

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING

Wednesday, May 4, 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, May 18, 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, May 4, 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

Amended

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Resolution Honoring Personnel Commissioner David Iwata
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities
 - b. Strictly Classified Employee Bulletins
- V. *Receive Schedule of Personnel Commission Meetings for July – December 2022*
- VI. Revisions to Personnel Commission Rule 642, ESTABLISHMENT AND DURATION OF ELIGIBILITY LISTS (Final Approval) (Case 4062)
- VII. *Salary Reallocation and Title Change for the class of Facilities Project Manager – Central Plant and Utilities, Facilities Project Group, Facilities Series (Case 4078)*
- VIII. Class Description Revisions for:
 - a. Agricultural Technician
 - b. Senior Agricultural Technician
 - c. Farm Manager
- IX. Notice of Anticipated Items: Classification Study: Senior Office Assistant, EN 1055892, Los Angeles Mission College (AFT); Classification Study: Office Assistant, EN 1049791, East Los Angeles College (AFT)
- X. Hear Non-Agenda Speakers
- XI. Open Public Hearing on the Appointment of a New Personnel Commissioner
- 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, May 18, 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

RESOLUTION HONORING PERSONNEL COMMISSIONER DAVID IWATA

- WHEREAS,** David Iwata was appointed to serve as Personnel Commissioner of the Los Angeles Community College District on December 6, 2001, **And**
- WHEREAS,** Mr. Iwata was uniquely qualified for service as a Personnel Commissioner of the Los Angeles Community College District through his vast experience in serving on various boards, commissions, and councils in both the public and private sectors at the Local, State, and National level as well as through his extensive consulting experience with advocacy, business, community, diversity, and economic development related programs, **And**
- WHEREAS,** During his over 20 years of service as Personnel Commissioner, 12 of which as the Chair of the Personnel Commission, Mr. Iwata has consistently proven his staunch and unwavering support for the Merit System and has always made the interests of the District and classified employees one of his top priorities, **And**
- WHEREAS,** During his tenure as Personnel Commissioner, Mr. Iwata has advanced the principles of equal employment opportunity, diversity, equity, and inclusion in the recruitment and selection process of the Personnel Commission; **And**
- WHEREAS,** Mr. Iwata has been instrumental in implementing creative and unique changes and improvements in Personnel Commission operations and services which incorporated merit principles, sound business practices, innovative systems technologies, **And**
- WHEREAS,** Mr. Iwata has gained the respect and trust of his fellow Personnel Commissioners, District administration, employees, union leadership, and staff in carrying out the role of Personnel Commissioner, **Now, Therefore, Be It**
- RESOLVED** That the Personnel Commission of the Los Angeles Community College District does hereby honor David Iwata as Personnel Commissioner Emeritus for his longstanding, invaluable, and distinguished service and dedication and wish him the best in his retirement.

PERSONNEL COMMISSION

Schedule of Meetings -- July - December 2022

July			
Wednesday	6	Closed	12:30 p.m.
		Open	1:00 p.m.
Wednesday	20	Closed	12:30 p.m. TBD
		Open	1:00 p.m.
August			
Wednesday	3	Closed	12:30p.m.
		Open	1:00p.m.
Monday	17	Closed	12:30p.m. TBD
		Open	1:00p.m.
September			
Wednesday	7	Closed	12:30p.m.
		Open	1:00p.m.
Wednesday	21	Closed	12:30p.m. TBD
		Open	1:00p.m.
October			
Wednesday	12	Closed	12:30p.m.
		Open	1:00p.m.
Wednesday	26	Closed	12:30p.m. TBD
		Open	1:00p.m.
November			
Wednesday	9	Closed	12:30p.m.
		Open	1:00p.m.
Wednesday	30	Closed	12:30p.m. TBD
		Open	1:00p.m.
December			
Wednesday	7	Closed	12:30p.m.
		Open	1:00p.m.
Wednesday	21	Closed	12:30p.m. TBD
		Open	1:00p.m.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 642, ESTABLISHMENT AND DURATION OF ELIGIBILITY LISTS (Final Approval) (Case 4062)

Personnel Commission Rule 642 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched provisions regarding the subject area at the other five merit system-based community college districts of California, as well as the Los Angeles Unified School District and Long Beach Unified School District. Most of the surveyed agencies have similar provisions in place related to the subject area. Some general and editorial updates have been made to the rule for clarification purposes.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

642

LAW AND RULES

~~March 22, 2017~~ May 4, 2022

642 ESTABLISHMENT AND DURATION OF ELIGIBILITY LISTS

Education Code Section(s)

~~88091. Vacancies in Classified Service; Promotional Applicants; Exemptions.—~~

(a) All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination. Applicants shall be placed on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

(b) (1) Upon the request of a majority of the members of the governing board of a community college district, the commission may exempt two executive secretarial positions from the requirements of this section. Exemptions authorized under this subdivision shall be limited to one executive secretary position reporting directly to members of the governing board, and one executive secretary position reporting directly to the chancellor.

