

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING  
Wednesday, December 17, 2021 –10:45 a.m.

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

Dial by your location  
+1 669 900 6833 US (San Jose)  
Meeting ID: 560 371 7342

ORDER OF BUSINESS-CLOSED SESSION MEETING

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

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, January 5, 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, December 17, 2021 – 11:00 a.m.

Via Teleconference:

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Miscellaneous Personnel Commission Activities and Announcements
  - a. Classified Employment Opportunities Bulletin
- IV. 2021 Legislative Report Summary (Case 4033)
- V. Annual Report on Classes to be Inactivated (Case 4038)
- VI. Annual Report on Re-Issued Class Descriptions (Case 4039)
- VII. Designation of the Gardener List as the Most Appropriate Eligibility List for the Class of Groundskeeper (Case 4036)
- VIII. Temporary Suspension of Certain Sections of Personnel Commission Rules in Light of the Covid-19 Health Crisis (Case 3816-3)
- IX. Establishment of a New Class of Assistant Director of Accounting, Administration Series (Case 4044)
  - a. Approve the Establishment of the New Classification of Assistant Director of Accounting
  - b. Approve the Salary Allocation for the New Classification of Assistant Director of Accounting
  - c. Approve the Class Description for the New Classification of Assistant Director of Accounting
  - d. Approve the Examination Authorization for the New Classification of Assistant Director of Accounting with an Open and Promotional (Dual Certification) field of competition.
- X. Salary Reallocation for the Classes in the Construction Inspection Group, Facilities Series (Case 4042)
- XI. Classification and Salary Study for the Class of Payroll Systems Manager, Administration Series (Case 4034)

- XII. Classification and Salary Study of Safety and Security Job Classifications, Administration Series (Case 4035)
- XIII. Class Description Revisions for the Class of:
  - a. Assistant Financial Aid Systems Specialist
- XIV. Correspondence
- XV. Notice of Anticipated Items: Classification Study: Assistant Research Analyst, EN 1069682, Research Office, LAVC (AFT); Salary Reallocations for the Classes of Accountant (AFT), Senior Accountant (Local 721), and Supervising Accountant (Local 721);
- XVI. Hear Non-Agenda Speakers/Open Forum
- XVII. Reconvene into Closed Session
- XVIII. Reconvene into Open Session
- XIX. Report of Actions Taken in Closed Session
- XX. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, January 5, 2022  
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## LOS ANGELES COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** 2021 Legislative Report Summary (Case 4033)

The 2021 California legislative session has come to a close. The Legislature was in session from January 11 through September 10, 2021. 836 pieces of legislation were presented to the Governor for signature or veto by October 10, 2021.

### Chaptered

After a bill has been signed by the Governor, the Secretary of State assigns the bill a “Chapter Number” such as “Chapter 123, Statutes of 2021,” which is subsequently used to refer to the measure rather than the bill number.

Bill Number (Author)	Subject	Disposition
AB 237 (Gray)	Prohibits California public employers from discontinuing employer contributions for health care coverage for employees and their dependents when, during an authorized strike, an employee’s hours fall below the minimum hours worked to qualify for employee health care coverage.	Chapter 740, Statutes of 2021 (Government Code Sections 3140, 3141, and 3142 were added)
AB 289 (Calderon)	Changes existing merit system election procedures for classified school employees, such as: requiring the tabulation committee to include at least one classified employee designated by the largest classified employee union within the district; prohibiting district representatives from marking any employee’s envelope or ballot, except that the tabulation committee may adopt a system of uniformly stamping all ballots received and/or counted to help ensure an accurate count; etc.	Chapter 88, Statutes of 2021 (Education Code Sections 45221, 45319, 88051, and 88138 were amended)
AB 361 (Robert Rivas)	Allows local agencies, until January 1, 2024, to use teleconferencing without complying with specified Ralph M. Brown restrictions during a declared state of emergency.	Chapter 165, Statutes of 2021 (Education Code Section 89305.6 was added, Government Code Section 11133 was added and 54953 was amended)

<b>Bill Number (Author)</b>	<b>Subject</b>	<b>Disposition</b>
AB 438 (Reyes)	Provides permanent classified employees of school districts and community college districts the same rights to notice and hearing with respect to layoffs as are provided to certificated/academic employees. This includes requiring districts to provide a layoff notice to an employee no later than March 15.	Chapter 665, Statutes of 2021 (Education Code Sections 45117 and 88017 and Government Code Sections 11503 and 11505 were amended)
AB 1033 (Bauer-Kahan)	Clarifies that employers covered under the California Family Rights Act must grant eligible employees up to 12 weeks of job-protected time off from work annually for the purpose of providing care to a parent-in-law with a serious medical condition.	Chapter 327, Statutes of 2021 (Government Code Sections 12945.2 and 12945.21 were amended)
SB 95 (Skinner)	Extends COVID-19 supplemental paid sick leave for covered employees until September 30, 2021.	Chapter 13, Statutes of 2021 (Labor Code Sections 248.2 and 248.3 were added)
SB 270 (Durazo)	Authorizes public employee unions to file a special unfair labor practice charge before the Public Employment Relations Board against public employers that fail to comply with existing law requiring disclosure of employee information to public employee unions.	Chapter 330, Statutes of 2021 (Government Code Section 3558 was amended)
SB 274 (Wieckowski)	Requires a local agency with an internet website to email a copy of, or website link to, the agenda or agenda packet to persons who request it, if technologically feasible.	Chapter 763, Statutes of 2021 (Government Code Section 54954.1 was amended)
SB 278 (Leyva)	Establishes new procedures for when a retiree's California Public Employees' Retirement System (CalPERS) pension is reduced post-retirement due to the reporting of disallowed compensation by the public employer, including that the public employer must cover the difference between the pension as originally calculated and as reduced by CalPERS.	Chapter 331, Statutes of 2021 (Government Code Section 20164.5 was added)
SB 294 (Leyva)	Removes the 12-year limitation for service credit earned under the California State Teachers' Retirement System or the California Public Employees'	Chapter 539, Statutes of 2021

Bill Number (Author)	Subject	Disposition
	Retirement System in regards to employer-approved compensated leaves of absence for school employees of a K-12 or California community college district who serve as an elected officer of an employee organization, among other provisions.	(Education Code Sections 22711, 44987, 45210, 87768.5, and 88210 and Government Code Section 20906 were amended)
SB 368 (Limón)	Requires a health plan or health insurer to provide an enrollee/insured with their accrual balance toward their annual deductible and annual out-of-pocket maximum during any month in which benefits were used; permits an enrollee/insured to request their most up-to-date accrual balance toward their annual deductible or their annual out-of-pocket maximum from their health plan or insurer at any time; and requires accrual updates to be mailed unless the enrollee/insured opts out.	Chapter 602, Statutes of 2021 (Health and Safety Code Section 1367.0061 and Insurance Code Section 10112.291 were added)
SB 411 (Cortese)	Grants discretionary authority to the California Public Employees' Retirement System (CalPERS) to reinstate a retiree to active membership if they work more than the 960-hour-per-fiscal-year limit in CalPERS-covered positions. Also allows CalPERS discretion in addressing violations of this rule in a manner that does not impose harsh financial penalties on retirees.	Chapter 136, Statutes of 2021 (Government Code Sections 21202 and 21220 were amended)
SB 606 (Gonzalez)	Establishes a rebuttable presumption that an employer's written policy that violates specified health and safety regulations would be considered an enterprise-wide violation and adds a definition of "egregious violation" that carries specified additional penalties.	Chapter 336, Statutes of 2021 (Labor Code Sections 6317, 6323, 6324, 6429, and 6602 were amended and 6317.8 and 6317.9 were added)
SB 639 (Durazo)	Prohibits an employer from paying an employee with a disability less than the legal minimum wage beginning January 1, 2025.	Chapter 339, Statutes of 2021 (Labor Code Section 1191 was amended and 1191.5 was amended and repealed)
SB 657 (Ochoa Bogh)	Provides that in instances where an employer is required to physically post information in the workplace, an employer may also distribute that information to employees by email with the document or documents attached. However, distribution by email	Chapter 109, Statutes of 2021

<b>Bill Number (Author)</b>	<b>Subject</b>	<b>Disposition</b>
	shall not alter the employer's obligation to physically post the information in the workplace.	(Labor Code Section 1207 was added)

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Annual Report on Re-Issued Class Descriptions (Case 4039)

In accordance with Personnel Commission Rule 522, CLASS TITLES AND DESCRIPTIONS, an informative report is to be provided to the Personnel Commission on an annual basis that summarizes class descriptions for which staff has not recommended any changes after following the customary review process.

