

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

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

ORDER OF BUSINESS-CLOSED SESSION MEETING

- I. Roll Call
- II. Requests to Address the Personnel Commission on Closed Session Matters
- III. Convene in Closed Session
  - a. To Discuss Public Employment  
Pursuant to Government Code Section 54957
  - b. Conference with Legal Counsel-Anticipated Litigation  
Pursuant to Government Code Section 54957(b)(1)
- IV. Report of Action taken in Closed Session
- V. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

**Wednesday, July 8, 2020**  
Closed Meeting 12:30 p.m.  
Open Meeting 1:00 p.m.  
Via Teleconference

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

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

To make a request for disability-related modification or accommodation, including auxiliary aids or services, please contact the Personnel Commission Office at (213) 891-2333 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 24, 2020 – 1:00 p.m.

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

Meeting ID: 943 3422 1397

Dial by your location

1 669 900 6833 US

Meeting ID: 943 3422 1397

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve Minutes of the Closed and Open Meetings of May 15, 2020
- IV. Miscellaneous Personnel Commission Activities and Announcements
  - a. Classified Employment Opportunities Bulletin
  - b. Strictly Classified Employee Bulletins
- V. Classification Study: Student Services Aide, EN 1025343, Dual Enrollment Program, Los Angeles Mission College (Case 3841)
- VI. Classification Study: Senior Office Assistant, EN 805002, Academic Affairs, East Los Angeles College (Case 3842)
- VII. Title Changes for the Classes of Administrative Secretary and Senior Secretary (Case 3845)
- VIII. Title Change for the Class of Chief Facilities Executive (Case 3846)
- IX. Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Tentative Approval) (Case 3843)
- X. Revision of Personnel Commission Rule 836, APPEALS OF MEDICAL DISQUALIFICATIONS OF CLASSIFIED EMPLOYEES AND ELIGIBLES (Tentative Approval) (Case 3844)
- XI. Revision to Personnel Commission Rule 522, CLASS TITLES AND DESCRIPTIONS (Tentative Approval) (Case 3847)
- XII. Class Description Revisions for:
  - a. Assistant Auditor
  - b. Auditor
  - c. College Event and Venue Technician
  - d. Investigator
  - e. Secretary

XIII. Notice of Outstanding Work Performance for:

- a. Yvonne, Ruiz, Senior Personnel Technician, Personnel Commission, Educational Services Center

XIV. Correspondence

- XV. Notice of Anticipated Items: Revision to Personnel Commission Rule 522, CLASS TITLES AND DESCRIPTIONS (Final Approval); Revision of Personnel Commission Rule 836, APPEALS OF MEDICAL DISQUALIFICATIONS OF CLASSIFIED EMPLOYEES AND ELIGIBLES (Final Approval); Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval)

XVI. Hear Non-Agenda Speakers/Open Forum

XVII. Reconvene into Closed Session

XVIII. Reconvene into Open Session

XIX. Report of Actions Taken in Closed Session

XX. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

**Wednesday, July 8, 2020**  
Closed Meeting 12:30 p.m.  
Open Meeting 1:00 p.m.  
Via Teleconference  
TBD

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LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
Wednesday, May 13, 2020 – 2:00 p.m.

Via Teleconference:  
<https://laccd.zoom.us/j/92268968110>  
Or Dial by your location  
+1 669 900 6833 US  
Meeting ID: 922 6896 8110

**MINUTES OF THE REGULAR MEETING – CLOSED SESSION**

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

Staff: Ronald Delahoussaye, Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** - None
- III. **Convene in Closed Session**
  - a. **To Discuss Public Employment**  
Pursuant to Government Code Section 54957
  - a. **Conference with Legal Counsel – Anticipated Litigation**  
Pursuant to Government Code Section 54957(b)(1)
- IV. **Report Out Actions Taken in Closed Session** - Mr. Iwata reported that no action was taken during Closed Session.
- V. **Correspondence** – No correspondence was received.
- VI. **Adjourn.** The meeting adjourned at 2:31 p.m.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**Wednesday, May 13, 2019 – 2:30 p.m.**

Via Teleconference:

<https://laccd.zoom.us/j/92268968110>

Or Dial by your location

+1 669 900 6833 US

Meeting ID: 922 6896 8110

**MINUTES OF THE OPEN MEETING**

Present:

Commissioners:

David Iwata, Chair  
Henry Jones, Vice Chair  
Diva Sanchez Trevino

Staff:

Ronald Delahoussaye, Personnel Director  
Ute Severa, Assistant Personnel Director  
Neely Miller, Executive Assistant  
Ryan Pennock, Personnel Analyst  
Justin L’Hommedieu, Assessment & Selection Analyst  
Deborah Tsai, Assistant Personnel Analyst  
Patrick Sung, Assistant Administrative Analyst  
Marissa Espiritu-Sy, Assistant Personnel Analyst  
Candy Campbell, Professional Expert

Guests:

Francisco C. Rodriguez, Ph.D., Chancellor  
Albert J. Roman, DPA, Vice Chancellor of Human Resources  
Anna Salazar, Classified Management Association  
James Bradley, SEIU Local 99  
Arevat Garamova, Financial Aid Technician, Central Financial Aid Unit,  
Educational Services Center  
Tre’Shawn Hall Baker, Guest  
Efrain Corona, Performing Arts Technician, East Los Angeles College  
Steve Giorgi, Financial Aid Manager, Central Financial Aid Unit, Educational  
Services Center  
Thai Quach, Senior Computer & Network Support Specialist, Information  
Technology, Educational Services Center  
Mark Svastics, Performing Arts Technician, Los Angeles Valley College

- I. The Chair convened the regular meeting at 1:04 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took no action during closed session.
- III. **Swearing-In of Diva Sanchez Trevino as Personnel Commissioner** – Diva Sanchez Trevino was sworn in as personnel commissioner with the oath of office being administered

by Francisco C. Rodriguez, Ph.D., Chancellor of the Los Angeles Community College District.

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

- a. Classified Employment Opportunities Bulletin**
- b. Strictly Classified Employee Bulletin**

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

**V. Receive Schedule of Personnel Commission Meetings for July – December 2020 -**

Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the schedule of Personnel Commission meetings for July through December 2020, as presented, noting that meetings would continue in a virtual format until Safer at Home orders are lifted by the State and County.

**VI. 2019 Legislative Report Summary (Case 3839) -** Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the 2019 Legislative Report as information.

**VII. Classification Study: Financial Aid Technician, EN 1047924, Central Financial Aid Unit, Educational Services Center (Case 3834) –** The item was withdrawn pending further discussion with the employee and would be placed on the next possible agenda.

**VIII. Revision to Personnel Commission Rule 500, DEFINITIONS (Final Approval) (Case 3833) -** Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 500, as presented.

**IX. Revision to Personnel Commission Rule 740, LAYOFF AND REEMPLOYMENT (Final Approval) (Case 3835) -** Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 740, as presented.

**X. Revision to Personnel Commission Rule 763, EMPLOYMENT OF RETIRED MEMBERS OF THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (Tentative Approval) (Case 3836) -** Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Personnel Commission Rule 763, as presented.

**XI. Revision to Personnel Commission Rule 587, SALARY DIFFERENTIAL FOR INTERMITTENT LEAD ASSIGNMENTS (Tentative Approval) (Case 3837) -** Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Personnel Commission Rule 587, as presented.

**XII. Class Description Revisions for:**  
**a. Performing Arts Technician**

Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission pulled the item and agreed that the item would be placed back on the agenda after further discussion with the employee.

- XIII. **Correspondence** – No correspondence was received.
- XIV. **Notice of Anticipated Items** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Revision to Personnel Commission Rule 587, (Final Approval); Revision to Personnel Commission Rule 763 (Final Approval); Revision to Personnel Commission Rule 600 (Tentative Approval); Revision to Personnel Commission Rule 836 (Tentative Approval); Class Description Revisions for: Accounting Assistant (AFT), Accounting Technician (AFT), Senior Accounting Technician (AFT), Supervising Accounting Technician (Local 721), Sign Language Interpreter Specialist I/II (AFT), Senior Sign Language Interpreter Specialist (AFT), Personnel Assistant (AFT), Special Services Assistant (AFT), Instructional Assistant, Administration of Justice (AFT)
- XV. **Hear Non-Agenda Speakers/Open Forum** – Mr. Iwata and Mr. Jones welcomed Ms. Sanchez Trevino to the Personnel Commission.
- XVI. **Reconvene into Closed Session**
- XVII. **Reconvene into Open Session**
- XVIII. **Report of Actions Taken in Closed Session** - None
- XIX. **Adjourn** – The meeting adjourned at 3:20 p.m.

\_\_\_\_\_  
Ronald Delahoussaye, Personnel Director

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Classification Study: Senior Office Assistant, EN 805002, Academic Affairs, East Los Angeles College (Case 3841)

**Recommendation:**

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

**From:**  
Senior Office Assistant  
(\$3,696.70 to \$4,579.58/month)

**To:**  
Senior Secretary  
(\$3,840.38 to \$4,757.56 /month)

**Location:**  
Academic Affairs  
East Los Angeles College

**Incumbent:**  
P. Vasquez (EN 805002)

**Effective Date:** July 2, 2019

**Bases of Recommendation:**

1. The study for this position was initiated through the submission of a Classified Staffing Request by the employee's immediate supervisor on July 2, 2019. The form was received by the Personnel Commission office on January 24, 2020. The employee recently returned from a brief leave of absence and requested that staff proceed with her study. The supervisor requested that the employee's position be upgraded to Senior Secretary because she has been performing higher-level duties involving secretarial and clerical support for the functions assigned to an administrator. The college administration is in support of this request.
2. Staff audited the position and found that the employee acts as the sole secretarial and clerical support for the Dean of Social Sciences and Curriculum. This includes performing the following primary duties:
  - Maintains sole responsibility over supervisor's appointments and calendar and acts as first point of contact
  - Coordinates and prepares for supervisor's meetings, including compilation of agendas and organization of reports and handouts
  - Provides clerical assistance with curriculum data by forwarding college curriculum information to the District's EPIE division and to the California Department of



Education according to established processes, collecting any requests for changes and resubmitting them with approved edits, and submitting state-approved courses to EPIE for college access and use

- Reviews and processes time sheets, substitution forms, purchase requests, and budget numbers for departments under the supervisor's purview
  - Maintains paperwork related to hiring of new employees and participates in interviews of student workers
3. The classification concept of the incumbent's current class of Senior Office Assistant is based on responsibilities that involve performing a variety of complex clerical functions for an office or department. The classification concept that was requested, Senior Secretary, requires an incumbent to perform a variety of responsible secretarial and clerical duties in support of a classified or academic administrator, typically at the level of a dean. After a thorough analysis of the duties assigned to the employee's position, staff found that the employee's assigned duties fall within the class of Senior Secretary because she is solely responsible for providing support for an academic administrator and the programs under the administrator's purview.

