

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
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

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, January 19, 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 5, 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 November 17, 2021, December 1, 2021, and December 17, 2021
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
 - b. Strictly Classified Employee Bulletin
- V. Shortened Salary Range for Chief Executive Job Classifications (Case 4045)
- VI. Classification Study: Assistant Research Analyst, EN 1069682, Research Office, Los Angeles Valley College (Case 4041)
- VII. Salary Reallocations for the Classes of Accountant, Senior Accountant, and Supervising Accountant (Case 4043)
- VIII. Notice of Outstanding Work Performance for Jason Zhu, Senior Accountant, Business Services Office, Los Angeles Southwest College
- IX. Correspondence
- 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
- XII. Reconvene into Closed Session
- XIII. Reconvene into Open Session
- XIV. Report of Actions Taken in Closed Session
- XV. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, January 19, 2022
Closed Session 12:30 p.m.
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Via Teleconference

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LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Wednesday, November 17, 2021 – 12:30 p.m.

Via Teleconference

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

MINUTES OF THE REGULAR MEETING – CLOSED SESSION

Present: Commissioners:
David Iwata
Diva Sanchez Trevino
Hope Singer

Staff: Ron Delahoussaye, Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** – None.
- III. **Convene into Closed Session**
 - a. **To Discuss Public Employment**
Pursuant to Government Code Section 54957
 - b. **Conference with Legal Counsel – Anticipated Litigation**
Pursuant to Government Code Section 54957(b)(1)
- IV. **Correspondence** – No correspondence was received.
- V. Adjourn – The meeting adjourned at 12:59 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, November 17, 2021 – 1:00 p.m.

Via Teleconference

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

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+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

MINUTES OF THE REGULAR MEETING – OPEN SESSION

Present: Commissioners:

David Iwata, Chair

Diva Sanchez Trevino, Vice Chair

Hope Singer

Staff:

Ron Delahoussaye, Personnel Director

Ute Severa, Assistant Personnel Director

Neely Miller, Executive Assistant (Confidential)

Ryan Pennock, Personnel Analyst

Denise McGee, Personnel Analyst

Deborah Tsai, Assistant Personnel Analyst

Patrick Sung, Assistant Personnel Analyst

Justin L’Hommedieu, Assessment & Selection Analyst

Sarah Oda, Administrative Intern

Guests:

Mary Gallagher, President, Los Angeles City College

Naira Sargsian, Payroll Assistant, Los Angeles City College

Michael Pascual, Associate Vice President, Administrative Services, Los Angeles City College

Jo-Ann Haywood, AFT 1521A

Yovanna Campos, AFT 1521A

Ahrien Johnson, AFT 1421A

Hazel Alonzo, President, AFT 1521A

Rowena Smith-Kersaint, AFT 1521A

- I. The Chair convened the regular meeting at 1:00 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that no decisions were made in closed session.
- III. **Review and Approve the Minutes of the Closed and Open Meetings of October 20, 2021** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the minutes for the closed and open sessions of October 20, 2021, as presented.

IV. Miscellaneous Personnel Commission Activities and Announcements

a. Classified Employment Opportunities Bulletin

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

V. Revisions to Personnel Commission Rule 763, EMPLOYMENT OF RETIRED MEMBERS OF THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (Final Approval) (Case 4026) - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted tentative approval to the Personnel Commission rule noted above, as presented.

VI. Class Study: EN 789592, Payroll Assistant, Administrative Services-Finance, Los Angeles City College (Case 4020) – Dr. Mary Gallagher, President, Los Angeles City College, spoke on behalf of the employee requesting that the study be pulled from the agenda and sent back for further study, and that the employee be reclassified at a higher level than recommended by the Personnel Commission staff. Upon motion by Ms. Sanchez Trevino seconded by Ms. Singer, and concurred with by the Chair, the reclassification of EN 789592 was approved in order to ensure the employee's eligibility for the examination for the class of Assistant Administrative Analyst. In addition, further study may be initiated should the college provide additional information supporting a higher classification is warranted.

VII. Claims for Temporary Work Out of Classification for EN 1060185 (Case 4027) - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the claims for temporary work out of classification noted above, as presented.

VIII. Ratification of Proposed Amendments to the Entrance Qualifications for the Class of Custodial Supervisor (Case 4028) - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the ratification of the proposed amendments to the entrance qualifications for the class of Custodial Supervisor noted above, as presented.