Staff conducted a customary review process with all applicable administrators, supervisors, incumbents, and union representatives for the class descriptions noted below. No substantive changes were recommended by any of the parties and therefore staff asked the Personnel Director to authorize the reissue of those class descriptions.

<b>Job Classification</b>	<b>Effective Re-Issue Date</b>
Maintenance Assistant	7/7/2021
Custodial Supervisor	6/16/2021
Senior Custodial Supervisor	6/16/2021
College Store Assistant	1/21/2021
College Store Buyer	1/21/2021



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**To:** The Personnel Commission  
**From:** Ronald Delahoussaye  
**Subject:** Annual Report on Classes to be Inactivated (Case 4038)

**Recommendation:**

It is recommended that the classes noted in Exhibit A be made inactive, effective December 17, 2021.

**Bases of Recommendation:**

On an annual basis, staff reviews the job classification schematic of the classified service and identifies classes that are no longer needed based on obsolete functions, changes in class concepts, and/or reorganizations that have taken place. In this annual review, staff identified five job classes that are noted below.

**Exhibit A**

<b>Job Classification</b>	<b>Date of Establishment</b>
Clerical Trainee	1/3/2011
Facilities Assistant	12/12/2002
Office Aide	7/3/1994
Personnel Commission Service Representative	7/15/2001
Student Services Aide (Restricted)	12/18/2019

LOS ANGELES COMMUNITY COLLEGE DISTRICT

**TO:** PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Designation of the Gardener Eligibility List as the Most Appropriate Eligibility List for the Class of Groundskeeper (Case 4036)

RECOMMENDATION:

It is recommended that the Personnel Commission approve the designation of the eligibility list for Gardener as the most appropriate eligibility list for the class of Groundskeeper.

BASES FOR RECOMMENDATION:

1. Due to the District’s 2021 Supplemental Retirement Program, requests for recruitments for classified positions have increased significantly. The designation of the Gardener list as the most appropriate list for the class of Groundskeeper would enable staff to provide immediate certification for the only vacancy within the District, which currently exists in the gardening unit of Los Angeles Trade-Technical College. There is no current list for Groundskeeper. The list for Gardener, dated November 4, 2021, has a total of 5 ranks with 11 eligibles. Multiple eligibles on this list have expressed an interest in being considered for a Groundskeeper position.
2. The following information is provided in accordance with Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES, Paragraph D.:

Salary Comparison

Gardener:	\$4082.20	\$4306.72	\$4543.59	\$4793.49	\$5057.13	Monthly
Groundskeeper:	\$3713.78	\$3918.04	\$4133.53	\$4360.87	\$4600.73	Monthly

Entrance Qualifications

GARDENER

Graduation from high school or its equivalent, and

- A. One year of full-time, paid experience in general gardening work including care of trees, lawns, shrubs, hedges, and flowers.

OR

B. Successful completion of a two-year program in horticulture or related subjects from a community college, adult, vocational, or high school.

Physical Requirement: Ability to lift and move items weighing up to 50 pounds.

#### GROUNDSKEEPER

Graduation from high school or its equivalent. Coursework or work experience in gardening is desirable.

Physical Requirement: Ability to lift and move items weighing up to 50 pounds.

#### Similarity of Fields of Competition

The fields of candidates are somewhat similar. Gardener requires full-time, paid experience in general gardening work or a successfully completed course in horticulture or related subjects, while Groundskeeper lists such experience or coursework as desirable.

#### Similarity of Examination Content

The examination content of the two classes are somewhat similar. The most recent administrations of both Gardener and Groundskeeper included a written examination with somewhat similar contents. Gardener also had a performance exam, which Groundskeeper did not have.

3. Paragraph E. of Rule 659 provides that when a proposed use of a most appropriate list is submitted to the Personnel Commission and objections or requests for deferral of approval are made, the Personnel Commission will defer action until the next scheduled open meeting. Any basis for objections must be prepared and submitted to the Commission in writing at or before the meeting following the deferral of action.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Temporary Suspension of Certain Sections of Personnel Commission Rules in Light of the Covid-19 Health Crisis (Case 3816-3)

It is recommended that the Personnel Commission maintain the temporary suspension of section B.2 of Personnel Commission Rule 642, ESTABLISHMENT AND DURATION OF ELIGIBILITY LISTS, and section I.5 of Personnel Commission Rule 671, LIMITED-TERM ASSIGNMENTS, through June 30, 2022.

**Background:** Staff is requesting an additional extension of the temporary suspension of the rules noted above through June 30, 2022, in accordance with Personnel Commission Rule 503, PERSONNEL COMMISSION RULES. The Personnel Commission approved a temporary suspension of the rules noted above on March 25, 2020, September 23, 2020, and June 9, 2021. The last extension is set to expire on December 30, 2021. Since there are still restrictions imposed on the Classified Examination Unit office operations due to the COVID-19 health crisis, particularly on testing for larger groups of applicants, staff is recommending that the rule provisions outlined in Rule 642 pertaining to six-month eligibility lists, which impacts the current eligibility list for Super C, be suspended so that the life of this list can be extended until a new list is established which is anticipated by the end of this year. Additionally, staff is recommending that the restrictions on provisional assignments be eased to provide flexibility in the extension of those assignments in light of reduced examination activities as a result of the pandemic safety precautions. The applicable sections are outlined in Personnel Commission Rule 671.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Establishment of a New Class of Assistant Director of Accounting, Administration Series (Case 4044)

**Recommendations:**

- I. It is recommended that the Personnel Commission establish a new class of Assistant Director of Accounting; that the new class be placed in the Accounting Group, Administration Series; that the new class description be adopted; that the new class be allocated to Salary Schedule 10786.37; that the salary setting basis for the new class be based on direct alignment with a standard assistant director job class, effective December 17, 2021.

Salary Schedule 10786.37

Step 1	Step 2	Step 3	Step 4	Step 5	
\$10,786.37	\$11,379.62	\$12,005.50	\$12,665.80	\$13,362.42	Monthly
\$129,436.44	\$136,555.44	\$144,066.00	\$151,989.60	\$160,349.04	Annually

- II. It is recommended that the Personnel Commission authorize examinations for the new class with an Open and Promotional (Dual Certification) field of competition.
- III. It is recommended that Rule 596, OVERTIME, be amended to designate the new class as Administrative, for purposes of overtime.

**Bases of Recommendations:**

1. The Vice Chancellor/Chief Financial Officer requested the establishment of the new class to provide additional administrative support in the management of the District's accounting and disbursement units. The new class will also create an additional career opportunity for managerial accounting staff of the District. An organizational chart is included in the report to illustrate how the new class fits in within the District's organization.
2. An incumbent in the new job class of Assistant Director of Accounting, under the direction of the Director of Accounting and Vice Chancellor/Chief Financial Officer, plans, organizes, and directs assigned day-to-day activities of the District's general and special funds accounting and related operations.
3. Staff considered the salary of the District's classified standard assistant director classification to be an appropriate compensation level for the programmatic responsibilities assigned to the new class. Staff was not able to obtain an adequate salary sample for comparable classes from other public agencies within the Greater Los Angeles area or from the compensation database of the U.S. Department of Labor, Bureau of Labor Statistics.