## **STATUS OF INCUMBENT**

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, P. Vasquez (EN 805002) may be appointed to her reclassified position without participating in an examination process.

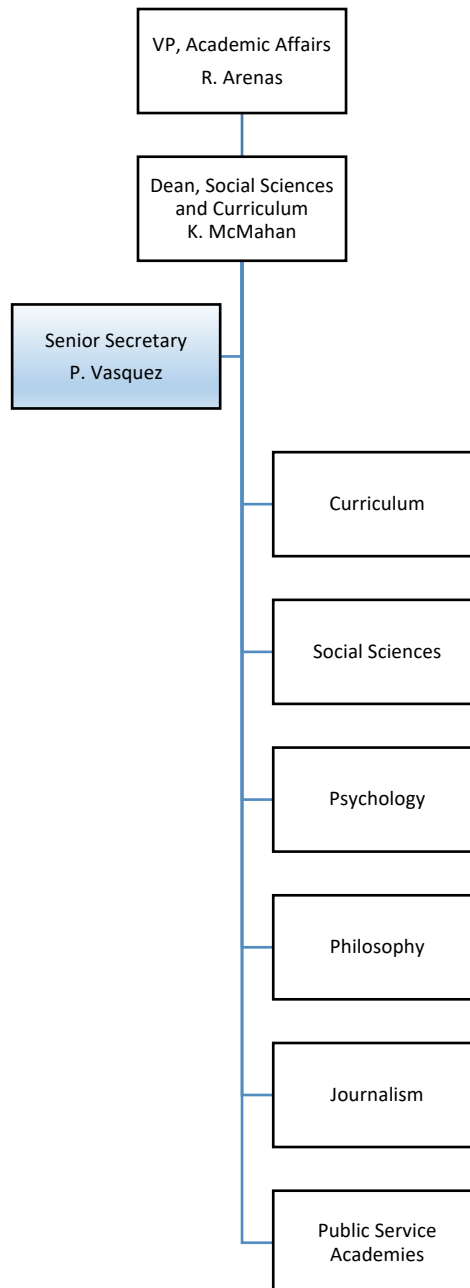
Date of Last Performance Evaluation: 6/1/2019

Classification of Position section was marked "No" by both the employee and the supervisor.



**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
ORGANIZATIONAL CHART**

***East Los Angeles College – Academic Affairs***



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Classification Study: Student Services Aide, EN 1025343, Dual Enrollment Program, Los Angeles Mission College (Case 3842)

**Recommendation:**

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

**From:**  
Student Services Aide  
(\$3562.28 – 4413.04/month)

**To:**  
Student Services Assistant  
(\$4413.04 – 5466.98/month)

**Location:**  
Dual Enrollment Program  
Los Angeles Mission College

**Incumbent:**  
M. Rojas-Gonzalez  
(EN 1025343)

**Effective Date:** December 23, 2019

**Bases of Recommendation:**

1. The request to study the employee's position was initiated by the submission of the incumbent's performance evaluation, dated December 23, 2019, in accordance with the provisions of Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES, as well as Article 16, Paragraph D. of the agreement between the Los Angeles Community College District and the AFT College Staff Guild. Staff notes that the performance evaluation was initially not forwarded to the Personnel Commission Office by the Division of Human Resources, which is the customary process. Staff became aware of the employee's evaluation after an AFT representative provided staff with a copy of the evaluation on February 19, 2020 and inquired about the process of a class study for the employee. The performance evaluation was accompanied by a description of the employee's duties. The employee requested that her position be reclassified to Student Services Specialist because she feels she has gradually assumed the higher-level duties related to the running of the Dual Enrollment Program. The college administration was informed about this request.
2. Staff audited the position and found that the employee's primary duties consist of the following:
  - Participates in coordinating the Dual Enrollment Program's operational activities, such as course request, course scheduling, student registration/enrollment, rosters, course instruction, and final grades/transcripts, by contacting and maintaining liaisons between high school representatives and college departments and assisting with operational issues that may arise in accordance with established laws, rules, regulations, and contracts.
  - Establishes and maintains timelines, based on the college's academic calendar, for submission of required program paperwork: AB288 addendum, high school course request (off-site request form), and enrollment forms (K-12 form and directory card); collects,

reviews, and processes various forms by checking them for completeness, accuracy, and compliance with program requirements.

- Assists with the calculation of class meeting times and dates within high school bell schedule and academic calendar.
- Enters approved courses into PeopleSoft by creating an SCR (Schedule Change Request) and follows guidelines for posting.
- Creates and maintains a spreadsheet on dual enrollment course information which includes data such as high school name, high school contact, AB288 eligibility, addendum receipt, course title, course schedule, college department chair, number of students enrolled, etc.
- Explains and interprets procedures and registration/enrollment requirements for the program to high school representatives, students, parents, and the public.
- Visits high schools to drop-off and pick-up forms/materials and present program information.
- Maintains inventory of textbooks; distributes textbooks based on eligibility; orders new textbooks through college store.
- Compiles data and assists in completing district dual enrollment reports; prepares enrollment statistics for high school representatives when requested.
- Participates in the design and writing of program informational materials such as guides and checklists.

3. The classification concept for the employee's current classification of Student Services Aide is based on performing a variety of specialized clerical duties such as imparting program information, providing basic educational program information, employment opportunities and referral information, and obtaining relevant student background data for student services programs. The classification concept for the class that the employee requested (Student Services Specialist) is based on developing, promoting, implementing, coordinating, and evaluating various student services program. The classification concept of the recommended class of Student Services Assistant requires an incumbent to participate in the development, promotion, coordination, and evaluation process of various student services program. Staff determined that the primary duties assigned to the employee fall within the scope of responsibilities of the class of Student Services Assistant because the employee participates in coordinating the operational activities of the Dual Enrollment Program, which includes contacting and maintaining liaisons between high school representatives and college departments, establishing and maintaining timelines for submission of required program paperwork based on the college's academic calendar, entering approved courses into PeopleSoft by creating an SCR, creating and maintaining a spreadsheet on dual enrollment course information, and visiting high schools to drop-off and pick-up forms/materials and present program information. The employee's duties do not rise to the higher-level class of a Student Services Specialist because a Dean of Academic Affairs is responsible for the higher-level oversight of the Dual Enrollment Program and the routine operational nature of the program itself does not require specialist-level duties related to program review such as establishing program standards and goals, evaluating the results of the program, and gathering and analyzing data related to the needs, interests, and backgrounds of students and developing the program based on this analysis.

## **STATUS OF INCUMBENT**

M. Rojas-Gonzalez, EN 1025343 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.

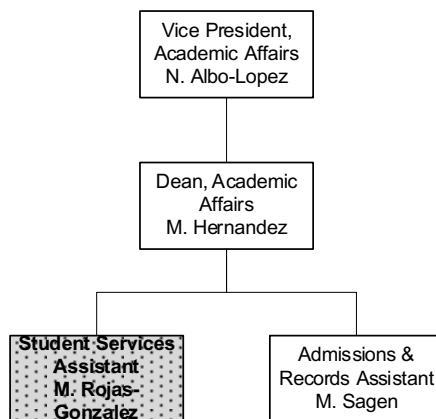
Date of Last Performance Evaluation: December 23, 2019

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



**LOS ANGELES COMMUNITY COLLEGE  
DISTRICT ORGANIZATIONAL CHART**

**LOS ANGELES MISSION COLLEGE  
-Dual Enrollment Program-**



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Title Changes for the Classes of Administrative Secretary and Senior Secretary (Case 3845)

**Recommendations:**

- I. It is recommended that the class of Administrative Secretary be retitled to Senior Administrative Assistant; that the class be placed in the Administrative Support Group, Office Administration Series; and that the revised class description be adopted, effective June 24, 2020.
- II. It is recommended that all positions in the class of Administrative Secretary be reclassified for the purpose of title change only to Senior Administrative Assistant, effective June 24, 2020.
- III. It is recommended that the class of Senior Secretary be retitled to Administrative Assistant; that the class be placed in the Administrative Support Group, Office Administration Series; and that the revised class description be adopted, effective June 24, 2020.
- IV. It is recommended that all positions in the class of Senior Secretary be reclassified for the purpose of title change only to Administrative Assistant, effective June 24, 2020.
- V. It is recommended that the class of Secretary be placed in the Administrative Support Group, Office Administration Series, effective June 24, 2020.
- VI. It is recommended that the class of Legal Secretary be placed in the Administrative Support Group, Office Administration Series, effective June 24, 2020.

**Bases of Recommendations:**

1. The proposed titles changes for the classes of Administrative Secretary and Senior Secretary provide for more consistency with the titles used for non-entry level administrative support positions in the labor market at large.
2. There are currently 27 filled Administrative Secretary positions and 47 filled Senior Secretary positions that will be affected by the recommended title changes.
3. The proposed title changes also necessitated some updates to the internal class schematic. Classes previously placed in the secretarial group will now all be placed in the administrative support group.

~~ADMINISTRATIVE ASSISTANT SENIOR SECRETARY~~  
ADMINISTRATIVE ASSISTANT SENIOR SECRETARY (CONFIDENTIAL)

DEFINITION

~~With considerable independence, p~~Performs a variety of responsible secretarial and clerical administrative support duties in support of the functions delegated to an assigned to relieve an administrator or manager of administrative details relative to the business operations of the assigned office or department in a college or District office.

TYPICAL DUTIES

Assists an administrator or manager by assuming responsibility for administrative details involving a combination of the following duties:

Organizes and manages the day-to-day coordinates office work flow and clerical functions activities of an office assuring efficiency and smooth of-office operations.

Answers inquiries, refers callers and/or visitors to appropriate office or person, and explains processes and procedures related to the activities of the assigned office or department; telephone requests for information and makes contacts with high-level personnel staff to obtain and impart information.

Acts as an intermediary between supervisor and administrators, staff, the public, and others by transmitting messages, requests, and authorizations, both written and verbal.

Prepares Produces correspondence, memoranda, agendas, reports, bulletins, brochures, flyers, tables, and other materials utilizing wordprocessing and spreadsheet a variety of software applications on computer equipment.

