

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, January 19, 2022 –12:30 p.m.

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

Dial by your location
+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

ORDER OF BUSINESS-CLOSED SESSION MEETING

- I. Roll Call
- II. Requests to Address the Personnel Commission on Closed Session Matters
- III. Convene in Closed Session
 - a. To Discuss Public Employment
Pursuant to Government Code Section 54957
 - b. Conference with Legal Counsel-Anticipated Litigation
Pursuant to Government Code Section 54956.9
- IV. Report of Action Taken in Closed Session
- V. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, February 2, 2022
Closed Session 12:30 p.m.
Open Session 1:00 p.m.
Via Teleconference

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

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

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, January 19, 2022 – 1:00 p.m.
Via Teleconference:
<https://laccd.zoom.us/j/5603717342>
Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 560 371 7342

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve the Minutes from the Open and Closed Meetings of January 5, 2022
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities
- V. Classification Study: Senior Human Resources Assistant, EN 779763, Health Benefits Unit, Educational Services Center (Case 4007)
- VI. Classification Study: Supervising Accounting Technician, EN 1051233, College Fiscal Services, Los Angeles Trade-Technical College (Case 4046)
- VII. Ratification of Proposed Amendments to the Entrance Qualifications for the Class of Instructional Assistant, Culinary Arts (Case 4048)
- VIII. Ratification of Proposed Amendments to the Entrance Qualifications for the Class of Automotive Mechanic (Case 4050)
- IX. Salary Reallocation for the Class of Child Development Center Food Services Aide, Food Services Group, Student Services Series (Case 4049)
- X. Class Description Revisions for:
 - a. Information Security Analyst
- XI. Notice of Outstanding Work Performance for Laney Ray, Assistant Administrative Analyst, Human Resources Division, Educational Services Center
- XII. Correspondence
- XIII. Notice of Anticipated Items: Class Description Revisions for: Director of Institutional Advancement; Director of Human Resources; Revisions to Personnel Commission Rule 740, LAYOFF AND REEMPLOYMENT
- XIV. Hear Non-Agenda Speakers/Open Forum
- XV. Reconvene into Closed Session

- XVI. Reconvene into Open Session
- XVII. Report of Actions Taken in Closed Session
- XVIII. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, February 2, 2022
Closed Session 12:30 p.m.
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LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Wednesday, January 5, 2022 – 12:30 p.m.

Via Teleconference

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

MINUTES OF THE REGULAR MEETING – CLOSED SESSION

Present: Commissioners:
David Iwata
Diva Sanchez Trevino

Staff: Ron Delahoussaye, Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** – None.
- III. **Convene into Closed Session**
 - a. **To Discuss Public Employment**
Pursuant to Government Code Section 54957
 - b. **Conference with Legal Counsel – Anticipated Litigation**
Pursuant to Government Code Section 54957(b)(1)
- IV. **Correspondence** – No correspondence was received.
- V. Adjourn – The meeting adjourned at 1:00 p.m.

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

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, January 5, 2022– 1:00 p.m.

Via Teleconference

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+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

MINUTES OF THE REGULAR MEETING – OPEN SESSION

Present: Commissioners:

David Iwata, Chair

Diva Sanchez Trevino, Vice Chair

Staff:

Ron Delahoussaye, Personnel Director

Ute Severa, Assistant Personnel Director

Neely Miller, Executive Assistant (Confidential)

Ryan Pennock, Personnel Analyst

Deborah Tsai, Assistant Personnel Analyst

Patrick Sung, Assistant Personnel Analyst

Sarah Oda, Administrative Intern

Guests:

Jeanette L. Gordon, Vice Chancellor/Chief Financial Officer, Educational Services Center

Deborah La Teer, Director of Budget, Educational Services Center

Josefina Blanco, Accountant, Business Office, Los Angeles Valley College

Melissa Quiroz, Senior Accountant, Accounting Office, Educational Services Center

Laney Ray, Assistant Administrative Analyst, Human Resources Division, Educational Services Center

Brandon Lo, Assistant Research Analyst, Research Office, Los Angeles Valley College

Cheryl Stephens, Administrative Analyst, Human Resources Division, Educational Services Center

Jason Zhu, Senior Accountant, Fiscal Operations, Los Angeles Southwest College

Winnie Aribuabo, Accountant, Central Financial Aid, Educational Services Center

Troy L. Pierce, AFT 1421A

- I. The Chair convened the regular meeting at 1:00 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported the Personnel Commission voted to continue virtual meetings, per the Governor’s emergency declaration and AB 361.
- III. **Review and Approve the Minutes of the Closed and Open Meetings of November 3, 2021** - Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the minutes for the closed and open sessions of November 17, 2021, December 1, 2021, and December 17, 2021, as presented.

