

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING

Wednesday, June 15, 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, July 6, 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, June 15, 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. Election of Officers
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities
- V. Informative Report on Results of the Annual Classification Survey (Case 4091)
- VI. Revisions to Personnel Commission Rule 745, VOLUNTARY DEMOTION OR REDUCTION IN STATUS OR ASSIGNED TIME (Final Approval) (Case 4089)
- VII. Change in Salary Setting Basis for the Class of Payroll Systems Coordinator, Accounting Group, Administration Series (Case 4034-1)
- VIII. Classification Study: Secretary, EN 1071320, Academic Affairs-Instructional Services, East Los Angeles College Case 4087)
- IX. Classification Study: Senior Custodial Supervisor, EN 787226, Plant Facilities-Operations, Los Angeles Harbor College (Case 4088)
- X. Notice of Anticipated Items: Classification Study: Student Services Assistant, EN 1017742, Los Angeles Mission College (AFT); Classification Study: Plumber, EN 1041597, Plant Facilities, Los Angeles Harbor College (Building & Trades); Class Description Revisions for: Technology Service Desk Manager (Local 721)
- XI. Correspondence
- XII. Hear Non-Agenda Speakers
- XIII. Reconvene into Closed Session
- XIV. Reconvene into Open Session
- XV. Report of Actions Taken in Closed Session
- XVI. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Informative Report on Results of the Annual Job Classification Survey (Case 4091)

In August of 2006, the Personnel Commission adopted the Annual Job Classification Survey as a new procedure to afford classified employees an opportunity, each year in April, to request an informal review of the duties that he/she believes may be outside of his/her current job classification. The survey form does not require any review or input by an employee’s immediate supervisor and/or administration prior to submittal to the Personnel Commission.

In accordance with this implemented procedure, staff sent out the survey to all classified employees (totaling 2146) in April. A total of 22 employees (approximately 1.03%) participated in the survey. This year’s survey was not significantly hampered by the COVID-19 pandemic, as it was announced via e-mail as in previous years, and responses were collected this year using an online form system.

Staff carefully reviewed all survey responses and prepared a summary of the findings below.

Survey Finding	Number of Cases
Recommended initiation of formal class study	AFT members: 4
Position was properly classified	AFT members: 9 Local 99 members: 4 Building & Trades members: 1 Confidential employees: 1 Unrepresented management: 2
Position is already in the process of being studied	AFT members: 1
Total number of survey responses in 2022	
	22 (1% of total classified workforce)*
Total number of survey responses in 2021	
	9 (less than 1% of total classified workforce)*
Total number of survey responses in 2020	
	35 (1.5% of total classified workforce)
Total number of survey responses in 2019	
	20 (less than 1% of total classified workforce)
Total number of survey responses in 2018	
	24 (1.1% of total classified workforce)
Total number of survey responses in 2017	
	7 (less than 1% of total classified workforce)
Total number of survey responses in 2016	
	21 (less than 1% of total classified workforce)
Total number of survey responses in 2015	
	16 (less than 1% of total classified workforce)
Total number of survey responses in 2014	
	27 (1.2% of total classified workforce)
Total number of survey responses in 2013	
	18 (less than 1% of total classified workforce)
Total number of survey responses in 2012	
	12 (less than 1% of total classified workforce)
Total number of survey responses in 2011	
	25 (1.2% of total classified workforce)
Total number of survey responses in 2010	
	25 (1.2% of total classified workforce)
Total number of survey responses in 2009	
	39 (1.8% of total classified workforce)
Total number of survey responses in 2008	
	25 (1.2% of total classified workforce)
Total number of survey responses in 2007	
	50 (2.5% of total classified workforce)

* This does not include the survey responses of 6 employees who responded that they were working in-class.

Given the results of this year's survey, staff comes to the same conclusion as during previous surveys: the overwhelming majority of classified employees do not appear to have concerns with the proper classification of their positions. Staff feels confident that classified employees are knowledgeable of the classification study and temporary work out of classification process due to:

- access to Personnel Commission staff to get questions answered about classification, compensation, and other matters within the purview of the Personnel Commission
- informational bulletins published on a regular basis by the Personnel Commission office
- information provided on the Personnel Commission website

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 745, VOLUNTARY DEMOTION OR REDUCTION IN ASSIGNED TIME (Final Approval) (Case 4089)

Personnel Commission Rule 745 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. Some of the surveyed agencies had 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

745

LAW AND RULES

~~June 14, 2017~~ June 15, 2022

745 VOLUNTARY DEMOTION OR REDUCTION IN ASSIGNED TIME

Education Code Sections

88080. (a) The commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this **code**. (b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

88081. (a.) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article. (b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

745

LAW AND RULES

~~June 14, 2017~~ June 15, 2022

88091. 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.