Proofreads and edits reports, records and other documents data for accuracy, completeness, and compliance with established procedures and guidelines.

Composes a variety of office correspondence.

Schedules appointments and maintains supervisor's and office activities calendar; and arranges for travel accommodations and conferences.

Keeps supervisor apprised of office activities, approaching deadlines, status of pending operational documents, and other requested information.

Revises forms and other materials as needed.

Searches files for required information from a variety of sources, compiles data, and prepares summaries and reports.

Establishes and maintains a variety of records, files, logs, and other information of an office or department.



~~May receive, sort, and distribute incoming office mail to appropriate personnel~~ Screens and processes incoming office correspondence and documents.

Prepares and processes various operational documents related to the business operations of the assigned office or department including activities such as purchasing, contracts, personnel assignments, and timekeeping.

~~May assist~~ Coordinates in the coordination of events and meetings hosted by the assigned office by making room, equipment, speaker, and catering arrangements, and sending out invitations, etc.

~~Orders,~~ Receives, and distributes office supplies, materials, and equipment; and maintains a supply inventory.

~~Operates a variety of standard office machines, data entry terminals, and computer equipment used for processing the work of an office.~~

Effectively utilizes computer equipment, specialized software applications, and a variety of standard office equipment used for processing the work of an office or department.

~~May m~~ Maintains and reconciles office expenditure accounts.

Posts and updates information on office or department website.

Attends meetings; records/transcribes and prepares minutes or summaries of proceedings.

May orient and train new employees in office procedures.

May maintain time-keeping records of an office.

~~May attend meetings and take minutes.~~

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

~~An **Administrative Assistant Senior Secretary** provides~~ performs a variety of secretarial and clerical assistance responsible administrative support duties to for an administrator or manager at a college or the District Office. An incumbent is required to be able to work independently and use discretion and sound judgment. Duties require a considerable degree of independence and judgment in managing the day-to-day clerical office functions. Use of computer equipment and software applications is an integral aspect of the duties. ~~An **Administrative Assistant Senior Secretary** (Confidential)~~ is distinguished from the class of **Administrative Assistant Senior Secretary** because of the requirements of the employee to have access to, or possess information relating to, employee and labor relations matters.

~~An **Senior Administrative Assistant Secretary** performs secretarial and clerical~~ a variety of responsible administrative support duties for a senior administrator related to the management of an administrative office in executing his/her administrative responsibilities over the business areas of the assigned organizational unit, and has responsibility for independently taking action on matters of non-technical administrative detail. ~~The scope of duties is varied and is related to an important administrative function of the District.~~ An incumbent serves in a primary administrative support position and work assignments require him/her to be able to work independently and use a considerable degree of discretion and sound judgment. The **Senior Administrative Assistant Secretary (Confidential)** is distinguished from the class of **Senior Administrative Assistant**

~~Secretary~~ because of the requirements of the employee to have access to, or possess information relating to, ~~employer-employee and labor relations matters.~~ ~~The class of Administrative Secretary (Stenographic) is distinguished from the classes of Administrative Secretary and Administrative Secretary (Confidential) because of the requirement to take dictation and transcribe notes.~~ The class of Senior Administrative Assistant Secretary (Stenographic/Confidential) is distinguished from the class of Senior Administrative Assistant Secretary because of the requirements for the employee to (a) have access to, or possess information relating to, ~~employer-employee and labor relations matters,~~ and (b) take dictation and transcribe notes.

## SUPERVISION

General supervision is received from a classified or academic administrator ~~or manager, typically at a level of a dean.~~ Supervision Work direction may be exercised over assigned clerical ~~staff-employees~~ and student ~~assistants~~ employees.

## CLASS QUALIFICATIONS

### Knowledge of:

Fundamentals of office organization, management and functions

Computer software ~~applications~~ such as word-processing, spreadsheet, database management, and desktop publishing

Basic business vocabulary and terminology

~~Proper b~~Business English, punctuation, spelling, and grammatical ~~composition, usage and style~~

~~Letter, R~~eport, and ~~business~~ other correspondence formats

Methods and techniques of work flow and the organization of clerical work

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

Organization and use of records and files

~~Capabilities of computer hardware and applications used in an office environment~~

### Skill in:

~~Operating a keyboard~~

~~Using~~ Operating a computers/word processing equipment and standard office ~~machines~~ equipment

Interpersonal contacts and communications

### Ability to:

~~Organize and manage clerical functions of an office~~

Provide administrative support duties to an administrator or manager

Efficiently organize and prioritize work assignments related to the business operations of the assigned office or department

Understand, interpret and apply rules, policies, and procedures pertinent to the assigned office

Compose, edit, and format business correspondence and reports  
Critically review source data, detect and correct errors

Gather and compile information in written, tabular, and graphic forms

Use tact and discretion when dealing with the public

Establish and adjust to changing priorities

Spell, punctuate, use correct grammar, and proofread

Exercise initiative and judgment within established guidelines

Work independently with little supervision

Make arithmetic calculations

Accurately organize, maintain, and retrieve records and files

Effectively utilize computer equipment and software ~~commonly used in an office environment~~ in the performance of duties

Establish and maintain effective working relationships with administrators, staff, public, and students

~~Learn to use a computer inquiry terminal~~

Learn ~~general~~ and specialized computer applications

## ENTRANCE QUALIFICATIONS

### Education and Experience:

~~Graduation from high school or its equivalent.~~

### Experience:

~~None is required. One year of paid, full-time general clerical experience which included use of computer equipment and public contact is desirable.~~

A. An associate degree or its equivalent from a recognized college or university with a major in computer applications and office technology (CAOT), business administration, or a related field.

### OR

B. Graduation from high school or its equivalent AND two years of full time, paid clerical experience. Qualifying experience must have also included the use of computer software such as word processing and spreadsheet.

~~—Special:~~

~~———Must type 40 words per minute.~~

### 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 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.

~~SENIOR ADMINISTRATIVE ASSISTANT SECRETARY~~  
~~SENIOR ADMINISTRATIVE ASSISTANT SECRETARY (CONFIDENTIAL)~~  
~~ADMINISTRATIVE SECRETARY (STENOGRAPHIC)~~  
~~SENIOR ADMINISTRATIVE ASSISTANT SECRETARY (STENOGRAPHIC/CONFIDENTIAL)~~

**DEFINITION**

~~Provides clerical, secretarial and administrative assistance~~ Performs a variety of responsible administrative support duties to relieve for a senior administrator of the District administrative details relative to the business operations of the assigned organizational unit.

**TYPICAL DUTIES**

Assists a senior administrator by assuming responsibility for administrative details involving a combination of the following duties:

~~Manages an office and performs clerical, secretarial, and administrative assistance for a senior administrator of the District.~~

Coordinates office work flow and functions and processes administrative details not requiring the immediate attention of the supervisor.

~~Screens telephone calls, visitors, and incoming correspondence~~ Answers inquiries, refers callers and/or visitors to appropriate office or person, explains policies and procedures related to the business operations of the assigned organizational unit and speaks personally responds or directs inquiries to appropriate staff for a senior administrator in personal and telephone contacts.

~~Acts on behalf of the administrator, on designated matters~~ as an intermediary between supervisor and administrators, staff, the public, and others by transmitting messages, requests, and authorizations, both written and verbal, based on knowledge of the organizational unit and goals and objectives of the administrator.

~~Prepares and signs routine, non-technical correspondence and documents as directed by the administrator.~~

Keeps supervisor apprised of office activities, approaching deadlines, status of pending operational documents, and other requested information.

~~Types~~ Prepares correspondence, memorandas, agendas, procedural guides, tables, reports, bulletins, flyers, brochures, and other publications utilizing using word processing, spreadsheet, and desktop publishing a variety of software applications on computer equipment.

Schedules and arranges for meetings, conferences, travel accommodations, office activities, events, and appointments for supervisor and maintains the administrator's calendar and processes any necessary paperwork.

Collects Compiles a variety of information from various sources and prepares summaries and reports for supervisor files and/or staff assigned to the organizational unit and prepares routine inquiries and periodic reports.

Reviews outgoing Proofreads and edits reports and other documents and correspondence for accuracy, completeness, and compliance with established procedures and guidelines internal consistency and conformance with established procedures.

Screens and processes incoming office correspondence and documents.

Makes facilities, accommodation, and travel arrangements for business meetings and conferences.

Attends meetings; records/transcribes and prepares minutes or summaries of proceedings.

Anticipates and compiles materials needed by the administrator for conferences, correspondence, appointments, meetings, and telephone calls.

Requisitions supplies, printing, maintenance, or other services for the office Prepares and processes various operational documents related to the business operations of the assigned organizational unit including activities such as purchasing, contracts, reimbursements, personnel assignments, and timekeeping.

Compiles office budget and supporting data, maintains control of expenditure accounts, and recommends or initiates adjustments in accounts.

Effectively utilizes computer equipment, specialized software applications, and a variety of standard office equipment used for processing the work of an organizational unit.

Develops and maintains data bases Establishes and maintains a variety of office files and records.

Posts and updates information on office website.

May take and transcribe dictation.

May act as a liaison between the administrator and his/her subordinates.

May assign and review the work of the office staff.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

<u>SENIOR ADMINISTRATIVE ASSISTANT-SECRETARY</u>	<u>5/3/01</u>
<u>SENIOR ADMINISTRATIVE ASSISTANT-SECRETARY (CONFIDENTIAL)</u>	<u>6/24/20</u>
<u>ADMINISTRATIVE SECRETARY (STENOGRAPHIC)</u>	
<u>SENIOR ADMINISTRATIVE ASSISTANT-SECRETARY (STENOGRAPHIC/CONFIDENTIAL)</u>	

An ~~Senior Administrative Assistant Secretary~~ performs ~~secretarial and clerical~~ a variety of responsible administrative support duties for a senior administrator related to the management of an administrative office in executing his/her administrative responsibilities over the business areas of the assigned organizational unit, and has responsibility for independently taking action on matters of non-technical administrative detail. The scope of duties is varied and is related to an important administrative function of the District. An incumbent serves in a primary administrative support position and work assignments require him/her to be able to work independently and use a considerable degree of discretion and sound judgment. The ~~Senior Administrative Assistant Secretary (Confidential)~~ is distinguished from the class of ~~Senior Administrative Assistant Secretary~~ because of the requirements of the employee to have access to, or possess information relating to, employer-employee and labor relations matters. The class of ~~Administrative Secretary (Stenographic)~~ is distinguished from the classes of Administrative Secretary and Administrative Secretary (Confidential) because of the requirement to take dictation and transcribe notes.—The class of ~~Senior Administrative Assistant Secretary (Stenographic/Confidential)~~ is distinguished from the class of ~~Senior Administrative Assistant Secretary~~ because of the requirements for the employee to (a) have access to, or possess information relating to, employer-employee and labor relations matters, and (b) take dictation and transcribe notes.

