

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING  
Wednesday, October 20, 2021 –12:00 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-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, November 3, 2021  
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, October 20, 2021 – 1:00 p.m.

Via Teleconference:

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Approve the Minutes of the Closed and Open Meetings of the Personnel Commission from September 22, 2021
- IV. Miscellaneous Personnel Commission Activities and Announcements
  - a. Classified Employment Opportunities Bulletin
- V. Establishment of a New Classification of Custodian (Sub and Relief) and Salary Reallocations for Custodial Operation Classifications, Facilities Series (Case 3956)
  - a. Approve the Establishment of the New Classification of Custodian (Sub & Relief)
  - b. Approve the Salary Allocation for the New Classification of Custodian (Sub & Relief)
  - c. Approve the Class Description for the New Classification of Custodian (Sub & Relief)
  - d. Approve the Examination Authorization for the New Classification of Custodian (Sub & Relief) on a Continuous Basis with an Open Only Field of Competition
  - e. Approve Salary Reallocations for Custodial Operations Classifications
- VI. Salary Reallocations and Master Salary Schedule Adjustments for Select Local 99 Job Classes (Case 3957)
- VII. Establishment of a New Classification of Instructional Assistant, Dental Hygiene (Case 4021)
  - a. Approve the Establishment of the New Classification of Instructional Assistant, Dental Hygiene
  - b. Approve the Salary Allocation for the New Classification of Instructional Assistant, Dental Hygiene
  - c. Approve the Class Description for the New Classification of Instructional Assistant, Dental Hygiene
  - d. Approve the Examination Authorization for the New Classification of Instructional Assistant, Dental Hygiene with an Open Only Field of Competition
- VIII. Class Study: EN 1069685, Office Assistant, Continuing Education and Workforce Development, East Los Angeles College (Case 4015)

- IX. Claims for Temporary Work Out of Classification for EN 784083, Office Assistant, Human Resources Division, Educational Services Center (Case 4019)
- X. Reissue of Personnel Commission Rule 682, HEALTH EVALUATIONS (Case 4022)
- XI. Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval) (Case 4017)
- XII. Notice of Outstanding Work Performance for:
  - a. Eduardo Galeana, SFP Program Specialist, Instructional Services, East Los Angeles College
- XIII. Correspondence
- XIV. Notice of Anticipated Items: Class Description Revisions for: Catering Event Coordinator (Local 721), College Public Relations Manager (CMA), Instructional Assistant, Nursing (AFT); Classification Study (AFT Staff Guild): Payroll Assistant, Administrative Services-Finance, Los Angeles City College (AFT)
- XV. Hear Non-Agenda Speakers/Open Forum
- XVI. Reconvene into Closed Session
- XVII. Reconvene into Open Session
- XVIII. Report of Actions Taken in Closed Session
- XIX. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, November 3, 2021  
Closed Session 12:30 p.m.  
Open Session 1:00 p.m.  
Via Teleconference

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LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

Wednesday, September 22, 2021 – 12:30 p.m.

Via Teleconference

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

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

Present: Commissioners:  
David Iwata  
Diva Sanchez Trevino  
Hope Singer

Staff: Ron Delahoussaye, Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** – None.
- III. **Convene into Closed Session**
  - a. **To Discuss Public Employment**  
Pursuant to Government Code Section 54957
  - b. **Conference with Legal Counsel – Anticipated Litigation**  
Pursuant to Government Code Section 54957(b)(1)
- IV. **Correspondence** – No correspondence was received.
- V. Adjourn – The meeting adjourned at 1:01 p.m.

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

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**Wednesday, September 22, 2021 – 1:00 p.m.**

Via Teleconference

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

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

Present: Commissioners:

David Iwata, Chair

Diva Sanchez Trevino, Vice Chair

Hope Singer

Staff:

Ron Delahoussaye, Personnel Director

Ute Severa, Assistant Personnel Director

Neely Miller, Executive Assistant (Confidential)

Ryan Pennock, Personnel Analyst

Patrick Sung, Assistant Personnel Analyst

Guests:

Mercedes Gutierrez, Interim Vice Chancellor of Human Resources, Educational Services Center

Leisa Biggers, Acting Director of Human Resources, Educational Services Center

Annie Reed, Interim Dean, Employee and Labor Relations, Educational Services Center

Peggy M. Quijada de Franke, Director of Facilities Planning and Development, Educational Services Center

Erica Johnson, Administrative Assistant, Academic Affairs, Los Angeles City College

Tamara Washington, Administrative Operations Technician, Administrative Services, West Los Angeles College

VictorHugo Ortiz, AFT 1521A

Troy Pierce, AFT 1521A

Yovanna Campos, AFT 1521A

Hazel Alonzo, President, AFT 1521A

Gloria Moreno, AFT 1521A

Kristine Ayvazyan, AFT 1521A

Cha-Zette Smith, AFT 1521A

- I. The Chair convened the regular meeting at 1:02 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that no action was taken in closed session.
- III. **Review and Approve the Minutes of the Closed and Open Meetings of August 25, 2021 and September 1, 2021** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with

by the Chair, the Personnel Commission approved the minutes for the closed and open sessions of August 25, 2021 and September 1, 2021 as presented.

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

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

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

- V. Receive the 2020-2021 Personnel Commission Annual Report** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the 2020-2021 Personnel Commission Annual Report.

**VI. Establishment of New Classifications of Financial Aid Systems Specialist and Assistant Financial Aid Systems Specialist (Case 4012)**

- a. Approve the Establishment of the New Classifications of Financial Aid Systems Specialist and Assistant Financial Aid Systems Specialist**
- b. Approve the Salary Allocations for the New Classifications of Financial Aid Systems Specialist and Assistant Financial Aid Systems Specialist**
- c. Approve the Class Descriptions for the New Classifications of Financial Aid Systems Specialist and Assistant Financial Aid Systems Specialist**
- d. Approve the Examination Authorizations for the New Classifications of Financial Aid Systems Specialist and Assistant Financial Aid Systems Specialist with an Open and Promotional (Dual Certification) Field of Competition**
- e. Approve the Reclassification of EN 770680, Senior Computer & Network Support Specialist, Central Financial Aid Unit, Educational Services Center**

Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the establishment of the new classification noted above, as well as the starred rating for EN 770860, as presented.

- VII. Revision to Personnel Commission Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES (Final Approval) (Case 4005)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted final approval to Personnel Commission Rule 702, as presented.

- VIII. Reissue Personnel Commission Rule 625, REIMBURSEMENT OF CANDIDATES' TRAVEL AND HIRING PROCESS EXPENSES (Case 4011)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the reissue of Personnel Commission Rule 625, as presented.

- IX. Revision to Personnel Commission 816, PAID HOLIDAYS (Tentative Approval) (Case 4014)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted tentative approval to Personnel Commission Rule 816, as presented.

- X. **Correspondence** – An email from Interim Vice Chancellor of Human Resources, Mercedes Gutierrez, was sent to the commissioners on September 20, 2021. Due to incorrect contact information, the commissioners received the email on the morning of September 22, 2021.
- XI. **Notice of Anticipated Items** - Revision to Personnel Commission 816, PAID HOLIDAYS (Final Approval); Revision to Personnel Commission Rule 812, VACATION LEAVE (Tentative Approval); Establishment of New Classification of Custodian (Sub and Relief); Salary Reallocation for Custodial Operations Classifications, Facilities Series (Local 99, Local 721); Class Description Revisions for: Admissions & Records Office Supervisor (Local 721), Senior Admissions & Records Office Supervisor (Local 721)
- XII. **Hear Non-Agenda Speakers/Open Forum** – Interim Vice Chancellor of Human Resources, Mercedes Gutierrez, addressed the commissioners regarding her salary step placement for the position of Vice Chancellor of Human Resources.
- XIII. **Reconvene into Closed Session**
- XIV. **Reconvene into Open Session**
- XV. **Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.
- XVI. **Adjourn** – The meeting adjourned at 2:06 p.m.