(2) Any person employed in an exempt executive secretarial position shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except he or she shall not attain permanent status in an executive secretarial position. Positions of executive secretary shall be filled from an unranked list of eligible employees who have been found to be qualified for the positions as determined by the district chancellor or superintendent and determined by the personnel commission. Any person whose services in an executive secretarial position are discontinued for a cause other than a cause for disciplinary action specified in this code or in a rule of the commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission. This subdivision shall apply only to the employees hired on or after January 1, 1988.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

642

LAW AND RULES

March 22, 2017 May 4, 2022

(c) (1) Upon the request of a majority of the members of the governing board of a community college district, the personnel commission may exempt designated senior classified administrative positions from the requirements of this section. A "senior classified administrative employee" means a classified employee who acts as the chief business, fiscal, facilities, or information technology adviser or administrator for the district chancellor or superintendent or a college president, as determined by the governing board and certified by the personnel commission.

(2) Any person employed in an administrative position exempted under this subdivision shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except that he or she shall not attain permanent status in that administrative position. A vacancy in an administrative position that is exempted under this subdivision shall be filled from an unranked list of eligible persons who have been found to be qualified for the positions as determined by the district chancellor or superintendent and the personnel commission. Any person whose services in an administrative position exempted under this subdivision are discontinued for any reason other than for cause as specified in this code or in a rule of the personnel commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission.

(3) This subdivision shall apply only to employees hired on or after January 1, 2001.

(d) Nothing contained in this section shall authorize the selection of eligible candidates in circumvention of the affirmative action programs of any community college district.

~~88102. Area Eligibility Lists.~~ In any community college district which has geographical boundaries encompassing more than 200 square miles and which divides the area it serves into smaller areas for assignment of classified personnel, when an eligibility list is exhausted in one assignment area but there are available eligibles in another assignment area, an area eligibility list may be established for the assignment area in which the eligibility list is exhausted. The life of such new area eligibility list shall be one year. Seniority for the purpose specified in Section 88127 shall continue to be districtwide.

~~88103. Conditions for Certification for Employment from Open Competitive Eligibility List Before Exhaustion of Promotional List.~~ When an open competitive examination and a promotional examination for a particular class are held at the same time, the commission may, prior to the examination, authorize certification for employment of candidates from the open competitive eligibility list before the promotional eligibility list has been exhausted if the candidate on the open list has a higher score before adjustment for preferential credits than the score of the highest available candidate on the promotional list after seniority credits have been added.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

642

LAW AND RULES

March 22, 2017 May 4, 2022

88119. ~~Duration of Eligibility Lists.~~ Eligibility lists shall be established for a period of not less than one year except that when a list is exhausted for appointments to current vacancies, through use and eligibles being unavailable, the commission may, upon the recommendation of the officer charged with certifying eligibles, and after due notice to eligibles who may have made themselves unavailable for appointment, terminate it before a year has expired.

Eligibility lists may be established for a period of six months upon the approval of the personnel commission so long as the six months' duration of such a list is noted in the recruitment bulletin announcing the examination. If a list is exhausted for appointments to current vacancies, through use and eligibles being unavailable, the commission may, upon the recommendation of the officer charged with certifying eligibles, and after due notice to eligibles who may have made themselves unavailable for appointment, terminate it before the expiration date.

A list may be extended for an additional period of one year or less in the discretion of the commission.

- A. After an examination for a class is completed, the names of successful candidates shall be placed on an eligibility list ~~arranged~~ in the order of their qualifying final scores. ~~Such list shall be designated as an "eligibility list" for that class.~~
1. The final score for each successful candidate shall be rounded to the nearest whole percent. All candidates with the same percentage score will be considered as having the same rank.
 2. When dual certification has been ~~ordered~~ authorized, promotional candidates attaining a passing score shall have 2-1/2 seniority points, in addition to the seniority credit described in Rule 621, SENIORITY CREDIT ON PROMOTIONAL EXAMINATIONS, added to their final passing scores prior to their ranking on the eligibility list. Under dual certification, simultaneous open and promotional eligibility lists are merged in-score order after the addition of points for seniority and without the addition of veteran's credit. This method allows the certification of open candidates ahead of promotional candidates only when they have scored sufficiently higher in the same examination to overcome the promotional candidates' advantage of seniority credit.
 3. For job classifications designated as senior classified administrative positions, candidates attaining a passing score shall be placed on an unranked eligibility list in alphabetical order.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

