply to a retired person otherwise eligible to serve without reinstatement from retirement, if during the 12-month period prior to an appointment described in this section, that retired person receives unemployment insurance compensation arising out of prior employment subject to this section with the same employer.

(2) A retired person who accepts an appointment after receiving unemployment insurance compensation as described in this subdivision shall terminate that employment on the last day of the current pay period and shall not be eligible for reappointment subject to this section for a period of 12 months following the last day of employment. The retired person shall not be subject to Section 21202 or subdivision (b) of Section 21220.

21232. On and after January 1, 2013, a person who has retired for disability and has not attained the mandatory age for retirement for persons in the employment in which he or she will be employed, and whom the board finds is not disabled for that employment, may be so employed by any employer without reinstatement from retirement if the position is not the position from which this person retired or a position in the same member classification. The person's disability retirement pension shall be reduced during this employment to an amount that, when added to the compensation received, equals the maximum compensation earnable by a person holding the position that he or she held at the time of retirement. This employment shall terminate upon the person's attainment of the mandatory retirement age for persons in that employment. A person employed under this section shall not be concurrently employed under this article.

21233. (a) A person who has retired for disability shall not be employed, pursuant to this article or Section 7522.56, by any employer without reinstatement from retirement if the position is either of the following:

(1) The position from which the person retired.

(2) A position that includes duties or activities that the person was previously restricted from performing at the time of their retirement.

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(b) If a person who has retired for disability is employed by an employer without reinstatement pursuant to this article or Section 7522.56, the employer shall provide the board, in a form and manner determined by the board, the nature of the employment and the duties and activities of the position for which the person retired for disability will be employed.

(c) This section shall not apply to a person employed by an employer pursuant to Section 21232.

7522.56 (a) This section shall apply to any person who is receiving a pension benefit from a public retirement system and shall supersede any other provision in conflict with this section.

(b) A retired person shall not serve, be employed by, or be employed through a contract directly by, a public employer in the same public retirement system from which the retiree receives the benefit without reinstatement from retirement, except as permitted by this section.

(c) A person who retires from a public employer may serve without reinstatement from retirement or loss or interruption of benefits provided by the retirement system upon appointment by the appointing power of a public employer either during an emergency to prevent stoppage of public business or because the retired person has skills needed to perform work of limited duration.

(d) Appointments of the person authorized under this section shall not exceed a total for all employers in that public retirement system of 960 hours or other equivalent limit, in a calendar or fiscal year, depending on the administrator of the system. The rate of pay for the employment shall not be less than the minimum, nor exceed the maximum, paid by the employer to other employees performing comparable duties, divided by 173.333 to equal an hourly rate. A retired person whose employment without reinstatement is authorized by this section shall acquire no service credit or retirement rights under this section with respect to the employment unless he or she reinstates from retirement.

(e) (1) Notwithstanding subdivision (c), any retired person shall not be eligible to serve or be employed by a public employer if, during the 12-month period prior to an appointment described in this section, the retired person received any unemployment insurance compensation arising out of prior employment subject to this section with a public employer. A retiree shall certify in writing to the employer upon accepting an offer of employment that he or she is in compliance with this requirement.

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(2) A retired person who accepts an appointment after receiving unemployment insurance compensation as described in this subdivision shall terminate that employment on the last day of the current pay period and shall not be eligible for reappointment subject to this section for a period of 12 months following the last day of employment.

(f) A retired person shall not be eligible to be employed pursuant to this section for a period of 180 days following the date of retirement unless he or she meets one of the following conditions:

(1) The employer certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed and the appointment has been approved by the governing body of the employer in a public meeting. The appointment may not be placed on a consent calendar.

(2) (A) Except as otherwise provided in this paragraph, for state employees, the state employer certifies the nature of the employment and that the appointment is necessary to fill a critically needed state employment position before 180 days have passed and the appointment has been approved by the Department of Human Resources. The department may establish a process to delegate appointing authority to individual state agencies, but shall audit the process to determine if abuses of the system occur. If necessary, the department may assume an agency's appointing authority for retired workers and may charge the department an appropriate amount for administering that authority.

(B) For legislative employees, the Senate Committee on Rules or the Assembly Rules Committee certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed and approves the appointment in a public meeting. The appointment may not be placed on a consent calendar.

(C) For employees of the California State University, the Trustees of the California State University certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed and approves the appointment in a public meeting. The appointment may not be placed on a consent calendar.

(3) The retiree is eligible to participate in the Faculty Early Retirement Program pursuant to a collective bargaining agreement with the California State University that existed prior to January 1, 2013, or has been included in subsequent agreements.

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(4) The retiree is a public safety officer or firefighter hired to perform a function or functions regularly performed by a public safety officer or firefighter.

(g) A retired person who accepted a retirement incentive upon retirement shall not be eligible to be employed pursuant to this section for a period of 180 days following the date of retirement and subdivision (f) shall not apply.