IX. Claims Establishment of New Classification of Senior Assessment and Selection Analyst (4029)

a. Approve the Establishment of the New Classification of Senior Assessment and Selection Analyst

b. Approve the Salary Allocation for the New Classification of Senior Assessment and Selection Analyst

c. Approve the Class Description for the New Classification of Senior Assessment and Selection Analyst

d. Approve the Examination Authorization for the New Classification of Senior Assessment and Selection Analyst with an Open and Promotional (Dual Certification) Field of Competition

Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the creation of the classification of Senior Assessment and Selection Analyst, as presented.

- X. **Class Change in the Exam Authorization for the Class of Senior Sign Language Interpreter Specialist (Case 4030)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission the class description revisions noted above as a consent item.
- XI. **Correspondence** – None.
- XII. **Notice of Anticipated Items** - Class Description Revisions for: Instructional Assistant, Assistive Technology (AFT); Senior Facilities Assistant (AFT); Title Change for the Class of Senior Facilities Assistant (AFT)
- XIII. **Hear Non-Agenda Speakers/Open Forum** – None.
- XIV. **Reconvene into Closed Session**
- XV. **Reconvene into Open Session**
- XVI. **Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.
- XVII. **Adjourn** – The meeting adjourned at 1:18 p.m.

Ron Delahoussaye, Personnel Director

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

Date

David Iwata, Chair

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Wednesday, December 1, 2021 – 12:30 p.m.

Via Teleconference

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

MINUTES OF THE REGULAR MEETING – CLOSED SESSION

Present: Commissioners:
David Iwata
Diva Sanchez Trevino
Hope Singer

Staff: Ron Delahoussaye, Personnel Director

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

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

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, December 1, 2021 – 1:00 p.m.

Via Teleconference

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

MINUTES OF THE REGULAR MEETING – OPEN SESSION

Present: Commissioners:

David Iwata, Chair

Diva Sanchez Trevino, Vice Chair

Hope Singer

Staff:

Ron Delahoussaye, Personnel Director

Ute Severa, Assistant Personnel Director

Neely Miller, Executive Assistant (Confidential)

Ryan Pennock, Personnel Analyst

Deborah Tsai, Assistant Personnel Analyst

Patrick Sung, Assistant Personnel Analyst

Sarah Oda, Administrative Intern

Guests:

Pamela Louisa Gonzales, Personnel Assistant, Los Angeles City College

George Sosa, Instructional Assistant, Assistive Technology, Los Angeles Valley College

Nestor Martinez, Senior Personnel Assistant, Los Angeles City College

Kristine Ayvazyan, AFT 1521A

Jo-Ann Haywood, AFT 1521A

Yovanna Campos, AFT 1521A

Troy 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. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the minutes for the closed and open sessions of November 3, 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, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission received the Classified Employment Opportunities Bulletin and Strictly Classified Employee Bulletin.

- V. Receive Personnel Commission Schedule of Meetings for January – June 2022** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission received the schedule of Personnel Commission meetings for January-June 2022.

VI. Title Change for the Class of Senior Facilities Assistant (Case 4031)

VII. Title Changes for the Classes of Personnel Assistant, Senior Personnel Assistant, and Senior Personnel Technician (Case 4032)

VIII. Class Description Revisions for:

- a. Instructional Assistant, Assistive Technology**

Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved items VI-VIII as consent items.

IX. Correspondence – None.

- X. Notice of Anticipated Items** - Claims for Temporary Work Out of Classification for EN 1051542; Annual Report on Classes to be Inactivated; Annual Report on Re-Issued Class Descriptions; 2021 Legislative Report Summary

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 1:08 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
PERSONNEL COMMISSION

Friday, December 17, 2021 – 10:45 a.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
Hope Singer

Staff: Ron Delahoussaye, Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** – None.
- III. **Convene into Closed Session**
 - a. **To Discuss Public Employment**
Pursuant to Government Code Section 54957
 - b. **Conference with Legal Counsel – Anticipated Litigation**
Pursuant to Government Code Section 54957(b)(1)
- IV. **Correspondence** – No correspondence was received.
- V. Adjourn – The meeting adjourned at 11:00 a.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**

Friday, December 17, 2021 – 11:00 a.m.