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Ron Delahoussaye, Personnel Director

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

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Date

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David Iwata, Chair



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Establishment of a New Classification of Custodian (Sub and Relief) and Salary Reallocations for Custodial Operation Classifications, Facilities Series (Case 3956)

**Recommendations:**

I. It is recommended that the Personnel Commission approve salary reallocations for the following custodial operation classes in the Facilities Series, effective October 20, 2021:

<b>Job Classification</b>	<b>Salary Setting Basis</b>	<b>Current Monthly Salary Schedule and Steps*</b>	<b>Proposed Monthly Salary Schedule and Steps*</b>
Operations Manager	14 steps above key class	<u>6305.92</u> \$6,305.92 \$6,652.74 \$7,018.64 \$7,404.68 \$7,811.94	<u>6744.85</u> \$6,744.85 \$7,115.82, \$7,507.19 \$7,920.08 \$8,355.69
Senior Custodial Supervisor	8 steps above key class	<u>4573.34</u> \$4,573.34 \$4,824.88 \$5,090.24 \$5,370.20 \$5,665.58	<u>4891.68</u> \$4,891.68 \$5,160.72 \$5,444.56 \$5,744.01 \$6,059.93
Custodial Supervisor	4 steps above key class	<u>3691.72</u> \$3,691.72 \$3,894.76 \$4,108.96 \$4,334.96 \$4,573.38	<u>3948.64</u> \$3,948.64 \$4,165.82 \$4,394.94 \$4,636.66 \$4,891.67
Pool Operations Technician	2 steps above key class	<u>3433.34</u> \$3,433.34 \$3,600.22 \$3,774.58 \$3,958.34 \$4,151.50	<u>3547.67</u> \$3,547.67 \$3,742.79 \$3,948.65 \$4,165.82 \$4,394.94
Custodian	Key class	<u>3127.68</u> \$3,127.68 \$3,277.70 \$3,433.34 \$3,600.22 \$3,774.58	<u>3187.41</u> \$3,187.41 \$3,362.72 \$3,547.67 \$3,742.79 \$3,948.64

\*Rates do not include the anticipated 5.07% Cola increase for FY 21/22

II. It is recommended that the Personnel Commission establish a new classification of Custodian (Sub and Relief); that the new class be placed in the Custodial Group, Facilities Series; that the new class specification be adopted; that the new class be allocated to an hourly flat rate of \$19.33; and that the salary-setting basis for the new class be based on a direct alignment with the class of Custodian, effective October 20, 2021.

New Class of Custodian (Sub and Relief):

Flat Rate: \$19.33 per hour

- III. It is recommended that the Personnel Commission authorize an examination for the new class of Custodian (Sub and Relief) on a continuous basis with an Open Only field of competition.

**Bases of Recommendations:**

1. In the past, the Vice Presidents, Administrative Services, and Directors of College Facilities have identified a need for creating a custodial substitute and relief assignment pool to expedite the processing of sub and relief custodian assignments and being able to more quickly obtain coverage during anticipated or unanticipated absences of regular custodial staff or high-volume work periods. Discussions about the establishment of this new class go as far back as 2012. On January 8, 2013, a report to establish this new class was placed on the Personnel Commission agenda and received approval by the Personnel Commission. However, the item was not ratified by the Board of Trustees, when it was placed on their agenda on January 16, 2013. The Chancellor has recently asked staff to proceed with finalizing the establishment of the new class so that a sub and relief assignment pool can be created due to an urgent need by the District to reach college cleanliness goals for effective facilities use by students, faculty, staff, and the public.

In conjunction with the establishment of this new class, staff also recommended that the internal salary relationships and master salary schedule disruptions be addressed for all classes in the custodial group, which were created by a Local 99 wage settlement in 2014 that resulted in a dollar/cents amount increase on each step for all Local 99 classes and carried forward to present.

2. Staff conducted a salary review of the class of Custodian, which is the benchmark class of the custodial occupational grouping, to assess whether the District has competitive market rates in place to successfully recruit candidates for the new sub and relief Custodian pool and retain current employees as well as restore the internal salary relationships of classifications tied to this benchmark. This included the job classes of Pool Operations Technician, Custodial Supervisor, Senior Custodial Supervisor, and Operations Manager.

Salary data for a comparable class was obtained from the U.S. Department of Labor, Bureau of Labor Statistics, compensation database as well as from community colleges, cities, counties, school districts, and universities within the Greater Los Angeles area.

Exhibit A summarizes the findings of the data collection from the public agencies. The salary data produced the following results (represents salary data in effect for FY 20/21):

- Community College Data: an average of \$4,330.09 per month at the maximum step (14.72% higher than the LACCD top step).
- City Data: an average of \$4,114.69 per month at the maximum step (9.01% higher than the LACCD top step).

- School District Data: an average of \$3,876.45 per month at the maximum step (2.70% higher than the LACCD top step).
- University Data: an average of \$4,101.61 per month at the maximum step (8.66% higher than the LACCD top step).
- County Data: an average of \$3,571.71 per month at the maximum step (5.37% lower than the LACCD top step).

The benchmark data obtained from the U.S. Department of Labor OES Survey, Los Angeles-Glendale-Anaheim, Oxnard-Thousand Oaks-Ventura, and Riverside-San Bernardino-Ontario, for a comparable class of Janitors and Cleaners (Maids and Housekeeping Cleaners excluded) produced the following salary data (sample size of 101,170 employees):

Q1	Median	Average	Q3	
\$2,424.25	\$2,802.64	\$3,136.02	\$3,697.28	Monthly
\$29,091	\$33,631.68	\$37,632.24	\$44,367.36	Annually

Staff proposed direct alignment of the salary for the District’s benchmark class of Custodian with the average of the OES and public agencies data as noted in Exhibit A, to assure more competitive salaries for classes in the custodial operations occupational area. This produced the following salary increases for the classes addressed in this report, including adjustments for the restoration of the internal alignment of classes tied to the Custodian benchmark and the customary five-step master salary schedule, which were disrupted in 2014 by the aforementioned wage settlement:

- +4.61% at the maximum step for the Custodian class
- +5.86% at the maximum step for the Pool Operations Technician class
- +6.96% at the maximum step for the Custodian Supervisor, Senior Custodial Supervisor, and Operations Manager classes.

**Status of Incumbents**

Regular incumbents whose salary is reallocated will have their salaries allocated to the new salary schedule in accordance with the provisions of Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION, paragraph A. This paragraph states that whenever the schedule for an entire class is changed, the step of each continuing regular incumbent in a position shall be adjusted to the numbered step in the new schedule that corresponds to his/her numbered step on the previous schedule. This affects the salary allocation of a total of 296 employees: 7 employees in the class of Operations Manager, 5 employees in the class of Senior Custodial Supervisor, 22 employees in the class of Custodial Supervisor, 3 employees in the class of Pool Operations Technician, and 257 employees in the class of Custodian.

3. The recommendation for the establishment of a new class of Custodian (Sub and Relief) was based on the District’s recurring need for pool assignments. Employees in this class will be hired in substitute and relief status only from an assignment pool to perform custodial work during anticipated or unanticipated absences of regular custodial staff (substitute status) or high-volume work periods (relief status). Pool assignments are not intended to provide coverage for regular vacancies. Substitute assignments in this class typically last for the duration of the regular incumbent’s leave of absence. Relief assignments in this class are intermittent and cannot exceed six months of continuous employment in a fiscal year in accordance

with Education Code provisions. Regular audit reports will be run by the Personnel Commission staff to monitor the duration of temporary assignments and ensure compliance with the applicable limits.

Examinations for the new class will be given on a continuous basis throughout the year and successful candidates who complete the District's hiring paperwork will be added to the sub and relief pool each time an eligibility list is released. As assignment opportunities arise, hiring colleges are required to use the established pool list and contact the individuals on the list. Once an individual is selected off the pool list, the hiring college requests clearance for the assignment from the assignment audit desk of the Personnel Commission and may proceed with reporting time for the hours the person worked in the applicable assignment.

4. The recommended salary allocation for the new class of Custodian (Sub and Relief) is based on direct alignment with the internal class of Custodian. Since incumbents in the new class will only be eligible for temporary assignments with no step advances or benefits package, staff recommended an hourly flat rate for the new class to be based on the step 2 of the salary schedule.
5. The recommended title for the new class is descriptive of the level and type of duties that are assigned to the class.