4. The recommended title for the new class is descriptive and reflects the level and nature of duties and responsibilities to be assigned to the position.
5. Personnel Commission Rule 596, OVERTIME, defines an Administrative class as one where the primary duties and responsibilities consist of the administration of an organizational unit at the Branch level, or its equivalent, and encompass the following characteristics:
  - Customarily and regularly plan, organize, direct, and review the work of other employees.
  - Customarily establish procedures regarding the operations of the assigned unit.
  - Customarily and regularly exercise discretionary powers and sanctions.
  - Customarily and regularly do not include the performance of duties similar to those of subordinates.
  - Customarily and regularly direct the activities of the assigned unit through subordinate supervisory employees.
  - Customarily establish policies regarding the operations of the unit.
  - Customarily and regularly review recommendations and decisions of subordinates which significantly impact the District.

The new class of Assistant Director of Accounting meets the criteria noted above.

## **Rule Amendment**

### 596 Overtime

#### Education Code Section 88026

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A. \*\*\*

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F. \*\*\*

The District's current classes designated as Executive, Administrative, or Supervisory are as follows:

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### Administrative Classes

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Assistant Director, Employee and Labor Relations

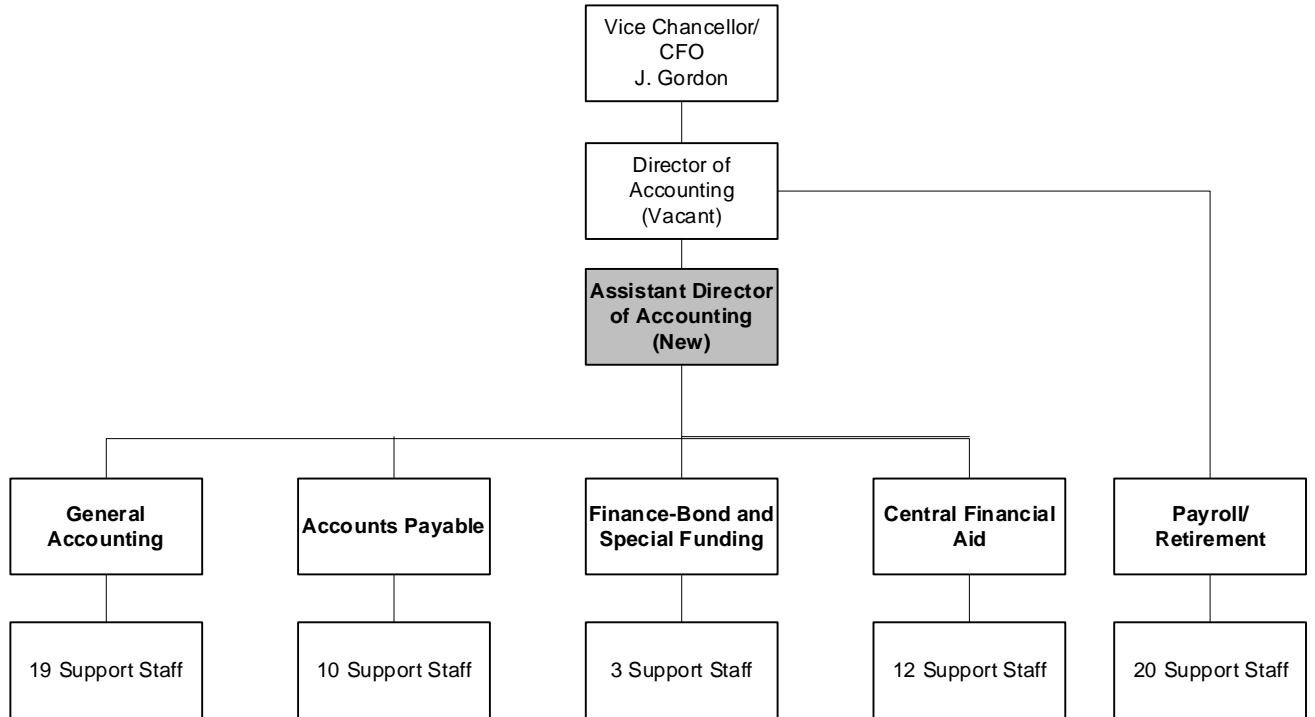
Assistant Director of Accounting

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**LOS ANGELES COMMUNITY  
COLLEGE DISTRICT  
ORGANIZATIONAL CHART**

**--- ACCOUNTING & DISBURSEMENTS UNITS ---**



**ASSISTANT DIRECTOR OF ACCOUNTING**

**DEFINITION**

Under the direction of the Director of Accounting and Vice Chancellor/Chief Financial Officer, plans, organizes, and directs assigned day-to-day activities of the District's general and special funds accounting, payroll, and related operations.

**TYPICAL DUTIES**

Plans, organizes, directs, and reviews the work of assigned professional and technical staff engaged in professional and clerical accounting activities related to general and special funds accounting, payroll, and related operations of the District.

Directs and participates in the development and revisions of policies, procedures, practices, and guidelines pertinent to the administration of assigned accounting, payroll, and related functions.

Directs the classification of documents, preparation of entries to the general books and ledgers, and preparation of accounting statements and special reports.

Directs the pre-audit of payroll transactions requiring the verification of accuracy and completeness of personnel assignment authorizations, time reports, salary schedules, and payroll deductions.

Directs the analysis of accounting and payroll reports to measure performance and identify deficiencies which may affect the ability of the District to meet financial and operational performance standards and goals.

Provides technical advice and guidance to District administrators on complex accounting, payroll, and related matters.

Advises administrative staff through oral and written reports of objectives, critical problems, achievements, improvement recommendations, and on requirements and restrictions of laws, rules, and policies affecting the District's accounting, payroll, and related operations.

Assists in providing administrative direction to student financial aid programs at the colleges and directs the operations of the central financial aid unit.

Directs the disbursement of District funds related to accounting, payroll, and related operations in accordance with applicable laws, rules, and policies.

Coordinates the work of assigned units with the colleges and other divisions.

Analyzes state legislative and administrative decisions, regulations, and policies to determine their impact on the accounting, payroll, and related operations of the District and makes recommendations on how to implement new requirements.

Evaluates accounting and payroll systems and recommends improvements and/or necessary changes that increase efficiency and effectiveness.



Represents the District, as designated, before state and local agencies on matters related to District accounting, payroll, and related functions.

Directs and prepares correspondence, reports, and presentations regarding accounting, payroll, and related activities.

Directs the selection, training, and supervision of unit staff to ensure proficient performance and a productive environment.

May act on behalf of the Director of Accounting and Vice Chancellor/Chief Financial Officer on designated matters.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

An **Assistant Director of Accounting** assists in the administration of the District's general and special funds accounting, payroll, and related operations.

A **Director of Accounting** plans, organizes, coordinates, evaluates, and directs the District's general and special funds accounting, payroll, and related operations.

A **Vice Chancellor/Chief Financial Officer** is the executive head over the District's financial and business management operations which include treasury, general and special funds accounting, budget, payroll, tax, risk management, procurement, and related activities. The Incumbent in this class is also responsible for directing the establishment of financial and accounting system controls and standards and ensuring timely financial and statistical information for management and/or Board use.