642

LAW AND RULES

March 22, 2017 May 4, 2022

4. The names of eligibles resulting from a continuous examination shall be merged with the existing eligibility list, if any, for the same class in the order of their respective final scores on the examination. Such eligibles shall remain on the eligibility list for one year from the date of promulgation of the original list upon which his/her name appeared, ~~placement of the name on the eligibility list~~ unless previously removed in accordance with pertinent rules and regulations.
- B. The duration of an eligibility list shall be one year except as provided below.
1. If there are still eligibles ~~remain left~~ on the eligibility list after one year, the eligibility list shall be extended until a new recruitment is conducted and a new eligibility list is established or until a total period of two years has elapsed from the initial date of the establishment of the eligibility list, whichever comes first.
 2. The Personnel Commission may approve the establishment of an eligibility list for a duration of six months. The six months duration of such eligibility lists shall be noted in the recruitment bulletin announcing the examination. An eligibility list of six months duration may be extended upon approval by the Personnel Commission.
 3. Eligibility lists initially established for a duration of one year or six months, may be terminated by the Personnel Commission prior to the expiration date ~~duration of one year or six months, whichever is applicable~~, when three ranks cannot be certified to any location within the District or when other circumstances necessitate an early termination of the list. Eligibles remaining on an eligibility list shall be notified in writing of the Personnel Commission's intent to terminate an eligibility list.
 4. Eligibles who are added to an eligibility list after the initial date of promulgation of that list shall not have their eligibility extended beyond the expiration date of the eligibility list ~~because of their addition to the eligibility list after the initial promulgation date~~.
- C. An eligibility list for a class shall be applicable to all positions in that class throughout the District in accordance with Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES, and Rule 681, MERGING OF ELIGIBILITY LISTS, except as provided below.
1. When full certification cannot be made from an eligibility list to a location, as defined by the Personnel Commission, the Personnel Commission may authorize an area examination and approve the establishment of an area eligibility list for such location.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

642

LAW AND RULES

March 22, 2017 May 4, 2022

2. Eligibles on an area eligibility list shall be assigned only to colleges or other work locations in the District for which the area eligibility list is established.
 3. ~~A No~~ probationary employee who was appointed from an area eligibility list shall ~~not be eligible to request a be approved for~~ change of location, ~~at his/her request,~~ to a college or other work location in the District ~~if it which~~ was not specified in the area eligibility list from which he/she was originally appointed.
- D. When an eligibility list for a class is scheduled to expire and there is a known vacancy which will occur within 90 calendar days after the scheduled expiration date, the Personnel Director may authorize an appointment date from the eligibility list which is after the expiration date but not more than 90 calendar days after the expiration date.
- E. The provisions of Paragraph B., above, prohibiting extension of an eligibility list if a new list for the same class is established, shall not be applied if the new list and/or new examination is authorized as promotional only and the current list is either an open only list or an open and promotional list. In such cases, the open list shall be extended until the list is exhausted, ~~or~~ a new open list is established, or the list expires at the conclusion of two years.
- F. Employees who voluntarily or involuntarily terminate their employment with the District shall not be certified from promotional eligibility lists and shall have their names removed from all promotional eligibility lists upon which they appear except as provided below:
1. Persons whose names have been placed on reemployment lists.
 2. An employee whose name appears on a promotional eligibility list and resigns in good standing may make a written request to have his/her name transferred to an open eligibility list for the same class, provided that the open list was established simultaneously with the promotional list on which his/her name appears. In such case, his/her name shall be merged in score order without benefit of seniority credit, but with veteran's credit, if applicable, provided that proof of eligibility for veteran's credit is submitted at the time of the request for transfer of name to the open list. Such transfers of eligibility are contingent upon the approval of the employee's last division head or college president and the Office of ~~Employer~~ Employee and Labor Relations.
 3. Persons whose names are removed from promotional eligibility lists under the provisions of this paragraph shall not have the appeal privileges provided in Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Salary Reallocation and Title Change for the class of Facilities Project Manager – Central Plant and Utilities, Facilities Project Group, Facilities Series (Case 4078)

Recommendations:

- I. It is recommended that the salary for the class of Facilities Project Manager – Central Plant and Utilities be reallocated from salary schedule 8506.24 to salary schedule 8974.08; and that the salary setting basis be changed to maintain a one-step differential above the class of Facilities Project Manager, effective May 4, 2022.

Current Salary Schedule

Step 1	Step 2	Step 3	Step 4	Step 5	
\$8,506.24	\$8,974.08	\$9,467.65	\$9,988.37	\$10,537.73	Monthly
\$102,074.88	\$107,688.96	\$113,611.80	\$119,860.44	\$126,452.76	Annually

Proposed Salary Schedule

Step 1	Step 2	Step 3	Step 4	Step 5	
\$8,974.08	\$9,467.65	\$9,988.38	\$10,537.74	\$11,117.31	Monthly
\$107,688.96	\$113,611.80	\$119,860.56	\$126,452.88	\$133,407.72	Annually

- II. It is recommended that the class of Facilities Project Manager – Central Plant and Utilities, be retitled to Central Plant/Utility Infrastructure Project Manager and that the revised class description be adopted.
- III. It is recommended that the position of Facilities Project Manager – Central Plant and Utilities be reclassified for the purpose of title change only to Central Plant/Utility Infrastructure Project Manager.

Bases of Recommendations:

1. As a result of recruitment difficulties experienced for the subject class, the Director of Facilities Planning and Development requested a salary review of the class to determine if its current salary allocation is competitive. There is a current vacancy in the District's Facilities Planning and Development Division that was vacated as a result of the District's Supplemental Retirement Program (SRP) in December of 2021. Staff notes that only four applications were received over an extended recruitment period and none of the applicants

met the established entrance qualifications. It is anticipated that an increase of the salary for the position and a title change will improve the current recruitment and retention prospects for the position.

- Staff conducted a salary study for the subject class and surveyed other local community college districts and public agencies for data on a comparable class but was unable to obtain an adequate data sample.