## EXHIBIT A

### Reported Monthly Salary Ranges

#### Salary Survey

#### Classes Comparable to the Class of Custodian

Sort in descending order by monthly maximum salary

Public Agency	Reported Monthly Salary Range	
	Minimum	Maximum
<b>LACCD</b>	<b>\$3,127.68</b>	<b>\$3,774.58</b>
<b>Community Colleges</b>		
Ventura	\$3,525.00	\$4,872.00
College of the Canyons	\$3,504.00	\$4,760.00
South Orange County	\$3,476.00	\$4,675.00
Mount SAC College	\$3,652.61	\$4,663.06
Coast Colleges	\$3,395.50	\$4,577.83
Chaffey College	\$3,145.00	\$4,427.00
Long Beach College	\$3,504.70	\$4,308.85
El Camino College	\$3,369.00	\$4,307.00
Cerritos College	\$3,526.99	\$4,277.63
Rio Hondo College	\$3,318.60	\$4,242.39
San Bernardino College	\$3,387.78	\$4,240.38
Pasadena City College	\$3,318.07	\$4,234.80
Citrus College	\$3,159.87	\$4,234.52
North Orange County	\$3,487.00	\$4,223.00
Santa Monica College	\$3,433.00	\$4,173.00
Rancho Santiago	\$3,253.34	\$4,153.07
Riverside	\$3,393.00	\$4,132.00
Glendale College	\$3,214.17	\$4,102.17
Antelope Valley College	\$3,330.34	\$4,048.05
Victor Valley College	\$3,099.00	\$3,950.00
<b>Cities</b>		
City of Santa Monica	\$3,506.00	\$4,328.00
City of Los Angeles	\$2,917.92	\$4,153.33
City of Glendale	\$2,516.95	\$3,862.75
<b>Counties</b>		
County of Ventura	\$2,617.83	\$3,650.93

County of Los Angeles	\$2,681.92	\$3,599.18
County of Orange	\$2,809.73	\$3,582.80
County of Riverside	\$2,426.67	\$3,453.93
<b>School Districts</b>		
Anaheim USD	\$3,363.42	\$4,393.50
Santa Ana USD	\$3,381.00	\$4,321.00
Conejo Valley USD	\$3,354.61	\$4,093.57
Ontario USD	\$3,373.86	\$4,017.66
Long Beach USD	\$3,234.84	\$4,006.00
Ventura USD	\$3,187.00	\$3,994.00
Fontana USD	\$3,057.18	\$3,982.86
Capistrano USD	\$3,181.02	\$3,866.54
Riverside USD	\$3,129.04	\$3,813.91
Oxnard USD	\$3,121.56	\$3,791.46
Santa Monica-Malibu	\$2,930.16	\$3,741.00
Glendale USD	\$2,513.33	\$3,707.60
LAUSD	\$2,822.98	\$3,284.15
Pasadena USD	\$2,599.50	\$3,257.00
<b>Universities</b>		
CSULA	\$2,912.00	\$4,196.00
UCLA	\$3,100.68	\$4,007.22
<b>Department of Labor</b>		
DOL Interquartile Range	\$2,424.25	\$3,697.28
<b>Summary of All Averages/Q3</b>		
Community Colleges Average w/o LACCD		\$4,330.09
Cities Average		\$4,114.69
Universities Average		\$4,101.61
School Districts Average		\$3,876.45
DOL Q3		\$3,697.28
Counties Average		\$3,571.71
<b>Average-All Sources Combined</b>		<b>\$3,948.64</b>
<b>Difference between LACCD and Combined Average</b>		<b>-\$174.06</b>
<b>%</b>		<b>-4.61%</b>

**CUSTODIAN (Sub and Relief)**

**DEFINITION**

On a substitute or relief basis only, performs a broad range of custodial services necessary to maintain a college campus or facility in a clean and orderly condition for effective use by students, faculty, staff, and the public.

**TYPICAL DUTIES**

Gathers and disposes of rubbish, paper and debris; empties and washes refuse containers from interior and exterior locations.

Collects materials deposited in interior and exterior recycling receptacles; transports the materials to a recycling farm on campus; sorts recyclables in specific containers and discards foreign non-recyclable debris.

Services soap dispensers, towel and tissue boxes, and similar fixtures.

Cleans chalkboards/whiteboards, trays, and erasers.

Washes and spot cleans walls, windows, furniture, plumbing, light fixtures, window coverings, and related items.

Vacuums, shampoos, cleans, and treats carpeting.

Sweeps, dust mops, wet mops, scrubs, strips, seals, waxes, and polishes floors.

Sweeps and cleans tennis courts, lunch areas, walks, parking lots, stadiums, and other paved areas using manual and power equipment.

Washes interior and exterior ground level windows.

Hoses down and/or power washes exterior paved areas and building exteriors as required.

Moves, sets up, and adjusts chairs, desks, tables, and other furniture and equipment as required for classrooms, offices, and special activities.

Replaces incandescent bulbs and fluorescent tubes.

Unlocks, locks and secures assigned areas.

Refinishes hardwood floors.

Provides information in regard to locations of various campus facilities and otherwise assists students, faculty, staff, and the general public using the campus facilities.

Removes graffiti.

May operate a trash compactor and other equipment such as sweepers, blowers, power washers, electric carts, scrubbing machines, and steam cleaning machines.

May perform flag care and etiquette duties.

May operate college-owned vehicles on public streets.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A **Custodian (Sub and Relief)** performs a wide variety of custodial duties to keep assigned areas of buildings and paved areas in a clean, safe, sanitary, and orderly condition. Employees in this class are hired in substitute and relief status only from an assignment pool to perform custodial work during anticipated or unanticipated absences of regular custodial staff (substitute status) or high-volume work periods (relief status). Pool assignments are not intended to provide coverage for regular vacancies. Substitute assignments in this class typically last for the duration of the regular incumbent's leave of absence. Relief assignments in this class are intermittent and cannot exceed six months of continuous employment.

A **Custodian** performs a wide variety of custodial duties to keep assigned areas of buildings and paved areas in a clean, safe, sanitary, and orderly condition.

A **Pool Operations Technician** makes tests of swimming pool water, operates pool equipment, and performs a variety of custodial work to keep a campus swimming pool facility in a sanitary and orderly condition.

## **SUPERVISION**

Immediate supervision is received from higher-level custodial supervisory staff. No supervision is exercised.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Proper and safe use of cleaning materials such as soaps, detergents, ammonia, disinfectants, and multi-purpose cleaning agents or chemicals

Types of floor sealers, floor finishes, and floor dressings

Sterilization and sanitation methods and techniques used in custodial work

Carpet cleaning methods and techniques

Safety and health practices relating to custodial work

### **Ability to:**

Use the recommended materials, tools, and equipment



Safely use floor machines, vacuums, blowers, power washers, and other power equipment used in custodial work

Safely use chemical and cleaning agents used in custodial work

Safely lift and move heavy supplies, equipment, and furniture

Understand and follow written and oral instructions in carrying out assignments

Work effectively and harmoniously with college students, faculty, fellow employees, and community members

## **ENTRANCE QUALIFICATIONS**

### **Education and Experience:**

- A. Graduation from high school or its equivalent **AND** successful completion of a custodial training course of at least 60 hours.

**OR**

- B. Graduation from high school or its equivalent **AND** one year of full-time, paid janitorial or custodial experience.