## **SUPERVISION**

General direction is received from the Director of Accounting and Vice Chancellor/Chief Financial Officer. General supervision is exercised over management, professional, technical, and clerical staff assigned to the unit.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles, practices, procedures, and theories of accounting with an emphasis on governmental accounting, including GAAP

Principles, practices, and procedures of auditing

Banking and investment policies, regulations, and practices

Research, statistical, and forecasting methods used in accounting analysis and management

Federal, state, and local laws, ordinances, codes, and regulations affecting the accounting operations of the District

Federal, state, and local laws relative to wages, salaries, fringe benefits, deductions, and the disbursement of funds

Enterprise systems and software used in accounting

Principles and practices of organization and management

State Legislative processes and procedures

Principles and practices of business and public administration

Principles of supervision, training, and human relations

**Ability to:**

Plan, direct, and coordinate assigned general and special funds accounting, payroll, and related activities of the District

Design and manage effective control, information, and documentation systems

Interpret and apply laws, rules, regulations, and policies pertinent to accounting, payroll, and related activities

Anticipate conditions, plan ahead, establish priorities, and meet schedules

Act independently and promptly to situations and events

Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations

Prepare and present effective written and oral communications and reports

Effectively communicate highly technical information concisely and in understandable terms

Integrate technology into business decisions and operations

Maximize use of available human, fiscal, and physical resources

Provide leadership and technical assistance to others

Train, supervise, and motivate assigned staff

Stimulate teamwork and promote cohesiveness towards the achievement of goals

Maintain poise and exercise good judgement in challenging situations

Consistently use and promote professional standards and practices related to assignments

Maintain a focus on details, quality, and precision in the performance of duties

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

Establish and maintain effective and cooperative working relationships with District administration, staff and representatives of government agencies and various private organizations

Travel to off-site meetings

Learn specialized software applications used in accounting systems

## **ENTRANCE QUALIFICATIONS**

### **Education:**

A bachelor's degree from a recognized college or university preferably with a major in accounting, business administration, economics, finance, public administration, or a related field; **OR** a valid license to practice as a Certified Public Accountant in California.

### **Experience:**

Five years of recent, full-time, paid, professional-level experience in accounting in a centralized accounting and disbursements department. Two years of the required experience must have been in an administrative or supervisory position. Public agency experience is desirable.

### **Special:**

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

Travel to locations throughout the District is required.

Must meet the requirements for bonding.

### **Reasonable Accommodation**

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

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

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

**Recommendation:**

It is recommended that the Personnel Commission approve the following salary reallocations for the classes in the Construction Inspection Group, Facilities Series, effective December 17, 2021.

Supervising Construction Inspector

Current Salary Schedule

Step 1	Step 2	Step 3	Step 4	Step 5
\$9,907.75	\$10,452.67	\$11,027.57	\$11,634.09	\$12,273.96
\$118,893.00	\$125,432.04	\$132,330.84	\$139,609.08	\$147,287.52

Monthly  
Annually

Proposed Salary Schedule, shortened range, to start at step 3

Step 1	Step 2	Step 3	Step 4	Step 5
\$10,452.71	\$11,027.61	<b>\$11,634.13</b>	\$12,274.01	\$12,949.08
\$125,432.52	\$132,331.32	<b>\$139,609.56</b>	\$147,288.12	\$155,388.96

Monthly  
Annually

Construction Inspector

Current Flat Rate of \$56.94\*

Proposed Flat Rate of \$60.07

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

**Bases of Recommendation:**

1. Due to severe recruitment difficulties experienced in the examination proceedings to fill vacancies in the two subject classes, staff conducted a salary review of the two classes. The salary review was supported by the Vice Chancellor/Chief Facilities Executive. The recruitment that was recently conducted for the class of Construction Inspector produced no qualified applicants that possessed the required Division of the State Architect Class 1 Inspector Certification despite extensive targeted recruitment efforts. The recruitment that was recently conducted for the Supervising Construction Inspector only produced two eligibles, which was also conducted with extensive targeted recruitment efforts. One of the eligibles was offered the position but ended up not accepting the offer due to salary concerns. It is anticipated that an increase of the salary for two positions will improve future recruitment and retention prospects for the positions.

2. Staff conducted a salary survey for the class of Construction Inspector, the key class of construction inspection occupational grouping, to determine the competitiveness of the current salary rate. The gathered salary data included data from the three largest employers of construction inspectors in the Los Angeles area: City of Los Angeles, Los Angeles County, and the Los Angeles Unified School District. The salary rates ranged from \$9379.00 per month (\$53.90/hr) to \$9963.17 per month (\$57.26/hr) at the maximum step. Staff also attempted to obtain salary data for employers of Division of the State Architect Class 1 Inspectors but found that the majority of those inspectors to be self-employed or employed by private construction firms with no public salary data available.

Staff was also able to obtain data from the U.S. Department of Labor, Bureau of Labor Statistics, OES survey Los Angeles-Long Beach-Anaheim, for Construction and Building Inspectors (sample size of 3,230 employees), which produced the following results (adjusted by applicable Employment Cost Index):

Q1	Median	Average	Q3	
\$37.92	\$47.94	\$47.74	\$58.28	Hourly
\$6,598.08	\$8,341.56	\$8,306.76	\$10,140.72	Monthly
\$79,176.96	\$100,098.72	\$99,681.12	\$121,688.64	Annually

The U.S. Department of Labor benchmark was considered weaker than the District's Construction Inspector since it included all types of inspectors and did not reflect the specialized inspector certification required by LACCD.

Additionally, staff also obtained and reviewed the current prevailing wage for building inspectors published by the State of California Department of Industrial Relations. The rate in effect is \$9,084.54 (\$52.21/hr). This data is considered weaker in that it includes all types of construction inspectors state-wide and similar to the Department of Labor data, the specialized inspector certification required by LACCD was not taken into account.

Staff ultimately determined that the recommended salary reallocations of an additional step (1 step=5.5%) for the benchmark class of Construction Inspector and the Supervising Construction Inspector class tied to the benchmark class, as well as the shortened salary range of the Supervising Construction Inspector (step 3), are warranted given the required higher-level Division of the State Architect Class 1 Inspector Certification and in order to place the District in a competitive position to successfully recruit and retain future employees.

### **Status of Incumbent**

The salary of regular incumbents in classes where the salary is being adjusted upward will be reallocated 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. There is currently only one regular incumbent in the class of Construction Inspector that is impacted by this report.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Salary and Class Study for the Class of Payroll Systems Manager, Administration Series (Case 4034)

**Recommendation:**

It is recommended that the Personnel Commission approve the revised class description for the class of Payroll Systems Manager; that the salary for the class be reallocated from salary schedule 9691.04 to salary schedule 10224.04; and that the salary setting basis for the class be changed to seven steps above Personnel Analyst, effective December 17, 2021.

Current Salary Schedule

Step 1	Step 2	Step 3	Step 4	Step 5	
\$9,691.04	\$10,224.04	\$10,786.37	\$11,379.62	\$12,005.50	Monthly
\$116,292.48	\$122,688.48	\$129,436.44	\$136,555.44	\$144,066.00	Annually

Proposed Salary Schedule

Step 1	Step 2	Step 3	Step 4	Step 5	
\$10,224.04	\$10,786.36	\$11,379.61	\$12,005.49	\$12,665.79	Monthly
\$122,688.48	\$129,436.32	\$136,555.32	\$144,065.88	\$151,989.48	Annually

**Bases of Recommendation:**

1. The Vice Chancellor/Chief Financial Officer requested a review of the class of Payroll Systems Manager to determine if the current salary is competitive given the increased responsibilities and complexity associated with the retirement operations, which are overseen by this position. Furthermore, an increase in complex issues associated with the compensation of faculty assignment was also noted as a basis for the review request. Staff notes that due to an upcoming retirement, a recruitment was recently conducted for this position, which only produced a list of four eligibles. One eligible was offered the position but ended up not accepting the offer due to salary concerns. It is anticipated that an increase of the salary for the position will improve future recruitment and retention prospects for the position.
2. Staff conducted a salary study for the subject class and surveyed other local community college districts and school districts for data on a related class. The salary data ranged from \$8,716.00 to \$11,962.33 per month at the maximum step, which produced rates lower than the salary allocated to the District's class. However, none of the surveyed agencies had responsibilities for retirement operations included in the duties of their payroll manager class. Staff was not able to obtain an adequate data sample for a comparable class from the compensation database of the U.S. Department of Labor, Bureau of Labor Statistics.
3. The recommended change in the salary setting basis for the class from six to seven steps (1 step =5.5%) above the District's key class for line function managers is primarily based on the added responsibilities of the position for the supervision of the retirement operations of the

District, which has become much more complex in recent years due to stringent pension reforms.

### **Status of Incumbent**

The salary of the regular incumbent in the class of Payroll Systems Manager will be reallocated 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.