IV. Miscellaneous Personnel Commission Activities and Announcements

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

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

- V. Shortened Salary Range for Chief Executive Job Classifications (Case 4045)** - Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the item noted above was tabled until all three commissioners could be present to vote.
- VI. Classification Study: Assistant Research Analyst, EN 1069682, Research Office, Los Angeles Valley College (Case 4041)** - Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the commission approved the reclassification noted above, as presented.
- VII. Salary Reallocations for the Classes of Accountant, Senior Accountant, and Supervising Accountant (Case 4043)** - Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the commission approved the salary reallocations noted above, as presented.
- VIII. Class Notice of Outstanding Work Performance for Jason Zhu, Senior Accountant, Business Services Office, Los Angeles Southwest College** - Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission thanked Mr. Zhu for his outstanding work and received the notice of outstanding work performance, as presented.
- IX. Correspondence** – None.
- X. Notice of Anticipated Items** - Classification Study: Senior Personnel Assistant, EN 779763, Health Benefits Unit, Educational Services Center (AFT); Classification Study: Supervising Accounting Technician, EN 1051233, College Fiscal Services, Los Angeles Trade-Technical College (Local 721)
- XI. Hear Non-Agenda Speakers/Open Forum** – None.
- XII. Reconvene into Closed Session**
- XIII. Reconvene into Open Session**
- XIV. Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.
- XV. Adjourn** – The meeting adjourned at 1:24 p.m.

Ron Delahoussaye, Personnel Director

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

Date

David Iwata, Chair

DRAFT

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Classification Study: Senior Human Resources Assistant, EN 779763, Health Benefits Unit, Educational Services Center (Case 4007)

Recommendation:

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

From:
Senior Human Resources Assistant
(\$4203.62 – 5207.56/month)

To:
Senior Human Resources Technician
(\$5207.56 – 6451.24/month)

Location:
Health Benefits Unit
Educational Services Center

Incumbent:
C. Hughes
(EN 779763)

Effective Date: March 22, 2021

Bases of Recommendation:

1. The request to study the employee's position was initiated by the Risk Manager, the employee's immediate supervisor. It was requested that the position be reclassified to Administrative Analyst because the supervisor and employee feel that the employee has assumed the higher-level analyst duties of the Health Benefits unit. The district administration was informed about this request.
2. Staff audited the position and found that the employee's primary duties consist of the following:
 - Coordinates and participates in the work of a clerical unit involved in the preparation and processing of a wide variety of employment transactions related to employee health benefits.
 - Applies interpretations of collective bargaining agreements, the Master Benefits Agreement, and the Affordable Care Act, to determine employees' eligibility for health benefits.
 - Answers non-routine inquiries regarding District policies and procedures and the District's collective bargaining agreements and Master Benefits Agreement regarding employee health benefits.
 - Troubleshoots and resolves non-routine problems related to employee health benefits.
 - Coordinates the work flow between Human Resources, Information Technology, and Payroll to ensure uniformity of standards and the completion of work according to schedule.
 - Contacts employees, administrators, supervisors, and district staff regarding an employee's eligibility for health benefits.
 - Coordinates the preparation and notification of annual health benefits enrollment materials and announcements.
 - Trains and reviews the work of employees assigned to the health benefits unit.
3. The classification concept for the employee's current classification of Senior Human Resources Assistant is based on organizing and performing duties related to the preparation

and processing of a wide variety of employment transactions related to recruitment, selection, examination, compensation, employee health benefits, and/or assignment of academic, classified, and/or unclassified employees. The classification concept for the class that was requested (Administrative Analyst) is based on analyzing and devising solutions to a variety of complex problems related to the business, technological, and operational activities of a major administrative division. The classification concept of the recommended class of Senior Human Resources Technician requires an incumbent to supervise, plan, coordinate, and participate in the work of a clerical unit involved in the preparation and processing of a wide variety of employment transactions related to recruitment, selection, examination, compensation, employee health benefits, and/or assignment of academic, classified, and/or unclassified employees, as well as applying a thorough knowledge of applicable provisions of collective bargaining agreements and troubleshooting and resolving non-routine problems.

Staff determined that the primary duties assigned to the employee fall within the scope of responsibilities of the class of Senior Human Resources Technician because the employee is responsible for coordinating and participating in the work of a clerical unit in the Health Benefits Unit. The employee will also assume supervision over the clerical staff of the unit once the vacant positions have been filled. The employee's duties do not rise to the higher-level class of an Administrative Analyst because the employee does not conduct complex professional-level studies that require in-depth analysis of health benefits plans and rates and making sound recommendations because the majority of this work has been contracted out to CalPERS or a third-party vendor.