Via Teleconference

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

MINUTES OF THE REGULAR MEETING – OPEN SESSION

Present: Commissioners:

David Iwata, Chair

Diva Sanchez Trevino, Vice Chair

Hope Singer

Staff:

Ron Delahoussaye, Personnel Director

Ute Severa, Assistant Personnel Director

Neely Miller, Executive Assistant (Confidential)

Ryan Pennock, Personnel Analyst

Denise McGee, Personnel Analyst

Deborah Tsai, Assistant Personnel Analyst

Justin L'Hommedieu, Assessment & Selection Analyst

Sarah Oda, Administrative Intern

Guests:

Jo-Ann Haywood, AFT 1521A

Yovanna Campos, AFT 1521A

- I. The Chair convened the regular meeting at 11:01 a.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported the Personnel Commission took no action during closed session.
- III. **Miscellaneous Personnel Commission Activities and Announcements**
 - a. **Classified Employment Opportunities Bulletin**

Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the Classified Employment Opportunities Bulletin and Strictly Classified Employee Bulletin.
- IV. **2021 Legislative Report Summary (Case 4033)**
- V. **Title Change for the Class of Senior Facilities Assistant (Case 4031)**

VI. Title Changes for the Classes of Personnel Assistant, Senior Personnel Assistant, and Senior Personnel Technician (Case 4032)

Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved items IV-VI as consent items.

VII. Designation of the Gardener List as the Most Appropriate Eligibility List for the Class of Groundskeeper (Case 4036) - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the list designation noted above, as presented.

VIII. Temporary Suspension of Certain Sections of Personnel Commission Rules in Light of the Covid-19 Health Crisis (Case 3816-3) - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the list designation noted above, as presented.

IX. Establishment of a New Class of Assistant Director of Accounting, Administration Series (Case 4044)

- a. Approve the Establishment of the New Classification of Assistant Director of Accounting
- b. Approve the Salary Allocation for the New Classification of Assistant Director of Accounting
- c. Approve the Class Description for the New Classification of Assistant Director of Accounting
- d. Approve the Examination Authorization for the New Classification of Assistant Director of Accounting with an Open and Promotional (Dual Certification) field of competition.

X. Salary Reallocation for the Classes in the Construction Inspection Group, Facilities Series (Case 4042)

XI. Classification and Salary Study for the Class of Payroll Systems Manager, Administration Series (Case 4034)

XII. Classification and Salary Study of Safety and Security Job Classifications, Administration Series (Case 4035)

XIII. Class Description Revisions for the Class of:

- a. Assistant Financial Aid Systems Specialist

Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved items IX. - XIII. as consent items.

XIV. Correspondence – None.

- XV. **Notice of Anticipated Items** - Classification Study: Assistant Research Analyst, EN 1069682, Research Office, LAVC (AFT); Salary Reallocations for the Classes of Accountant (AFT), Senior Accountant (Local 721), and Supervising Accountant (Local 721)

- XVI. **Hear Non-Agenda Speakers/Open Forum** – The Personnel Commissioners thanked staff and the union representatives for the hard work they put in over the past year, especially in light of the ongoing Covid-19 pandemic and the challenges it has posed for everyone. Ron Delahoussaye, Personnel Director, thanked the union representatives and the commissioners for their continued collaborative efforts. Jo Ann Haywood, AFT 1521A Staff Guild, thanked the commissioners and staff for their hard work throughout 2021 and looks forward to continued collaboration in 2022.

- XVII. **Reconvene into Closed Session**

- XVIII. **Reconvene into Open Session**

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

- XX. **Adjourn** – The meeting adjourned at 11:12 a.m.

Ron Delahoussaye, Personnel Director

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

Date

David Iwata, Chair

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Shortened Salary Range for Chief Executive Job Classifications (Case 4045)

Recommendations:

- I. It is recommended that the Personnel Commission approve a shortened range to start at step 3 for the classes of Vice Chancellor of Human Resources, Vice Chancellor/Chief Financial Officer, and General Counsel, as follows, effective July 1, 2021.

Salary Schedule 18110.25, shortened range to start at step 3

Step 1	Step 2	Step 3	Step 4	Step 5	
\$18,110.25	\$19,106.32	\$20,157.17	\$21,265.81	\$22,435.43	Monthly Annually
\$217,323.00	\$229,275.84	\$241,886.04	\$255,189.72	\$269,225.16	

- II. It is recommended that Rule 519, SENIOR ADMINISTRATIVE POSITIONS AND EMPLOYEES, be amended to re-designate the class of Vice Chancellor of Human Resources as a classified senior administrative position.