(h) This section shall not apply to a person who is retired from the State Teachers' Retirement System, and who is subject to Section 24214, 24214.5, or 26812 of the Education Code.

(i) This section shall not apply to (1) a subordinate judicial officer whose position, upon retirement, is converted to a judgeship pursuant to Section 69615, and he or she returns to work in the converted position, and the employer is a trial court, or (2) a retiree of the Judges' Retirement System I or the Judges' Retirement System II who is assigned to serve in a court pursuant to Section 68543.5.

7522.57 (a) This section shall apply to any retired person who is receiving a pension benefit from a public retirement system and is first appointed on or after January 1, 2013, to a salaried position on a state board or commission. This section shall supersede any other provision in conflict with this section.

(b) A person who is retired from a public retirement system may serve without reinstatement from retirement or loss or interruption of benefits provided that appointment is to a part-time state board or commission. A retired person whose employment without reinstatement is authorized by this subdivision shall acquire no benefits, service credit, or retirement rights with respect to the employment. Unless otherwise defined in statute, for the purpose of this section, a part-time appointment shall mean an appointment with a salary of no more than \$60,000 annually, which shall be increased in any fiscal year in which a general salary increase is provided for state employees. The amount of the increase provided by this section shall be comparable to, but shall not exceed, the percentage of the general salary increases provided for state employees during that fiscal year.

(c) A person who is retired from the Public Employees' Retirement System shall not serve on a full-time basis on a state board or commission without reinstatement unless that person serves as a nonsalaried member of the board or commission and receives only per diem authorized to all members of the board or commission. A person who serves as a nonsalaried member of a

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board or commission shall not earn any service credit or benefits in the Public Employees' Retirement System or make contributions with respect to the service performed.

(d) A person retired from a public retirement system other than the Public Employees' Retirement System who is appointed on a full-time basis to a state board or commission shall choose one of the following options:

(1) The person may serve as a nonsalaried member of the board or commission and continue to receive his or her retirement allowance, in addition to any per diem authorized to all members of the board or commission. The person shall not earn service credit or benefits in the Public Employees' Retirement System and shall not make contributions with respect to the service performed.

(2) (A) The person may suspend his or her retirement allowance or allowances and instate as a new member of the Public Employees' Retirement System for the service performed on the board or commission. The pensionable compensation earned pursuant to this paragraph shall not be eligible for reciprocity with any other retirement system or plan.

(B) Upon retiring for service after serving on the board or commission, the appointee shall be entitled to reinstatement of any suspended benefits, including employer provided retiree health benefits, that he or she was entitled to at the time of being appointed to the board or commission.

(e) Notwithstanding subdivisions (c) and (d), a person who retires from a public employer may serve without reinstatement from retirement or loss or interruption of benefits provided by the retirement system upon appointment to a full-time state board pursuant to Section 5075 of the Penal Code or Section 1718 of the Welfare and Institutions Code.

A. Any employee who retired as a member of the Public Employees' Retirement System (PERS) may be employed in accordance with Government Code Sections 21221, 21229, 7522.56, and 7522.57 provided that:

1. The assignment of the retired person is approved and certified as ~~to~~ a critical need by the requesting division head or college president who requests the assignment. For the purpose of this rule, critical need shall be defined as either an emergency situation which would prevent the college or division from conducting necessary classroom education or providing vital services necessary to the educational process or the retired employee possesses specialized knowledges, skills, and abilities essential to the performance of work of a limited duration. Assignments can provide coverage for work of limited duration such as work to eliminate a backlog, work on a

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special project, and work that is in excess of what regular staff can do. Furthermore, assignments can also provide coverage for a vacant position where an active recruitment for a permanent replacement is in progress.

2. Requests for the employment of a retiree shall be submitted on PC Form 763 to the Personnel Director for final approval.

3. The retired person certifies that he/she understands that employment is limited to a maximum of 120 full-time working days or 960 hours in a fiscal year with the District and any other employer subject to the provisions of Government Code Sections 21221, 21229, 7522.56, and 7522.57 and that employment is discretionary with the authority who makes the assignment.

4. The assignment does not commence within 180 days of the retired person's date of retirement unless one of the following conditions is met:

a. The District certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days has passed, and the appointment has been approved by the District's governing body in a public meeting.

b. The retiree was already employed as a retired annuitant prior to January 1, 2013.

A retired person who accepts a retirement incentive upon retirement shall not be eligible for employment within the 180-day waiting period ~~without exception~~.

5. A retired person hired in a "vacant position" in accordance with government code section 21221 paragraph (h) shall only be appointed once to that vacant position.

B. Retired persons who are employed by the District shall be compensated as follows:

1. A retired person who is employed in the class from which he or she last held permanent status shall be placed on:

a. The flat rate of the class, if applicable, or

b. The step of the schedule attained at the time of retirement, or

c. The hiring step for the class, whichever is higher.