An ~~Administrative Assistant Senior Secretary~~ provides ~~performs~~ a variety of secretarial and clerical assistance responsible administrative support duties to for an administrator or manager at a college or the District Office. An incumbent is required to be able to work independently and use discretion and sound judgment. Duties require a considerable degree of independence and judgment in managing the day-to-day clerical-office functions. Use of computer equipment and software applications is an integral aspect of the duties. An ~~Administrative Assistant Senior Secretary (Confidential)~~ is distinguished from the class of ~~Administrative Assistant Senior Secretary~~ because of the requirements of the employee to have access to, or possess information relating to, employee and labor relations matters.

## SUPERVISION

General supervision is received from a classified or academic senior administrator. May assign and review the work of ~~the~~ clerical office staff.

## CLASS QUALIFICATIONS

### Knowledge of:

Policies, regulations, procedures, and precedents applicable to the administrative division to which assigned

District processes, practices, procedures, and lines of communication District policies and procedures related to general administrative and business transactions of the District

The functions, policies, procedures, and key personnel of the organizational unit to which assigned

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

Office organization, management and functions

~~SENIOR ADMINISTRATIVE ASSISTANT SECRETARY~~

~~5/3/01~~

~~SENIOR ADMINISTRATIVE ASSISTANT SECRETARY (CONFIDENTIAL)~~

~~6/24/20~~

~~ADMINISTRATIVE SECRETARY (STENOGRAPHIC)~~

~~SENIOR ADMINISTRATIVE ASSISTANT SECRETARY (STENOGRAPHIC/CONFIDENTIAL)~~

~~Characteristics and functions of eComputer hardware, systems and general office software applications such as word-processing, spreadsheet, database management, and desktop publishing~~

~~Techniques of information retrieval~~

~~Fundamentals of budgetary processes and procedures~~

~~Letter, rReport, and other business correspondence formats~~

~~Business vocabulary and terminology~~

~~Fundamentals of punctuation, sentence structure, and grammar~~

~~Proper Bbusiness English, punctuation, spelling, and grammatical usage, composition and style~~

~~Principles and procedures of record and file management using manual, computerized, and micrographic methods~~  
~~Organization and use of records and files~~

~~Principles and techniques of public relations~~  
~~Customer service techniques for public contact in person, on the telephone, and in written communication~~

~~Principles of training~~

**Skill in:**

**~~Administrative Secretary/Administrative Secretary (Confidential):~~**

~~Operating a keyboard~~

~~Utilizing~~ Operating a computer software typically found in an office environment and standard office equipment

~~Operating common office equipment~~

~~Interpersonal contacts and communications~~

**~~Administrative Secretary (Stenographic)/Administrative Secretary(Stenographic/Confidential):~~**

~~Taking and transcribing dictation~~

~~Operating a keyboard~~

~~Utilizing computer software typically found in an office environment~~

~~Operating common office equipment~~

~~SENIOR ADMINISTRATIVE ASSISTANT-SECRETARY~~

~~5/3/01~~

~~SENIOR ADMINISTRATIVE ASSISTANT-SECRETARY (CONFIDENTIAL)~~

~~6/24/20~~

~~ADMINISTRATIVE SECRETARY (STENOGRAPHIC)~~

~~SENIOR ADMINISTRATIVE ASSISTANT-SECRETARY (STENOGRAPHIC/CONFIDENTIAL)~~



~~Interpersonal contacts and communications~~

**Ability to:**

~~Plan, manage and perform the clerical and secretarial work of a major administrative office~~ Provide administrative assistance to a senior administrator

~~Apply correct clerical, secretarial, business, and District procedures to assigned work~~ Efficiently organize and prioritize work assignments related to the business operations of the assigned unit

Understand, interpret, apply, and explain District rules, guidelines and procedures

Compose, edit, and/or format business correspondence, reports, and publications

~~Apply knowledge of English grammar, punctuation, business vocabulary, and spelling to assigned work~~

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

Critically review source data, detect, and correct errors

Write clear and effective correspondence, reports, and informational materials

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

Effectively communicate orally and in writing

Evaluate work methods and efficiency

Perform mathematical computations of moderate difficulty

Exercise initiative and good judgment within established guidelines

Use tact and discretion when dealing with the public

Establish and adjust to changing priorities

Work independently with little direction

Meet schedule and time lines

Work effectively under pressure

Maintain confidentiality of work

Establish and maintain an effective filing and records management system

Train, assign, and review the work of others

~~SENIOR ADMINISTRATIVE ASSISTANT-SECRETARY~~

~~5/3/01~~

~~SENIOR ADMINISTRATIVE ASSISTANT-SECRETARY (CONFIDENTIAL)~~

~~6/24/20~~

~~ADMINISTRATIVE SECRETARY (STENOGRAPHIC)~~

~~SENIOR ADMINISTRATIVE ASSISTANT-SECRETARY (STENOGRAPHIC/CONFIDENTIAL)~~

Establish and maintain effective working relationships with administrators, employees, and representatives of other organizations and educational institutions

Take notes and transcribe minutes of meetings

~~Learn to use a computer inquiry terminal~~

Learn general and specialized computer applications

## **ENTRANCE QUALIFICATIONS**

### **Education and Experience:**

~~Graduation from high school or its equivalent.~~

**AND**

~~A. Two years of full-time paid clerical experience.~~

**OR**

~~B. An associate's degree or its equivalent from a recognized college or university, with a specialization in office administration or comparable curriculum preferably with a major in computer applications and office technology (CAOT), business administration, or a related field AND two years of full-time, paid experience in providing administrative assistance to an administrator or manager. Two years of additional qualifying experience may substitute for the degree requirement.~~

**OR**

~~C. Any equivalent combination of A. and B. above.~~

### **Special:**

~~Administrative Secretary/~~

~~Administrative Secretary (Confidential):~~

~~Must type 60 words per minute.~~

~~Administrative Secretary (Stenographic)/~~

~~Administrative Secretary (Stenographic/Confidential):~~

~~Must type 60 words per minute and take dictation at 100 words per minute.~~

~~SENIOR ADMINISTRATIVE ASSISTANT-SECRETARY~~

~~5/3/01~~

~~SENIOR ADMINISTRATIVE ASSISTANT-SECRETARY (CONFIDENTIAL)~~

~~6/24/20~~

~~ADMINISTRATIVE SECRETARY (STENOGRAPHIC)~~

~~SENIOR ADMINISTRATIVE ASSISTANT-SECRETARY (STENOGRAPHIC/CONFIDENTIAL)~~

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.

Revised

SENIOR ADMINISTRATIVE ASSISTANT-SECRETARY  
SENIOR ADMINISTRATIVE ASSISTANT-SECRETARY (CONFIDENTIAL)  
ADMINISTRATIVE SECRETARY (STENOGRAPHIC)  
SENIOR ADMINISTRATIVE ASSISTANT-SECRETARY (STENOGRAPHIC/CONFIDENTIAL)

5/3/01  
6/24/20

## LOS ANGELES COMMUNITY COLLEGE DISTRICT

**To:** The Personnel Commission  
**From:** Ronald Delahoussaye  
**Subject:** Title Change for the Class of Chief Facilities Executive (Case 3846)

### **Recommendations:**

- I. It is recommended that the class of Chief Facilities Executive be retitled to Vice Chancellor/Chief Facilities Executive, effective June 24, 2020.
- II. It is recommended that the single-position class of Chief Facilities Executive be reclassified for the purpose of title change only to Vice Chancellor/Chief Facilities Executive, effective June 24, 2020.

### **Bases of Recommendations:**

1. The recommended title change was requested by the Chancellor to be consistent with other executive-level positions within the classified service and the District at large. Staff found that the proposed new title for the subject class is also consistent with the titles used for comparable positions at other multi-campus community college districts throughout California.
2. There is a current incumbent in the class of Chief Facilities Executive that will be affected by the recommended title change.

VICE CHANCELLOR/CHIEF FACILITIES EXECUTIVE

**DEFINITION**

Serves as the executive responsible for all aspects of the District's Facilities Planning and Development Division including oversight of capital construction projects funded by bond measures and other sources and technical direction over college facilities management activities.

**TYPICAL DUTIES**

Provides executive direction and leadership over strategic and long-range planning and ongoing operational activities of the District's Facilities Planning and Development Division which includes:

Capital Construction and Improvement Projects: Planning and assessment, architectural design, EIR process and tracking, engineering and constructability reviews, cost estimating, construction management, DSA interface, procurement of furniture equipment, and technology, scheduling, and close out processing.

Sustainability/Utilities: Assessment of sustainability choices; collaboration on the District's sustainability strategy; implementation of sustainability technologies and operations; and compliance with environmental regulations.

Real Estate and Assets Management: Selection, acquisition, lease, management, and disposition of real estate assets; space utilization analysis.

Ancillary Business and Support Services: Contract management and administration; procurement, process management; finance and audit; risk management; environmental health and safety including ADA compliance, and control and reporting systems.

Business and Community Relations: Facilities-related industry, governmental, and community outreach; media relations; and internal and external public relations.

College Facilities Management: Technical direction of college building maintenance and repair, alterations and improvements, landscape and grounds management, sustainability, energy management, space utilization, standards, and federal, state, and regulatory compliance.

Establishes, implements, and monitors short-range and long-range project goals, budgets, schedules, progress, and strategies.

Directs, oversees, and evaluates the performance of the program management team, college project managers, consultants, contractors, and department personnel.

Provides policy recommendations, technical assistance, and information to the Board of Trustees, executive management, and others on capital and facilities management program and project status and issues needing attention, evaluation, resolution, and decisions.

Integrates operations and drives collaboration among the program manager and college program managers, District operational units, consultants, and contractors.

Evaluates organizational structure, policies, and procedures and implements changes as needed; insures all elements of the operation are consistent with best practices.

Ensures all design and construction meets quality standards and expectations.

Monitors capital and operating budgets and insures compliance with all relevant policies and procedures.

Confers with the General Counsel and outside construction counsels on the resolution of claims, legal cases, and other disputes arising from the District's facilities management and bond programs.

Insures Division compliance with District policy and procedures and applicable local, state, and federal laws and regulations.