Staff also researched the compensation database of the U.S. Department of Labor, Bureau of Labor Statistics and found a somewhat related class of Mechanical Engineer in the OES survey Los Angeles-Long Beach-Anaheim, (sample size of 10,030 employees). The data range for this class is as follows: (adjusted by applicable Employment Cost Index):

Q1	Median	Average	Q3	
\$6,902.44	\$8,878.63	\$9,308.31	\$11,287.94	Monthly
\$82,829.28	\$106,543.56	\$111,699.72	\$135,455.28	Annually

This class was considered broader than the District’s Facilities Project Manager – Central Plant and Utilities because it included engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment.

Staff determined that the recommended salary reallocation of an additional step (1 step=5.5%) above the benchmark class of Facilities Project Manager is warranted given the highly specialized nature of the subject class as well as will aid in placing the District in a more competitive position to successfully recruit and retain future employees. This salary reallocation will also provide for a more appropriate alignment with the data obtained from the U.S. Department of Labor.

- The recommended title change is intended to provide a more accurate reflection of the functions performed by an incumbent in this job classification.

**FACILITIES PROJECT MANAGER—CENTRAL PLANT AND UTILITIES (CPU)
CENTRAL PLANT/UTILITY INFRASTRUCTURE PROJECT MANAGER**

DEFINITION

Provides day-to-day management, oversight, and guidance over design and construction projects involving central utility plants, power generation (combined heat & power), chiller plants, boiler plants, hydronic systems, and related facilities; insures the operational integrity and regulatory compliance of central plants and utility systems throughout the District.

TYPICAL DUTIES

Manages design, construction, and utilization projects and studies involving central utility plants (CUP), power generation (combined heat & power; CHP), chiller plants, boiler plants, and hydronic systems from inception to completion.

Assesses the feasibility of proposed central plant and utilities projects using a variety of research and data collection approaches including meetings with District project sponsors, stakeholders, and subject matter experts.

Defines the high-level scope of projects based on business considerations, compliance requirements, and sponsor expectations; identifies and documents risks, assumptions, and constraints based on environment, historical data, and expert judgment; writes the project charter and related documents.

Prepares applications for projects and submits project information for review and/or approval to the Board of Trustees, California Community Colleges Chancellor's Office, Division of the State Architect, and others.

Provides documents and communicates details, technical project descriptions, and specifications to contract architects, engineers, and outside contractors and vendors; provides on-going technical direction to architects, engineers, contractors, and outside vendors on assigned projects.

Provides ongoing management of construction/renovation projects involving central plants, utilities, and related systems by developing plans and processes for the management of project budgets, schedules, procurement of goods and services, communication, quality assurance, change orders, and risk and issue identification and resolution.

Coordinates projects with ongoing or proposed major maintenance programs, equipment needs, land acquisition, project design, contract solicitation, project inspection, and the Division of the State Architect.

Communicates with college administration throughout planning and construction phases to provide information on project operations and progress and to receive input on the plans, schedules, interests, and concerns of the college regarding the project.

Meets with college maintenance and operations staff to confer on matters that may impact their ability to effectively maintain and operate the facility under construction.

Monitors the entry and accuracy of data input into the District's computerized maintenance management system (CMMS) for assigned projects.

Secures final acceptance of assigned projects including all financial, legal, and administrative closure documents and approvals.

Prepares and archives all project documents and materials to insure project and as-built knowledge and history, compliance with statutory requirements, and accessibility for future projects and audits.

Develops models, methods, and metrics to track and report on central plant and equipment performance; monitors and analyzes central plant and utilities equipment performance; recommends the repair and replacement of aging and low performing systems and equipment; provides technical guidance on repairs and operation.

Leads, trains, mentors, motivates, and evaluates team member and staff performance.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A ~~Facilities Project Manager— Central Plant/~~ & Utilities Infrastructure Project Manager provides day-to-day management, oversight, and guidance over design and construction projects involving central utility plants, power generation (combined heat & power), chiller plants, boiler plants, hydronic systems, and related facilities; insures the operational integrity and regulatory compliance of central plants and utility systems throughout the District.

A **Facilities Project Manager** participates with and represents college and District staff in the development and administration of plans for assigned college building construction and remodeling projects; technically reviews and submits project plans and applications to the California Community Colleges Chancellor's Office for approval; develops project budgets and fiscal controls and approves expenditures; coordinates the implementation of approved projects with various District, state, and local jurisdictions; and maintains liaison with campus and District administration throughout project development and construction.

A **Director of Facilities Planning and Development** assists the Vice Chancellor/Chief Facilities Executive in the overall administration of the business affairs of the department involving non-bond funded projects and assumes responsibility for the Vice Chancellor/Chief Facilities Executive in the event of his/her absence or in the exercise of delegated responsibilities and authorities.

SUPERVISION

General supervision is received from the Director of Facilities Planning and Development. Functional supervision is exercised over outside architects, engineers, contractors, and vendors. Immediate supervision is exercised over professional, technical, and clerical staff assigned to the unit.