Bases of Recommendations:

1. At the December 15, 2021, Board of Trustees’ meeting, the permanent appointment of a promotional candidate for the position of Vice Chancellor of Human Resources was postponed pending review of the step placement of the incumbent in light of step placements of other hires in chief executive job classes. Furthermore, members of the Board indicated that a minimum step placement at level 3 be considered. Since all three subject classes noted in this report are designated as senior administrative positions (one pending approval in this report) and share the same salary schedule, staff is recommending a shortened range to start at step 3 be considered for the classes to meet the request of the Board of Trustees.
2. The class of Vice Chancellor of Human Resources was initially established on March 10, 2021 with a designation as a classified senior administrative position. On April 7, 2021, the designation was removed based on a request from the Chancellor.

When the salary was established for this class, internal and external data was considered. External data was collected for a comparable class from all California community college districts. 37 California community college districts identified a comparable class, which included 15 multi-college community college districts and 22 select single-college community college districts. The data produced a survey average of \$19,006.58 at the maximum step. The final salary setting basis was based on internal alignment considerations and staff recommended direct alignment with the salary of other comparable Vice Chancellors within the Classified Service as the most equitable choice for setting the proposed salary rate for the new class. This salary schedule also matched the salary schedule of Vice Chancellors in the academic service of the District. Staff notes that this schedule produced a higher salary at the

maximum step (\$21,352.83) than the external data (\$19,006.58) and therefore, a recommendation for a shortened range would have not been warranted.

To provide for flexibility in considering a shortened range for the Vice Chancellor of Human Resources class based on a request from the Board of Trustees, staff is recommending that the class be re-designated as a classified senior administrative position since these select executive positions are recognized as exemptions to merit system processes in the Education Code. This will provide for the option to propose a shortened range for this class to meet the request of the Board of Trustees. Based on equity concerns, staff is also recommending that a shortened range to start at step 3 be considered for the two other chief executive positions that are placed on the same salary schedule.

Status of Incumbents

In accordance with the provisions of Personnel Commission Rule 582, ALLOCATION TO APPROPRIATE SALARY STEP, employees on a lower step in a class for which an accelerated hiring step or shortened range has been authorized shall advance to the new hiring step on the effective date of acceleration. There is currently one incumbent in the class of Vice Chancellor of Human Resources that will be impacted by this report.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Classification Study: Assistant Research Analyst, EN 1069682, Research Office, Los Angeles Valley College (Case 4041)

Recommendation:

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

From:	Assistant Research Analyst (\$5,673.43-\$7,028.38/mo)*	To:	Research Analyst (\$7,028.38-\$8,706.94/mo)
Location:	Research Office Los Angeles Valley College	Incumbent:	B. Lo (EN 1069682)

Effective Date: October 13, 2021

* Salary includes an anticipated 5.07% COLA increase for FY 20/21

Bases of Recommendation:

1. The request to study the employee's position was initiated by the submission of the incumbent's performance evaluation, dated October 13, 2021, in accordance with the provisions of Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES, as well as Paragraph D. of the agreement between the Los Angeles Community College District and AFT College Staff Guild. The performance evaluation was accompanied by a description of the employee's duties. Staff received the performance evaluation on November 17, 2021. The employee requested that his position be reclassified to Research Analyst due to the gradually increasing complexity and independence of his work beginning in 2020. The administration was in support of this request.
2. Staff audited the position and found that the employee is responsible for the entire lifecycle of various complex research projects for Los Angeles Valley College, from problem definition, study design, data collection, analysis, and interpretation to final presentation of findings. Significant projects completed between January 2020 and the present include a new data structure and visual dashboard for variable-granularity enrollment data specific to Valley College; evaluation, distribution and tracking of CARES Act funding at the start of the COVID-19 health emergency; and a service area analysis to determine areas of potential enrollment growth in the current and future fiscal years.

The classification concept for the employee's current class of Assistant Research Analyst is based on conducting professional-level research studies of moderate complexity related to District

educational programs, planning, and development that are characterized by clear and specific objectives in accordance with conventional research techniques and methodology. Employees are continuing to learn skills in preparation for promotion but are expected to work without continuous review and supervision. The classification concept for the requested class (Research Analyst) is based on applying thorough knowledge and skill in research methodology and analysis in independently performing all phases of complex journey-level research studies. Employees in this class work at a journey-level and are expected to work independently and without immediate supervision.