Represents the District in meetings, hearings, and conferences with contractors; representatives from public agencies, regulatory agencies, legislative bodies, business organizations and community groups; and the public.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A **Vice Chancellor/Chief Facilities Executive** is the executive responsible for all aspects of the District's Facilities Planning and Development Division including oversight of the capital construction program funded by bond measures and other sources, and technical direction of college facilities management activities.

A **Director of Facilities Planning and Development** assists the Vice Chancellor/Chief Facilities Executive by assuming administrative and technical responsibility and authority for delegated program areas and projects; supervising daily Division activities and personnel; and assuming responsibility for the Vice Chancellor/Chief Facilities Executive in his/her absence.

## **SUPERVISION**

General direction is received from the Chancellor or his/her designee. General supervision is exercised over the Bond Program Manager and College Program Managers and administrative, supervisory, professional, technical, and clerical staff assigned to the Facilities Planning and Development Division.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of architecture and engineering as applied to the design and construction of a variety of capital construction projects

Principles, methods, and practices of facilities management

Principles of program management and control

Principles of real estate and assets management  
Sustainability strategies, technologies, and outcomes

Local, State, and Federal laws and regulations pertinent to facilities planning, design, and construction; maintenance and operations; and environmental protection

Principles of business law, contract law, and public contracting

Funding mechanisms and sources of funding for higher education facilities projects

Capabilities of management information systems related to facilities management and construction

Leadership and relationship management skills

Principles of business management and public administration

Principles of financial planning and expenditure control

Principles of human resources management and labor relations

Principles of public and community relations

**Ability to:**

Formulate a clear organizational vision and operational goals and objectives for the management of the District's facilities management and bond-funded capital construction programs

Administer and direct a multifaceted and complex facilities management and capital construction program through a combination of program managers, consultants, contractors, and staff

Establish and implement a comprehensive program of reporting and communication

Develop and implement the operating policies required to achieve goals and objectives

Evaluate program operations and personnel

Anticipate conditions, plan ahead, and establish priorities; act independently and promptly to situations and events

Recognize the critical elements of problems, develop and evaluate data, and determine solutions

Prepare and present effective oral and written communications, presentations, and reports

Integrate technology into business decisions and operations

Effectively communicate highly technical information concisely and in understandable terms

Successfully navigate and thrive in a multi-institution context through persuasion, consensus, and effective communication

Foster trust and confidence; earn support from internal and external constituencies

Establish and maintain effective working relationships with industry representatives, officials of public and private organizations, employees, co-workers, and the public

Travel to locations within and outside the District

## **ENTRANCE QUALIFICATIONS**

### **Education:**

A bachelor's degree from a recognized college or university preferably with a major in engineering, architecture, facilities management, construction management, or related field. An advanced degree in one of the aforementioned fields and/or a valid Certificate of Registration as a Professional Engineer by the California State Board of Registration of Civil and Professional Engineers is/are desirable.

### **Experience:**

**A Well Qualified Candidate** will have:

- Five years of strategic and operational leadership experience in the management of multiple capital construction projects of \$100 million or more.
- A reputation for integrity, transparency, and accountability with sound technical skills, analytical ability, good judgment, and strong operational focus.

### **Special:**

Travel to locations within and outside the District is required.

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

### **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:** Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Tentative Approval) (Case 3843)

Personnel Commission Rule 600 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Editorial and procedural updates have been made to the rule for clarity and conciseness.

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

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~~CHAPTER V. APPLICATIONS AND EXAMINATIONS (Rules 600-634)~~

**600 REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES**

**Education Code Sections**

~~**88022. Employment after conviction of sex offense or controlled substance offense; rehabilitated controlled substance offender.**~~

No person shall be employed or retained in employment by a community college district who has been convicted of any sex offense as defined in Section 87010 or controlled substance offense as defined in Section 87011. If, however, any such conviction is reversed and the person is acquitted of the offense in a new trial or the charges against him or her are dismissed, this section does not prohibit his or her employment thereafter.

Further, the governing board of a community college district may employ a person convicted of a controlled substance offense if the governing board of the district determines, from the evidence presented, that the person has been rehabilitated for at least five years.

The governing board shall determine the type and manner of presentation of the evidence, and the determination of the governing board as to whether or not the person has been rehabilitated is final.

~~**88023. Employment of sexual psychopath.**~~ No person shall be employed or retained in employment by a community college district who has been determined to be a sexual psychopath, as defined in Section 6300 of the Welfare and Institutions Code or under similar provisions of law of any other state. If, however, such a determination is reversed and the person is determined not to be a sexual psychopath in a new proceeding, or the proceeding to determine whether he or she is a sexual psychopath is dismissed, this section does not prohibit his or her employment thereafter.

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

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agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

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

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

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

**~~88130. Powers of commission in conducting hearings, and inspecting records of governing board.~~** The commission may conduct hearings, subpoena witnesses, require the production of records or information pertinent to investigation, and may administer oaths. It may, at will, inspect any records of the governing board that may be necessary to satisfy itself that the procedures prescribed by the commission have been complied with. Hearings may be held by the commission on any subject to which its authority may extend as described in this article.

**~~88131. Hearings or investigation by hearing officer.~~** The commission may authorize a hearing officer or other representative to conduct any hearing or investigation which the commission itself is authorized by this article to conduct. Any such authorized person conducting such hearing or investigation may administer oaths, subpoena and require the attendance of witnesses and the

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production of books or papers, and cause the depositions of witnesses to be taken in the manner prescribed by law for like depositions in civil cases in the superior court of this state under Title 4 (commencing with Section 2016.010) of Part 4 of the Code of Civil Procedure. The commission may instruct such authorized representative to present findings or recommendations. The commission may accept, reject or amend any of the findings or recommendations of the said authorized representative. Any rejection or amendment of findings or recommendations shall be based either on a review of the transcript of the hearing or investigation or upon the results of such supplementary hearing or investigation as the commission may order.

The commission may employ by contract or as professional experts or otherwise any such hearing officers or other representatives and may adopt and amend such rules and procedures as may be necessary to effectuate this section.

**~~88136. Violation of article a misdemeanor; other unlawful acts.~~** Any person who willfully, or through culpable negligence, violates this article is guilty of a misdemeanor. It is also unlawful for any person to do any of the following:

- (a) Willfully, by himself or herself or in cooperation with another person, to defeat, deceive, or obstruct any person with respect to his or her right of examination, application, or employment under this article or commission rule.
- (b) Willfully and falsely, to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this article or commission rule, or to aid in so doing, or to make any false representation concerning the same or the person examined.
- (c) Willfully, to furnish to any person any special or secret information regarding contents of an examination for the purpose of either improving or injuring the prospects or chances of any person examined, or to be examined under this article or commission rule.

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**Definitions**

- A. Applicant is defined to mean any person who submits an application to take an examination with the Los Angeles Community College District.
- B. Candidate is defined to mean any person who has taken one or more parts of an examination with the Los Angeles Community College District.
- C. Eligible is defined to mean any person whose name has been placed on an eligibility list for the Los Angeles Community College District. For the purpose of this rule, a reemployment list, as defined in Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES, shall not be considered an eligibility list. Procedures to be followed in reemployment are described in Rule 740, LAYOFF AND REEMPLOYMENT.
- D. Rejection, is defined to mean:
  - 1. refusal to accept an application or examine an applicant or candidate; or
  - 2. removal of an eligible's name from an eligibility list or substitute/relief pool list.

**Reasons for Rejection**

- E. Applicants, candidates, and eligibles may be rejected for the reasons enumerated below:
  - 1. Health conditions which would preclude an eligible from satisfactorily and safely performing the essential duties of the position classification.
  - 2. Failure to comply with the applicable provisions of Article XX, Section 3 of the Constitution of the State of California.
  - 3. Any person who violates provisions of the merit system as provided for in ~~Violation of~~ Education Code Section 88136, ~~v~~Violation of article a misdemeanor; other unlawful acts.
  - 4. Any person who would be precluded from employment under the provisions of Education Code Sections 88022, employment after conviction of sex offense or controlled substance offense; rehabilitated controlled substance offender, and 88023, employment of sexual psychopath.
  - 5. Making a false statement or omitting a statement as to any material fact on an application for employment or related documents.

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6. Practicing any deception or fraud in connection with an examination or to secure employment.
  7. Dismissal from a previous employment for cause.
  8. Failure to meet District standards regarding conviction for a criminal offense.
  9. Discharge other than honorable from the armed forces of the United States.
  10. A record of unsatisfactory service with the Los Angeles Community College District.
  11. Debarment by the District or other public agency.
  12. Failure to satisfy degree or license requirements.
  13. Applicants who have been unsuccessful in an examination within the last 6 month period either for the same job class or in a test that is used for multiple job classes.
  14. Failure to report for duty after an assignment has been offered and accepted.
  15. Failure to demonstrate eligibility to work legally in the United States.
  16. Failure, after due notice, to report promptly for review of any of the above bases for rejection. Such notice shall state that failure to report is a basis for rejection.
  17. Failure to meet current eligibility requirements applicable to restricted positions in specially funded programs.
- F.** When there is evidence that an eligible should be rejected under one or more of the causes listed in Paragraph E., above, the Division of Human Resources may submit a written request along with documentation to the Personnel Director asking for the removal of the eligible from the eligibility list. Based on the findings of fact, the Personnel Director may remove the eligible from the applicable eligibility list and any other appropriate eligibility lists on which the eligible's name appears.

**Notification of Rejection**

- G.** Applicants, candidates, and eligibles who are rejected for any reason shall be notified in writing. The written notification shall state:
- a. the reason for the rejection;
  - b. the length of time the individual shall be ineligible to be considered for a position in the Los Angeles Community College District except when the rejection is for an unsatisfactory health condition; and

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- c. that, within five working days after the written notice was received the individual may appeal in writing to the Personnel Director.

A dated receipt that the notice of rejection has been received by the individual shall be obtained. The intent of obtaining the signature of the individual shall be considered as having been carried out if a certified letter, return receipt requested, has been mailed to the last-known address of the individual.