**PAYROLL SYSTEMS MANAGER**

**DEFINITION**

Plans, organizes, and manages the development, implementation, and ongoing maintenance of payroll and retirement operations and systems of the District.

**TYPICAL DUTIES**

Plans, schedules, and manages the payroll and retirement operations activities of the ~~District Payroll Branch~~ which includes responsibility for the payment of, accounting for, and reporting of employee payroll and retirement contributions consistent with critical District and statutory requirements, timelines, and reporting obligations.

Manages the workflow of payroll and retirement operations to ensure timely outcomes, optimal efficiency, and maintenance of high standards of customer service.

Develops new and revised operational policies, procedures, and practices related to payroll and retirement processing and reporting in response to operational needs and legal requirements.

Directs and participates in the writing of business process and training materials related to payroll and retirement processes and reporting requirements.

Identifies system configuration issues and develops requirements/specifications for new and enhanced payroll and retirement system functionality, modules, and workbenches; confers with information technology staff on design, configuration, and functionality issues; directs user testing of system changes.

Participates in assessing impact and implementing operating changes required by legislation, laws, regulations, contract provisions, legal opinions, and legal decisions.

Advises and provides technical direction to college payroll staff related to interpretation and application of District payroll policies, procedures, and practices and Federal, state and local laws and regulations involving payroll and retirement programs.

Confers with staff of the ~~Division of Human Resources~~ Division and other District departments on matters pertaining to employee compensation and retirement issues.

Compiles, organizes, interprets, and presents data and information related to payroll and retirement processing such as payroll expenditures, retirement participation, pay types, and time and attendance in response to requests and to inform management studies and decisions.

Communicates legally required information and advisories to District administration and employees of the District.

**TYPICAL DUTIES**

Analyzes the effect of proposed and enacted legislation, laws, regulations, contract provisions, legal opinions, and legal decisions on payroll and retirement operations and systems of the District; makes recommendations related to implementation and compliance requirements.



Serves as the technical advisor to the Director of Accounting and Vice Chancellor/Chief Financial Officer/Treasurer on matters related to payroll and retirement systems management and operations.

~~Represents the Branch~~ Acts as liaison during internal and external audit processes by providing documents and other payroll-related reports upon request; responds to audit findings; and implements procedural changes recommended by auditors.

Directs and/or prepares correspondence, reports, statistical summaries, announcements, and other materials related to ~~Branch~~ payroll and retirement operations.

Develops and implements control systems for the maintenance of both electronic and hard copy payroll and retirement records and files.

Selects, trains, and evaluates assigned personnel staff to ensure the effective and efficient office operations ~~of the Branch~~.

Develops the ~~Branch~~ office budget; monitors and authorizes expenditures.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A **Payroll Systems Manager** plans, organizes, and manages the activities of the District's ~~Payroll Branch~~ which ~~includes payroll and retirement operations and retirement units~~. An incumbent in this job classification applies a thorough knowledge of payroll principles, practices, and accounting in the development, maintenance, and modification of payroll and retirement systems and in the resolution and prevention of complex operating problems in accordance with established District policies and objectives.

A **Payroll Systems Coordinator** assists in the general supervision and management of the ~~Payroll Branch~~ payroll and retirement operations of the District by organizing and overseeing day-to-day operational activities and staff, identifying and resolving the more complex operational problems, completing special projects, and providing technical support to the Payroll Manager in evaluating and maintaining efficient and effective operations and systems.

A **Director of Accounting** plans, organizes, coordinates, evaluates, and directs the general and special funds accounting, payroll, and financial aid operations of the District.

## **SUPERVISION**

General supervision is received from the Director of Accounting. General supervision is exercised over professional, supervisory, and clerical payroll staff ~~assigned to the Payroll Branch~~. Technical direction is exercised over college payroll unit personnel.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Business principles, procedures, and practices of payroll and retirement administration including assignments, time reporting, payroll processing, deduction control, reporting, records maintenance and documentation, and payroll accounting

Principles of accounting

Use and capabilities of integrated payroll systems

Concepts of human resources related to topics such as compensation, retirement, and leaves

Federal, state, and local laws, codes, ordinances, and regulations related to payroll systems

Board Rules, Personnel Commission Law and Rules, and union contracts as they relate to wages, salaries, fringe benefits, and deductions

Policies, rules, and regulations of the State Teachers' Retirement System, the Public Employees' Retirement System, and the Public Agency Retirement System

Capabilities of computer applications, systems, and hardware used in the management of payroll and retirement operations

Current trends and developments in payroll and retirement systems

Budget preparation and fiscal management

Principles and practices of organization and management

Organization and management of records

Principles of training and supervision

**Ability to:**

Plan, coordinate, and manage the work of subordinate staff engaged in various professional, technical, and clerical functions to ensure timely payroll completion

Plan, schedule, and manage complex payroll operations

Recognize critical elements of problems, develop and evaluate data, determine solutions, and make sound recommendations

Analyze and reengineer operations and procedures; formulate operational policy; and develop and implement new strategies, procedures, and practices

Interpret and apply laws, rules, and regulations related to payroll and retirement processing and reporting

Effectively utilize computer equipment, software, and management information systems in the performance of duties

Organize work to meet critical deadlines

Anticipate conditions, plan ahead, and establish priorities

Effectively express complex concepts orally and in writing

Establish and maintain effective working relationships with administrators, staff, bargaining unit representatives, and representatives from other organizations

Work effectively and cooperatively with administrators, District staff, and representatives of governmental agencies

Train, stimulate teamwork, promote cohesiveness, supervise, and evaluate employees

Consistently use and promote professional standards and practices related to assignments

Maintain a focus on details, quality, and precision in the performance of duties

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

Maintain poise and exercise good judgement in challenging situations

Prepare effective written and oral communications, reports, and presentations

Travel to on and off-site meetings

## **ENTRANCE QUALIFICATIONS**

### **Education and Experience:**

- A. Graduation from an ~~accredited~~ recognized college or university preferably with a major in business administration, public administration, accounting, or a related field **AND** four years of full-time, paid, professional-level experience in payroll operations or accounting with responsibilities for payroll operations for a central payroll unit serving over 1000 employees; ~~Two years of the required experience which~~ Two years of the required experience which must have been in a supervisory or management position.

To be considered qualifying, the payroll experience above must have included responsibility for time reporting, payroll processing, and deductions; ~~computer systems development and/or maintenance, records maintenance, and payroll accounting for a central payroll unit serving over 1,500 employees.~~

### **OR**

- B. An associate degree or its equivalent from an ~~accredited~~ recognized college or university with a major in business administration, accounting, or a related field **AND** six years of full-time, paid experience in a supervisory or management position in payroll operations or accounting with responsibility for payroll operations for a central payroll unit serving over 1000 employees.

To be considered qualifying, the payroll experience above must have included responsibility for time reporting, payroll processing, and deductions; ~~computer systems development and/or maintenance, records maintenance, and payroll accounting for a central payroll unit serving over 1,500 employees.~~

### **Special:**

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

Travel to locations throughout the District is required.

Must meet the requirements for bonding.

## Reasonable Accommodation

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

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Classification and Salary Study of Safety and Security Job Classifications, Administration Series (Case 4035)

**Recommendations:**

- I. It is recommended that the Personnel Commission establish a new class of Director of Safety and Security Services; that the new class be placed in the Safety and Security Group (retitled), Administration Series; that the new class description be adopted; that the new class be allocated to Salary Schedule 14085.21; that the salary setting basis for the new class be based on direct alignment with a standard director job class, effective December 17, 2021.

