

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, April 15, 2020 – 12:30 p.m.

Via Teleconference:
<https://laccd.zoom.us/j/5603717342>
Meeting ID: 560 371 7342
Dial by your location
+1 669 900 6833 US

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. Public Employment
Pursuant to Government Code Section 54957
 - b. Conference with Legal Counsel-Anticipated Litigation
Pursuant to Government Code Section 54957(b)(1)
- IV. Report of Action taken in Closed Session
- V. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, April 29, 2020
Closed Meeting 12:30 p.m.
Open Meeting 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 (213) 891-2333 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, April 15, 2020 – 1:00 p.m.

Via Teleconference:
<https://laccd.zoom.us/j/5603717342>
Meeting ID: 560 371 7342
Dial by your location
+1 669 900 6833 US

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve Minutes of the Closed and Open Meetings of March 11, 2020 and Closed and Special Meetings of March 19, 2020
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
 - b. Strictly Classified Employee Bulletin
- V. Salary Reallocation for the class of Technology Service Desk Manager, Technology Services Desk Group, Information Technology Series (Case 3831)
- VI. Revision to Personnel Commission Rule 514, PERSONNEL COMMISSION MEETINGS (Final Approval) (Case 3825)
- VII. Reissue of Personnel Commission Rule 520, EXECUTIVE SECRETARIES TO CHANCELLOR AND BOARD OF TRUSTEES (Case 3826)
- VIII. Revision to Personnel Commission Rule 545, CLASSIFICATION STUDIES (Tentative Approval) (Case 3827)
- IX. Revision to Personnel Commission Rule 550, COMPENSATION FOR INCONSISTENT DUTIES: TEMPORARY WORK OUT OF CLASSIFICATION (Tentative Approval) (Case 3828)
- X. Revision to Personnel Commission Rule 622, FIELDS OF COMPETITION (Tentative Approval) (Case 3829)
- XI. Revision to Personnel Commission Rule 893, PROCEDURE FOR THE ADJUSTMENT OF GRIEVANCES FOR UNREPRESENTED EMPLOYEES (Tentative Approval) (Case 3830)
- XII. Revision of Personnel Commission Rule 735, CAUSES AND PROCEDURES FOR SUSPENSION, DEMOTION, AND DISMISSAL (Tentative Approval) (Case 3832)

- XIII. Revision to Personnel Commission Rule 500, DEFINITIONS (Tentative Approval) (Case 3833)
- XIV. Class Description Revisions for:
 - a. Assistant Personnel Analyst
 - b. Assistant Personnel Director
 - c. Personnel Analyst
 - d. Technical Writer
- XV. Correspondence
- XVI. Notice of Anticipated Items: Revision to Personnel Commission Rule 545 (Final Approval); Revision to Personnel Commission Rule 550 (Final Approval); Revision to Personnel Commission Rule 622 (Final Approval); Revision to Personnel Commission Rule 893 (Final Approval); Revision to Personnel Commission Rule 500 (Final Approval); Revision to Personnel Commission Rule 735 (Final Approval); Revision to Personnel Commission Rule 740 (Tentative Approval); Class Description Revisions for: Auditor, Assistant Auditor
- XVII. Hear Non-Agenda Speakers/Open Forum
- XVIII. Reconvene into Closed Session
- XIX. Reconvene into Open Session
- XX. Report of Actions Taken in Closed Session
- XXI. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, April 29, 2020
Closed Meeting 12:30 p.m.
Open Meeting 1:00 p.m.
Via Teleconference
TBD

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 (213) 891-2333 no later than 12 p.m. (noon) on the Monday prior to the Personnel Commission meeting.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Wednesday, March 11, 2020 – 12:30 p.m.

Educational Services Center – 4th Floor Conference Room
770 Wilshire Boulevard, Los Angeles, California

MINUTES OF THE REGULAR MEETING – CLOSED SESSION

Present: Commissioners:
David Iwata, Chair
Henry Jones, Vice- Chair

Staff:
Ute Severa, Interim Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** - None
- III. **Convene in Closed Session**
 - a. **Public Employee Discipline/Dismissal/Release**
Pursuant to Government Code Section 54957
 - b. **Conference with Legal Counsel – Anticipated Litigation**
Pursuant to Government Code Section 54956(b)(3), (C), (D)
- IV. **Report Out Actions Taken in Closed Session** - Mr. Iwata reported that no action was taken during Closed Session.
- V. **Correspondence** – No correspondence was received.
- VI. **Adjourn.** The meeting adjourned at 1:14 p.m.