### **Special:**

A valid California class "C" 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.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Salary Reallocations and Master Salary Schedule Adjustments for Select Local 99 Job Classes (Case 3957)

**Recommendations:**

I. It is recommended that the Personnel Commission approve the following salary reallocations for the classes in the Gardening Group, Facilities Series, as noted below, effective October 20, 2021:

<b>Job Classification</b>	<b>Salary Setting Basis</b>	<b>Current Monthly Salary Schedule and Steps*</b>	<b>Proposed Monthly Salary Schedule and Steps*</b>
Gardening Supervisor	6 steps above Gardener	<u>5261.94</u> \$5,261.94 \$5,551.36 \$5,856.68 \$6,178.80 \$6,518.62	<u>5357.11</u> \$5,357.11 \$5,651.75 \$5,962.60 \$6,290.54 \$6,636.52
Lead Gardener	2 steps above Gardener	<u>4279.00</u> \$4,279.00 \$4,489.02 \$4,712.14 \$4,948.40 \$5,197.82	<u>4324.35</u> \$4,324.35 \$4,562.19 \$4,813.11 \$5,077.83 \$5,357.11

\*Rates do not include the anticipated 5.07% Cola increase for FY 21/22

II. It is recommended that the Personnel Commission approve the following salary reallocations for the Local 99 job classes listed below, effective October 20, 2021:

<b>Job Classification</b>	<b>Salary Setting-Basis</b>	<b>Current Monthly Salary Schedule and Steps*</b>	<b>Proposed Monthly Salary Schedule and Steps*</b>
Agricultural Technician	4 steps below Farm Manager	<u>4721.54</u> \$4,721.54 \$4,955.92 \$5,207.18 \$5,467.82 \$5,747.22	<u>4736.78</u> \$4,736.78 \$4,997.30 \$5,272.15 \$5,562.12 \$5,868.04
Automotive Mechanic	2 steps below Machinist	<u>5184.68</u> \$5,184.68 \$5,445.34 \$5,720.96 \$6,013.50 \$6,319.12	<u>5246.02</u> \$5,246.02 \$5,534.55 \$5,838.95 \$6,160.09 \$6,498.90
Instructional Media Specialist	Direct alignment with Graphic Designer	<u>5310.32</u> \$5,310.32 \$5,578.46 \$5,863.48 \$6,159.74 \$6,476.66	<u>5386.58</u> \$5,386.58 \$5,682.84 \$5,995.40 \$6,325.15 \$6,673.03
Senior Agricultural Technician	2 steps below Farm Manager	<u>5207.18</u> \$5,207.18 \$5,467.82 \$5,747.22 \$6,039.72 \$6,349.12	<u>5272.16</u> \$5,272.16 \$5,562.13 \$5,868.05 \$6,190.79 \$6,531.28

\*Rates do not include the anticipated 5.07% Cola increase for FY 21/22

III. It is recommended that the Personnel Commission approve salary reallocations based on master salary schedule step adjustments for the following Local 99 job classes, as noted below, effective October 20, 2021:

<b>Job Classification**</b>	<b>Current Monthly Salary Schedule and Steps*</b>	<b>Proposed Monthly Salary Schedule and Steps*</b>
College Event and Venue Technician	<b><u>4324.00</u></b> \$4,324.00 \$4,537.76 \$4,762.78 \$5,002.82 \$5,254.08	<b><u>4324.00</u></b> \$4,324.00 \$4,561.82 \$4,812.72 \$5,077.42 \$5,356.68
Courier	<b><u>3255.18</u></b> \$3,255.18 \$3,410.84 \$3,573.98 \$3,746.46 \$3,932.12	<b><u>3255.18</u></b> \$3,255.18 \$3,434.21 \$3,623.10 \$3,822.37 \$4,032.6
Gardener	<b><u>3885.22</u></b> \$3,885.22 \$4,076.48 \$4,279.00 \$4,489.02 \$4,712.14	<b><u>3885.22</u></b> \$3,885.22 \$4,098.91 \$4,324.35 \$4,562.19 \$4,813.11
Groundskeeper	<b><u>3534.58</u></b> \$3,534.58 \$3,705.22 \$3,885.22 \$4,076.48 \$4,279.00	<b><u>3534.58</u></b> \$3,534.58 \$3,728.98 \$3,934.08 \$4,150.45 \$4,378.72
Instructional Aide, Vocational Arts	<b><u>3641.46</u></b> \$3,641.46 \$3,817.72 \$4,003.36 \$4,200.24 \$4,408.38	<b><u>3641.46</u></b> \$3,641.46 \$3,841.74 \$4,053.04 \$4,275.95 \$4,511.13
Instructional Assistant, Horticulture	<b><u>4408.38</u></b> \$4,408.38 \$4,627.76 \$4,858.40 \$5,102.18 \$5,359.08	<b><u>4408.38</u></b> \$4,408.38 \$4,650.84 \$4,906.64 \$5,176.50 \$5,461.21
Maintenance Assistant	<b><u>4110.22</u></b> \$4,110.22 \$4,312.76 \$4,524.66 \$4,749.68 \$4,989.66	<b><u>4110.22</u></b> \$4,110.22 \$4,336.28 \$4,574.78 \$4,826.39 \$5,091.84
Physical Education/Athletics Facilities Assistant (Female)	<b><u>3641.46</u></b> \$3,641.46 \$3,817.72 \$4,003.36 \$4,200.24 \$4,408.38	<b><u>3641.46</u></b> \$3,641.46 \$3,841.74 \$4,053.04 \$4,275.95 \$4,511.13
Physical Education/Athletics Facilities Assistant (Male)	<b><u>3641.46</u></b> \$3,641.46 \$3,817.72 \$4,003.36 \$4,200.24 \$4,408.38	<b><u>3641.46</u></b> \$3,641.46 \$3,841.74 \$4,053.04 \$4,275.95 \$4,511.13
Theater Management Assistant	<b><u>4408.38</u></b> \$4,408.38 \$4,627.76 \$4,858.40 \$5,102.18 \$5,359.08	<b><u>4408.38</u></b> \$4,408.38 \$4,650.84 \$4,906.64 \$5,176.50 \$5,461.21

\* Rates do not include the anticipated 5.07% Cola increase for FY 21/22

\*\*The Local 99 classes of Agricultural Assistant, Child Development Center Food Services Aide, and Event Assistant did not require any additional master salary schedule adjustments since those classes are placed on an accelerated hiring rate or flat rate.

**Bases of Recommendations:**

1. In conjunction with the salary review conducted for the Local 99 benchmark class of Custodian, staff also reviewed the other job classes represented by Local 99 to restore their internal salary relationships as well as address the master salary schedule integrity issues, which were initially caused by a negotiated wage settlement in 2014 and carried forward to present.
2. The aforementioned wage settlement resulted in a dollar/cents amount increase on each step for all the classes represented by the Local 99 union (total of 20 job classes). This disrupted the internal salary relationships among classifications tied to a Local 99 benchmark as well as the internal salary relationships of Local 99 classes tied to benchmarks represented by other collective bargaining units. There are two primary Local 99 benchmarks, Gardener and Custodian, that have other job classes in their series tied to them.

Staff reviewed salary data for those two benchmarks classes. The data for the benchmark class of Gardener is addressed in this report whereas the data for the benchmark class of Custodian is addressed in another report that focused on custodial classes only. The other Local 99 job classes addressed in this report have either a benchmark that falls within another bargaining unit or have no other job classes tied to them. Staff conducted a comprehensive salary survey for the class of Gardener to ensure that the current salary represents a competitive rate in the job market of the Greater Los Angeles area. Data was obtained for a comparable class from other community college districts, school districts, cities, and counties and the U.S. Department of Labor, Bureau of Labor Statistics, compensation database within the Greater Los Angeles area.

The benchmark data obtained from the U.S. Department of Labor OES Survey, Los Angeles-Glendale-Anaheim, Oxnard-Thousand Oaks-Ventura, and Riverside-San Bernardino-Ontario, for a related class of produced the following salary data (sample size of 45,300 employees):

Q1	Median	Average	Q3	
\$3,470.68	\$2,723.40	\$3,220.85	\$3,879.77	Monthly
\$41,648.16	\$32,680.80	\$38,650.20	\$46,557.24	Annually

Exhibit A summarizes the findings of the data collection from the public agencies. The salary data produced the following results:

- Community College Data: an average of \$4,663.29 per month at the maximum step (1.04% lower than the LACCD top step).
- City Data: an average of \$4,851.78 per month at the maximum step (2.96% higher than the LACCD top step).
- University Data: an average of \$5,037.08 per month at the maximum step (6.90% higher than the LACCD top step).
- School District Data: an average of \$4,150.20 per month at the maximum step (11.93% lower than the LACCD top step).
- County Data: an average of \$4,586.08 per month at the maximum step (2.68% lower than the LACCD top step).

The average of all sources combined produced an average at the maximum step that was 3.91% lower than the District’s current top step for Gardener. Therefore, no additional salary adjustment for the key class was necessary.