(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

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

745

LAW AND RULES

~~June 14, 2017~~ June 15, 2022

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.

- A. A voluntary demotion is an action initiated by a regular employee in the classified service which results in an assignment to a class with a lower maximum base salary rate than the employee's prior regular class. A voluntary reduction in assigned time is an action initiated by a regular employee which reduces his/her assignment hours or basis.
- B. A permanent employee who has taken a voluntary demotion may be considered for assignment without participating in a competitive examination process to a vacancy in any class to which he/she was regularly appointed. The employee may also be considered for appointment in any class which is not higher than a class in which he/she had acquired probationary or permanent status. The following conditions shall be considered:
1. If the requested class is within the same occupational grouping of classes as the class upon which eligibility for the requested class is based, the employee shall be found eligible for assignment to the requested class.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

745

LAW AND RULES

~~June 14, 2017~~ June 15, 2022

2. If the requested class is one in which the employee has not served and is not within the same occupational grouping of classes as the class upon which eligibility for the requested class is based, a comparison of the classes must indicate:

- a. Similarity of duties.
- b. Similarity of entrance and class qualifications.
- c. Similarity of occupational field.
- d. Similarity of examination content.

3. If the requested class is a related class on the same or a lower salary level to the one in which the employee has formerly served in regular status and upon which eligibility for assignment is based, comparison of the employee's former class and the requested class must indicate:

- a. Completion of probationary period in the former class.
- b. Conditions a. through d. under 2. above.
- c. Relatedness and recency of experience in former class to the requested class.

C. The extent to which the criteria of similarity must be met varies. In general, more latitude may be allowed:

1. as the employee's length of service with the District increases.
2. when the request is based on layoff, reclassification, or reasons of health.
3. when there is no eligibility list for the requested class.
4. when the receiving division or college is in support of this request.
5. when the employee meets the minimum entrance qualifications for the requested class.

If the employee's name appears on a current eligibility list or a list which previously established eligibility for the requested class within the last two years, the criteria in B.2. or 3. above may be waived.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

745

LAW AND RULES

~~June 14, 2017~~ June 15, 2022

- D. To request a voluntary demotion, reduction in time, or return to former class, an employee must complete and submit an in-service transaction request. The request shall be processed by the Personnel Commission Office. After receipt of the request, the Personnel Commission Office shall provide a timely written notification of the disposition of the request to the employee and the applicable division head or college president.
- E. An employee who has probationary status only and takes a voluntary demotion may request to have his/her name restored to the eligibility list from which he/she was appointed prior to the voluntary demotion provided that the list is still active. Such a request shall be submitted on a ~~C1052~~ prescribed form to the Personnel Commission Office.
- F. Requests for voluntary demotions or reduction in time shall be valid for a two-year period from the date of the acknowledgment notice. It is the responsibility of the employee to submit a new request at the expiration of the two-year period. Requests for a return to former class shall be valid for 39 months from the date the employee ended his/her latest assignment in the former class.
- G. The benefits of this rule shall not be available to any employee who was unsuccessful in any examination given within the last six months for the requested class.
- H. Voluntary demotion, reduction in time, or return to former class in-service transaction requests shall be maintained by the Personnel Commission Office. The names of employees with approved requests shall be certified to the appointing authority along with names on the applicable eligibility list and/or other employment lists, to any vacancy in the class. The appointing authority does not have an obligation to prefer a voluntary demotion, a reduction in time, or a return to former class request to other means of filling a vacancy.
- I. Employees who have accepted a voluntary demotion in lieu of layoff do not forfeit their reemployment rights.
- J. The provisions of this rule shall not apply in cases where demotion was the result of a disciplinary action.
- K. If service requirements were met in the former class for a salary-step advancement, but not previously credited in such a class, salary step advancement shall be allowed in making the assignment.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Change in Salary Setting Basis for the Class of Payroll Systems Coordinator, Accounting Group, Administration Series (Case 4034-1)

Recommendation:

It is recommended that the Personnel Commission approve that the salary setting basis for the class of Payroll Systems Coordinator be changed from four steps to five steps below the class of Payroll Systems Manager, effective June 15, 2022.