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

Date

David Iwata, Chair

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Wednesday, March 11, 2019 – 1:00 p.m.

Educational Services Center – 4th Floor Conference Room
770 Wilshire Boulevard, Los Angeles, California

MINUTES OF THE REGULAR MEETING – OPEN SESSION

Present: Commissioners:
David Iwata, Chair
Henry Jones, Vice Chair

Staff:
Ute Severa, Interim Personnel Director
Neely Miller, Executive Assistant
Deborah Tsai, Assistant Personnel Analyst
Justin L’Hommedieu, Assessment & Selection Analyst
Ryan Pennock, Personnel Analyst
Patrick Sung, Administrative Intern

Guests:
Greg Mazzarella, Administrative Analyst, Human Resources, Educational Services Center
Hazel Joy Alonzo, Administrative Intern, Human Resources, Educational Services Center
Claudia Gallegos, Administrative Secretary, Employee & Labor Relations, Educational Services Center
James Bradley, SEIU Local 99

- I. The Chair convened the regular meeting at 1:15 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took no action during closed session.
- III. **Resolution in Recognition of Personnel Commissioner Ann Young-Havens** – Mr. Jones read aloud the resolution in recognition of Ann Young-Havens for her many years of service as Personnel Commissioner and wished her well in her future endeavors.
- IV. **Miscellaneous Personnel Commission Activities and Announcements** – Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission received the latest Classified Employment Opportunities Bulletin and Strictly Classified employee bulletin as information.
- V. **Revision to Personnel Commission Rule 771, REINSTATEMENT (Final Approval) (Case 3815)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 771, as presented.

- VI. **Revision to Personnel Commission Rule 804, LEAVES RESULTING FROM INDUSTRIAL ACCIDENT OR INDUSTRIAL ILLNESS (Final Approval) (Case 3816)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 804, as presented.
- VII. **Revision to Personnel Commission Rule 820, MILITARY LEAVE OF ABSENCE (Final Approval) (Case 3817)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 820, as presented.
- VIII. **Classification Study for EN 790632, Administrative Assistant, Administrative Services, Los Angeles Mission College (Case 3800)** – Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission found the employee in the above-mentioned classification study is properly classified.
- IX. **Classification Study for EN 1008044, Administrative Intern, Human Resources, Educational Services Center (Case 3818)** – Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the reclassification of the above-mentioned employee to the class of Assistant Administrative Analyst.
- X. **Class Description Revisions for:**
- a. **ADA Compliance Officer**
- Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved changes to the class description above.
- XI. **Receive Notices of Outstanding Work Performance for:**
- a. **Kenny Renderos, SFP Program Technician, Administrative Services, East Los Angeles College**
- b. **Consuelo Cervantes, SFP Program Technician, Academic Affairs, East Los Angeles College**
- Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission received the Notices of Outstanding Work Performance above.
- XII. **Correspondence** – No correspondence was received.
- XIII. **Notice of Anticipated Agenda Items** – Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission acknowledged notice of Anticipated Agenda Items: Classification Study: Public Information Officer, EN 1049444, President’s Office, Los Angeles Southwest College; Class Description Revisions for: Web Designer (AFT), Web Architect (AFT), Technical Writer (AFT)
- XIV. **Hear Non-Agenda Speakers/Open Forum** – Greg Mazarella, Administrative Analyst, expressed his support for the reclassification of EN 1008044. There was discussion regarding measures being taken to prevent the spread of the Covid-19 virus. District leaders and Unions representatives are meeting to discuss cleaning methods and sanitation, communication practices, and best methods to ensure continuity

of business and education needs during this time. Mr. Jones also requested that hand sanitizer be provided at all future meetings.