The restoration of the internal salary relationships and applicable master salary schedule of the lead and supervisory classes tied to the Gardener benchmark in the gardening occupational grouping produced the following salary adjustments at the maximum step:

- +1.81% for the Gardening Supervisor class
- +3.06% for the Lead Gardener class

The restoration of the internal salary relationships and master salary schedule for the Local 99 job classes identified under recommendation II. of this report produced the following salary adjustments at the maximum step:

- +2.1% for the Agricultural Technician class

- +2.85% for the Automotive Mechanic class
- +3.03% for the Instructional Media Specialist class
- +2.87% for the Senior Agricultural Technician class

With respect to the master salary schedule integrity issues that were created by the wage settlement by adding dollar amounts to each step, staff notes the following background information:

The master salary schedule structure in effect in the classified service includes five steps, which are 5.5% apart providing a salary range of 27.5% between steps 1 and 5. This provides employees with a consistent 5.5% salary increase per step advancement. The wage settlement reduced the salary percentage an employee received per step advancement depending on their step and created inconsistencies (see illustration below):

**Effect on Master Salary Schedule Integrity  
Example Gardener**

	Step 1	Step 2	Step 3	Step 4	Step 5
% of Master Salary Schedule:		5.5%	5.5%	5.5%	5.5%
% Created by the Wage settlement:		4.92%	4.96%	4.9%	4.96%

The consequences of not maintaining the integrity of the classified salary structure include: eroding the intended full value of the salary increase; impacting the consistency and predictability of personnel transactions such as step advance, step placement upon promotion, and transfer to related classes; and most importantly erosion of the classified compensation infrastructure that has negative impacts beyond the boundaries and interests of a single bargaining unit.

The restoration of the master salary schedule for the Local 99 job classes identified under recommendation III. of this report produced the following salary adjustments at the maximum step:

- +1.95% for the College and Event Venue Technician class
- +2.56% for the Courier class
- +2.14% for the Gardener class
- +2.33% for the Groundskeeper class
- +2.33% for the Instructional Aide, Vocational Arts class
- +1.91% for the Instructional Assistant, Horticulture class
- +2.05% for the Maintenance Assistant class
- +2.33% for the Physical Education/Athletics Facilities Assistant (Male) class
- +2.33% for the Physical Education/Athletics Facilities Assistant (Female) class
- +1.91% for the Theater Management Assistant class

**Status of Incumbents**

Regular incumbents whose salary is reallocated will have their salaries allocated to the new salary schedule in accordance with the provisions of Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION, paragraph A. This paragraph states that whenever the schedule for an entire class is changed, the step of each continuing regular

incumbent in a position shall be adjusted to the numbered step in the new schedule that corresponds to his/her numbered step on the previous schedule. This affects the salary allocation of a total of 117 employees: 4 Gardening Supervisors, 3 Lead Gardeners, 32 Gardeners, 9 Groundskeepers, 3 Agricultural Techs, 5 Automotive Mechanics, 3 College Event and Venue Technicians, 2 Couriers, 3 Instructional Aides, Vocational Arts, 1 Instructional Assistant, Horticulture, 1 Instructional Media Specialist, 30 Maintenance Assistants, 8 Physical Education/Athletic Facilities Assistant (Male), 11 Physical Education/Athletic Facilities Assistant (Female), and 2 Theater Management Assistants.

## EXHIBIT A

### Reported Monthly Salary Ranges

#### Salary Survey

#### Classes Comparable to the Class of Gardener

Sort in descending order by monthly maximum salary

Public Agency	Reported Monthly Salary Range	
	Minimum	Maximum
<b>LACCD</b>	\$3,885.22	\$4,712.14
<b>Community Colleges</b>		
South Orange County	\$3,933.00	\$5,290.00
College of the Canyons	\$3,878.00	\$5,260.00
Ventura	\$3,688.00	\$5,104.00
Coast Colleges	\$3,722.00	\$5,018.00
Rancho Santiago	\$3,916.15	\$5,005.90
Chaffey College	\$3,472.00	\$4,887.00
Mount SAC College	\$3,652.61	\$4,663.06
Rio Hondo College	\$3,577.13	\$4,568.91
San Bernardino College	\$3,647.04	\$4,567.50
Citrus College	\$3,402.84	\$4,560.13
Pasadena City College	\$3,568.99	\$4,555.03
El Camino College	\$3,539.00	\$4,519.00
Riverside	\$3,712.00	\$4,519.00
Santa Monica College	\$3,693.00	\$4,490.00
Victor Valley College	\$3,503.00	\$4,471.00
North Orange County	\$3,659.00	\$4,434.00
Cerritos College	\$3,692.42	\$4,428.74
Long Beach College	\$3,598.85	\$4,418.25
Glendale College	\$3,376.87	\$4,309.86
Antelope Valley College	\$3,452.41	\$4,196.42
<b>Cities</b>		
City of Los Angeles	\$3,568.67	\$5,214.75
City of Santa Monica	\$3,903.00	\$4,818.00
City of Glendale	\$2,946.71	\$4,522.59
<b>Counties</b>		
County of Riverside	\$3,035.31	\$4,740.16
County of Los Angeles	\$3,297.00	\$4,432.00
<b>School Districts</b>		



Anaheim Elementary SD	\$3,723.00	\$4,748.00
Anaheim UHSD	\$3,541.00	\$4,655.00
Santa Ana USD	\$3,536.00	\$4,520.00
Long Beach USD	\$3,415.10	\$4,230.36
Glendale USD	\$2,903.33	\$4,295.20
Ontario-Montclair USD	\$3,513.40	\$4,185.92
Ventura USD	\$3,261.00	\$4,084.00
Riverside USD	\$3,290.51	\$4,005.65
Oxnard USD	\$3,274.68	\$3,979.38
LAUSD	\$3,189.75	\$3,975.55
Santa Monica-Malibu	\$3,076.32	\$3,925.44
Pasadena USD	\$2,757.00	\$3,701.00
Fontana USD	\$3,057.18	\$3,647.04
<b>Universities</b>		
CSULA	\$2,990.00	\$5,404.00
UCLA	\$3,540.90	\$4,670.16
<b>Department of Labor</b>		
DOL Interquartile Range	\$3,470.68	\$3,879.77
<b>Summary of All Averages/Q3</b>		
Community Colleges Average w/o LACCD	\$3,634.22	\$4,663.29
Cities Average	\$3,472.79	\$4,851.78
Universities Average	\$3,265.45	\$5,037.08
School Districts Average	\$3,272.17	\$4,150.20
DOL Q3	\$3,470.68	\$3,879.77
Counties Average	\$3,166.16	\$4,586.08
<b>Average-All Sources Combined</b>	<b>\$3,380.25</b>	<b>\$4,528.03</b>
<b>Difference between LACCD and Combined Average</b>	<b>\$504.97</b>	<b>\$184.11</b>
<b>%</b>	<b>13.00%</b>	<b>3.91%</b>

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** The Personnel Commission

**FROM:** Ron Delahoussaye

**SUBJECT:** Establishment of New Class of Instructional Assistant, Dental Hygiene (Case 4021)

**Recommendations:**

- I. It is recommended that the Personnel Commission establish a new class of Instructional Assistant, Dental Hygiene; that the new class be placed in the Allied Health Group, Instructional Services Series; that the recommended class specification be adopted; that the new class be allocated to Salary Schedule 4391.98; and that the salary setting basis for the new class be based on direct alignment with the class of Chemistry Laboratory Technician, effective October 20, 2021.

Salary Schedule 4391.98

Step 1	Step 2	Step 3	Step 4	Step 5	
\$4391.98	\$4,633.54	\$4,888.38	\$5,157.24	\$5,440.90	Monthly
\$52,703.76	\$55,602.48	\$58,669.56	\$61,886.88	\$65,290.80	Annually

- II. It is recommended that the Personnel Commission authorize an examination for the new class of Instructional Assistant, Dental Hygiene with an Open field of competition.