2. A retired person who is employed in a class lower than from which he or she last held permanent status shall be placed on:

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- a. The flat rate of the class, if applicable, or
- b. The step of the schedule that provides a rate equal to or next below the rate he or she would be entitled to if reinstated in the former class, or
- c. The hiring step for the class, whichever is higher.

Overtime work shall be compensated in accordance with the provisions of Rule 596, OVERTIME.

~~C. Retired persons assigned for limited periods shall be paid holiday benefits in accordance with the provisions of Paragraph A.2. of Rule 816, HOLIDAYS.~~

~~D.C.~~ Retired persons assigned under the provisions of this rule shall not be granted leaves, other than a paid industrial accident leave as provided in Paragraph B. of Rule 804, LEAVE RESULTING FROM INDUSTRIAL ACCIDENT OR INDUSTRIAL ILLNESS.

D. Retired persons shall not receive any benefits, differentials, incentives, compensation in lieu of benefits, or other forms of compensation in addition to their hourly rate.

E. A retired person shall not be eligible for employment with the District if any unemployment insurance compensation arising out of prior employment with a public employer was received by the retired person during the previous 12-month period. If a retired person accepts an appointment after receiving unemployment insurance compensation, that employment must be terminated by the last day of the current pay period, and the retiree will not be eligible for reappointment thereafter for 12 months.

F. A person retired for disability who has not attained the mandatory age for retirement applicable to persons in the position in which he or she will be employed, and whom the District finds not disabled for that employment, may be employed without reinstatement from retirement in a position other than the classification from which he or she retired. The employment shall end upon the person meeting the mandatory retirement age for persons in the employed position.

G. A person retired for disability shall not be employed without reinstatement from retirement if the position in which he or she would be employed is either of the following:

1. The position from which the person retired.
2. A position that includes duties that the person was previously restricted from performing at the time of retirement.

This provision does not apply to persons employed in a manner as described under paragraph F.

H. Provisions of this rule outlined in paragraph A.3. and A.4. may be suspended under certain conditions by a Governor's executive order.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Classification Study: Payroll Assistant, EN 785952, Administrative Services-Finance, Los Angeles City College (Case 4020)

Recommendation:

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

From:

Payroll Assistant
(\$3975.20– 4924.58/month)

To:

Administrative Operations Technician
(\$4335.48 – 5370.90/month)

Location:

Administrative Services-Finance
Los Angeles City College

Incumbent:

N. Sargsian (EN 785952)

Effective Date: April 16, 2021

Bases of Recommendation:

1. The request to study the employee's position was initiated by the College President. She requested that the employee's position be studied based on additional duties and responsibilities assigned including special projects and serving as the campus point of contact for workers' compensation and insurance claims and consider reclassifying the position to Administrative Analyst.
2. Staff audited the position and found that the employee is responsible for performing the following primary duties:
 - Acts in a lead capacity and participates in the work of a small unit comprised of two other Payroll Assistants engaged in time reporting and processing of payroll data and records for academic, classified, and unclassified employees of the college. This duty accounts for approximately 10% of the incumbent's time.
 - Reviews, collects, and compiles data files and warrants from SAP, Portal, PeopleSoft, computerized and non-computerized sources to verify accuracy and determine the causes of errors and discrepancies in data such as class assignments, FTE's, hourly rates, regular hours and overtime hours, payments, deductions, quota accruals and balances, service credit, seniority lists, overpayments and underpayments. This function also involves applying interpretations of the rules and regulations of the Personnel Commission, HR Guidelines, the Board of Trustees, and the District's collective bargaining agreements to the processing of personnel related documents. This duty accounts for approximately 10% of the incumbent's time.
 - Investigates and resolves difficult problems and non-routine issues referred by higher-level supervision, management and staff related to the work of the payroll, personnel, course discrepancies and responds to inquiries related to scheduling, payroll, personnel, different types of audits, workers compensation claims, other injury claims, retirement, scheduling, employment verification, disability verification, technological, and

operational activities of the administrative division. This duty accounts for approximately 20% of the incumbent's time.