CLASS QUALIFICATIONS

Knowledge of:

Engineering principles and practices related to power plant and utility distribution systems

Principles of project management including business case development, project selection criteria, stakeholder identification techniques, and risk identification and assessment

Relevant State and local building codes and regulations and review procedures

Industrial and cogeneration power plant systems and equipment such as boilers, gas turbines, steam turbines, fuel cells, chillers, pumps, fans, valving, and piping systems

Performance, environmental compliance, and safety requirements related to power plant and utility distribution systems and operations

Implementation and operation of central plant and utility enterprise information management systems

Principles of budgetary planning and management including cost-benefit analysis

Principles of construction scheduling

Project review/approval processes

Change management techniques

Close out requirements and processes

Reporting requirements, techniques, and systems applicable to central plant and utility system operations

Ability to:

Lead complex and/or unique central plant and utilities projects of broad scope with high District or functional priority

Effectively structure, integrate, and control all aspects of a project including initiation, planning, execution, monitoring, controlling, and closing

Manage a team of professionals in construction, engineering, and architecture disciplines

Maintain focus and quality under distracting working conditions and high workload

Manage project budget and expenses in a manner consistent with achieving project quality, schedules, and levels of service

Understand audit and oversight functions and the impact of quality assurance reviews and inspection

Read and interpret architectural plans and specifications

Prepare clear, concise, and effective oral and written communications, reports, and presentations

Effectively collaborate with external regulatory, governmental, and business or customer groups

Effectively communicate with architects, consultants, contractors, and District management and staff

Effectively utilize computer equipment, software, and hardware in the performance of duties

Travel to locations, meetings, and venues throughout the District

ENTRANCE QUALIFICATIONS

Education and Experience:

A bachelor's degree from a recognized college or university with a major in mechanical, electrical, or controls engineering, or a related field. Possession and maintenance of a Professional Engineer (PE) license and certification as a Project Management Professional (PMP) are desirable **AND** three years of full-time, paid, professional-level experience in planning or managing the construction of central utility plants, power generation (combined heat & power), chiller plants, boiler plants, hydronic systems, and similar design and construction projects. Experience with the planning and construction of educational facilities is highly desirable.

Special:

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

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.

AGRICULTURAL TECHNICIAN

DEFINITION

Performs animal care, crop production, agricultural facilities and equipment maintenance and repair, and instructional assistance duties related to the day-to-day operations of agricultural units that support an instructional program at Los Angeles Pierce College.

TYPICAL DUTIES

Establishes routines and performs duties related to the care of livestock such as horses, cattle, sheep, goats, ~~swine~~, poultry, burros, and/or llamas.

Develops feed formulas and mixes; distributes feed and water to animals.

Gelds and breeds animals which may include performing artificial insemination.

Diagnoses illness and provides routine health treatments and vaccinations to animals; secures the services of a veterinarian as required.

Maintains feed consumption, vaccination, breeding, health, and related records.

Gathers and summarizes data related to agricultural operations.

Cleans, sprays, disinfects, and makes repairs to animal shelters, feed and water troughs, barns, storage areas, fences, pens, corrals, and other livestock areas and performs general grounds maintenance work.

Fits tack to individual horses.

Plants, fertilizes, cultivates, waters, cuts or harvests, and stores crops, grasses, and pastures.

Prunes, shapes, and braces vines, shrubbery, and ornamental plants.

Performs soil analysis and prepares soil for planting.

Prepares and administers fertilizers, pesticides, and herbicides.

Maintains records related to planting, crop production, and crop rotation.

Assists instructional staff by preparing animals, facilities, agricultural crops, and equipment for laboratory demonstrations and exhibits.

Demonstrates techniques and assists students in the operation of various agricultural equipment and proper animal handling.

Provides work direction to student employees assigned to agricultural operations.

Prepares animals for sale and markets them through college or wholesale channels.

Operates various types of tractors and agricultural equipment.

Drives a truck to transport animals to and from the college.

Makes repairs to agricultural facilities and equipment.

Services, repairs, and returns to proper storage all agricultural equipment that is used on a daily basis.

Moves and adjusts field irrigation systems.

Maintains an inventory of supplies, materials, and equipment.

Prepares requisitions for supplies and materials.

Uses hand and power tools and arc, gas, and mig welders to perform maintenance on a variety of agricultural machinery and equipment.

Makes safety inspections of agricultural buildings, equipment, grounds, and animals; takes corrective action or reports problems to the supervisor.

Assists in the coordination of the use of agricultural facilities for special events, tours, and film crews.

Assists in the maintenance of agricultural shop tools and equipment.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Agricultural Technician** applies a working knowledge of the agricultural sciences in performing the full range of duties related to the day-to-day operations of agricultural units that support an instructional program at Los Angeles Pierce College, which includes instructional assistance, animal care, crop production, and facilities and equipment maintenance and repair.

A **Senior Agricultural Technician** applies a working knowledge of the agricultural sciences while acting in a lead capacity with responsibility for overseeing and participating in the day-to-day operation of agricultural units that support an instructional program at Los Angeles Pierce College which includes instructional assistance, and animal care, crop production, and facilities and equipment maintenance and repair.

An **Agricultural Assistant** performs a variety of unskilled and semi-skilled tasks related to the day-to-day operations of an agricultural unit that supports an instructional program at Los Angeles Pierce College.