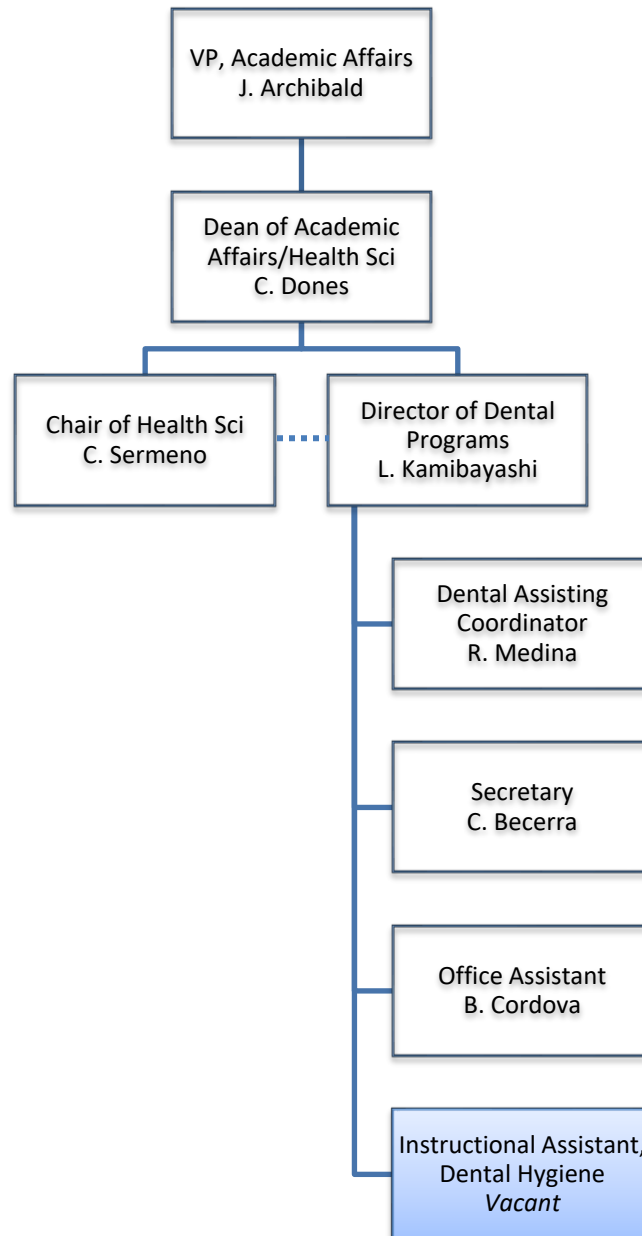
**Bases of Recommendations:**

1. A need was identified at West Los Angeles College for a position in the Health Sciences Department, which would provide instructional assistance support to faculty in a dental hygiene program. There are currently no existing job classifications that would have been a match for the functions to be assigned to this position. West Los Angeles College is the only college within the District that offers a dental hygiene program. The college administration was in support of this new class.
2. The recommended salary for the new class is based on direct alignment with the classification of Chemistry Laboratory Technician, which is the key class for all instructional assistant job classifications.
3. The recommended title of the position is descriptive of the nature and level of work assigned and is consistent with prevailing titles used for similar work in the labor market at large.



**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
ORGANIZATIONAL CHART**

**West Los Angeles College –  
Dental Hygiene Program**



**INSTRUCTIONAL ASSISTANT, DENTAL HYGIENE**

**DEFINITION**

Schedules and monitors the use of one or more dental hygiene laboratories and assists students to improve their knowledge of dental hygiene and skill in performing the associated clinical procedures of a dental clinic.

**TYPICAL DUTIES**

Schedules and oversees the use of equipment, supplies, and facilities in one or more dental hygiene laboratories.

Assists students in the proper and safe operation of a wide variety of dental equipment, such as dental units, x-ray machines, digital radiology, nitrous oxide analgesia, intra-oral cameras, ultrasonic scalers, air compressors and vacuum systems, and sterilization units including Miele disinfectant machines.

Sets up supplies and equipment and assists in conducting classroom demonstrations.

Serves as a resource to students and instructional staff during laboratory sessions.

Explains to students established instructional laboratory and equipment policies and ensures student compliance with lab policies, procedures, and safety precautions.

Issues and receives materials and equipment for student use in laboratory and classroom assignments; keeps records and effects the return of materials and equipment checked out to students.

Maintains reference books and other resource materials in the dental hygiene program.

Assists instructors in the design and development of instructional and study aids.

Advises instructional staff of common problems encountered and progress being made by students using a laboratory as part of their educational program.

Maintains and makes minor adjustments and repairs to clinic units and radiology developing equipment.

Maintains Material Safety Data Sheets for dental chemicals and products, as well as other records for supplies and equipment; prepares requisitions as needed.

Receives, inspects, stores, and secures supplies and equipment and keeps storerooms and working areas orderly and clean.

Maintains records of student attendance and laboratory utilization statistics.

May participate with faculty in the evaluation of student study skills competencies.

May administer written examinations.

May provide training and work direction to student employees.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

An **Instructional Assistant, Dental Hygiene**, applies knowledge of principles, procedures and techniques of dental hygiene in assisting students and faculty with instructional assignments, and is responsible for the day-to-day scheduling and operations of one or more dental hygiene laboratories.

**Instructional Assistants** in other academic disciplines are responsible for the day-to-day operations of instructional laboratories and apply their specialized knowledge to a broad range of duties related to the day-to-day operations of their academic departments.

## **SUPERVISION**

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

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Current concepts, principles, and practices of dental hygiene

Principles of infection control and sterilization

Medical and dental terminology

Capabilities and features of equipment used in a dental hygiene laboratory

Specialized computer software used in the dental hygiene and allied health professions

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

Recordkeeping procedures

### **Skill in:**

Operating a wide variety of dental hygiene equipment

**Ability to:**

Explain and demonstrate dental hygiene concepts, practices and procedures to students

Plan and organize work to meet schedules and timelines

Effectively utilize computer hardware and software

Follow complex instructions and procedures

Work effectively, cooperatively, and collaboratively with faculty, staff and students

Communicate effectively both orally and in writing

Take initiative and work independently

Give clear and concise instructions

Keep detailed and accurate records

Learn to operate and train students in the operation of equipment found in an instructional laboratory

**ENTRANCE QUALIFICATIONS**

**Education and Experience:**

A. An associate degree or its equivalent from a recognized college or university with a major in dental hygiene, dental assisting, or a related field.

**OR**

B. Graduation from high school or its equivalent **AND** two years of recent, full-time, paid experience in a dental office which must have included sterilization and other clinically assistive/back-office duties.

**Special:**

A Certified Dental Assistant or California Registered Dental Assistant credential is desirable.

## Reasonable Accommodation

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

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

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Classification Study: Office Assistant, EN 1069685, Continuing Education and Workforce Development, East Los Angeles College (Case 4015)

**Recommendation:**

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

**From:**  
Office Assistant  
(\$3,321.32 - \$4,114.52/month)

**To:**  
Administrative Assistant  
(\$3,840.38 - \$4,757.56/month)

**Location:**  
Continuing Education and Workforce Development  
East Los Angeles College

**Incumbent:**  
M. Nieves (EN 1069685)

**Effective Date:** November 6, 2020

**Bases of Recommendation:**

1. The request to study the employee's position was initiated by the submission of the incumbent's performance evaluation, dated November 6, 2020, in accordance with the provisions of Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES, as well as Paragraph D. of the agreement between the Los Angeles Community College District and AFT College Staff Guild. The performance evaluation was accompanied by a description of the employee's duties. Staff notes that the performance evaluation was initially not forwarded to the Personnel Commission Office by the Human Resources Division, which is the customary process. Staff was made aware of the performance evaluation after the receipt of a Classified Staffing Request on August 25, 2021. The employee requested that her position be reclassified to Administrative Assistant because of her role supporting the Dean of Continuing Education and Workforce Development (CEWD). The administration was in support of this request.
  
1. Staff audited the position and found that the employee acts as the sole secretarial and clerical support for the Dean of CEWD. 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, journal vouchers, 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 and arranging for travel accommodations and conferences
  - Coordinating and preparing supervisor's meetings and program events
  - Coordinating issuance of Skills Certificates and Certificates of Achievement between the Strong Workforce Program and the Admissions & Records Office
2. The classification concept of the incumbent's current class of Office Assistant is based on responsibilities that involve performing a wide variety of responsible general clerical duties related to the operation of an office. 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, M. Nieves (EN 1069685) may be appointed to her reclassified position without participating in an examination process.