XV. Reconvene into Closed Session

XVI. Reconvene into Open Session

XVII. **Report Out Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took no action in Closed Session.

XVIII. **Adjourn** – The meeting adjourned at 1:23 p.m.

Ute Severa, Interim Personnel Director

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

Date

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Thursday, March 19, 2020 – 10:00 a.m.
Educational Services Center – Hearing Room
770 Wilshire Boulevard, Los Angeles, California

Public Teleconference Option:
Via Web: <https://global.gotomeeting.com/join/409198981>
Via Telephone: United States: +1 (872) 240-3311
Access Code: 409-198-981

MINUTES OF THE SPECIAL MEETING – CLOSED SESSION

Present: Commissioners:
David Iwata, Chair
Henry Jones, Vice- Chair (Via Teleconference)

- I.** Roll Call
- II.** **Requests to Address the Personnel Commission on Closed Session Matters** - None
- III.** **Convene in Closed Session**
- a.** **Public Employee Discipline/Dismissal/Release**
Pursuant to Government Code Section 54957
- b.** **Conference with Legal Counsel – Anticipated Litigation**
Pursuant to Government Code Section 54957(b)(1)
- IV.** **Report Out Actions Taken in Closed Session** - Mr. Iwata reported that no action was taken during Closed Session.
- V.** **Correspondence** – No correspondence was received.
- VI.** **Adjourn.** The meeting adjourned at 10:14 a.m.

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

Date

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Thursday, March 19, 2019 – 10:15 a.m.

Educational Services Center – Hearing Room
770 Wilshire Boulevard, Los Angeles, California
Public Teleconference Option:

Via Web: <https://global.gotomeeting.com/join/409198981>

Via Telephone: United States: +1 (872) 240-3311

Access Code: 409-198-981

MINUTES OF THE SPECIAL MEETING

Present: Commissioners:
David Iwata, Chair
Henry Jones, Vice Chair (Via Teleconference)

Staff:
Ute Severa, Interim Personnel Director
Neely Miller, Executive Assistant
Deborah Tsai, Assistant Personnel Analyst
Justin L’Hommedieu, Assessment & Selection Analyst
Emmanuel Nuno, Assignment Auditor
Denise McGee, Personnel Analyst

Guests:
Andra Hoffman, President, Board of Trustees
Ronald Delahoussaye, Guest
James Bradley, SEIU Local 99

- I. The Chair convened the regular meeting at 10:15 a.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took no action during closed session.
- III. **Announcement of New Personnel Director** – Mr. Iwata introduced, Ronald Delahoussaye as the candidate chosen for the position of Personnel Director. Mr. Delahoussaye thanked the commissioners and expressed his enthusiasm for this new endeavor.
Ms. Andra Hoffman, President of the Board of Trustees, welcome Mr. Delahoussaye to the District.
- IV. **Hear Non-Agenda Speakers/Open Forum** –
- V. **Adjourn** – The meeting adjourned at 10:27 a.m.

Ute Severa, Interim Personnel Director

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

Date

David Iwata, Chair

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Salary Reallocation for the class of Technology Service Desk Manager, Technology Services Desk Group, Information Technology Series (Case 3831)

Recommendations:

- I. It is recommended that the salary for the class of Technology Service Desk Manager be reallocated from salary schedule 7666.01 to salary schedule 8532.45; and that the salary setting basis be changed to maintain a 10 step differential above the class of Technology Services Desk Technician, effective April 15, 2020.

Current:

Salary Schedule 7666.01

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
\$7,666.01	\$8,087.64	\$8,532.46	\$9,001.74	\$9,496.84	Monthly
\$91,992.12	\$97,051.68	\$102,389.52	\$108,020.88	\$113,962.08	Annual

Proposed:

Salary Schedule 8532.45

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
\$8,532.45	\$9,001.73	\$9,496.83	\$10,019.16	\$10,570.21	Monthly
\$102,389.4	\$108,020.76	\$113,961.96	\$120,229.92	\$126,842.52	Annual

- II. It is recommended that the revised class description class of Technology Service Desk Manager be adopted.

Bases of Recommendations:

- 1. Staff recommended a change in the salary setting basis for the class of Technology Service Desk Manager because of an increase in management level responsibilities related to the overall operations and staff assigned to technology service desk center services to support all technologies and applications supported by the District and its colleges and ensure consistent quality technical support and a positive customer experience for users. Staff is recommending that the salary for the Technology Service Desk Manager class be based on a 10-step differential above the key class of Technology Service Desk Technician. This provides for an appropriate differential (two steps) over the current eight-step differential

above the Technology Service Desk Technician in order to recognize the district-wide higher level management role required from an incumbent in this class.