- Performs work on assigned special projects from the AVP, VP, and the President such as assisting in preparing budget preparation and projection reports; assisting in preparing program review documents; and leading a task force on reviewing payroll systems in order to implement changes to improve payroll accuracy; writing instructions, procedures and manuals; and recommending and implementing changes to improve the payroll accuracy; and serving on committees such as the accreditation committee. This duty and the duty below account for approximately 20% of the incumbent's time.
 - Prepares correspondence, presentations, and reports related to the work of the payroll unit and other related areas of the administrative division upon request.
 - Conducts training to departments and individuals in payroll, personnel, institutional effectiveness, academic affairs regarding union contracts, HR guides, labor laws, workers compensation, and payroll procedures and processes. This duty accounts for approximately 10% of the incumbent's time.
 - Researches best practices of other public and private agencies to improve the operation of assigned areas in the administrative division such as payroll, workers compensation, and class scheduling. This duty accounts for approximately 10% of the incumbent's time.
 - Serves as the campus point of contact for workers' compensation and insurance claims. This function involves securing appropriate documentation required to generate claims; following up with claim adjusters, hospitals, medical groups, attorneys, collection agencies, employees and/or campus staff/supervisors to resolve issues related to worker's comp, visitors, students, and athletes claims; providing information, guidance, advice, and policy interpretation to campus administrators, employees, visitors, students on workers' compensation and student/visitor claims related matters; and attending workers' compensation annual meetings, settlement conferences, and hearing. This duty accounts for approximately 20% of the incumbent's time.
3. The classification concept for the employee's current classification of Payroll Assistant is based on performing specialized clerical duties related to the processing of payroll data and records for academic, classified, and unclassified employees of a college and providing coordination between the District Payroll Section and employees of a college in the resolution of payroll problems. Extensive public contact is also considered an essential function of this class. The classification concept for the Administrative Operations Technician class is based on applying a thorough knowledge of established procedures and policies in the areas of: budgeting, procurement and contracts, asset management, personnel, payroll, the production of a college's schedule of classes and catalog, and other centralized administrative activities for a major organizational unit. Proficiency in the methods, procedures, and policies utilized in the Los Angeles Community College District is of greater importance than a broad knowledge of the general principles and practices of office administration. An incumbent may perform lead duties and use of computers and advanced software applications is an integral aspect of the duties. The classification concept for the requested class of Administrative Analyst is based on analyzing and devising solutions to complex problems related to the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency in a major administrative division. Employees in this class work at a journey-level and are expected to work independently and without immediate supervision. 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 Administrative Operations Technician because the employee applies a thorough knowledge of established procedures and policies in the areas of personnel, payroll, and other centralized administrative activities for Administrative Services such as worker's compensation and insurance claims while utilizing computers and advanced software applications as an integral aspect of her assigned duties. Therefore, the Administrative Analyst classification would not be the more appropriate job classification since she does not spend

the majority of her time on professional-level work analyzing and devising solutions to a variety of complex problems related to the business, technological, and operational activities of the Administrative Services office.

STATUS OF INCUMBENT

N. Sargsian, EN 785952 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. .

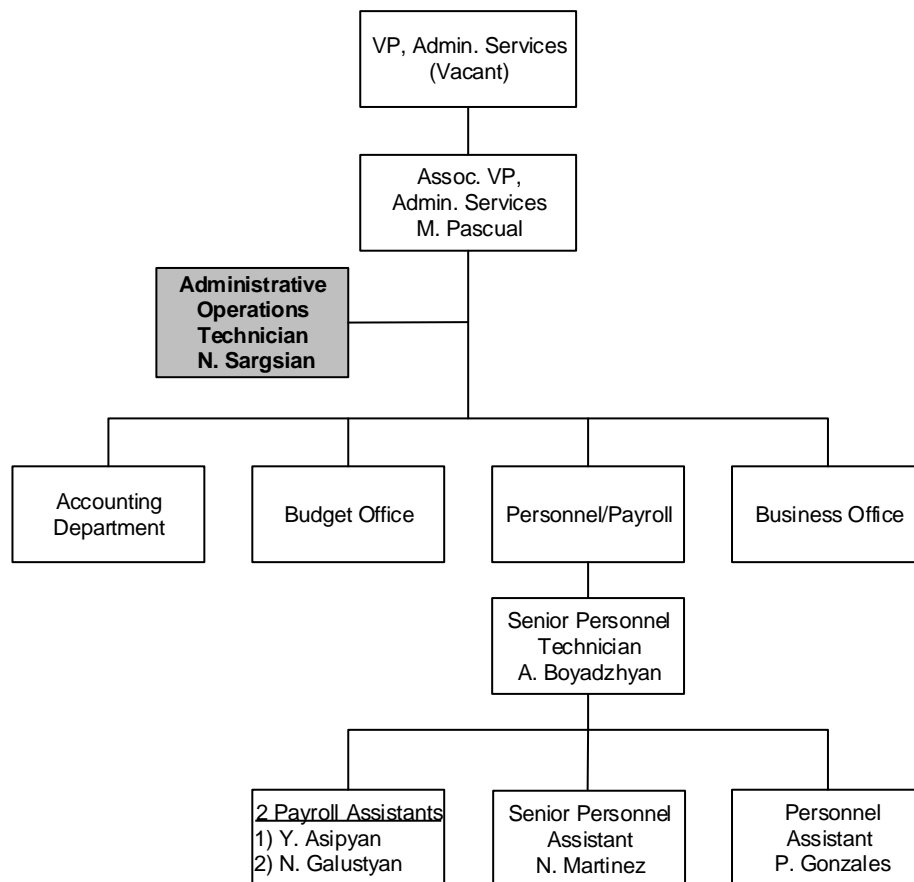
Date of Last Performance Evaluation: February 4, 2021

Classification of position check box was checked “No” by the employee and the immediate supervisor.