STATUS OF INCUMBENT

C. Hughes, EN 779763 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.

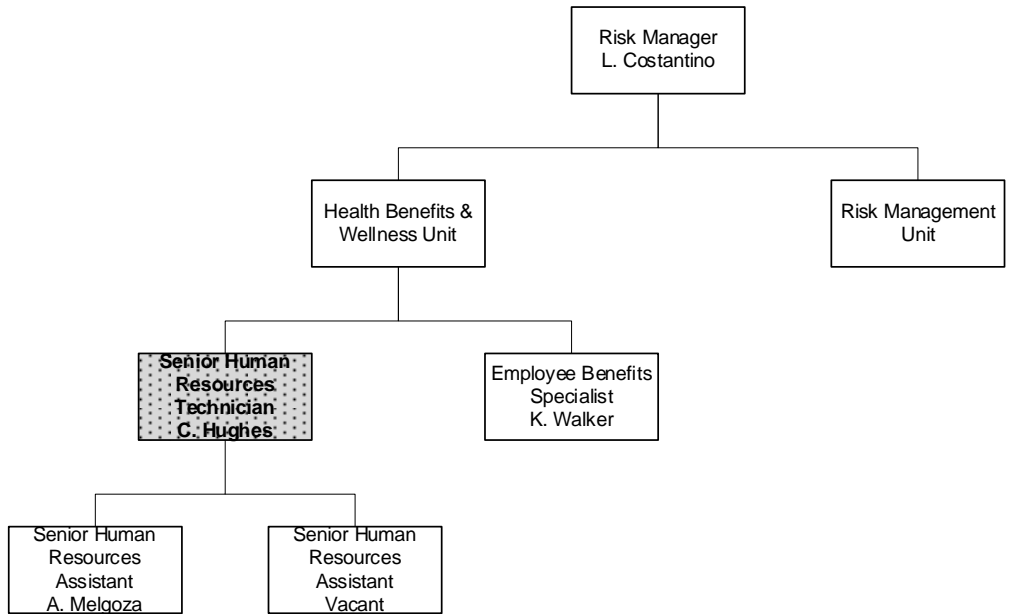
Date of Last Performance Evaluation: December 14, 2021

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



LOS ANGELES COMMUNITY COLLEGE
DISTRICT ORGANIZATIONAL CHART

EDUCATIONAL SERVICES CENTER
-Health Benefits Unit-



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Classification Study: Supervising Accounting Technician, EN 1051233, College Fiscal Services, Los Angeles Trade-Technical College (Case 4046)

Recommendation:

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

From:
Supervising Accounting Technician
(\$5,654.36 – \$7,004.76/month)

To:
Senior Accountant
(\$6,435.82 – \$7,972.86/month)

Location:
College Fiscal Services
Los Angeles Trade-Technical College

Incumbent:
M. Lai (EN 1051233)

Effective Date: November 8, 2021

Bases of Recommendation:

1. The request to study the employee's position was initiated by the Vice President, Administrative Services at Los Angeles Trade-Technical College. He requested that the employee's position be reclassified to Senior Accountant based on her involvement in higher-level professional accounting work including the college's operational budget plan, annual budget formulation, analysis of accounting data on special projects, and the supervision of professional and clerical accounting staff in the office.
2. Staff audited the position and found that the employee is responsible for performing the following primary duties:
 - Assists the College Financial Administrator in the preparation of the college's operational budget plan, annual budget formulation, and monthly and quarterly budget projections. This function also includes assistance in conducting cost comparisons of general fund's budget year-over-year and expenditure analysis for assigned programs.
 - Reconciles open accounts receivable with general ledger on a periodic basis.
 - Provides assistance and guidance to administrators, faculty, and staff regarding the use of restricted and unrestricted funding. This function includes assistance with restricted fund state reporting; analysis of eligible expenditures of programs funded through a variety of sources from federal, state, local, and private agencies; answering non-routine inquiries regarding restricted and unrestricted account balances, codes, and accounting policies and procedures; preparation of complex financial analyses and reports; tracking and auditing program compliance; clearing unmatched funds; assisting program directors and staff in fully utilizing awarded budget for specially funded programs; and preparation of instructional handouts and tutorial videos on budget reporting matters.

- Reconciles local income and analyzes expenditures in order to maximize the use of one-time (e.g., Higher Education Emergency Relief Funds) and ongoing state and federal block and relief grants.
 - Reviews and assists in the development of changes and revisions to accounting systems and procedures affecting assigned area of responsibility.
 - Manages the ASO and Trust accounts that includes preparation of the annual year-end report.
 - Acts as liaison and provides approved information concerning the accounting system to internal and external auditors.
 - Supervises and provides technical direction and training to assigned professional and clerical accounting staff engaged in processing students' transactions, maintaining accounting records, preparing accounting statements and reports, clearing unmatched funds, closing out specially funded programs with open commitments, setting-up budgets with activity codes, and reviewing journal vouchers at the campus level during the fiscal year and at fiscal year-end close.
3. The classification concept for the employee's current classification of Supervising Accounting Technician is based on applying a thorough knowledge of the District's accounting system in planning, scheduling, and supervising the day-to-day operations of a college fiscal office or a large District Office unit engaged in processing clerical accounting and other related documents and data; and is responsible for performing the more difficult clerical accounting functions of the unit during peak workload periods and in the absence of regularly assigned staff. The classification concept for the requested class of Senior Accountant is based on performing professional accounting duties of a difficult and responsible nature requiring the application of established accounting principles and practices to a wide variety of technical and management accounting and fiscal problems and supervises the activities of a small unit engaged in processing accounting and other related documents. After a thorough analysis of the employee's assigned duties, staff found that the duties the employee performs falls within the higher-level class of Senior Accountant because the employee supervises the activities of assigned professional and clerical accounting staff while performing difficult professional accounting duties including assistance in the preparation of the college's operational budget plan, annual budget formulation, and the analysis of accounting data to maximize available state and federal funds.