Bases of Recommendation:

The salary setting basis for class of Payroll System Manager, which is the benchmark class for the subject class, was changed in December of 2021. It was increased by one salary step (=5.5%) to provide for a more competitive salary to aid in upcoming recruitment efforts as well as to recognize the increased responsibilities and complexity associated with the retirement operations, which are overseen by this position. This change in the salary setting basis for the Payroll Manager triggered an adjustment to the salary setting basis for the subject class, which is being addressed in this report. This proposed change has no impact on the salary allocation of the subject class and only provides for an internal salary relationship adjustment due to the change made to its benchmark class.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Classification Study: Secretary, EN 1071320, Academic Affairs-Learning Support Services, East Los Angeles College (Case 4087)

Recommendation:

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

From: Secretary (\$3,450.40 - \$4,274.44/month)	To: Administrative Assistant (\$3,840.38 - \$4,757.56/month)
Location: Academic Affairs-Learning Support Services East Los Angeles College	Incumbent: V. Meraz (EN 1071320)

Effective Date: January 24, 2022

Bases of Recommendation:

1. The request to study the subject position was initiated by the employee's immediate supervisor, the Dean of Academic Affairs-Learning Support Services. The supervisor requested that the employee's position be reclassified to Administrative Assistant because of her administrative support role. The administration was in support of this request.
2. Staff audited the position and found that the employee acts as the sole secretarial and clerical support for the Dean of Academic Affairs-Learning Support Services. This includes performing the following primary duties:
 - Preparing and processing operational documents for supervisor's areas of responsibility, including but not limited to purchase requests, contracts, employee performance evaluations, personnel assignments, and timekeeping records.
 - Maintaining and reconciling expenditures for salaries and benefits, office supplies, equipment, and other expenses.
 - Maintaining sole responsibility over supervisor's appointments and calendar.

- Coordinating and preparing supervisor's Zoom meetings and program events and prepares meeting minutes.
 - Ensuring that content updates are posted to applicable websites under the supervisor's areas of responsibility.
3. The classification concept of the incumbent's current class of Secretary is based on performing a variety of responsible secretarial and clerical duties in support of a program or department. Duties require initiative and judgment in performing the day-to-day clerical functions of the assigned program or department. The classification concept that was requested, Administrative Assistant, requires an incumbent to perform a variety of responsible administrative support duties to relieve an administrator or manager of administrative details relative to the business operations of an assigned office or department. After a thorough analysis of the duties assigned to the employee's position, staff found that the employee's assigned duties fall within the class of Administrative Assistant because she is solely responsible for providing support for an academic administrator and the areas under the administrator's purview.

STATUS OF INCUMBENT

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, V. Meraz (EN 1071320) may be appointed to her reclassified position without participating in an examination process.

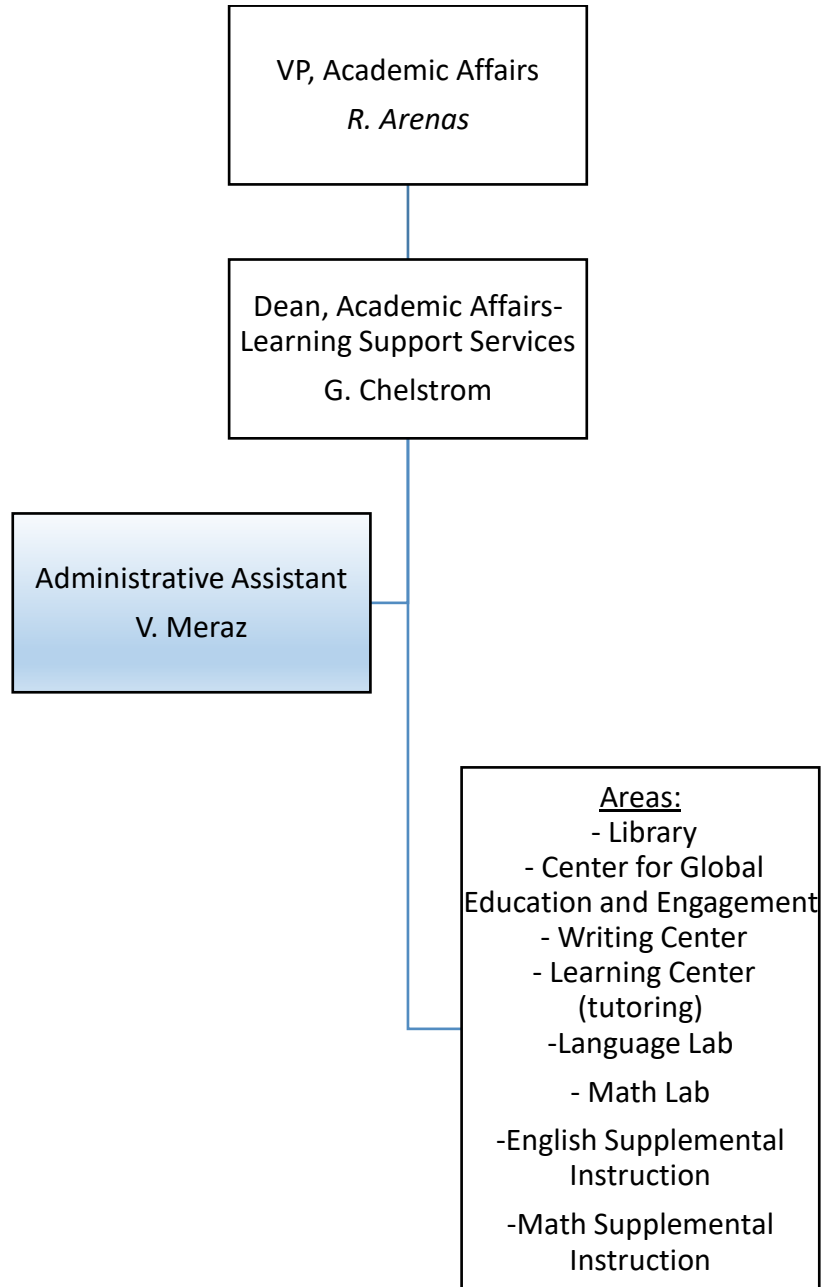
Date of Last Performance Evaluation: 8/28/2021