After a thorough analysis of the employee's assigned duties, staff determined that the primary duties of the employee described in this report fall within the scope of responsibilities of the class of Research Analyst, because the employee independently conducts complex research and technical studies; selects, adapts, and applies appropriate research and statistical techniques to specific areas of study; organizes data and information in such form that analysis is facilitated and their significance may be appreciated; and participates in the design, implementation, and maintenance of specialized data bases and information systems to facilitate research and planning activities.

STATUS OF INCUMBENT

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, B. Lo (EN 1069682) 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 Research Analyst dated December 16, 2021; therefore, the incumbent can immediately be appointed to the reclassified position.

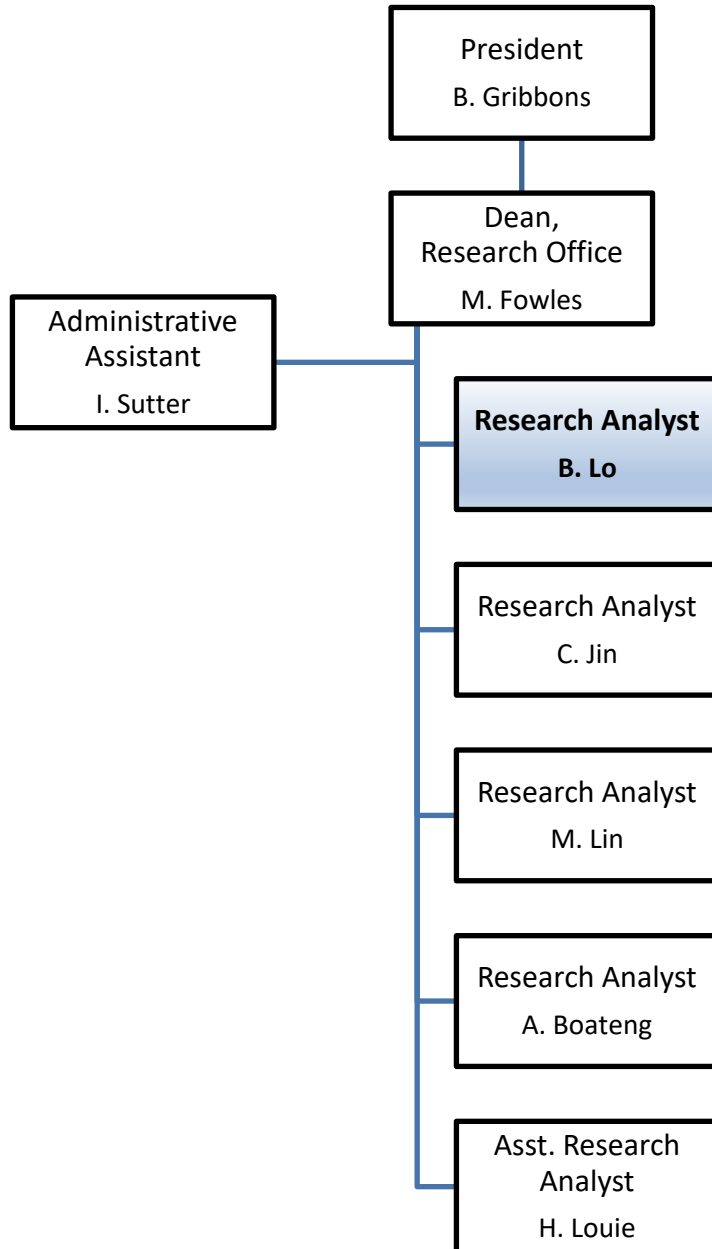
Date of Last Performance Evaluation: 10/13/2021

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



**LOS ANGELES COMMUNITY COLLEGE DISTRICT
ORGANIZATIONAL CHART**

Los Angeles Valley College – Research Office



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Salary Reallocations for the Classes of Accountant, Senior Accountant, and Supervising Accountant, Accounting Group, Administration Series (Case 4043)

Recommendations:

- I. It is recommended that the salary-setting basis for the class of Accountant be changed to maintaining a four-step differential below the Accountants and Auditors benchmark, OES Survey, U.S. Department of Labor, Bureau of Labor Statistics, effective January 5, 2022.
- II. It is recommended that the Personnel Commission approve the following salary reallocations for the subject classes, effective January 5, 2022:

Job Classification	Current Monthly Salary Schedule and Steps	Proposed Monthly Salary Schedule and Steps
Supervising Accountant	<u>7163.22</u> \$7,163.22 \$7,557.20 \$7,972.86 \$8,411.36 \$8,873.98	<u>7659.22</u> \$7,659.22 \$8,080.48 \$8,524.90 \$8,993.77 \$9,488.43
Senior Accountant	<u>6435.82</u> \$6,435.82 \$6,789.80 \$7,163.22 \$7,557.20 \$7,972.86	<u>6881.45</u> \$6,881.45 \$7,259.93 \$7,659.23 \$8,080.48 \$8,524.91
Accountant	<u>5195.15*</u> \$5,195.10 \$5,480.84 \$5,782.28 \$6,100.30 \$6,435.82	<u>5554.82</u> \$5,554.82 \$5,860.34 \$6,182.66 \$6,522.70 \$6,881.45

*Salary includes the anticipated 5.07% Cola increase for FY 21/22.

Basis of Recommendations:

- 1. The last few examination administrations conducted for Accountant only yielded a small pool of eligibles, which turned out to be inadequate to fill all vacancies within the District. There are currently four vacancies and only one has been filled of the current list thus far. One location has already cleared the list and requested a new exam administration. Given the persistent difficulties in producing an adequate number of qualified eligibles to fill the District’s accountant vacancies, staff conducted a salary review for the class to assess the competitiveness of the District’s salary for this class. This salary review also includes the classes of Senior Accountant and Supervising Accountant, which are tied to the Accountant benchmark. The salary review was supported by the Vice Chancellor/Chief Financial Officer. It is anticipated that an increase of the salary for the subject classes will improve future recruitment prospects and retention rates.

- The salary survey conducted for the class of Accountant included data from other public agencies and the U.S. Department of Labor, Bureau of Labor Statistics, OES survey, Greater Los Angeles area. The salary rates obtained from the local public agencies ranged from \$5,335.55 to \$ 6,939.00 per month at the maximum step. Staff notes that a large portion of the surveyed agencies did not have comparable classifications since they organized differently by using more broad-based accountant classifications consolidating the accounting, budget, and financial analysis functions into one classification.

The data obtained from the U.S. Department of Labor, Bureau of Labor Statistics, OES survey Los Angeles-Long Beach-Anaheim, for Accountants and Auditors (sample size of 61,740 employees) produced the following results (adjusted by applicable Employment Cost Index):

Q1	Median	Average	Q3	
\$4,790.43	\$6,430.17	\$7,182.21	\$8,524.91	Monthly
\$57,485.16	\$77,162.04	\$86,186.52	\$102,298.92	Annually

The U.S. Department of Labor benchmark was considered stronger than the District’s Accountant class since it reflects data of journey-level positions while the District’s Accountant is considered a junior-level position.

Staff considered a salary setting basis of four steps below the OES survey data to be appropriate for the District’s class of Accountant. The four-step adjustment takes into account the typical differential between junior-level and journey-level professional classifications within the classified service. The adjusted OES data yielded an interquartile data range of \$3,866.92 to \$6,881.45 per month. This data also falls within the range of the external salary data obtained from the local public agencies for comparable accountant positions and supports the proposed new salary schedules. The proposed salary reallocations result in an increase of 6.92% at the maximum step for the accountant class as well as the other two subject classes tied to it.

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 thirty-one employees: eight employees in the class of Senior Accountant and twenty-three employees in the class of Accountant.



Name Zhu, Jason
Last First

Employee Number 101701

College/Division Southwest College

Classification Senior Accountant C1161

The employee named above is commended for outstanding work performance for the period beginning 7/1/20 and ending 6/30/21. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Jason Zhu is deserving of recognition for Outstanding Work Performance for the period from July 1, 2020 through June 30, 2021.

During this period, Jason successfully led the Business Services Office to pivot very quickly from in-person services to online services to continue to support students during the COVID pandemic. Jason and his staff also continued to come to campus at least two days per week through the height of the pandemic in order to handle work that could not be done remotely. Through-out this period, Jason and his staff never missed a deadline despite being down two FTE.

<u>Daniel B. Hall</u>	V.P. Admin. Services	12/17/21
Signature of Supervisor	Title	Date
<u>J Zhu</u>	Senior Accountant	12/17/2021
Signature of Employee	Title	Date
<u>Daniel B. Hall</u>	V.P. Admin. Services	12/17/21
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.