2. The recommended specification revisions are intended to provide a more accurate reflection of the functions performed by an incumbent in this job classification and have been reviewed by the Vice Chancellor/Chief Information Officer.
3. There is currently no incumbent in the class of Technology Service Desk Manager position that would be impacted by the recommended salary reallocation.

TECHNOLOGY SERVICE DESK MANAGER

DEFINITION

Plans, organizes, and manages the operations of the District's central technology service desk center related to the designs and implementation of a comprehensive service desk program to support all technologies and applications supported by the District and its colleges; oversees daily technology service desk center staff and operational workflow to ensure quality technical support and a positive customer experience for users with diverse business and technical needs and technical competencies.

TYPICAL DUTIES

Develops, implements, and manages strategies, policies, standards, processes, and systems necessary to support the centralized operations of a 24/7 technology service desk center operation to support all technologies and applications throughout the District.

Oversees the daily operations of the District's technology service desk center for local and remote computer and network users and ensures that established high quality service levels are met for all customer types, including faculty and staff.

Plans, organizes, assigns, and evaluates the activities of technology service desk center staff to ensure high quality client support of technology throughout the District ~~client support requests are resolved~~ in accordance with established service level and processes are consistently executed.

Configures, implements, and maintains problem tracking and service management application systems such as ServiceNow or comparable systems.

~~Monitors and manages the phone queue and participates in escalated calls as needed.~~

Establishes and streamlines technology service delivery processes to ensure efficient, cost-effective, and consistent high quality customer service levels throughout the delivery stages.

Manages and personally participates in urgent and complicated support issues; advises management of situations that may require additional client support or escalation.

Schedules technology service desk center staff and operations to ensure adequate coverage during normal business hours, peak workload periods, and on-call support periods.

Monitors and reviews documentation of service requests and incidents from ticket creation through successful resolution to ensure completeness, consistent execution of solutions, and maintenance of desired service levels.

Isolates recurring problems and trends; collaborates with other technology specialists and support teams in the development and implementation of proper troubleshooting processes and solutions.

Develops, writes, and implements problem-resolution scripts and escalation protocols; maintains a solutions repository to ensure top quality solutions are available to the staff.

Conducts regular meetings with business clients to obtain feedback on technology service desk center operations and services throughout the District; designs surveys and reviews survey feedback to improve services, tools, and support experience.

Provides technical training, mentoring, and coaching to professional and technical staff assigned to District-wide technology service desk center operations.

Creates and conducts education and awareness programs related to technology service desk center operations, for a broad range of audiences including administrators, managers, supervisors, staff, students, and the public.

Provides benchmarks for the Colleges and assists with the implementation of best practices District-wide.

Oversees and/or coordinates the collection, compilation, and analysis of technology service desk center activities including call/ticket response time, problem resolution, service level agreements (SLA), and customer satisfaction; writes and presents timely comprehensive statistical and narrative program reports to college and Division management.

Coordinates and evaluates the work of third-party resources and vendors employed for special projects related to technology service desk center operations.

Maintains effective and cooperative working relationships with administrators, functional and technical team members, and users groups.

Plans and manages the unit's operating budget and program budgets for technology service desk center initiatives and projects.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Technology Service Desk Manager** has District-wide responsibility for planning, organizing, scheduling, and managing overall operations and staff assigned to technology service desk center services to support all technologies and applications supported by the District and its colleges and ensure quality technical support and a positive customer experience for users with diverse business and technical needs and technical competencies ~~and personally participates in the most complex technical problems such as configuration, database administration, and repair of server, network, infrastructure, email, and file servers.~~

A **Senior Technology Service Desk Technician** troubleshoots questions and problems about software, hardware, desktop, network, and systems from District employees, students, and faculty by providing Tier 2 customer support which addresses mid-level technical questions such as local system set-up, local network issues, basic configuration issues, software installations, hardware repair or compliance with data and interoperability standards.