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



**LOS ANGELES COMMUNITY COLLEGE DISTRICT
ORGANIZATIONAL CHART**

**East Los Angeles College –
Academic Affairs-Learning Support Services**



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Classification Study: Senior Custodial Supervisor, EN 787226, Plant Facilities-Operations, Los Angeles Harbor College (Case 4088)

Recommendation:

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

From:
Senior Custodial Supervisor
(\$5,139.68 – \$6,367.16/month)

To:
Operations Manager
(\$7,086.82 – \$8,779.33/month)

Location:
Plant Facilities-Operations
Los Angeles Harbor College

Incumbent:
D. Williams (EN 787226)

Effective Date: February 17, 2022

Bases of Recommendation:

1. The request to study the employee's position was initiated by the Director of College Facilities, the employee's immediate supervisor. He requested that the employee's position be reclassified to Operations Manager based on work assigned including the planning, coordination, scheduling, and managing the operational activities of the college including custodial and grounds maintenance. The Administration is in support of this request.
2. Staff audited the position and found that the employee is responsible for performing the following primary duties:
 - Plans, manages, and provides general oversight and supervision over all custodial supervisors, custodians, and grounds staff at the college.
 - Oversees the timely inspection of buildings, grounds, and equipment for housekeeping, sanitation, and safety requirements and implements appropriate corrective actions.
 - Monitors operations budgets and allocates/re-prioritizes resources and as needed for supplies, repairs, and rentals. This function also includes the management of service contracts and facilities orders related to cleaning and grounds equipment.
 - Coordinates the use of building facilities with student groups, faculty, administration, and civic groups.
 - Coordinates the moving of equipment or furniture including the set-up and take down resulting from special campus events and activities.
 - Maintains records and prepares reports related to operational activities including attendance, overtime, and any necessary plans for improvement for operations staff.

- Establishes performance standards and personal development targets for assigned custodial supervisors and operations staff; monitors performance, addresses performance deficiencies, and provides guidance for performance improvements.
 - Plans and implements operational in-service training on equipment.
 - Provides advice on problems, regulations, procedures, and standards concerning operational activities in order to improve operational safety and efficiency.
 - Acts for the Director of College Facilities in his absence on designated matters.
3. The classification concept for the employee's current classification of Senior Custodial Supervisor is based on planning, coordinating, supervising, and reviewing all custodial activities on an assigned shift which has multiple custodial crews at a college campus. The classification concept for the requested class of Operations Manager is based on planning, coordinating, scheduling, and managing the operational activities of a college such as custodial, gardening, receiving, and other related areas. After a thorough analysis of the employee's assigned duties, staff found that the duties the employee performs falls within the higher-level class of Operations Manager because the employee plans, coordinates, schedules, and manages the operational activities of the college including custodial and grounds maintenance.

STATUS OF INCUMBENT

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, D. Williams, EN 787226, must participate in an examination process and place in the top three ranks to be eligible for the reclassified position.

Date of Last Performance Evaluation: May 18, 2022

Classification of position check box was left blank by the supervisor and employee.

LOS ANGELES HARBOR COLLEGE
-Plant Facilities-
Operations



**LOS ANGELES COMMUNITY
COLLEGE DISTRICT
ORGANIZATIONAL CHART**