**LOS ANGELES COMMUNITY
COLLEGE DISTRICT
ORGANIZATIONAL CHART**

**LOS ANGELES CITY COLLEGE
*Administrative Services-Finance***



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Claims for Temporary Work Out of Classification for EN 1060185 (Case 4027)

Recommendation:

It is recommended that the Personnel Commission **DENY** the claims for temporary work out of classification submitted by EN 1060185 for the period of June 14, 2021 to September 17, 2021.

Bases of Recommendation:

On September 20, 2021, EN 1060185, a Student Support Services Representative at the Bridges to Success Center at Los Angeles Trade College, submitted claims indicating that he was working out of class when he took over staff scheduling and day-to-day operations of the Bridges to Success Center in the absence of an Associate Dean from January to late September of 2021.

In accordance with PC Rule 550, "Temporary Work Out of Classification," work out of class forms shall be submitted by the employee no later than 100 calendar days after the first date of work out of classification. By applying this provision of the rule, claims can only be accepted as of June 14, 2021.

During the time period identified in this report, the majority of EN 1060185's time was spent on customer service duties that fell in line with the employee's current class of Student Support Services Representative. The employee estimated that he spent approximately 35% of his time on new duties, such as creating staff schedules and adjusting staff coverage as needed, coordinating the logistics for staff-wide meetings for the Bridges to Success Center, creating online promotional materials, facilitating the update of chatroom software and conducting trainings in said software, and providing data and reports when requested by college administration.

The class concept of the employee's current class of Student Support Services Representative is based on serving as a resource to potential and current students on a variety of student support services. This includes duties such as participating in promotion of college programs, services and activities; assisting with posting information on the web to publicize student support services; responding to requests for information; compiling data and preparing information and correspondence; and giving work direction to clerical staff and student employees as needed. After a thorough review of the duties temporarily assigned to the employee during the time periods specific in the report, staff found that those duties fell within the scope of duties of the employee's current class. Based on these findings, staff did not find that additional compensation would be warranted in this case.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Ratification of Proposed Amendments to the Entrance Qualifications for the Class of Custodial Supervisor (Case 4028)

Recommendation:

It is recommended that the Personnel Commission ratify the proposed amendments to the entrance qualifications for the class of Custodial Supervisor, effective October 4, 2021.

Bases of Recommendation:

1. Due to an ongoing examination for the class of Custodial Supervisor, there was an urgent need to amend the entrance qualifications for this class. A vacancy exists at Los Angeles Valley College.
2. The proposed class description amendments are intended to make the entrance qualifications of Custodial Supervisor more consistent with the requirements listed on similar entry-level supervisory classifications within the District, in which applicants can substitute one year of required supervisory experience with a course in supervision or management.
3. There are currently 21 incumbents in the class of Custodial Supervisor whose positions are not impacted by the proposed changes.

CUSTODIAL SUPERVISOR

DEFINITION

Supervises and participates in the work of one or more custodial crews which provide custodial services necessary to maintain a college campus or facility in a clean and orderly condition for effective use by students, faculty, staff, and the public.

TYPICAL DUTIES

Participates in, supervises, and reviews the work of a custodial crew.

Assures adherence to prescribed policies, procedures, work standards, and related requirements in assigned area.

Instructs subordinates in the safe use of ladders, cleaning solvents, custodial equipment, and cleaning techniques.

Responds to emergency and maintenance calls; assigns staff to perform cleanup and related custodial work.

Maintains time reports and other staff records.

Inspects the work of custodial staff.

Ensures that the work of the assigned staff meets prescribed performance standards and addresses performance deficiencies.

Cleans and/or dusts walls, windows, desks, furniture, cabinets, light and plumbing fixtures, window coverings, lockers, and related items.

Sweeps, dust mops, wet mops, scrubs, strips, seals, waxes, and polishes floors.

Gathers and disposes of rubbish, paper, and other debris; empties and washes refuse containers from interior and exterior locations.

Moves, sets up, and adjusts chairs, tables, desks, furniture, and equipment as required for classroom and special activities.

Vacuums, shampoos, and spot treats carpeting.

Services soap dispensers, towel and tissue boxes, and similar fixtures.

Cleans chalkboards/whiteboards, trays, and erasers.

Sweeps and cleans walkways, lunch areas, parking lots, tennis courts, stadiums, and other paved areas using manual and power equipment.

Requisitions, receives, distributes, and keeps records of custodial supplies and equipment.

May supervise recycling activities.