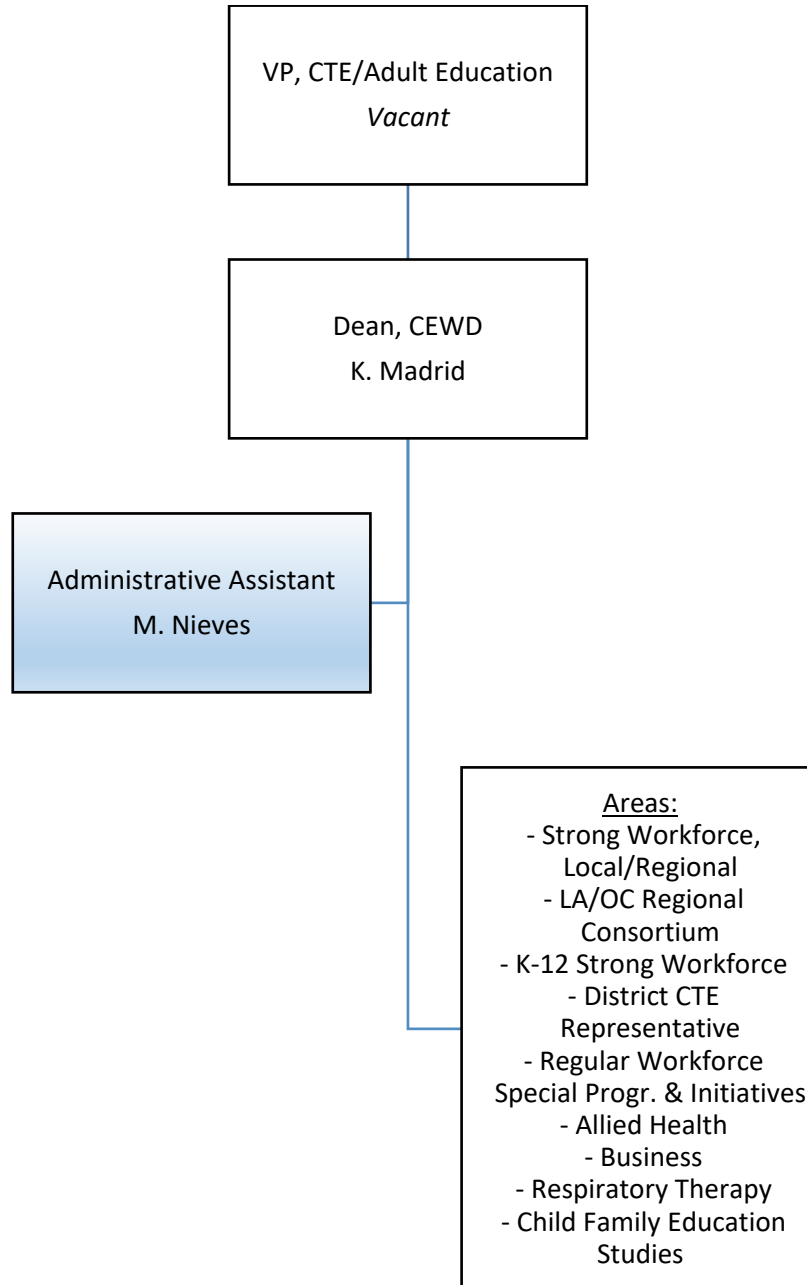
Date of Last Performance Evaluation: 11/6/2020

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 –  
Continuing Education and Workforce Development***



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Claims for Temporary Work Out of Classification for EN 784083 (Case 4019)

**Recommendation:**

It is recommended that the Personnel Commission APPROVE payment for duties assigned to EN 784083, as indicated below.

Pay Period	Dates	HRS	DIFFERENTIAL PER HOUR	TOTAL (HRS x PAY)
24.2020	June 28 – June 30, 2021	21.6	1.85	\$39.96
01.2021	July 1 – July 15, 2021	72	1.85	\$133.20
02.2021	July 16 – July 30, 2021	79.2	1.85	\$146.52
03.2021	August 1 – August 15, 2021	72	1.85	\$133.20
04.2021	August 16 – August 31, 2021	86.4	1.85	\$159.84
05.2021	September 1 – September 15, 2021	68.4	1.85	\$126.54
06.2021	September 16 – September 30, 2021	72	1.85	\$133.20
Est. Total		471.6		\$872.46

**Bases of Recommendation:**

1. On August 12, 2021, EN 784083, an Office Assistant in the Human Resources Division at the Educational Service Center began submitting claims for temporary work out of class and requested that payment be made for additional work performed during the time period of January 1, 2020 to September 30, 2021. The additional work assigned was a result of reassignment of duties to some of the staff within the Human Resources Division in response to the pandemic and remote work environment. The claims submitted by the employee were authorized by the Vice Chancellor of Human Resources. The time periods identified in this report are in accordance with the timelines established in PC Rule 550 Compensation for Inconsistent Duties: Temporary Work Out of Classification.
2. In March of 2020, the Los Angeles County of Public Health Department issued the Safer at Home Order which led to the majority of LACCD employees at the Educational Services Center transitioning to a remote work environment. In an effort to maintain business flow continuity during the pandemic, some of the tasks within the Human Resources Entry Unit were re-distributed among staff. It was estimated that 90% of EN 784083's time was spent on new duties assigned related to processing candidates for employment by providing I9 and TB clearance for new employees District-wide, maintaining clearance logs, providing clearance notification, and providing live scan fingerprinting services for new employees. After a careful review of the new work performed by the employee, staff found that the

employee was performing work consistent with the Personnel Assistant classification. Employees in the Educational Services Center have recently begun transitioning back to an in-person work environment and the higher-level duties assigned to EN 784083 were removed at the end of September, 2021.

3. The recommended differential of 7.79% falls within the salary schedule of the class of Personnel Assistant and takes rules of promotion into account where an employee is typically guaranteed at least a 5% increase above his/her current schedule and step upon promotion to another class.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Reissue Personnel Commission Rule 682, HEALTH EVALUATIONS (Case 4022)

Personnel Commission Rule 682 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched the provisions for health evaluations at the other five merit-system based community college districts in California and from both the Los Angeles Unified School District and Long Beach Unified School District. All of the surveyed agencies had provisions on health evaluations/examinations for potential and current employees. No substantive changes have been recommended.

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November 22, 2016-October 20, 2021

**682 HEALTH EVALUATIONS**

**Education Code Section(s)**

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

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

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

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

- A. Employment in the classified service of the Los Angeles Community College District may be subject to passing health evaluation(s) based on appropriate health standards for the class and status as determined by the Board of Trustees. All classified employees must complete any prescribed health evaluations and documents prior to being placed on the job.
  
- B. An employee informally absent from duty because of illness or injury for more than five consecutive working days shall submit to his/her supervisor the prescribed forms attesting to his/her medical fitness for duty prior to being permitted to return to work. An employee may be asked to provide medical clearance for absences of less than five days when an unusual pattern or frequency of illness use is found.

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- C. An employee may be required to report for a health evaluation/examination by a District-approved medical consultant. If the report of the medical consultant shows that the employee is not medically qualified to perform his/her duties, the employee may be placed on leave for a period of time sufficient to achieve rehabilitation. Written notice of nonapproval and the reason shall be provided to the employee together with information as to appeal rights provided in Personnel Commission Rule 836, APPEALS OF MEDICAL DISQUALIFICATIONS OF CLASSIFIED EMPLOYEES AND ELIGIBLES.
- D. An eligible/employee who is medically disqualified from being on the job and is on a formal medical or industrial accident leave or has been placed on a reemployment list due to the expiration of leave benefits, may be considered unable to report for duty and passed over in order of certification until he/she meets the prescribed health standards and/or is cleared by the ~~Division of Human Resources~~ Division to return to work.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval) (Case 4017)

This rule was recently reviewed and amended in June of this year. However, for consistency purposes with applicable provisions of Personnel Commission Rule 624, REVIEWS AND APPEALS OF EXAMINATIONS, we are proposing some additional amendments to paragraphs G., I., and K. to provide clarification on the delivery of notices.



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~~June 23, 2021~~–October 20, 2021

600 REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES

**Education Code Sections**

**88022.** No person shall be employed or retained in employment by a community college district who has been convicted of any sex offense as defined in Section 87010 or controlled substance offense as defined in Section 87011. If, however, any such conviction is reversed and the person is acquitted of the offense in a new trial or the charges against him or her are dismissed, this section does not prohibit his or her employment thereafter.