STATUS OF INCUMBENT

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, M. Lai, EN 1051233, must participate in an examination process and place in the top three ranks to be eligible for the reclassified position. The incumbent is currently within the top three ranks on an eligibility list for the class of Senior Accountant dated October 19, 2021; therefore, the incumbent can immediately be appointed to the reclassified position.

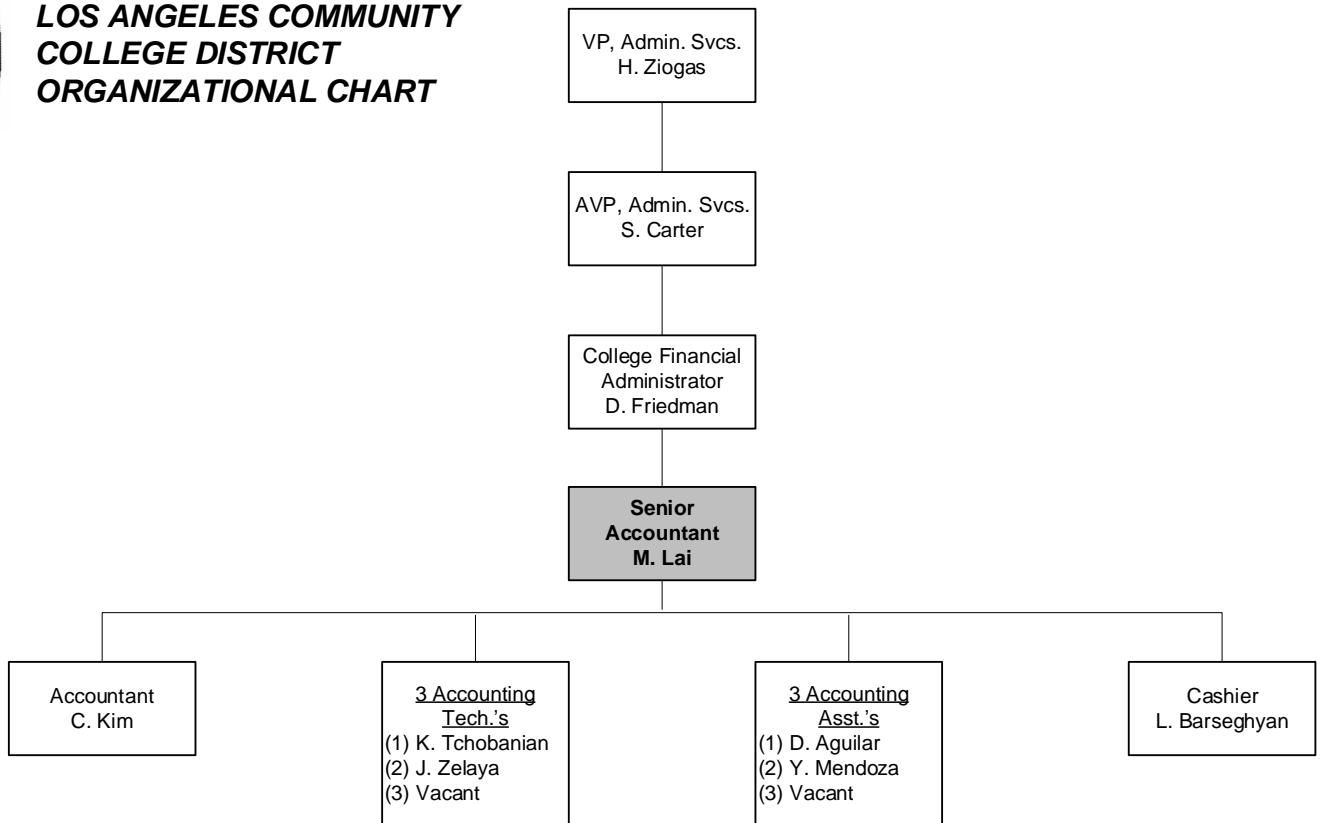
Date of Last Performance Evaluation: May 14, 2021

Classification of position marked "no" by the employee and supervisor.

LOS ANGELES TRADE-TECHNICAL COLLEGE
-College Fiscal Services-



**LOS ANGELES COMMUNITY
COLLEGE DISTRICT
ORGANIZATIONAL CHART**



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Ratification of Proposed Amendments to the Entrance Qualifications for the Class of Instructional Assistant, Culinary Arts (Case 4048)

Recommendation:

It is recommended that the Personnel Commission ratify the proposed amendments to the entrance qualifications for the class of Instructional Assistant, Culinary Arts, effective January 11, 2022.

Bases of Recommendation:

1. Due to an ongoing examination for the class of Instructional Assistant, Culinary Arts, there was an urgent need to further amend the entrance qualifications for this class to increase the pool of qualified candidates. A current vacancy exists at Los Angeles Trade-Technical College.
2. The proposed class description amendments are intended to make the entrance qualifications of the subject class broader to include experience in an educational setting which is anticipated to increase the pool of candidates in this specialized field.
3. There are currently four incumbents in the subject class whose positions are not impacted by the proposed changes.