May operate a trash compactor and other equipment such as sweepers, blowers, power washers, electric carts, scrubbing machines, and steam cleaning machines.

May operate college-owned vehicles on public streets.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Custodial Supervisor** serves as an assistant shift supervisor for a group of Custodians which is sufficiently large to require intermediate levels of supervision to assure custodial assignments are completed in an effective, efficient, and timely manner; or may serve as a shift supervisor for a group of Custodians which is sufficiently small to allow personal and immediate supervision of all custodial activities on the shift; may perform a variety of custodial work.

A **Senior Custodial Supervisor** is responsible for all custodial activities on an assigned shift which has multiple custodial crews at a college campus.

A **Custodian** performs a wide variety of custodial duties to keep assigned areas of buildings and paved areas in a clean, safe, sanitary, and orderly condition.

SUPERVISION

General supervision is received from a Senior Custodial Supervisor or Operations Manager. Immediate supervision is exercised over Custodians.

CLASS QUALIFICATIONS

Knowledge of:

Methods, materials, and equipment used in custodial work

Principles of supervision and training

Custodial sanitation and sterilization methods and techniques

Proper and safe use and storage of cleaning compounds

Proper and safe use of ladders

Common custodial tools and equipment

Safe lifting and moving techniques

Applicable fire and safety rules and regulations

Recordkeeping procedures

Basic features of computer equipment

Proper and safe use of equipment used for window washing

Skill in:

Operation of common custodial tools and equipment

Ability to:

Plan, coordinate, schedule, and supervise the work of a small custodial crew

Train and advise subordinates on the use of custodial methods and techniques

Train and advise subordinates on the use of custodial tools and equipment

Read and interpret labels on cleaning compounds and advise subordinates on proper use and potential hazards

Perform sustained physical work

Give clear and concise oral and written instructions

Safely lift and move moderately heavy furniture, equipment, and supplies

Work effectively and harmoniously around college students, faculty, staff, and community members

Maintain records of supplies and equipment

Learn rules, regulations, collective bargaining unit agreements, and procedures affecting custodial staff

Learn general and specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent **AND** two years of full-time, paid custodial experience. One year of the required experience must have been in a supervisory capacity. ~~AND~~ Successful completion of three college semester units in supervision or management **OR** 60 hours of coursework at an adult school in supervision or management may substitute for the required one year of experience in a supervisory capacity.

Special:

A valid Class "C" California driver's license may be required for some positions.

Travel to locations throughout the District may be required for some positions.

Physical Requirement:

Ability to lift and move items weighing up to 50 pounds.

~~SPECIAL NOTE: — Successful completion of LACCD Supervising Building and Grounds Personnel 101 and/or 102 training courses will be accepted as qualifying.~~

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.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Establishment of a New Class of Senior Assessment and Selection Analyst (Case 4029)

Recommendations:

- I. It is recommended that the Personnel Commission establish a new class of Senior Assessment and Selection Analyst; that the new class be placed in the Personnel Group, Administration Series; that the new class description be adopted; that the new class be allocated to salary schedule 8706.94; and that the salary setting basis for the new class be based on a four-step differential above the class of Personnel Analyst, effective November 17, 2021.

Salary Schedule 8706.94

Step 1	Step 2	Step 3	Step 4	Step 5	
\$8,706.94	\$9,185.82	\$9,691.04	10,224.04	\$10,786.37	Monthly
\$104,483.28	\$110,229.84	\$116,292.48	\$122,688.48	\$129,436.44	Annually

- II. It is recommended that the Personnel Commission authorize an examination for the new class with a promotional and open (Dual Certification) field of competition.
- III. It is recommended that Personnel Commission Rule 596, OVERTIME, be amended to designate the new class as Supervisory for purposes of overtime.

Bases of Recommendations:

1. As a result of a significant increase in recruitment requests in conjunction with the District's second Supplemental Retirement Plan (SRP), staff has identified a need for a senior analyst position that applies advanced IO skills and psychometric expertise to our testing program and provides immediate supervision to the clerical and professional staff of the unit. It is anticipated that the addition of a senior analyst with this type of expertise will enable the Personnel Commission to focus on both thoroughly evaluating current recruitment and assessment tools and advancing innovative new approaches and enhancements in a more virtual testing environment due to the Covid-19 pandemic.
2. The position of Senior Assessment and Selection Analyst requires an incumbent to develop, administer, and evaluate complex and innovative employment examinations for positions in the classified service and to supervise the activities of assigned lower-level analysts and technical and clerical staff. An incumbent in this class also applies a thorough knowledge of employee assessment and selection methods and techniques in the performance of duties. An organizational chart for the new position is included in this report.
3. External data and internal salary relationships were both considered in establishing the recommended salary setting basis for the new class.

External Data:

Staff surveyed public agencies with recruitment and assessment units in the Greater Los Angeles area to obtain salary data for a comparable class. The survey did not produce an adequate salary sample for the new class.