New Class of Director of Safety and Security Services:

Salary Schedule 14085.21

Step 1	Step 2	Step 3	Step 4	Step 5	
\$14,085.21	\$14,859.90	\$15,677.19	\$16,539.44	\$17,449.11	Monthly
\$169,022.52	\$178,318.80	\$188,126.28	\$198,473.28	\$209,389.32	Annually

- II. It is recommended that the Personnel Commission authorize an examination for the new class of Director of Safety and Security Services with an Open and Promotional (Dual Certification) field of competition.
- III. It is recommended that Rule 596, OVERTIME, be amended to designate the new class of Director of Safety and Security Services as Executive for purposes of overtime.
- IV. It is recommended that the existing class of Safety and Emergency Services Manager be retitled to Safety and Emergency Preparedness Manager; that the revised class description be approved; that the salary setting basis for the class be changed to 6 steps above Personnel Analyst; that the salary for the class be reallocated as follows, effective December 17 2021:

Current Salary Schedule

Step 1	Step 2	Step 3	Step 4	Step 5	
\$10,786.37	\$11,379.62	\$12,005.50	\$12,665.80	\$13,362.42	Monthly
\$129,436.44	\$136,555.44	\$144,066.00	\$151,989.60	\$160,349.04	Annually

Proposed Salary Schedule

Step 1	Step 2	Step 3	Step 4	Step 5	
\$9,691.04	\$10,224.04	\$10,786.37	\$11,379.62	\$12,005.50	Monthly
\$116,292.48	\$122,688.48	\$129,436.44	\$136,555.44	\$144,066.00	Annually

- V. It is recommended that the following starred rate be approved for EN 1060773 at the employee's current salary step 5: \$13,362.42/mo, effective December 17, 2021.
- VI. It is recommended that the class of Investigator be moved from the Police and Safety occupational grouping to the Auditing occupational grouping and that the Police and Safety occupational grouping be abolished, effective December 17, 2021.

**Bases of Recommendations:**

1. The District administration had recently procured the services of the security risk management consulting firm Hillard Heintze to conduct an assessment of the District's safety and security procedures, processes, equipment, and personnel. As a result of the report findings of the consulting firm, a request was made by the Deputy Chancellor to create the new director class addressed in this report. It is anticipated that the creation of the new class will aid the District's efforts in streamlining security protocols across all locations, improve the overall safety, security, and emergency preparedness of the District, and provide oversight of the services of contracted security personnel. An organizational chart is included in the report to illustrate how the new class fits in within the District's organization.
2. An incumbent in the new job class of Director of Safety and Security Services will report to the Deputy Chancellor and requires an incumbent to plan, develop, implement, and direct safety and security services of the District designed to ensure protection for all students, District staff, and the public; provides oversight for the major programs, functions, and activities of the public safety contract for the campuses within the District; and provides oversight for the District's emergency preparedness plan including the mitigation of hazards, threats, incidents, and other vulnerabilities at colleges and locations throughout the District.
3. Staff considered the salary of the District's classified standard director classification to be an appropriate level for the programmatic responsibilities assigned to the Director of Safety and Security Services position. Staff was not able to obtain an adequate salary sample for comparable classes from other public agencies within the Greater Los Angeles area or from the compensation database of the U.S. Department of Labor, Bureau of Labor Statistics.
4. The recommended title for the new class of Director of Safety and Security Services is descriptive and reflects the level and nature of duties and responsibilities to be assigned to the position.
5. Personnel Commission Rule 596, OVERTIME, defines an Executive class as one where the primary duties and responsibilities consist of the management of an organizational unit above the Branch level and encompass the following characteristics:
  - Customarily and regularly direct the activities of the assigned unit through subordinate supervisory employees.
  - Customarily establish policies regarding the operations of the unit.
  - Customarily and regularly review recommendations and decisions of subordinates which significantly impact the District.

- Customarily and regularly make recommendations affecting District-wide operations or personnel.
- Customarily and regularly make policy presentations to the Board of Trustees.

The new class of Director of Safety and Security Services meets these criteria.

6. The establishment of the new director class triggered a review of the salary allocation for the existing class of Safety and Emergency Services Manager since this class will report to the new director class. When this manager class was established in 2015, it was the sole job classification in this occupational area and reported to the Deputy Chancellor. The creation of the Director job classification triggered some changes in the scope and level of responsibilities associated with this class, which resulted in an adjustment in its salary setting basis to more closely align it with other line function managers within the classified service. The realigned salary for the class also closely matches salary data found in the U.S. Department of Labor, OES database for a comparable class in the Greater Los Angeles area.
7. The recommended title change for the class of Safety and Emergency Services Manager (new title of Safety and Emergency Preparedness Manager) is more descriptive of the level and scope of duties associated with this class.
8. A starred rate is being recommended for the incumbent in the class of Safety and Emergency Services Manager (EN 1060773) based on organizational changes that occurred in this occupational area and the District's desire to limit financial loss to the incumbent. Under the provisions of Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION, Paragraph C.4., this starred rate shall be in effect as long as the incumbent remains in the same position and until the starred rate falls within the schedule of the class to which reallocated by virtue of future upward salary movement or for a period equal to the time the employee served in the higher class from which he was reassigned, whichever is the shorter period, with the total protected time not to exceed 39 months. If after this time the salary rate of an incumbent's position has not been adjusted upward to meet the starred rate amount, the incumbent will be assigned to the highest salary rate allocated to his job classification.
9. Since this study included safety and security related job classes, staff recommended that the Safety and Police occupational grouping be inactivated since its only class is more appropriately placed in the Auditing occupational grouping.

## **Rule Amendment**

596 Overtime

Education Code Section 88026

\*\*\*

A. \*\*\*

\*\*\*

F. \*\*\*

The District's current classes designated as Executive, Administrative, or Supervisory are as follows:

\*\*\*

Executive Classes

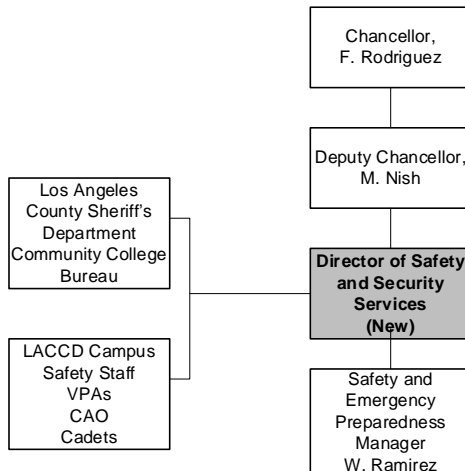
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Director of Internal Audit  
Director of Safety and Security Services



LOS ANGELES COMMUNITY  
COLLEGE DISTRICT  
ORGANIZATIONAL CHART

**Educational Services Center**  
**Office of Deputy Chancellor**  
**- Safety, Security, and Emergency Preparedness -**





**SAFETY AND EMERGENCY PREPAREDNESS SERVICES MANAGER**

**DEFINITION**

Plans, develops, implements, and manages ~~District-wide~~ safety and emergency management and preparedness plans and services designed to ensure protection from, preparedness for, response to, recovery from and/or mitigation of hazards, threats, incidents, and other vulnerabilities at colleges and locations throughout the District.

**TYPICAL DUTIES**

Plans, develops, and implements comprehensive safety and emergency management programs; and services; ~~and related initiatives~~ for the District in accordance with national, state, and local safety and emergency preparedness requirements and standards.

Serves as primary safety and emergency management liaison with local, state, and national agencies, including but not limited to the Federal Emergency Management Agency, Homeland Security, Los Angeles County and City Offices of Emergency Management, local law enforcement and first responders, Emergency Survival Program, and other community agencies responsible for emergency planning and response; represents the District on internal and external task forces, committees, and agencies regarding emergency preparedness.

Conducts District-wide and college assessments to include identification of vulnerabilities, evaluation of the nature of the threat, or hazard, rating of the identified vulnerability, and ~~identification of~~ recommends appropriate mitigation strategies and measures.

Coordinates with the District's colleges on the development, implementation, and facilitation of best practices and initiatives in safety and emergency preparedness.

Develops and implements standard operating procedures and reporting and disseminates program information for safety and emergency management and preparedness functions.

Develops and implements effective communication systems, tools, protocols, and alert messages for communicating with staff, students, and the public.