INSTRUCTIONAL ASSISTANT, CULINARY ARTS

DEFINITION

Assembles materials, supplies and equipment used in demonstrations and classroom assignments; operates and services equipment used in culinary arts and food production; assists students and faculty with instructional activities; and orders, issues, receives, and stores classroom materials and supplies.

TYPICAL DUTIES

Schedules and oversees the use of one or more instructional culinary arts laboratories by students, faculty, and staff.

Instructs students individually on the proper and safe use and operation of a variety of equipment and tools.

Explains to students established instructional laboratory and equipment policies.

Assembles supplies and sets up apparatus used in class demonstrations such as food ingredients for each recipe, knives, mixers, electric chafing dishes, etc.

Assists in demonstrations of food production techniques, artistic buffet presentations, salad preparation, sauces, baking, and hot and cold entrees.

Assists instructional staff by providing observations of the problems encountered and progress made by students using a laboratory as part of the educational program.

Effectively utilizes the capabilities and functions of standard computer software applications in the performance of duties.

Operates, adjusts, and makes minor repairs on equipment used in the culinary arts laboratory such as mixers, slicers, ovens, microwaves, toasters, etc.

Issues supplies, materials, and equipment for student use in laboratory and classroom assignments such as lab coats, knives, measuring equipment, food ingredients, etc.

Keeps records of all issued materials, supplies, and equipment and effects the return of materials, supplies, and equipment checked out to students.

Reports equipment and needed maintenance to technical staff, when appropriate, and maintains records of service calls.

Maintains inventory records of food supplies, material and equipment and prepares periodic inventory reports and requisitions.

Provides assistance to students and instructors in the preparation of food for catering events.

Orders, receives, inspects and stores supplies.

Keeps storerooms and work areas orderly and clean.

Maintains laboratory attendance and progress records for instructional staff.

May assist with work related to department business such as document creation and editing, time keeping, answering telephone inquiries and posting updated information on Web pages, as needed.

May demonstrate culinary arts skills and food production techniques.

May calculate components, costs, and portions relating to menus.

May provide training and work direction to student employees.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Culinary Arts**, applies knowledge of culinary arts, food preparation and production to a broad range of duties related to the day-to-day operations of a culinary arts or food management production department which include: preparation of supplies, material and equipment; maintenance of facilities and equipment; restaurant management of food production; demonstration of culinary arts skills, storekeeping functions; and proper and safe use of equipment and materials.

An **Instructional Assistant, Dietetics**, applies knowledge of nutrition, menu planning, food preparation, and safety and sanitation practices to a broad range of duties related to the day-to-day operations of dietetic and school food services programs which include: preparation of supplies, material and equipment; maintenance of facilities and equipment; menu planning; recipe conversions and modifications; food preparation techniques; use of specialized nutrition computer software applications; storekeeping functions; and proper and safe use of equipment.

SUPERVISION

General supervision is received from an academic supervisor. Functional supervision is received from instructional staff. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

Supplies and equipment used in culinary arts

Commercial food production design and presentation techniques

Safety and sanitation rules, practices and safeguards applicable to food handling, presentation, production and storage

Culinary arts skills such as primary cut butchery, salad construction, restaurant pastries, etc.

Basic nutrition for planning of nutritionally balanced menus

Food preparation techniques that retain the nutritional values in food

Office practices and procedures

Capabilities of computer systems, software, and hardware common to instructional laboratories

Recordkeeping procedures

Ability to:

Provide instructional assistance to students and instructional staff

Demonstrate culinary arts skills and use of equipment

Effectively and safely operate, adjust, and make minor repairs to equipment in a culinary arts and food production department

Effectively utilize computer hardware and software

Give clear and concise instructions

Keep detailed and precise records

Secure and safely store supplies

Work effectively and cooperatively with students and instructional staff

Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate degree or its equivalent, from a recognized college or university with a major in culinary arts, food production, or a related field.

OR

B. Graduation from high school or its equivalent **AND** two years of full-time, paid ~~restaurant~~ culinary arts experience in an educational or food production setting which routinely and customarily consisted of an ongoing responsibility for the presentation of a variety of foods such as appetizers, soups, salads, sauces, entrees, pastries, and baked goods. College-level courses in culinary arts and food production are desirable.

Certification as a Chef by the American Culinary Federation or its equivalent is desirable.

Reasonable Accommodation

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

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Ratification of Proposed Amendments to the Entrance Qualifications for the Class of Automotive Mechanic (Case 4050)

Recommendation:

It is recommended that the Personnel Commission ratify the proposed amendments to the entrance qualifications for the class of Automotive Mechanic, effective January 12, 2022.

Bases of Recommendation:

1. Due to an ongoing examination for the class of Automotive Mechanic, there was an urgent need to further amend the entrance qualifications for this class to increase the pool of qualified candidates. A current vacancy exists at Los Angeles Pierce College.
2. The proposed class description amendments are intended to make the entrance qualifications of the subject class broader to include an associate degree option plus three years of applicable experience as well as an option for any equivalent combination of all options, which is anticipated to increase the pool of candidates in this specialized field.
3. There are currently five incumbents in the subject class whose positions are not impacted by the proposed changes.