Internal Alignment:

Staff considered the District’s class of Personnel Analyst as the most closely related benchmark class for the new class and is proposing a four-step salary differential above this class as its salary setting basis. This produces a salary range of \$104,483.28 to \$129,436.44 per annum and directly aligns the salary of the new class with the salary allocated to a senior analyst position within the District.

- 4. The recommended title for the new class is descriptive of the level and type of duties that are assigned to the class.
- 5. Personnel Commission Rule 596, OVERTIME, defines a supervisory class as one where the primary duties and responsibilities of the position consist of the supervision of a major operating unit at the Section level, or its equivalent, and possess the following characteristics:
 - Customarily and regularly plan, organize, direct, and review the work of other employees.
 - Customarily establish procedures regarding the operations of the organizational unit.
 - Customarily and regularly exercise discretionary powers and sanctions.
 - Customarily and regularly do not personally perform duties similar to those of subordinates.

The subject class of Senior Assessment and Selection Analyst meets the supervisory definition outlined in this rule.

Rule Amendment

596 Overtime

Education Code Section 88026

A. ***

F. ***

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

Executive Classes

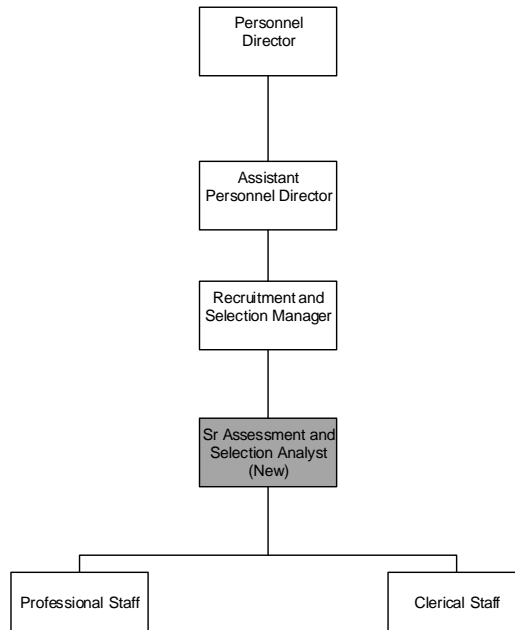
Administrative Classes

Supervisory Classes

Senior Administrative Analyst
Senior Assessment and Selection Analyst



LOS ANGELES COMMUNITY COLLEGE DISTRICT
Personnel Commission
Organizational Structure
Classified Examination Unit



SENIOR ASSESSMENT AND SELECTION ANALYST

DEFINITION

Develops, administers, and evaluates complex and innovative employment examinations for positions in the classified service; supervises a small staff of assigned professional, technical, and clerical employees.

TYPICAL DUTIES

Plans, assigns, and supervises the work of and provides training to assigned staff engaged in recruitment and selection activities for classified positions.

Determines work methods, establishes priorities for the completion of work, and prepares work schedules to meet deadlines.

Conducts complex job analysis and reviews classification information to determine the knowledge, skills, and abilities for job related testing methods.

Designs and develops complex and innovative testing methods for job related knowledges, skills, and abilities.

Plans and develops examinations, specifying type and sequence of tests, weights for various parts, items to be used, and tasks to be rated.

Analyzes tests for validity, reliability, adverse impact, and differential prediction, develops standards and baselines for assessment tools; makes recommendations for enhancements.

Confers with department heads and technical experts about the selection, development, preparation, and evaluation of material for examinations.

Develops and ensures that recruitment plans meet employment needs; evaluates the effectiveness of recruitment activities of the unit.

Coordinates and participates in the preparation of effective recruitment materials including job announcements, pamphlets, brochures, web postings, and other-publicity materials.

Arranges and schedules evaluation interviews, instructs committee members in procedures and standards to be applied, and gives general guidance to interviewers and raters in order to achieve reliability, fair competition, and standards of eligibility.

Analyzes and tracks data on recruitment and assessment activities to guide decisions related to diversity targets and strategies.

Develops and coordinates the maintenance of a test item bank and associated statistics.

Coordinates and participates in data compilation and analysis for test validation studies.

Coordinates and participates in the statistical analysis of examination results and develops improvements.

Consults with information technology staff to define information systems requirements or problems and coordinates the installation and utilization of specialized software programs.

Recommends new and revised class entrance qualifications and fields of competition.

Analyzes and answers protests arising from examinations.

Stays current on trends and new developments in the field of employment recruitment and selection and testing; researches and analyzes the possible effects of new laws, regulations, and codes on the assessment program; makes recommendations on program changes to ensure compliance.

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

Effectively utilizes the capabilities of specialized software programs in the development of examinations, applicant tracking and production of management information and reports.