Analyzes and evaluates the logistical needs and actions required to support specific safety and emergency plans and activities including requirements for money, manpower, material, facilities, and services.

Develops and implements comprehensive safety and emergency management training programs; plans, develops, implements, and evaluates drills and exercises to ensure the preparedness and engagement of all stakeholders.

~~Assists in monitoring~~ Coordinates District-wide Clery Act compliance and reporting. ~~by: developing, implementing, and communicating District policies, processes, and procedures related to Act compliance; collaborating with internal and external constituencies in the collection and tracking of data; working with college and sheriff personnel in the analysis of crime trends and patterns and development of corrective plans and responses; and assuring that required statistics, reports, and notices related to security and fire safety are complete, timely, and published in compliance with Act requirements.~~

Responds to individual site emergencies to provide technical support, ensure resources are available and mobilized, and provide leadership in collaboration with appropriate executive management of the college or location.

Performs damage assessment and recovery efforts including submittal of appropriate documents for reimbursement from federal, state, or other agencies.

Researches federal, state and local laws, regulations, and guidelines regarding the implementation of safety and emergency preparedness and homeland security programs, and ensures District-wide compliance with such regulations.

Prepares reports, correspondence, and ~~presents staff reports to the Board of Trustees and various committees; make public presentations as necessary~~ related to assigned functions.

Prepares and ~~administers~~ monitors the department assigned budget and expenditures.

Directs the work of assigned staff.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

A **Safety and Emergency Services Preparedness Manager** plans, develops, implements, and manages ~~comprehensive~~ assigned safety and emergency management programs, ~~and~~ services, ~~and related initiatives~~ for the District and its colleges.

A Director of Safety and Security Services plans, develops, implements, and directs safety and security services for the District designed to ensure protection for all students, District staff, and the public; provides oversight for the major programs, functions, and activities of the public safety contract for the campuses within the District; and provides oversight for the District's emergency preparedness plan including the mitigation of hazards, threats, incidents, and other vulnerabilities at colleges and locations throughout the District.

An **Environmental and Occupational Health and Safety Specialist** applies a thorough knowledge of the principles and practices associated with environmental and occupational health and safety in developing and recommending policies, procedures, and standards and implementing and managing of occupational health, safety, hazardous materials management, and emergency services programs.

## SUPERVISION

General direction is received from a ~~the classified administrator~~ Director of Safety and Security Services. General supervision is exercised over assigned professional, technical, and clerical personnel ~~assigned to the department~~. Functional supervision is exercised over college personnel assigned to safety and emergency preparedness functions.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles, procedures, and standards of institutional safety and emergency management

National Incident Management System (NIMS) and similar emergency preparedness protocols

Federal, state, and local regulations and guidelines related to safety and emergency management and disaster medical assistance, including Clery Act

Federal, state, and local safety and emergency systems and agencies, to include law enforcement, fire prevention/protection, and emergency medical services

Principles of project management including logistics and operations planning

Communication systems, tools and resources for safety and emergency management

Current trends and developments related to safety and emergency management

Principles of research and data analysis

Principles and practices of supervision and training

Principles and practices of budget preparation and control

Capabilities of computer applications, systems, and hardware used in safety and emergency services management

**Ability to:**

~~Formulate a clear organizational vision and operational goals and objectives for the management of the District's safety and emergency management programs~~

~~Develop~~ Administer and direct-manage a multifaceted and complex safety and emergency ~~management preparedness~~ program through a combination of program specialists, consultants, and staff

Establish and implement a comprehensive program of reporting and communication

Develop and implement the operating policies required to achieve goals and objectives

Evaluate program operations and personnel

Anticipate conditions, plan ahead, and establish priorities; act independently and promptly to situations and events

Recognize the critical elements of problems, develop and evaluate data, and determine strategies, solutions, and procedures

Prepare and present effective oral and written communications, presentations, and reports

Integrate technology into business decisions and operation

Effectively communicate highly technical information concisely and in understandable terms

Successfully navigate and thrive in a multi-institution context through persuasion, consensus, and effective communication

Foster trust and confidence; earn support from internal and external constituencies

Establish and maintain effective working relationships with industry representatives, officials of public and private organizations, administrators, staff, and the public

Travel to offsite meetings

## **ENTRANCE QUALIFICATIONS**

### **Education:**

A bachelor's degree from a recognized college or university preferably with a major in emergency management, business administration, public administration, or related field. Four years of additional qualifying experience may be substituted for the degree requirement.

### **Experience:**

Four years of recent full-time, paid professional-level experience in the ~~research, analysis,~~ planning, development, and implementation of safety and emergency ~~management~~ preparedness plans for a public organization, military organization, or large business entity.

### **Special:**

A Certificate in Emergency Management, or its equivalent, issued by the Emergency Management Institute, International Association of Emergency Managers (IAEM), or a comparable recognized association is desirable.

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

Travel to locations throughout the District is required.

### **Reasonable Accommodation:**

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

**DIRECTOR OF SAFETY AND SECURITY SERVICES**

**DEFINITION**

Plans, develops, implements, and directs the safety and security services of the District to ensure protection for all students, District staff, and the public and provides oversight of the public safety contract for the campuses within the District and the District's emergency preparedness plan.

**TYPICAL DUTIES**

Plans, develops, implements, and directs comprehensive safety and security programs, services, operations, and related initiatives for the District in accordance with national, state, and local safety and security requirements and standards.

Directs the administration of the District's emergency preparedness plan including the mitigation of hazards, threats, incidents, and other vulnerabilities at colleges and locations throughout the District.

Directs and participates in a variety of District-wide and college assessments to include identification of vulnerabilities, evaluation of the nature of the threat, or hazard, rating of the identified vulnerability, and identification of appropriate mitigation strategies and measures.

Serves as District liaison with local, state, and national agencies, including but not limited to the Federal Emergency Management Agency, Homeland Security, Los Angeles County and City Offices of Emergency Management, local law enforcement and first responders, and Emergency Survival Program.

Coordinates with the District's colleges on the development, implementation, and facilitation of best practices and initiatives in safety and security.

Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, logical needs, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the contracted safety and security provider, and directs the implementation of improvements.

Develops and implements effective communication systems, tools, protocols, reporting, and alert messages for communicating safety, security, and emergency information with staff, students, and the public.

Analyzes and evaluates the logistical needs and actions required to support specific safety and security services and an operations center including requirements for money, manpower, material, facilities, equipment, and services and makes appropriate recommendations.

Develops and implements comprehensive standardized safety and security training programs; plans, develops, implements, and evaluates drills and exercises to ensure consistency in the use of safety and security measures and engagement of all stakeholders within the District.

Directs District-wide Clery Act compliance by: developing, implementing, and communicating District policies, processes, and procedures related to Act compliance; collaborating with internal and external constituencies in the collection and tracking of data; working with college and security services personnel in the analysis of crime trends and patterns and development of corrective plans and responses; and assuring

that required statistics, reports, and notices related to security and fire safety are complete, timely, and published in compliance with Act requirements.

Investigates and resolves problems regarding safety and security-related complaints, safety functions; and takes appropriate action to ensure a timely and equitable resolution.

Directs the response to individual site incidents and emergencies to provide technical support, ensure resources are available and mobilized, and provide leadership in collaboration with appropriate executive management of the college or location.

Performs damage assessment and recovery efforts including submittal of appropriate documents for reimbursement from federal, state, or other agencies.

Plans and coordinates security for special events and the security of all participants and stakeholders.

Researches and monitors federal, state and local laws, regulations, societal changes, court decisions, and guidelines that may impact safety and security-related programs, and ensures District-wide compliance with such regulations in an effective, efficient, and economical manner.

Develops cooperative working relationships with contracted staff and other safety and security employees; represents the District in meetings with members of other public and private organizations, business, educational and community groups, and the public.

Represents the District as a variety of meetings and committees on matters related to assigned operations.

Directs and prepares correspondence, reports, and presentations regarding assigned operations.

Prepares and administers the District's safety and security budget and monitors and approves expenditures; assists in the forecast of additional funds needed for contracted services, staffing, equipment, supplies and materials.