SUPERVISION

General supervision is received from a classified or academic supervisor. Functional supervision is received from the instructional staff. Work direction is provided to lower-level agricultural staff and student employees.

CLASS QUALIFICATIONS

Knowledge of:

Procedures and equipment used in the selection and care of livestock such as meat and fiber animals, poultry, sheep, swine, horses, burros, and dairy beef cattle

Symptoms of common animal diseases and illnesses

Basic health and veterinary care

Breeding methods of livestock

Principles and methods of soil preparation, planting, and harvesting agricultural crops

~~Propagation technique for grains, grasses, and flowers~~

Diseases and insects affecting agricultural crops

Applicable state and local laws and regulations related to animal care, crop production, and agricultural operations

Proper and safe use of pesticides including insecticides, herbicides, and fungicides

Soils and fertilizers used in Southern California

Methods for the safe operation and maintenance of agricultural equipment

Methods of cleaning and caring for tack

Semi-skilled construction maintenance and repair of farm facilities

Safety requirements for handling hazardous or toxic materials

~~Capabilities of computer systems, software, and hardware common to agricultural operations~~

Recordkeeping procedures

Skill in:

The proper and safe operation of agricultural equipment

The proper and safe use of hand tools and power equipment

Ability to:

Care for livestock

Raise a variety of agricultural products from soil preparation through harvesting

Administer basic health and veterinary care to animals

Provide instructional assistance to students and instructional staff

Make repairs to agricultural equipment and facilities

Execute proper breeding methods for livestock

Effectively and safely operate and make adjustments to agricultural equipment and tools

Mix and apply pesticides according to written instructions

Apply fertilizers and soil amendments in proper proportions and sequence

Perform physical work associated with agricultural work

Keep accurate and complete records

Give clear and concise instructions

Follow written and oral instructions

Effectively utilize computer hardware and software common to agricultural operations

Work effectively with students, faculty, and staff

Learn propagation technique for grains, grasses, and flowers

Learn general and specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate degree or its equivalent from a recognized college or university with a major in agricultural science or a closely related field.

OR

B. Graduation from high school or its equivalent **AND** two years of full-time, paid experience in the care of livestock including horses.

OR

C. Graduation from high school or its equivalent **AND** two years of full-time, paid experience in farming.

OR

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

Special:

A valid Class “A” California driver's license may be required for some positions.

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

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

Physical Requirement:

Ability to lift and move items weighing up to 50 pounds

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.

SENIOR AGRICULTURAL TECHNICIAN

DEFINITION

Acts as a lead and participates in the day-to-day operations of agricultural units that support an instructional program at Los Angeles Pierce College which includes animal care, crop production, facilities and equipment maintenance and repair, and instructional assistance duties.

TYPICAL DUTIES

Schedules, oversees, and participates in the work of staff engaged in performing the following duties:

Preparing soil, planting, irrigating, fertilizing, cultivating, harvesting, and storing hay and other forage crops.

Planting, pruning, shaping, bracing, watering, and fertilizing vines and ornamental plants.

Selection, cCaring (including preventative and routine herd health practices and administering medical treatments as prescribed by a veterinarian), feeding, breeding, transportation, sale, and disposal of livestock ~~including~~ such as cattle, horses, sheep, goats, ~~swine~~, poultry, burros, and/or llamas.

Operating and maintaining a variety of agricultural machinery, equipment, tools, and facilities.

Preparing and/or mixing fertilizers, pesticides, herbicides, and insecticides.

Determines most efficient work procedures and techniques of assigned staff to ensure timely completion of projects and makes sure that safety standards and procedures are followed.

Recommends changes and improvements in agricultural operations, staffing, facilities, and equipment.

Answers questions, resolves problems, and maintains work schedules of assigned staff.

Assists in the coordination of agricultural operations off-site.

Assists in the implementation of security measures to prevent theft and vandalism.

Assists in the development of the annual budget and prepares requisitions for supplies and equipment as needed.

Assists in the coordination of the use of agricultural facilities for special events, tours, and film crews.

Assists instructional staff by preparing animals, facilities, agricultural crops, and equipment for laboratory demonstrations and exhibits.

Demonstrates techniques and assists students in the operation of various agricultural equipment and proper animal handling.

Makes or oversees safety inspections of agricultural buildings, equipment, grounds, and animals; takes corrective action.

Makes repairs to agricultural facilities and equipment.

Cleans, sprays, disinfects, and makes repairs to animal shelters, feed and water troughs, barns, storage areas, fences, pens, corrals, and other livestock areas and performs general grounds maintenance work.

Moves and adjusts field irrigation systems.

Provides training to assigned staff.

Gathers and summarizes data related to agricultural operations.

Maintains records and production reports related to planting, crop production, and crop rotation.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior Agricultural Technician** applies a working knowledge of the agricultural sciences while acting in a lead capacity with responsibility for overseeing and participating in the day-to-day operation of agricultural units that support an instructional program at Los Angeles Pierce College which includes instructional assistance, and animal care, crop production, and facilities and equipment maintenance and repair.