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

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

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

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

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

**88081.** (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,

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eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

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

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

**88131.** The commission may authorize a hearing officer or other representative to conduct any hearing or investigation which the commission itself is authorized by this article to conduct. Any such authorized person conducting such hearing or investigation may administer oaths, subpoena and require the attendance of witnesses and the production of books or papers, and cause the depositions of witnesses to be taken in the manner prescribed by law for like depositions in civil cases in the superior court of this state under Title 4 (commencing with Section 2016.010) of Part 4 of the Code of Civil Procedure. The commission may instruct such authorized representative to present findings or recommendations. The commission may accept, reject or amend any of the findings or recommendations of the said authorized representative. Any rejection or amendment of findings or recommendations shall be based either on a review of the transcript of the hearing or investigation or upon the results of such supplementary hearing or investigation as the commission may order.

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

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

(a) Willfully, by himself or herself or in cooperation with another person, to defeat, deceive, or obstruct any person with respect to his or her right of examination, application, or employment under this article or commission rule.

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(b) Willfully and falsely, to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this article or commission rule, or to aid in so doing, or to make any false representation concerning the same or the person examined.

(c) Willfully, to furnish to any person any special or secret information regarding contents of an examination for the purpose of either improving or injuring the prospects or chances of any person examined, or to be examined under this article or commission rule.

**Definitions**

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

**Reasons for Rejection**

- E. Applicants, candidates, and eligibles may be rejected for the reasons enumerated below:
  - 1. Health conditions which would preclude an eligible from satisfactorily and safely performing the essential duties of the position classification.
  - 2. Failure to comply with the applicable provisions of Article XX, Section 3 of the Constitution of the State of California.
  - 3. Any person who violates provisions of the merit system as provided for in Education Code Section 88136.

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4. Any person who would be precluded from employment under the provisions of Education Code Sections 88022, employment after conviction of sex offense or controlled substance offense; rehabilitated controlled substance offender, and 88023, employment of sexual psychopath.
  5. Making a false statement or omitting a statement as to any material fact on an application for employment or related documents.
  6. Practicing any deception or fraud in connection with an examination or to secure employment.
  7. Dismissal from a previous employment for cause.
  8. Failure to meet District standards regarding conviction for a criminal offense.
  9. Discharge other than honorable from the armed forces of the United States.
  10. A record of unsatisfactory service or disciplinary action with the Los Angeles Community College District.
  11. Debarment by the District or other public agency.
  12. Failure to report for duty after an assignment has been offered and accepted.
  13. Failure to demonstrate eligibility to work legally in the United States.
  14. Failure, after due notice, to report promptly for review of any of the above bases for rejection. Such notice shall state that failure to report is a basis for rejection.
  15. Failure to meet current eligibility requirements applicable to restricted positions in specially funded programs.
- F. Applicants or candidates may also be rejected for failure to meet the established entrance qualifications for the class of an examination. It is the responsibility of each applicant to provide information, documentation, or evidence that they meet the minimum qualifications as specified in the job bulletin when submitting an application. An applicant or candidate who is rejected under the provisions of this paragraph shall be given one opportunity to provide supplementary information, documentation, or evidence necessary to meet the entrance qualifications. Such supplementary material must be submitted in writing to the examination unit within five calendar days after the rejection notice was sent. If it is determined by the examiner of record that such supplementary material does not satisfy the entrance qualifications, the applicant or candidate shall be notified in writing.
- G. Eligibles may be removed from eligibility lists if it is subsequently determined that they failed to meet the established entrance qualifications for the class. Notification of rejection shall be in writing and specify the reason for the rejection. If an eligible has evidence to refute the rejection, the eligible may make a written request for review with accompanying evidence to the Personnel Director within five working days after the rejection notice was ~~delivered~~ received.

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- H. When there is evidence that an eligible should be rejected under one or more of the causes listed in Paragraph E., above, the Human Resources Division may submit a written request along with documentation to the Personnel Director asking for the removal of the eligible from the eligibility list. Based on the findings of fact, the Personnel Director may remove the eligible from the applicable eligibility list and any other appropriate eligibility lists on which the eligible's name appears.

**Notification of Rejection**

- I. Applicants, candidates, and eligibles who are rejected for any of the reasons identified in Paragraph E. of this rule shall be notified in writing. The written notification shall state:
1. the reason for the rejection;
  2. the length of time the individual shall be ineligible to be considered for a position in the Los Angeles Community College District except when the rejection is for an unsatisfactory health condition; and
  3. that, within five working days after the written notice was delivered, ~~received~~ the individual may appeal in writing to the Personnel Director.

Delivery shall be considered either the date the United States Postal Service provided notice of attempt to deliver or the date a candidate accepted delivery, whichever is earlier. A dated receipt that the notice of rejection has been received by the individual shall be obtained. The intent of obtaining the signature of the individual shall be considered as having been carried out if a certified letter, return receipt requested, has been mailed to the last known address of the individual.

**Appeal Process**

- J. Upon appeal, if the decision of the Personnel Director does not sustain the rejection for any of the reasons identified in Paragraph E. of this rule, the applicant or candidate will be permitted to take or continue the examination or in the case of an eligible the name will be restored to all appropriate lists.
- K. Upon appeal, if the decision of the Personnel Director is to sustain the rejection for any of the reasons identified in Paragraph E. of this rule, the individual:
1. shall be given a written notice containing the reason or reasons for sustaining the rejection; and
  2. shall be informed of the right to make a written appeal of the rejection and/or the period of disqualification to the Personnel Commission within five working days after the written notice was delivered, ~~received~~ in accordance with Paragraph I. above.
- L. An appeal submitted by an applicant, candidate, or eligible must contain specific grounds for the appeal. The following will be accepted as grounds for appeal:

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1. that the rejection or the proposed removal of the name from the eligibility list is based on prohibited grounds of discrimination as defined in relevant law.
  2. that there is an abuse of discretion.
  3. that the reasons given for the action are not in accordance with the facts.
- M. Upon acceptance of an appeal that meets the grounds specified in Paragraph L., above, the Personnel Commission shall instruct the Personnel Director to investigate the appeal and make a report to the Personnel Commission or shall schedule a hearing, if deemed necessary. The Personnel Director may order that certification from affected eligibility lists be suspended pending completion of the hearing or any other period of time that is needed to satisfy the operational needs of the District and the rights of the appellant.
- N. The applicant, candidate, or eligible shall be afforded an opportunity to present relevant evidence at the hearing in a closed session.
- O. A rejected applicant or candidate who has appealed the rejection in accordance with the provisions of this rule, may conditionally be permitted to take any part of the examination that is being held pending a decision.
- P. At the conclusion of the hearing or consideration of the investigation report, the applicant, candidate, or eligible shall be notified in writing of the Personnel Commission's decision. If the decision is that the applicant or candidate should be permitted to take the examination, the applicant or candidate shall be permitted to proceed with the examination as if there had not been a rejection. In the event that the decision of the Personnel Commission does not sustain removal of the eligible's name from the eligibility list, the Personnel Director shall restore the eligible's name to the list and resume certification of the eligible's name to vacant positions.



Name Galeana Eduardo  
Last First

Employee Number 1047343

College/Division ELAC/Instructional Services

Classification SFP Program Specialist

The employee named above is commended for outstanding work performance for the period beginning 8/21/21 and ending 10/8/21. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Eddie has been instrumental in leading the return-to-campus efforts ensuring that appropriate Covid-19 related considerations were taken care of and personal protective gear items planned, ordered and distributed appropriately. Working closely with dean and VP, Eddie has truly demonstrated outstanding work performance through his leadership, reliability and professionalism. Eddie is known for his dependability and willingness to do what it takes. He exhibits exemplary work habits and has an imaginative personality. Eddie is very resourceful in times of need and creates a positive and inclusive work environment. Eddie consistently receives good feedback from his entire departmental team.

[Signature]  
Djuradj Babic (Oct 8, 2021 16:28 PDT)  
Signature of Supervisor Title Date

Eduardo Galeana  
Eduardo Galeana (Oct 11, 2021 08:14 PDT)  
Signature of Employee Title Date

Signature of Reviewer (Optional) Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

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

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