AUTOMOTIVE MECHANIC

DEFINITION

Performs journey-level work in the all-around diagnosis, overhaul, maintenance, and repair of various types of gasoline-, diesel-, and electric-powered automotive equipment.

TYPICAL DUTIES

Overhauls a variety of gasoline, diesel, and electric-powered automotive equipment, such as automobiles, light-, medium-, and heavy-duty trucks, vans, scooters, motorized farm and garden equipment, utility vehicles, power sweepers, man lifts, and forklifts.

Diagnoses causes of equipment malfunction.

Performs repair work on internal combustion engines such as grinding valves, installing piston rings and pistons; fitting bearings and bushings; aligning rods, including dismantling and reassembling engine components.

Adjusts and repairs other components of automotive equipment such as clutches, transmissions, single and multiple speed differentials, hydraulic loading and accessory systems and controls, mechanical vacuum boosters, hydraulic and air brake systems, suspension systems, steering assemblies, and carburetion, ignition and electrical systems including voltage regulators, generators, and alternators.

Performs maintenance work on automotive equipment such as tune-ups, oil changes, balancing wheels and tires, and inspecting and repairing mufflers and smog control devices.

Troubleshoots vehicle computers and computerized sensors and replaces faulty components and parts as needed.

Safely operates shop equipment such as hand-set grinders, drill and hydraulic presses, hydraulic lifts, engine analyzers, valve and seat refacers, welding equipment, and electrical system testing equipment.

Performs electric and oxygen acetylene welding.

Matches tires on dual wheels.

Orders and stocks parts and supplies needed for repairs.

Maintains equipment usage, inspection, smog certification, and service and repair records.

Maintains an inventory of supplies and tools for assigned area/projects.

Estimates costs for parts and equipment.

Makes recommendations regarding repair by outside contractors.

Test drives vehicles on the road.

Maintains shop area, supplies, and tools in a safe, clean, and orderly condition.

May perform repair of heavy-duty off road vehicles.

May perform repair and maintenance on auxiliary equipment such as sprayers, plows, seed planters, and other related equipment.

May assign, review the work of, and provide training to assigned lower-level staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Automotive Mechanic** repairs, overhauls, and maintains light-, medium-, and heavy-duty automotive equipment including motorized farm and garden equipment.

A **Power Equipment Mechanic** repairs, overhauls, and maintains a variety of light-duty power equipment and performs minor repairs and maintenance on automotive equipment.

SUPERVISION

General supervision is received from a General Foreman or Director of College Facilities. Work direction may be provided to Maintenance Assistants.

CLASS QUALIFICATIONS

Knowledge of:

Types, models, and operation of automotive equipment

Principles and theories related to automotive mechanics and electrical wiring systems

Tools, diagnostic instruments, materials, and parts involved in the repair and maintenance of automotive equipment

Gasoline and diesel internal combustion engines

Hydraulic and power take-off accessory systems

Preventive maintenance requirements for automotive equipment

Electric and oxygen acetylene welding

Safety precautions, practices, and procedures of the trade

Basic recordkeeping procedures

Basic operations of computer equipment

Skill in:

Use of tools and instruments of the trade

Ability to:

Diagnose and repair electric, electronic, and mechanical malfunctions of a wide range of automotive equipment

Adjust and operate automotive shop equipment

Use and read precision instruments such as micrometers, dial indicators, and oscilloscopes

Read and use manuals and specifications related to automotive equipment

Work independently

Work effectively and cooperatively with District staff, students, and outside service contractors

Keep accurate records

Road test vehicles

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

Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate degree or its equivalent from a recognized college or university with a major in automotive mechanics or a related field AND three years of full-time paid experience in all-around automotive repair of complete power train, electric, and hydraulic systems including work on automobiles, heavy-duty trucks, buses, or off-the-road equipment. One year of the required experience must have been recent and at the journey-level.

OR

A. B. Graduation from high school or its equivalent AND completion of a recognized apprenticeship program of at least four years' duration or its equivalent in automotive equipment repair AND one year of recent, full-time paid journey-level experience in all-around automotive repair of complete power train, electric, and hydraulic systems including work on automobiles, heavy-duty trucks, buses, or off road equipment.

OR

B. C. Graduation from high school or its equivalent AND five years of full-time paid experience in all-around automotive repair of complete power train, electric, and hydraulic systems including work on automobiles, heavy-duty trucks, buses, or off-the-road equipment. One year of the required experience must have been recent and at the journey-level.

OR

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

Physical Requirements:

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

Special:

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

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.

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Salary Reallocation for the Class of Child Development Center Food Services Aide, Food Services Group, Student Services Series (Case 4049)

Recommendations:

- I. It is recommended that the salary-setting basis for the class of Child Development Center Food Services Aide be based on the Food Preparation Workers and Food Servers, Nonrestaurant benchmarks, OES Survey, U.S. Department of Labor, Bureau of Labor Statistics, effective January 19, 2022.
- II. It is recommended that the Personnel Commission approve the following salary reallocation for the class of Child Development Center Food Services Aide, effective January 19, 2022.

