

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, August 11, 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

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, August 25, 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, August 11, 2021 – 1:00 p.m.
Via Teleconference:
<https://laccd.zoom.us/j/5603717342>
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+1 669 900 6833 US (San Jose)
Meeting ID: 560 371 7342

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. Change in the Exam Authorization for the Class of Construction Inspector, Construction Inspection Group, Administration Series (Case 4006)
- V. Notice of Outstanding Work Performance for Carlos Garcia, Supervising Technology Services Specialist, Los Angeles Mission College
- VI. Correspondence
- VII. Notice of Anticipated Items: Classification Study for EN 785952, Payroll Assistant, Los Angeles City College (AFT)
- VIII. Hear Non-Agenda Speakers/Open Forum
- IX. Reconvene into Closed Session
- X. Reconvene into Open Session
- XI. Report of Actions Taken in Closed Session
- XII. Adjourn

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: The Personnel Commission

FROM: Ronald Delahoussaye

SUBJECT: Change in the Exam Authorization for the Class of Construction Inspector, Construction Inspection Group, Administration Series (Case 4006)

Recommendation:

It is recommended that the exam authorization for the class of Construction Inspector in the Construction Inspection Group, Administration Series, be changed from Open and Promotional (Dual Certification) to Open Only, effective August 11, 2021.

Basis for Recommendation:

The class of Senior Construction Inspector originally had an Open and Promotional (Dual Certification) exam authorization. Due to organizational changes in the construction inspection area, the class was retitled to Construction Inspector several years back and currently constitutes the only inspector class in the Construction Inspection Group. Therefore, staff is recommending that the exam authorization for this class be changed from Open and Promotional (Dual Certification) to Open Only.



Name _____
Last First

Employee Number _____

College/Division _____

Classification _____

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

[Empty box for providing specific examples or explanatory comments of the outstanding work performance of the employee.]

Mark E. Henderson

Signature of Supervisor Title Date

Carlos R. Garcia

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.