- H. Upon appeal, if the decision of the Personnel Director does not sustain the rejection, the applicant or candidate will be permitted to take or continue the examination or in the case of an eligible the name will be restored to all appropriate lists.
- I. Upon appeal, if the decision of the Personnel Director is to sustain the rejection, the individual:
  - 1. shall be given a written notice containing the reason or reasons for sustaining the rejection; and
  - 2. shall be informed of the right to make a written appeal of the rejection and/or the period of disqualification to the Personnel Commission within five working days after the written notice was received in accordance with Paragraph G. above.
- J. An appeal must contain specific grounds for the appeal. The following will be accepted as grounds for appeal:
  - 1. that the rejection or the proposed removal of the name from the eligibility list is based on prohibited grounds of discrimination as defined in relevant law.
  - 2. that there is an abuse of discretion, ~~and~~
  - 3. that the reasons given for the action are not in accordance with the facts.
- K. Upon acceptance of an appeal that meets the grounds specified in Paragraph J., above, the Personnel Commission shall ~~schedule a hearing or~~ instruct the Personnel Director to investigate the appeal and make a report to the Personnel Commission or shall schedule a hearing, if deemed necessary. The Personnel Director may order that certification from affected eligibility lists be suspended pending completion of the hearing or any other period of time that is needed to satisfy the operational needs of the District and the rights of the appellant.
- L. The applicant, candidate, or eligible shall be afforded an opportunity to present relevant evidence at the hearing. The rejected applicant, candidate, or eligible shall be afforded the right to choose a hearing that is either open to the public or closed to the public.

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- M. A rejected applicant or candidate who has appealed the rejection in accordance with the provisions of this rule, ~~shall~~ may conditionally be permitted to take any part of the examination that is being held pending a decision.
- N. At the conclusion of the hearing or consideration of the investigation report, the applicant, candidate, or eligible shall be notified in writing of the Personnel Commission's decision. If the decision is that the applicant or candidate should be permitted to take the examination, the applicant or candidate shall be permitted to proceed with the examination as if there had not been a rejection. In the event that the decision of the Personnel Commission does not sustain removal of the eligible's name from the eligibility list, the Personnel Director shall restore the eligible's name to the list and resume certification of the eligible's name to vacant positions.
- O. Applicants or candidates may also be rejected for failure to meet the established entrance requirements for the examination. It is the responsibility of each applicant to provide information, documentation, or evidence that they meet the minimum qualifications as specified in the job ~~bulletin~~ announcement when submitting an application. There is no appeal process for failure to meet the minimum entrance qualifications.
- P. Eligibles may be removed from eligibility lists if it is subsequently determined that they failed to meet the established entrance qualifications for the class. Notification of rejection shall be in writing and shall specify the reason for the rejection. If an eligible has evidence to refute the rejection, the eligible may make a written request for review with accompanying evidence to the Personnel Director within five working days after the rejection notice was mailed.
- Q. No review or appeal shall be considered under the provisions of this rule which is based on a challenge of the established entrance qualifications for a class as contained in the appropriate class description.



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

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

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

The following substantive change has been made to the rule:

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

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**836 APPEALS OF MEDICAL DISQUALIFICATIONS OF CLASSIFIED EMPLOYEES AND ELIGIBLES**

**Education Code Sections**

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

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

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

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

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

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

- A. In accordance with Rules 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES; 735, CAUSES AND PROCEDURES FOR SUSPENSION, DEMOTION, DISMISSAL; AND 740, LAYOFF AND REEMPLOYMENT, the following actions of a medical nature may be appealed:
1. Disqualification of an eligible for health conditions which precludes an eligible from satisfactorily and safely performing the essential duties of the position classification offered.
  21. Refusal of reinstatement following resignation or return from leave of absence based upon failure of an employee to meet the District's health standards or rejection by the Division of Human Resources of a request for additional unpaid illness leave.
  32. Refusal of health clearance by the District's medical consultant based upon failure of a laid-off employee to meet health standards when he/she is certified for reemployment by the Division of Human Resources.
  43. Dismissal for health reasons, including discovery or development during an initial probationary period of any physical, emotional, and/or mental condition which precludes an employee from satisfactorily and safely performing the essential duties of the position classification to which assigned.
  54. Recommendation by the District's medical consultant that an employee be placed on involuntary illness leave.
- B. In the event of any health disqualification (or disciplinary action resulting from a decision) by the District's medical consultant, the following procedure should be followed:
1. The Division of Human Resources shall deliver to the individual-employee by certified mail, a written statement of the reasons for disqualification. The notification shall inform the individual-employee that the action is subject to his/her appeal to and review by the Division of Human Resources and that an appeal must be in writing. To be considered a timely appeal, the Division of Human Resources must receive the appeal within fourteen calendar days of the date that the notification was sent by certified mail.
  2. The appeal shall specify the reason(s) that the individual-employee believes that the disqualification is erroneous. If the individual-employee has medical or other evidence of fitness for duty which he/she believes refutes the reason for disqualification set out in the notification of disqualification, he/she shall submit such evidence along with the appeal to the Division of Human Resources.

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

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

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

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

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of a special physical examination initiated by the Hearing Officer or Medical Review Expert shall be paid by the appellant; if his/her appeal is sustained, he/she shall be reimbursed by the Board of Trustees.

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

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

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Revision to Personnel Commission Rule 522, CLASS TITLES AND DESCRIPTIONS (Tentative Approval) (Case 3847)

The proposed rule amendments summarized in this report are being recommended to address instances where routine class description reviews conducted by staff resulted in no changes to class descriptions. Paragraph H. has been amended so that in instances like this the Personnel Director may authorize to reissue the class description. Staff is proposing that an informative report be provided to the Personnel Commission on an annual basis that summarizes the class descriptions for which staff has not recommended any changes after following the customary review process.

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**522 CLASS TITLES AND DESCRIPTIONS**

**Education Code Sections**

**88009.** Governing boards shall fix and prescribe the duties to be performed by all persons in the classified service and other nonacademic positions of the community college district, except those persons employed as a part of a personnel commission staff as provided in Article 3 (commencing with Section 88060) of this chapter.

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.

**88076.** (a) The commission shall classify all employees and positions within the jurisdiction of the governing board of the community college district or of the commission, except those that are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.

(b) The following positions and employees are exempt from the classified service:

- (1) Academic positions.
- (2) Full-time students employed part time.
- (3) Part-time students employed part time in a college work-study program or in a work experience education program conducted by a community college that is financed by state or federal funds.
- (4) Apprentice positions.
- (5) Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board of a community college district or by the commission when so designated by the commission.

(c) Employment of either full-time or part-time students in a college work-study program or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

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(d) Nothing in this section shall prevent an employee, who has attained regular status in a full-time position, from taking a voluntary reduction in time and retaining his or her regular status under the provisions of this law.

(e) A person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exceptions listed above shall not be employed outside the classified service.

(f) A part-time position is one for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87 1/2 percent of the normally assigned time of the majority of employees in the classified service.

(g) An employee employed by a community college district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service shall be deemed a permanent employee of the community college district without placement on an eligibility list under Section 88091 or examination under Section 88092.

**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.



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**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.

**88095.** The governing board shall fix the duties of all positions a part of the classified service as required by Section 88009. The board may recommend the minimum educational and work experience requirements for classified positions to the personnel commission. Minimum qualification requirements shall be subject to approval of the commission.

In approving minimum educational and work experience requirements for classified positions, the commission shall insure that such requirements reasonably relate to the duties of the position, as established by the governing board, and that they will admit an adequate field of competition. No requirements may be approved which unduly or unreasonably restrict the field of competition.

The position duties shall be prescribed by the board and qualification requirements for the position class shall be prepared and approved by the commission, as required by this section, prior to issuance of an announcement calling for a competitive examination to fill position vacancies.

**88104.5.** No position classification or reclassification plan 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 proposed classifications or reclassifications.

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- A. The Personnel Commission establishes the titles of classes in the classified service to be used in the District's annual budget, personnel records, the rules of the Personnel Commission and the rules and regulations of the Board of Trustees, and in the official correspondence of the District.
- B. There shall be a written class description for each class in the classified service. The class description will contain, but will not be limited to, the class title, typical duties, and a section which will set forth the minimum qualifications for the class.
- C. The Personnel Commission reserves the right to amend the descriptions established for each class. The Personnel Commission staff and appropriate representatives of the administration shall cooperate in the development of entrance qualifications. The minimum qualifications shall be prepared by the Personnel Commission staff and shall be subject to approval by the Personnel Commission.
- D. The typical duties listed in the Personnel Commission's class descriptions are a general, not exhaustive list of the duties that can be assigned to a class. A class description does not prescribe what the specific duties of any single position within the class shall be and does not restrict the administration from assigning other duties and responsibilities not mentioned in the description but of a similar kind and/or level.
- E. An employee does not have the right to refuse to perform any duty he/she is assigned by an authorized supervisor, provided the performance of that duty will not endanger the employee's health or safety or that of others. Questions concerning the performance of duties that are not identified in the employee's class description and seem to be inconsistent with the class concept should be referred to the Personnel Commission for evaluation and resolution using procedures outlined in Rule 545, CLASSIFICATION STUDIES or Rule 550, TEMPORARY WORK OUT OF CLASSIFICATION.
- F. In placing positions into job classifications, the description for each class shall be considered as a whole rather than as a collection of isolated clauses, phrases, or words apart from the context. Each class description shall be construed in its proper relationship to other descriptions, particularly those of classes in the same group and series of classes.
- G. It shall be the policy of the Personnel Commission to provide advance notice to all recognized exclusive bargaining representatives and the District administration of any proposed classification or reclassification actions. When a proposed classification or reclassification action could affect a recognized exclusive bargaining representative or its members, the proposed action shall be consulted with the bargaining representative in accordance with the established consultation process adopted by the Personnel Commission.
- H. A routine review and update of class descriptions shall be conducted by the Personnel Commission staff, insofar as possible, approximately every five years or earlier when deemed necessary. If the routine review does not result in any changes to a class description, the Personnel Director may authorize to reissue the class description.

## ASSISTANT AUDITOR

### DEFINITION

Performs a variety of professional-level auditing work of moderate complexity related to operations, management controls, policies, practices, performance, and financial records.

### TYPICAL DUTIES

Conducts a variety of professional-level auditing duties of moderate complexity related to operations, management controls, policies, practices, performance, and financial records at locations throughout the District.

Assists in evaluating District operations in terms of their adherence to prescribed policies and applicable laws and regulations, operational efficiency, economical use of property and personnel, effective control over expenditures, receipts, revenues and assets, proper accounting for financial transactions, production and reporting of accurate, reliable, timely, and useful financial data.

Examines assigned records to determine the accuracy of presentation of facts, propriety and legality of transactions, and compliance with established policies and procedures.

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

Gathers and compiles comprehensive information about the organization or function to be audited.

Documents completed audit work in a clear and organized manner to facilitate review by management staff.

Assists in conducting special investigations at locations throughout the District to resolve discrepancies discovered by audits.