Prepares complex reports, correspondence, presentations, and other communications containing descriptive, analytical, and evaluative content including the preparation and conclusion and forecasts based on data summaries and other findings.

Directs the maintenance of examination records and updates written procedures and documentation pertinent to assessment development, and psychometric practices.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior Assessment and Selection Analyst** develops, administers, and evaluates complex and innovative employment examinations for positions in the classified service; supervises the activities of assigned lower-level analysts and technical and clerical staff. An incumbent in this class also applies a thorough knowledge of employee assessment and selection methods and techniques in the performance of duties.

An **Assessment and Selection Analyst** applies a thorough knowledge of employee assessment and selection methods and techniques in developing, analyzing, and administering employment examinations in the classified service.

A **Recruitment and Assessment Manager** plans, organizes, and manages the classified recruitment and assessment program administered by the Personnel Commission, including personnel research, job analysis, test development, statistical analysis, and evaluation of Civil Service testing methods, procedures and operations; personally performs the most complex test analysis and development work of the unit; and manages the day-to-day project and program activities of staff assigned to the unit.

SUPERVISION

General supervision is received from a classified administrator. Immediate supervision is exercised over lower-level analysts and technical and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

Principles, methods, guidelines, and legal principles of industrial and organizational psychology with a special emphasis on selection, assessment, test development, test validation, and psychometrics

Principles of measurement and statistics, test construction, and test validation

Methodology and techniques of job analysis and research

Testing strategies and statistics used in test and item analysis and validation

Merit system principles and practices

A wide variety of occupations and the qualifications necessary for successful performance in these occupations

The sources of recruitment for a wide variety of occupations and of the most economical and effective methods and media for recruiting qualified personnel

Principles of supervision and training

Techniques and methods used for recruiting personnel

State and federal laws and regulations related to employment, employee selection, and employment testing

Organization and management of records

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

Ability to:

Plan and perform complex professional-level work related to employee recruitment, testing and selection

Identify knowledge, skills, and abilities necessary for successful job performance in a wide variety of occupational fields

Plan and develop innovative examinations for use in employment selection

Use efficient research techniques to develop test materials and assessment techniques

Devise procedures for efficient test administration

Analyze psychometric properties of tests and assessments

Evaluate qualifications of candidates for various types of employment

Interpret, apply, and explain pertinent laws, rules, regulations, procedures, and policies

Analyze, identify, evaluate, and solve assessment related problems using appropriate techniques

Maintain high levels of ethical and professional conduct and confidentiality

Adapt to changing priorities and work demands

Build and maintain client relationships

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

Select, motivate, train, and supervise assigned staff

Deal with novel and difficult problems

Maintain test security and integrity

Exercise creativity and critical judgement

Independently complete complex assignments

Prepare clear, comprehensive, and concise reports

Use advanced features of computer software such as SPSS, Microsoft Office, Excel, and PowerPoint

Establish effective working relationships with District administrators, employees, representatives from other agencies and organizations, and the public

Travel to off-site test administrations and recruitment events

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. A master's degree from a recognized college or university with a major in industrial/organizational psychology, testing and measurement, psychometrics, research and statistics, or related field.

AND

Two years of recent, paid professional-level experience in employment test development and construction or related roles. Experience in staff recruitment is desirable. Supervisory experience is desirable.

OR

- B. A bachelor's degree from a recognized college or university with a major in industrial/organizational psychology, research and statistics, or related field

AND

Four years of recent full-time, paid professional-level experience in employment test development and construction or related roles. Experience in staff recruitment is desirable. Supervisory experience is 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.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: The Personnel Commission

FROM: Ronald Delahoussaye

SUBJECT: Change in the Exam Authorization for the Class of Senior Sign Language Interpreter Specialist (Case 4030)

Recommendation:

It is recommended that the exam authorization for the class of Senior Sign Language Interpreter Specialist in the Special Services Group, Student Services Series, be changed from Promotional Only to Open and Promotional, effective November 17, 2021.

Basis for Recommendation:

On November 22, 2017, the exam authorization for the class of Senior Sign Language Interpreter Specialist was changed from Open and Promotional to Promotional Only because at the time it was anticipated that the then current pool of potential promotional candidates (a total of 20) would create a sufficient pool of eligibles to fill the one vacancy within the District. Staff has recently opened a new recruitment for Senior Sign Language Interpreter Specialist. All of the incumbents in the feeder class of Sign Language Interpreter Specialist II (total of 16) were contacted multiple times and encouraged to apply for the exam. However, only 1 qualified employee has applied, which does not constitute a sufficient number of applicants to proceed with this exam. As a result, there is a need to open the exam to more applicants, so that a full certification list may be provided to the college with the vacancy. Therefore, staff is recommending that the exam authorization for this class be changed from Promotional Only to Open and Promotional. This exam authorization will still provide an advantage to the successful promotional candidates since their names will be certified first before names from the open list get certified.