An **Agricultural Technician** applies a working knowledge of the agricultural sciences in performing the full range of duties related to the day-to-day operations of agricultural units that support an instructional program at Los Angeles Pierce College, which includes instructional assistance, animal care, crop production, and facilities and equipment maintenance and repair.

SUPERVISION

General supervision is received from a classified or academic supervisor. Serves as a lead over assigned Agricultural Technicians, student employees, and volunteers.

CLASS QUALIFICATIONS

Knowledge of:

Agricultural principles and methods and their application to diversified agricultural activities

Basic marketing principles of agricultural products

Procedures and equipment used in the selection and care of livestock such as meat and fiber animals, poultry, sheep, swine, horses, burros, and dairy beef cattle

Breeding methods for livestock

Symptoms of common animal diseases and illnesses

Basic health and veterinary care

Principles and methods of soil preparation, planting, and harvesting agricultural crops

Propagation technique for grains, grasses, and flowers

Diseases and insects affecting agricultural crops

Applicable state and local laws and regulations related to animal care, crop production, and agricultural operations

Methods for the safe operation and maintenance of agricultural equipment

Methods of cleaning and caring for tack

Semi-skilled construction maintenance and repair of farm facilities.

Proper and safe use of pesticides including insecticides, herbicides, and fungicides

Soils and fertilizers used in Southern California

Safety requirements for handling hazardous or toxic materials

Principles of training

Basic principles of budgeting

Organization and management of records

Capabilities of computer systems, software, and hardware common to agricultural operations

Recordkeeping procedures

Skill in:

The proper and safe operation of agricultural equipment

The proper and safe use of hand tools and power equipment

Ability to:

Provide leadership and technical assistance to others

Provide instructional assistance to students and instructional staff

Train others in the work of the unit

Give clear and concise instructions.

Understand, interpret, and apply rules and regulations related to agricultural operations

Make recommendations on agricultural improvements

Evaluate work methods

Care for livestock

Execute proper breeding methods for livestock

Raise a variety of agricultural products from soil preparation through harvesting

Administer basic health and veterinary care to animals

Mix and apply pesticides according to written instructions

Apply fertilizers and soil amendments in proper proportions and sequence

Make repairs to agricultural equipment and facilities

Effectively and safely operate and make adjustments to agricultural equipment and tools

Perform physical work associated with agricultural work

Keep accurate and complete records

Prepare accurate reports

Meet schedules and timelines

Follow written and oral instructions

Effectively utilize computer hardware and software common to agricultural operations

Work effectively with students, faculty, and staff

Learn general and specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate degree or its equivalent from a recognized college or university with a major in agricultural science or a closely related field **AND** one year of full-time, paid experience in farming or care of livestock including horses. Experience in a lead capacity is desirable.

OR

B. Graduation from high school or its equivalent **AND** three years of full-time, paid experience in the care of livestock including horses. Experience in a lead capacity is desirable.

OR

C. Graduation from high school or its equivalent **AND** three years of full-time, paid experience in farming. Experience in a lead capacity is desirable.

OR

D. Any equivalent combination of A., B., and C. above. Experience in a lead capacity is desirable.

Special:

A valid California Class “A” driver's license may be required for some positions and must be obtained within 60 days of employment.

A valid Class “C” California driver's license is required for some positions.

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

Physical Requirement:

Ability to lift and move items weighing up to 50 pounds

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.

FARM MANAGER

DEFINITION

Plans, supervises, and participates in the management and maintenance of farm/agricultural activities in support of the instructional programs at Los Angeles Pierce College.

TYPICAL DUTIES

Supervises and participates in daily farm/agricultural operations which include:

Soil preparation, planting, irrigation, cultivating, harvesting, and storing of hay and other forage crops.

Selection, caring (including preventative and routine herd health practices and administering medial treatments as prescribed by a veterinarian), feeding, breeding, sale, and disposal of livestock ~~including~~ such as beef, horses, sheep, goats, ~~swine~~, poultry, burros, and/or llamas.

Operation and maintenance of farm/agricultural machinery, equipment, and facilities.

Organizes, schedules, assigns, and reviews the work of assigned farm/agricultural employees.

Develops and implements work methods and procedures of all phases of farm/agricultural operations, including animal health and welfare.

Develops long-term and short-term plans for the farm/agricultural operations and recommends changes and improvements in farm/agricultural operations, staffing, facilities, and equipment.

Coordinates with the department chair and instructional staff to support the needs of the instructional program.

Coordinates the activities of students participating in farm/agricultural operations as part of their educational program.

Coordinates farm/agricultural operations off-site.

Conducts orientation and training sessions for farm/agricultural workers, students, and volunteers assigned to the farm/agricultural units.

Periodically inspects farm/agricultural buildings, grounds, and equipment to identify safety and sanitary hazards problems and initiates immediate or preventative maintenance measures.

Assures adherence of farm/agricultural operations to Federal, State, and local laws and regulations concerning human and animal health, safety, and sanitation.

Implements security measures to prevent theft and vandalism.

Develops an annual budget and makes requisitions for supplies and equipment as needed.

Maintains records and production reports on farm/agricultural activities and issues fiscal reports on farm/agricultural activities and budget expenditures on a regular basis.