Prepares reports, presentations, and ~~correspondence~~ other communications containing descriptive, analytical, and evaluative content related to assigned auditing work.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

An **Assistant Auditor** performs professional-level auditing work of moderate complexity related to operations, management controls, policies, practices, performance, and financial records.

An **Auditor** conducts complex internal operational, performance, compliance, and financial audits for the District.

A **Senior Auditor** acts as a lead over a small audit team and plans and conducts complex and difficult internal operational, compliance, performance, and financial audits for the District.

## **SUPERVISION**

Immediate supervision is received from higher level auditing staff. Work direction may be provided by an Auditor.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles, theories, and practices of auditing, accounting and internal controls

Current trends and developments in auditing, accounting and internal controls

Laws and rules concerning governmental auditing, accounting and internal controls

Principles of management and organization

Capabilities of computer systems, software, and hardware used in auditing

Computer software such as word-processing, spreadsheet, database management, and desktop publishing

Methods and techniques of research and management analysis

~~Principles of customer service and public relations~~

### **Ability to:**

Understand, interpret, and apply laws, rules, regulations, policies and procedures related to governmental auditing

Gather pertinent facts and data, make thorough analyses, and arrive at sound conclusions

Effectively utilize computer equipment, office software, and management information systems ~~computer equipment~~ in the performance of duties

Make accurate observations and obtain objective information

Work effectively and cooperatively with District administrators ~~officials and employees of the District~~

~~Communicate effectively~~ clearly and concisely, both orally and in writing

~~Prepare clear and concise~~ and present reports in tabular, written graphic, and oral form

Make routine presentations in a group setting

Plan and organize work to meet deadlines

Travel to various locations to conduct audits

Learn and effectively utilized specialized computer software related to assigned function

Learn accounting policies, procedures, and requirements of the District

Learn quickly the specialized procedures and functions of various operating units of the District

## **ENTRANCE QUALIFICATIONS**

### **Education and Experience:**

A. A master's degree from a recognized college or university with a major in accounting, finance, business administration, economics, or a ~~closely~~-related field.

**OR**

B. A bachelor's degree from a recognized college or university, preferably with a major in accounting, finance, business administration, economics or a ~~closely~~-related field **OR** a valid license to practice as a Certified Public Accountant in California **AND** one year of full-time, paid, professional-level experience in auditing with an internal or commercial auditing department or firm, or in accounting. Experience with a public agency is desirable.

### **Special:**

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

Travel to locations throughout the District is required.

### **Reasonable Accommodation**

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

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

## AUDITOR

### DEFINITION

Conducts complex audits of operations, management controls, policies, practices, performance, and financial records for the District.

### TYPICAL DUTIES

Conducts and reports on complex internal operational, performance, compliance, and financial audits at locations throughout the District by systematically examining and appraising matters of financial implication for the purpose of evaluating internal controls and assuring compliance with principles of sound management, applicable accounting procedures, and laws and regulations.

Obtains comprehensive information about the organization or function to be audited, determines objectives of the audit, devises the auditing procedures to be used to identify all relevant audit issues (including the assessment of “risk”), and selects the areas of examination.

Evaluates District operations in terms of their adherence to prescribed policies and applicable laws and regulations, operational efficiency, economical use of property and personnel, effective control over expenditures, receipts, revenues and assets, proper accounting for financial transactions, production and reporting of accurate, reliable, timely, and useful financial data.

Examines records to determine the accuracy of presentation of facts, propriety and legality of transactions, and compliance with established policies and procedures.

Performs special investigations at locations throughout the District to resolve discrepancies discovered by audits.

Conducts special awareness training for District employees based on discrepancies discovered during audits.

Participates in investigations involving fraudulent activities, fraud control, vulnerability assessments, internal controls, inspections, and operational surveys and reports on findings.

Communicates audit related issues, including audit status, findings, conclusions, and significant problems to management staff as the audit field work progresses.

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

Prepares audit reports identifying and describing faulty practices and procedures and improper transactions and makes recommendations for improvement based on audit findings.

Documents completed audit work in a clear and organized manner to facilitate review by management staff.

Performs follow up reviews as necessary to assure corrective actions have been implemented.

May provide work direction to lower-level auditing staff.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

An **Auditor** conducts complex internal operational, performance, compliance, and financial audits for the District.

A **Senior Auditor** acts as a lead over a small audit team and plans and conducts complex and difficult internal operational, compliance, performance, and financial audits for the District.

A **Director of Internal Audit** is responsible for directing the activities of the District's auditing and special investigation functions.

## **SUPERVISION**

General supervision is received from the Director of Internal Audit. Work direction is received from higher level auditing staff. Work direction may be provided to lower-level professional, technical, and clerical employees staff.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles, theories, and practices of auditing, accounting and internal controls

Current trends and developments in auditing, accounting and internal controls

Laws, rules, regulations, policies, practices, procedures and precedents pertinent to governmental auditing, accounting and internal controls

Accounting systems

Principles of management and organization

Methods and techniques of research and management analysis

Capabilities of computer systems, software, and hardware used in auditing

Principles of training

Computer software such as word-processing, spreadsheet, database management, and desktop publishing

### **Ability to:**

AUDITOR

6/9/15  
6/24/20

Apply the theories and techniques of professional auditing to auditing problems

Identify pertinent details, assemble and analyze facts, and draw conclusions

Identify and analyze present and potential problems and evaluate alternate solutions

Interpret and apply laws, rules, regulations, policies and procedures related to governmental auditing

Effectively utilize computer equipment, ~~and software,~~ and management information systems in the performance of duties

~~Communicate effectively in writing and orally~~

Present complex technical audit related information and issues in understandable terms, both orally and in writing

Organize and prioritize work to meet schedules and deadlines

Prepare clear and conclusive oral and written reports

Make effective presentations in a group setting

Work effectively and cooperatively with District administrators officials and employees of the District and representatives of government agencies and private organizations

Travel to various locations to conduct audits

Learn accounting policies, procedures, and requirements of the District

Learn quickly the specialized procedures and functions of various operating units of the District

## **ENTRANCE QUALIFICATIONS**

### **Education and Experience:**

A. A master's degree from a recognized college or university with a major in accounting, business administration, economics, finance, or a related field AND one year of full-time, paid, professional-level experience in auditing with an internal or commercial auditing department or firm. A valid professional designation such as Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) is desirable.

**OR**



B. A bachelor's degree from a recognized college or university, preferably with a major in accounting, business administration, economics, finance, or a ~~closely~~-related field **OR** a valid license to practice as a Certified Public Accountant in California **AND** three years of full-time, paid, professional-level experience in auditing with an internal or commercial auditing department or firm. A valid professional designation such as Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) is desirable.

**Experience:**

~~Two years of full-time paid professional audit experience with an internal or commercial auditing department or firm.~~

**Special:**

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

Travel to locations throughout the District is required.

**Reasonable Accommodation**

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

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

## COLLEGE EVENT AND VENUE TECHNICIAN

### DEFINITION

Performs facilities and equipment maintenance and repair duties related to the day-to-day operations of stadiums, athletic fields, gymnasiums, auditoriums, performing arts centers, an aquatic center, and other assigned event facilities/locations; assists in the coordination of the logistical needs for a wide variety of college and community events in college facilities and event venues.

### TYPICAL DUTIES

Operates, inspects, cleans, and performs minor maintenance on college facilities and event venues and equipment.

Makes safety inspections of college facilities and event venues, equipment, and grounds; takes corrective action or reports problems to the College Event and Venue Coordinator.

Issues, maintains, repairs, and returns to proper storage all college facilities and event venue equipment used on a daily basis.

Assists in the coordination the logistical needs for a variety of special college and community events in college facilities and event venues.

Assists in preparing college facilities and event venues and equipment for use in athletic courses, intramural sports, competitions, and community services programs.

Participates in the setup and operation of sound and lighting equipment, public address systems, projection equipment, and other associated equipment requested for special college and community events.

Provides guidance to administrators, faculty, staff, and the community on proper use of college facilities, event venues, and equipment.

Enforces safety policies and rules for use of the college facilities, event venues, and surrounding areas.

Ensures that college facilities, event venues, and surrounding areas are free from health and safety hazards.

Makes recommendations on the replacement and purchase of equipment.

Orders and maintains records of supplies and equipment.

Maintains records of repairs and prepares reports of facility use.

Provides work direction and training to assigned event staff.

May coordinate repairs with college facilities department.

May provide information regarding college facilities and event activities to college offices and the community.  
Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A **College Event and Venue Technician** performs maintenance and repairs of facilities and equipment related to the day-to-day operations of assigned college facilities and event venues and assists in the coordination of the logistical needs of a variety of special college and community events.

A **College Event and Venue Coordinator** plans, organizes, and participates in scheduling and promoting a variety of facilities and event venues such as art galleries and museums, performing arts centers, auditoriums, classrooms, stadiums, athletic fields, gymnasiums, and aquatic centers.

## **SUPERVISION**

General supervision is received from a College Event and Venue Coordinator or classified or academic administrator or supervisor. Work direction may be exercised over student employees.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Policies and procedures of college facilities operation and maintenance

~~College and community events and m~~Methods for the safe set-up, operation, maintenance, repair, and storage of college facilities and event venue equipment

Use and purpose of college facilities and equipment

Stadium operation including sound systems and field marking

Cleaning, sterilization, and sanitation methods and techniques used in maintenance of college facilities and event venues

Safety and health practices relating to college facilities and event venues operation and maintenance

Health and safety procedures pertinent to the operation of college facilities and event venues

Capabilities of computer applications and hardware used in the assigned area

Customer service techniques for public contact in person, on the telephone, or in electronic correspondence

Recordkeeping procedures

**Ability to:**

Make repairs to college facilities and event venues and equipment using tools safely

Assess the condition of college and community equipment and facilities

Maintain buildings and grounds in a clean, sanitary, and safe condition.

Set-up and operate sound, lighting, public address system, and projection equipment

Understand and follow written and oral instructions

Understand crowd control procedures

Safely lift and move heavy supplies and equipment

Communicate effectively orally and in writing

Give clear and concise instructions

Keep accurate and complete records

Prepare routine reports and correspondence

Respond appropriately in emergency situations

Work effectively with students, faculty, staff, and community members

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 work experience in the technical operation and maintenance of a college or event venue facilities.

**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.

### 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.

## INVESTIGATOR

### DEFINITION

Performs formal and informal investigative work related to employment, legal, business, fiscal, property, and student affairs of the District.