Current Salary Schedule, shortened range starting at step 5

Step 5	
\$16.71	Hourly
\$2,897.28	Monthly
\$34,767.36	Annually

Proposed Salary Schedule, shortened range starting at step 5

Step 5	
\$17.28	Hourly
\$2,994.45	Monthly
\$35,933.40	Annually

Basis of Recommendations:

- 1. The last few examination administrations conducted for Child Development Food Services Aide only yielded a small pool of eligibles. There is a current vacancy at Los Angeles Mission College for which a recruitment is underway. Thus far only a few qualified applicants have been identified, which is primarily driven by the tight labor market for food services workers. Given the persistent difficulties in producing an adequate number of qualified eligibles to fill all of the District’s vacancies in this class, staff initiated a salary review for the class to assess the competitiveness of the District’s salary for this class. It is anticipated that an increase of the salary for the subject class will result in a more competitive rate in the tight labor market and improve current and future recruitment prospects and retention rates.

2. The salary survey conducted for the class of Child Development Center Food Services Aide included data from the U.S. Department of Labor, Bureau of Labor Statistics, OES survey, Greater Los Angeles area. The data obtained from the U.S. Department of Labor, Bureau of Labor Statistics, OES survey Los Angeles-Long Beach-Anaheim included the benchmarks of Food Preparation Workers (sample size of 34,580 employees) and Food Servers, Nonrestaurant (sample size of 8,020 employees) which produced the following results (adjusted by applicable Employment Cost Index):

Food Preparation Workers:

Q1	Median	Average	Q3	
\$13.41	\$14.15	\$14.96	\$15.61	Hourly
\$2,324.82	\$2,452.73	\$2,593.53	\$2,705.99	Monthly
\$27,897.84	\$29,432.76	\$31,122.36	\$32,471.88	Annually

Food Servers, Nonrestaurant:

Q1	Median	Average	Q3	
\$14.52	\$15.96	\$17.13	\$18.94	Hourly
\$2,517.12	\$2,766.95	\$2,968.69	\$3,282.90	Monthly
\$30,205.44	\$33,203.4	\$35,624.28	\$39,394.80	Annually

Staff considered a salary setting basis of the average of both OES benchmarks to be appropriate for the District’s class of Child Development Center Food Services Aide. The average OES data yielded a monthly Q3 of \$2,994.45 (\$17.28 /hr). The proposed salary reallocation results in an increase of 3.35% at the maximum step for the subject class.

Status of Incumbents

Regular incumbents whose salary is reallocated will have their salaries allocated to the new salary schedule in accordance with the provisions of Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION, paragraph A. This paragraph states that whenever the schedule for an entire class is changed, the step of each continuing regular incumbent in a position shall be adjusted to the numbered step in the new schedule that corresponds to his/her numbered step on the previous schedule. This affects the salary allocation of a total of nine employees in the class of Child Development Center Food Services Aide.

INFORMATION SECURITY ANALYST

DEFINITION

Performs complex work related to the District's information security plan including testing, analysis and evaluation of the integrity and confidentiality of enterprise systems, assets, and communication technology throughout the District.

TYPICAL DUTIES

Performs risk analysis of IT assets, infrastructure and systems to: isolate potential threats and hazards; assess the potential impact on business assets; identify measures to minimize or eliminate any negative effects; and inform plans to mitigate and/or prevent such hazards or threats.

Performs audits of the disaster recovery and business continuity plans for IT infrastructure and systems of the District and colleges, including hardware and software, networks, procedures, and people.

Participates in response efforts to information security incidents throughout the District, including post-incident recovery assessment and coordination with third-party responders such as law enforcement.

Analyzes data and document security plans, standards, and measures to ensure alignment with District, government, and industry standards.

Analyzes and evaluates security controls and procedures for: business process owners using information systems and assets; and items related to the acquisition, development, and lifecycle change of information systems.

Updates asset inventory of computing and networking related devices owned, managed, or otherwise used by the District, including information about the criticality of the asset and sensitivity of stored data.

Tests and assesses new security products and technologies, identifying integration issues and preparing cost and resource estimates.

Assists in the administration of authentication and access controls, including provisioning, changes, and deactivation of user and system accounts, security/access roles, and access permissions.

Assists in coordination and evaluation of the work of third-party resources employed for special projects related to the development, implementation, and monitoring of security program initiatives.

Assists in providing technical training, mentoring, and coaching to professional and technical staff on complex matters related to information security.

Maintains effective and cooperative working relationships with administrators, functional and technical team members, and users.

May conduct education and awareness seminars and programs related to information security activities, issues, and vulnerabilities for a broad range of audiences including administrators, managers, supervisors, staff, and students.

May serve in place of the Chief Information Security Officer as technical advisor on projects related to enterprise architecture, hardware, software, and technical controls that have security requirements and implications.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Information Security Analyst** analyzes and evaluates information systems, assets, and communication technology of the District and colleges to ensure compliance with the District's information security plan. Employees in this class work at a journey-level and are expected to work independently and without immediate supervision.