Directs the work of assigned staff and monitors the performance of security service contractors.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A **Director of Safety and Security Services** plans, develops, implements, and directs safety and security services for the District designed to ensure protection for all students, District staff, and the public; provides oversight for the major programs, functions, and activities of the public safety contract for the campuses within the District; and provides oversight for the District's emergency preparedness plan including the mitigation of hazards, threats, incidents, and other vulnerabilities at colleges and locations throughout the District.

A **Safety and Emergency Preparedness Manager** plans, develops, implements, and manages assigned safety and emergency management programs and services for the District and its colleges.

## **SUPERVISION**

General direction is received from the Deputy Chancellor. General supervision is exercised over professional, technical, and clerical personnel assigned to safety and security tasks. Functional supervision is exercised

over college personnel assigned to safety, security, and emergency preparedness functions and contracted safety and security provider personnel.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles, procedures, and standards of institutional safety and emergency management

Federal, state, and local regulations and guidelines related to safety and emergency management and disaster medical assistance, including Clery Act

Federal, state, and local safety and emergency systems and agencies, to include law enforcement, fire prevention/protection, and emergency medical services

Principles of project management including goal setting, logistics and operations planning, program development, and implementation and evaluation

Security Operations Center operations and the use of video and other digital protection systems

Principles, practices, and techniques of safety and security related to patrol, traffic enforcement, crime scene control and investigation, and protection of life and property

Communication systems, tools and resources for safety and emergency management

Current trends and developments related to safety, security, and emergency management

Principles and techniques of investigation and identification and equipment used

Functions, services, and funding sources of a college campus public safety department

Organization, management, and recordkeeping practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the department

National Incident Management System (NIMS) and similar emergency preparedness protocols

Principles and practices of risk management related to safety and security

Safety practices and equipment used related to the work

Principles and practices of supervision and training

Principles and practices of budget preparation and control

Capabilities of computer applications, systems, and hardware used in safety and security services

### **Ability to:**

Formulate a clear organizational vision and operational goals and objectives for the management of the District's safety, security, and emergency management programs

Administer and direct a multifaceted and complex safety, security and emergency management program

Establish and implement a comprehensive program of reporting and communication

Develop and implement the operating policies required to achieve goals and objectives

Evaluate program operations and personnel

Anticipate conditions, plan ahead, and establish priorities; act independently and promptly to situations and events

Recognize the critical elements of problems, develop and evaluate data, and determine strategies, solutions, and procedures

Prepare and present effective oral and written communications, presentations, and reports

Integrate technology into business decisions and operation

Effectively communicate highly technical information concisely and in understandable terms

Successfully navigate and thrive in a multi-institution context through persuasion, consensus, and effective communication

Foster trust and confidence; earn support from internal and external constituencies

Establish and maintain effective working relationships with industry representatives, officials of public and private organizations, administrators, staff, and the public

Travel to offsite meetings

## **ENTRANCE QUALIFICATIONS**

### **Education:**

A bachelor's degree from a recognized college or university preferably with a major in security management, emergency management, criminal justice, business administration, public administration, or related field. Four years of additional qualifying experience may be substituted for the degree requirement.

### **Experience:**

Five years of recent full-time, paid professional-level experience in developing and managing comprehensive safety and security programs and services for a public organization, military organization, law enforcement entity, or large corporate entity.



Special:

A Certified Protection Professional (CPP) certification, or its equivalent, issued by the American Society for Industrial Security (ASIS), or a comparable recognized association is desirable.

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

Travel to locations throughout the District is required.

Reasonable Accommodation:

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

**ASSISTANT FINANCIAL AID SYSTEMS SPECIALIST**

**DEFINITION**

Performs moderately complex assignments related to identifying, defining, troubleshooting, and resolving student financial aid transactional and business process issues and developing requirements and specifications for financial aid system/module development and modification while receiving on-the-job training in more advance skills in the preparation for promotion to higher-level specialist positions.

**TYPICAL DUTIES**

Under the guidance of a financial aid manager and higher-level business analysts, performs a variety of moderately complex assignments related to:

- Auditing of student financial aid transactional data, reports, financial aid system functionalities
- Consulting with financial aid system users to discuss operational problems, needs, and objectives
- Identifying opportunities for improved business processes
- Developing requirements/specifications for new systems/module
- Writing documentation for business processes and modifications
- Participating in discussion with IT systems and programming staff engaged in analyzing, designing, coding, implementing, maintaining, and modifying technology components of financial aid information technology systems and applications
- Testing of financial aid system modification
- Responding to questions for users related to usage of PeopleSoft and legacy DEC systems functionality

Receives on-the-job training from higher-level business analysts in the tools and application of business process analysis and management and feature of PeopleSoft and legacy DEC financial aid modules.

May perform technical work in the absence of assigned personnel and during peak workload periods.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

An **Assistant Financial Aid Systems Specialist** applies a thorough knowledge of student financial aid Federal and state regulations, requirements and procedural guidelines and basic understanding of PeopleSoft and legacy DEC financial aid systems to moderately complex level assignments in student financial aid business process review and system maintenance and development. Assignments are selected to enhance the employee's skills and professional development in the preparation for promotion to higher-level specialist positions.

An **Financial Aid Systems Specialist** through continuous audit and user consultation identifies and defines student financial aid transactional, business process, and financial aid system issues; reviews and translates departmental requirements into specifications based on a thorough understanding of Federal and state regulations, requirements and procedural guidelines and PeopleSoft and legacy DEC financial aid systems; performs testing, and maintenance tasks; and serves as a technical resource to financial aid office staff at both the District Office and colleges.

## **SUPERVISION**

Immediate supervision is received from a manager or higher-level analyst. Work direction may be provided to technical and clerical financial aid staff.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Federal and state regulations, requirements, and procedural guidelines pertaining to governmentally-funded programs of student financial assistance

Eligibility requirements and application procedures for financial aid programs

Goals and objectives of the District and Division of Finance as they relate to financial aid operations

Characteristics and capabilities of state-of-the-art technology related to financial aid administration including PeopleSoft, and legacy DEC financial aid systems/modules

Capabilities of computer applications, systems, and hardware used in financial aid operations

Principles and methods of system developing operational process specifications and documentation

Principles of work simplification and modification

Basic principles of training and coaching

**Ability to:**

Assemble and review facts, and draw sound conclusions related to financial aid system problems

Write elements of the technical specifications for the development and improvement of business processes and related technology systems

Document operational processes, functions, and procedures involving PeopleSoft and legacy DEC financial aid modules

Perform routine testing tasks related to PeopleSoft and financial aid systems modules

Effectively utilize computer equipment and software in the performance of duties

Express concepts clearly and concisely both orally and in writing

Interpret and apply applicable federal and state regulations, requirements, and procedures to financial aid operations

Write clear and comprehensive reports, documents, instructions, and training materials

Provide work direction to others in specialized financial aid processes and the use of related technology systems

Work effectively and independently on assigned projects

Meet work deadlines

Work effectively and cooperatively with administrators, functional and technical team members, and users

Learn PeopleSoft and legacy DEC financial aid modules

**ENTRANCE QUALIFICATIONS**

**Education and Experience:**

~~A. A master's degree from a recognized college or university with a major in accounting, finance, business process management, or a related field.~~

**OR**

~~B.~~ A. A bachelor's degree from a recognized college or university, preferably with a major in accounting, finance, economics, business administration, public administration, or a related field **AND** one year of recent, full-time, paid, ~~professional level~~ experience in a technical financial aid position which included ~~responsibility for~~ assistance in business process review, design, or modification in an ERP environment such as PeopleSoft.

OR

- €. B. An associate degree from a recognized college or university, preferably with course work in accounting, finance, economics, business administration, public administration, or a related field AND three years of recent, full-time, paid experience in in a technical financial aid position which included assistance in business process review, design, or modification in an ERP environment such as PeopleSoft.

**Special:**

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

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

**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.