Coordinates the use of farm/agricultural facilities for special events, tours, and film crews.

Maintains strong community relations with the public.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Farm Manager** plans, supervises, and participates in the management and maintenance of agricultural activities that support the instructional program at Los Angeles Pierce College.

A **Senior Agricultural Technician** applies a working knowledge of the agricultural sciences while acting in a lead capacity with responsibility for overseeing and participating in the daily operation of farm/agricultural units that supports an instructional program which includes instructional assistance, animal care, crop production, and facilities and equipment maintenance and repairs.

An **Agricultural Technician** applies a working knowledge of the agricultural sciences in performing the full range of duties related to the day-to-day operations of farm/agricultural units which includes instructional assistance, animal care, crop production, and facilities and equipment maintenance and repair.

SUPERVISION

General supervision is received from a classified or academic administrator. General supervision is exercised over lower-level Agricultural staff, student employees, and volunteers.

CLASS QUALIFICATIONS

Knowledge of:

Farming/agricultural principles and methods and their application to diversified farm/agricultural activities

Selection, nutrition, care, breeding, sanitation, and disease control of livestock such as meat and fiber animals, poultry, horses, burros, and dairy cattle

State and local laws and regulations related to animal care, crop production, and farm/agricultural operations

Agronomy

Basic veterinary care

Agricultural waste disposal

Marketing of agricultural products

Principles of public relations

Maintenance and operation of farm/agricultural equipment and machinery

Arboriculture and wildlife management

Health and safety laws and regulations applicable to farm/agricultural operations and product sales

Safety requirements for handling hazardous or toxic materials

Sustainable agricultural practices

Principles of supervision and training

Basic principles of budget preparation and maintenance

Capabilities of computer systems, software, and hardware common to farm/agricultural operations

Ability to

Manage farm/agricultural operations in conjunction with an instructional program

Develop plans for farm/agricultural operations and make recommendations on improvements

Supervise, coordinate, and schedule the work of assigned staff

Train others in farm/agricultural operations related activities

Effectively communicate orally and in writing

Give clear and concise instructions

Interpret and apply rules and regulations related to farm/agricultural operations

Establish and maintain effective and cooperative relationships with administrators, faculty, staff, students, vendors, and the community

Analyze situations correctly and take effective action

Evaluate work methods and performance

Meet schedules and time lines

Prepare accurate reports

Keep accurate records

Effectively utilize computer equipment in the performance of duties

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. A bachelor's degree from a recognized four-year college or university with a major in animal science, agricultural science, agribusiness, or a closely related field **AND** one year of full-time, paid farming experience which included responsibility for livestock and agricultural operations.

OR

B. An associate's degree from a recognized college or university with a major in animal science, agricultural science, agribusiness, or a closely related field **AND** three years of full-time, paid farming experience which included responsibility for livestock and agricultural operations.

OR

C. Graduation from high school or its equivalent **AND** five years of full-time paid farming experience which included responsibility for livestock and agricultural operations.

OR

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

Special:

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

Travel to locations throughout the District may be required.

A valid California Class "A" driver's license may be required within 60 days of employment.

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.



The Personnel Commission Invites you to
an Open Public Hearing involving

A NEW PERSONNEL COMMISSIONER APPOINTMENT

Open Public Hearing Details:

Date: Wednesday, May 4, 2022

Time: 1:00 P.M.

Location: Via Teleconference

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

The process for Personnel Commission appointments in the Los Angeles Community College District was changed in 2020 where one member of the Personnel Commission shall now be appointed by the Board of Trustees, one member shall be nominated by the classified bargaining unit with the largest number of members (AFT 1521A College Staff Guild) and appointed by the Board of Trustees, and one member shall be appointed by the other two Personnel Commissioners. It is currently the Board of Trustees' turn to appoint a person to the vacant Personnel Commissioner seat. The Board of Trustees has nominated a candidate who is invited to attend an open public hearing on May 4, 2022 (see info above) where the public, employees, and exclusive bargaining representatives shall have the opportunity to meet the appointee, ask questions, and express their views on the candidate's qualifications for the vacancy. This will also be an opportunity for the candidate to illustrate how she is a firm believer in the principles of the merit system. A short bio of the selected candidate is provided below.

SHORT BIO OF THE CANDIDATE:

The candidate selected by the Board of Trustees is **Ms. Tre'Shawn Hall-Baker**. Ms. Hall-Baker has acquired a Ph.D. degree in Management and Technology-Human Resources Management, and has over 20 years of experience working in the California public education sector in various capacities. For the last seven years, she has served in human resources leadership positions at Santa Monica College where she currently holds a position of Dean of Human Resources. Prior to her leadership positions at Santa Monica College, she worked as an Employee and Labor Relations Specialist for the Los Angeles Community College District and the California School Employees Association for approximately nine years. She possesses professional and technical human resources expertise in conflict resolution, employee and labor relations, management consultation, performance management, recruitment, onboarding, equity processes, diversity, inclusion, and organizational systems engagement.

CURRENT MEMBERS OF THE PERSONNEL COMMISSION

Diva Sanchez Trevino, Vice Chair ■ Hope Singer ■ Ron Delahoussaye, Personnel Director