A **Chief Information Security Officer** plans, develops, implements, and enforces information security strategies, policies, standards, response plans, and procedures; conducts risk analysis and assessments; and coordinates day-to-day incident monitoring, response, and reporting activities designed to protect enterprise systems, assets, and communication technology throughout the District.

A **Software Systems Engineer** is a member of a technical team responsible for analyzing, installing, customizing, optimizing, troubleshooting, and monitoring large scale, complex application and system software for the District. An employee of this class receives assignments that are geared towards meeting high-level technical goals and objectives and assuring implementation of software that meets those objectives with maximum effectiveness and efficiency.

SUPERVISION

General supervision is received from the Chief Information Security Officer. Functional supervision may be exercised over assigned professional, technical, and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Communications and network architecture and design including operating systems, network utilities, access control, transmission media, and communication hardware

Concepts and countermeasures related to information security including workstation security, perimeter security, account management, application security, cryptography, and network security

Security assessment and testing tools

Technical sources of information for vulnerability alerts and advisories, security threat intelligence, and computer security standards, trends, and developments

Federal, state, and local regulations and guidelines related to information security such as HIPAA, FERPA, FISMA, and GLBA Principles and methods of risk management and analysis as applied to technology and information security

Principles of data management including data replication, retention, and security controls

Methods and techniques of technical documentation and record keeping

Principles of training

Ability to:

Conduct vulnerability audits, forensic investigations, and risk management assessments

Detect, investigate, and analyze threats and emergency security incidents

Respond immediately to security-related incidents and provide a thorough post-event analysis

Evaluate controls and procedures to mitigate risk, hazards, and threats to IT systems and their operation

Monitor internal and external policy compliance

Manage personal and institutional data in accordance with legal, regulatory, administrative and contractual requirements

Consistently use and promote professional standards and practices related to assignments

Actively contribute to a culture of constructive collaboration and innovation with colleagues

Maintain high levels of customer service and satisfaction

Provide effective and timely liaison among management, programmers, security team staff, and auditors on IT security issues and activities

Effectively communicate highly technical information accurately, concisely and in understandable terms, both orally and in writing

Foster a culture of constructive and effective collaboration and innovation within the architecture, solution designers, operations team, and with other functions

Train technical staff in the application of information security concepts and practices

Stay abreast of current trends and technical advancements in the area of information security and apply knowledge to solving complex problems

ENTRANCE QUALIFICATIONS

Education and Experience:

A bachelor's degree from a recognized college or university preferably with a major in computer science, computer engineering, network security, information security, information technology, mathematics, or a related field.

AND

Three years of recent, full-time, paid, professional-level experience in network administration and maintenance in an environment with a variety of network devices, DDNS, VPN, and firewalls.

Certification:

~~Possession of One~~ or more of the following certifications or an equivalent ~~is required~~ must be obtained within six months of employment:-

- Certified Information Systems Security Professional (CISSP)
- Security Essentials Certification (GSEC)
- Information Security Fundamentals (GISF)
- Certified Vulnerability Assessor (CVA)
- CompTIA CySA+
- Systems Security Certification Professional (SSCP)

Special:

The professional license must remain current and valid throughout employment with the District.

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.

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

NOTICE OF OUTSTANDING
WORK PERFORMANCE

Name Ray Laney Employee Number 794936
 Last First
 College/Division Educational Service Center Classification Assistant Administrative Analyst

The employee named above is commended for outstanding work performance for the period beginning 7/1/20 and ending 12/15/21. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

During this period, Ms. Ray oversaw the transition of the LACCD Human Resources (HR) Board Rules and Administrative Regulations to the Community College League (CCL) of California format for Board Policies (BP) and Administrative Policies (AP). Ms. Ray reviewed over 50 board policies and administrative regulations and provided recommendations to Interim Vice Chancellor of HR on changes to the BPs and APs as well as developed procedures to obtain approval of the BPs and APs. Ms. Ray shepherded the BP and APs through the review process which included the HR AD HOC Policies Committee, the HR Council, General Counsel and the Vice Chancellor. Ms. Laney's tireless efforts resulted in the approval of overall 30 HR BPs by the Board of Trustees on December 15, 2021. In addition, Ms. Laney respond to a multitude of requests for information as a result of COVID 19.

<small>DocuSigned by:</small> <i>Gregory Marzarella</i> <small>A30B12F78C0C4BB</small>	Administrative Analyst	1/12/2022		12:01:11	PM	PST
Signature of Supervisor	Title	Date				
<small>DocuSigned by:</small> <i>Laney Ray</i> <small>CC375E214A47AD2</small>	Assist. Admin. Analyst	1/12/2022		12:54:25	PM	PST
Signature of Employee	Title	Date				
<small>DocuSigned by:</small> <i>Mercedes Gutierrez</i> <small>EB43E9EA4E214AC</small>	Interim Vice Chancellor, HR	1/12/2022		1:46:46	PM	PST
Signature of Reviewer (Optional)	Title	Date				

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

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

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