### TYPICAL DUTIES

Plans and conducts investigations of various transactions, operations, and events involving fraudulent activities, fraud control, vulnerability assessments, internal control, inspections, and operational surveys at locations throughout the District.

Secures facts and develops evidence from all sources to establish the extent and nature of fraudulent activities or improprieties being investigated.

Conducts interviews of individuals who are material to an investigation.

Examines a wide variety of records, procedures, and systems of internal control to detect fraudulent activities or improprieties.

Testifies regarding investigative findings before courts and other administrative proceedings.

Serves subpoenas and other official documents and papers.

Confers with and advises District staff on matters under investigation and promptly reports critical information to appropriate District staff.

Collaborates with auditors on designated investigations.

Writes reports containing descriptive, analytical, and evaluative content.

Conducts fraud awareness training for District employees.

Answers Whistle Blower Hotline calls and maintains records.

Conducts and/or participates in the investigation of Whistle Blower Hotline calls.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

An **Investigator** is responsible for performing formal and informal investigative work related to employment, students conduct, legal matters, fiscal matters, business transactions and operations, and property issues of the District.

An **Auditor** conducts complex internal operational, performance, compliance, and financial audits for the District.

## **SUPERVISION**

General supervision is received from a classified or academic administrator or his/her designee. Work direction may be exercised over staff assigned to an investigation.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles and techniques of investigating

Rules of evidence

Scope, application and interpretation of the laws, rules, and regulations related to the area of investigation including fraud and whistle blowing

Specialized sources of information used in the course of conducting investigations

Organization and functions of various operating units of the District

Capabilities of computer applications and hardware used in investigative work

### **Ability to:**

Independently conduct thorough and complete investigations

Adapt investigative methods, techniques and procedures to specific situations

Apply laws, rules, regulation, and policies related to the area of investigation

Gather facts through a variety of methods including but not limited to investigation, interview and observation

Understand and analyze a variety of business, contractual, commercial, legal and District records

Exercise sound thinking and judgment in evaluating the validity, reliability, relevance and/or credibility of individuals, documents, records and other forms of evidence

Write clear, logical, impartial, and properly documented reports and correspondence

Communicate clearly and effectively in person

Maintain the confidentiality of investigation records and proceedings

Maintain a demeanor that builds respect and creates a willingness to cooperate with investigative efforts on the part of others

Maintain effective relationships with District staff and information contacts

Keep accurate records and files

Travel to various locations to conduct investigations

## ENTRANCE QUALIFICATIONS

### **Education:**

A bachelor's degree from a recognized college or university. Specialized coursework and training in investigative strategies and techniques are desirable. Additional qualifying experience may be substituted for the education requirement on a year-for-year basis. A valid Certified Fraud Examiner certificate issued by the Association of Certified Fraud Examiners is desirable.

### **Experience:**

Three years of full-time, paid experience as a fraud investigator or law enforcement officer conducting investigations. Experience in conducting investigations of alleged fraud, waste, and abuse in a public agency 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.



SECRETARY

DEFINITION

~~Under the direction of an assigned supervisor,~~ Performs a variety of responsible secretarial and clerical duties of a general nature in support of a program or department ~~a college or District Office.~~

TYPICAL DUTIES

~~May Assures~~ that the daily clerical aspects activities of the assigned program or department ~~office are running smoothly and efficiently on a day-to-day basis.~~

Screens telephone calls and visitors, gives out basic information concerning procedures, programs, and services of assigned program or department, and responds to or directs inquiries to appropriate staff.

Types-Prepares letters, correspondence, memoranda, agendas, reports, minutes, bulletins, flyers, memoranda, statistical reports, and other materials utilizing a variety of standard and specialized office software applications.

Proofreads and edits reports, letters, bulletins, and other material for accuracy, completeness, and compliance with established procedures and guidelines.

~~Composes routine correspondence.~~

Keeps supervisor apprised of office activities, approaching deadlines, status of pending operational documents, and other requested information.

Prepares and processes various operational documents related to the business operations of the assigned program or department including activities such as purchasing, contracts, personnel assignments, and timekeeping.

Transmits written and oral messages and requests between supervisor and program or department staff.

Searches files or contacts other departments for required information and compiles data for general informational purposes or special reports.

Coordinates events and meetings hosted by the assigned office by making room, equipment, and catering arrangements, and sending out invitations.

Schedules appointments and maintains supervisor's and office activities calendar and arranges for travel accommodations and conferences.

Effectively utilizes computer equipment, specialized software applications, and a variety of standard office equipment used for processing the work of a program or department.

Establishes and maintains office files of reports, bulletins, correspondence, and related material a variety of records, logs, and files of a program or department.

Receives and distributes office supplies, materials, and equipment and maintains a supply inventory.

Assembles printed or duplicated material for distribution.

Receives and distributes in-coming mail and office supplies to appropriate staff.

Maintains and reconciles office expenditure accounts.

~~May operate and maintain inventory of office supplies and replenish when necessary.~~

May post updated information on program or department website.

May attend meetings and take notes.

May provide work direction to student employees.

~~May assist in budget preparation by compiling information.~~

~~May operate a data entry terminal.~~

~~May operate calculating or adding machines and various types of duplicating or copying machines.~~

~~May act as a receptionist and answer telephones.~~

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A **Secretary** performs a variety of responsible secretarial and clerical duties of a general nature in support of a program or department in a college or District Office. Duties require initiative and judgment in performing the day-to-day clerical functions of the assigned program or department.

An ~~**Administrative Assistant-Senior Secretary**~~ performs a variety of responsible ~~secretarial and clerical~~ administrative support duties for an administrator or manager in a college or District office. An incumbent is required to be able to work independently and use discretion and sound judgment. Use of computer equipment and software applications is an integral aspect of the duties. ~~Duties are less routine and require a considerable degree of independence and judgment in performing the day to day office functions.~~ A ~~**Senior Secretary (Stenographic)**~~ is distinguished from the ~~Senior Secretary~~ because of the requirement to take dictation and transcribe notes. An ~~**Administrative Assistant-Senior Secretary**~~ (Confidential) is distinguished from the class of ~~**Administrative Assistant-Senior Secretary**~~ because of the requirements of the employee to have access to, or possess information relating to, employee and labor relations matters.

An ~~**Senior Administrative Assistant-Secretary**~~ performs ~~secretarial and clerical~~ a variety of responsible administrative support duties for a senior administrator related to the management of an administrative office in executing his/her administrative responsibilities over the business areas of the assigned organizational unit.

~~and has responsibility for independently taking action on matters of non-technical administrative detail. The scope of duties is varied and is related to an important administrative function of the District. An incumbent serves in a primary administrative support position and work assignments require him/her to be able to work independently and use a considerable degree of discretion and sound judgment. The Senior Administrative Assistant Secretary (Confidential) is distinguished from the class of Senior Administrative Assistant Secretary because of the requirements of the employee to have access to, or possess information relating to, employer-employee and labor relations matters. The class of Administrative Secretary (Stenographic) is distinguished from the classes of Administrative Secretary and Administrative Secretary (Confidential) because of the requirement to take dictation and transcribe notes. The class of Senior Administrative Assistant Secretary (Stenographic/Confidential) is distinguished from the class of Senior Administrative Assistant Secretary because of the requirements for the employee to (a) have access to, or possess information relating to, employer-employee and labor relations matters, and (b) take dictation and transcribe notes.~~

## **SUPERVISION**

~~Immediate supervision is received from higher-level classified or certificated academic personnel staff typically at a level of a program director, department chair, or associate dean. May provide work direction to assigned clerical staff and student employees.~~

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

~~Modern Office~~ Clerical practices and procedures

~~English grammar~~ Proper business English, punctuation, spelling, and grammatical usage

Records and file organization

Report and business correspondence formats

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

Capabilities of computer systems, software, and hardware used in an office environment

### **Skill in:**

~~Operating a keyboard~~

~~Operating common office machines~~ a computer and standard office equipment

### **Ability to:**

Organize the clerical activities of an assigned department or office

Understand, interpret, and apply basic rules, policies, and procedures pertinent to the assigned department or office

~~Spell ordinary words correctly and use proper punctuation and grammar~~

Use proper business English, punctuation, spelling, and grammar

Compose, edit, and format business correspondence and reports

Work effectively with administrators, staff, public, and students

Make ~~basic~~ arithmetic calculations including fractions, decimals, and percentages

Establish and adjust to changing priorities

Effectively utilize computer software and hardware and other office equipment in the performance of duties typically found in an office environment

Exercise initiative and judgment within established guidelines

Work independently with little supervision

Accurately organize, maintain, and retrieve records and files

Learn general and specialized computer applications

## **ENTRANCE QUALIFICATIONS**

### **Education:**

Graduation from high school or its equivalent.

### **Experience:**

None is required. One year of paid, full-time general clerical experience which included use of computer equipment and public contact is desirable.

### **Special:**

~~Must type 40 words per minute.~~

## 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.



NOTICE OF OUTSTANDING WORK PERFORMANCE

Name: Yvonne Ruiz

Employee Number: 1020786

College/Division: Personnel Commission

Classification: Sr Personnel Technician

The employee named above is commended for outstanding work performance for the period July 1, 2019 to June 30, 2020. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Yvonne has been invaluable to the clerical operations of the Classified Exam's Unit of the Personnel Commission. In her position of Senior Personnel Technician, she displays strong work ethics, a high degree of initiative and creativity, and is always willing to go the "extra mile". When faced with challenges like the implementation of a new employment system or switching over to working from a remote office location during Covid-19, she has been able to quickly adapt to the new circumstances, display great resourcefulness, provide workable solutions when faced with humps in the road, and always maintains a positive attitude. Her strong computer skills have also been a tremendous help in the day-to-day operations of the office. Yvonne is a true asset to our office.

	Assistant Personnel Director	6/17/2020
Signature of Supervisor	Title	Date
	SR. PERSONNEL TECH	6/17/20
Signature of Employee	Title	Date
	Personnel Director	6/17/20
Signature of Reviewer (Contact)	Title	Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

- Reasons for Awarding a Notice of Outstanding Work Performance:** To provide an official record of commendation for:
  - Outstanding, day-to-day performance of an employee
  - Outstanding work performance in unusually difficult and/or emergency situations.
- When:** Outstanding service may be awarded as often as the supervisor considers appropriate.
- Who:** Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
- How:** The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:
 

Quantity of work	Quality of work	Work habits and attitudes
Dependability	Relationships with people	Supervisory ability
- Awarding the Notice of Outstanding Service:**
  - Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
  - Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
  - Forward a copy to the Personnel Commission Office.