A **Technology Service Desk Technician** troubleshoots questions and problems about software, hardware, desktop, network, and systems from District employees, students, and faculty by providing Tier 1 customer support which addresses the most basic support and troubleshooting issues such as general inquiries, non-technical questions, password recovery, website navigation assistance, basic procedural "how-to" questions, printer configurations, and routine break/fix instructions.

SUPERVISION

General supervision is received from information technology management staff. Immediate supervision is exercised over technology service desk center staff. Functional supervision may be exercised over college technology staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles, processes, standards and best practices associated with customer support operations management

Principles associated with the operation and configuration of networks and hardware including desktops, laptops, copiers, printers, peripherals, and other client computing devices

A wide range of technologies including Microsoft Windows Operating systems, Active Directory, Jira, SCCM/MOM, AV and endpoint protection tools, Azure, AWS, O365 support, backup of endpoints, basic security, Mobile Device Management, and MAC OS.

Techniques and processes used to diagnose and resolve issues involving hardware and software operability of multiple systems

Problem-tracking and service management systems

Methods and techniques of technical documentation and record keeping

Principles of organization and management

Principles and practices of supervision, team building, and training

Principles and practices of budget preparation and control

Ability to:

Plan, coordinate, manage, and evaluate technology service desk center operations with a strong focus on responsiveness to customer and business requirements

Provide effective and timely liaison with District and college management and information technology team members regarding issues and activities

Recognize critical elements of problems, develop and evaluate data, determine solutions, and react independently and promptly to situations and events

Effectively communicate highly technical information accurately, concisely and in understandable terms, both orally and in writing

Manage personal and institutional data in accordance with legal, regulatory, administrative and contractual requirements

Consistently use and promote professional standards and practices related to assignments

TECHNOLOGY SERVICE DESK MANAGER

4/15/2020
10/24/2018

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

Maintain high levels of customer service and satisfaction

Establish and maintain effective and cooperative working relationships with administrators, technology staff, users, student, and vendors

Motivate, direct, train, and develop others

Stay abreast of current trends and technical advancements in technology areas related to technology service desk center operations and approaches and apply knowledge to operational problems

Effectively allocate and utilize the human, fiscal, and physical resources of assigned unit

Travel to offsite meetings

ENTRANCE QUALIFICATIONS

Education and Experience:

A bachelor's degree from a recognized college or university preferably with a major in computer science, computer engineering, information technology, mathematics, or a related field. Additional qualifying experience may be substituted for two years of the required education.

AND

Four years of recent, full-time, paid experience in troubleshooting, installing, and configuring microcomputer hardware, operating systems, applications, peripherals, and networks preferably in heterogeneous (Mac and Windows, mobile devices, desktops, laptops) environments. Experience in supervising and training a group of employees is highly desirable. Experience with an institution of higher education is desirable.

Special:

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

Travel to locations throughout the District is required.

Reasonable Accommodation

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

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

Revised

TECHNOLOGY SERVICE DESK MANAGER

4/15/2020
~~10/24/2018~~

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Revision to Personnel Commission Rule 514, PERSONNEL COMMISSION MEETINGS (Final Approval) (Case 3825)

This rule has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Applicable Government Code Sections have been updated to reflect legislative changes, which triggered an amendment to Paragraph C. of the rule to include that in addition to posting the agendas in a prominent place in the Educational Services Center, they must also be posted online with a direct link to them on the Personnel Commission's Web site homepage.

514 PERSONNEL COMMISSION MEETINGS

Government Code Sections

54953. Meetings to be open and public; attendance. ~~(a)~~ All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by roll call.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

514

LAW AND RULES

May 7, 2013-April 15, 2020

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), when a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and that number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

~~(4) This subdivision shall remain in effect only until January 1, 2018.~~

54954. Time and place of regular meetings; holidays; emergencies. (a) Each legislative body of a local agency, except for advisory committees or standing committees, shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings. Meetings of advisory committees or standing committees, for which an agenda is posted at least 72 hours in advance of the meeting pursuant to subdivision (a) of Section 54954.2, shall be considered for purposes of this chapter as regular meetings of the legislative body.

(b) Regular and special meetings of the legislative body shall be held within the boundaries of the territory over which the local agency exercises jurisdiction, except to do any of the following:

(1) Comply with state or federal law or court order, or attend a judicial or administrative proceeding to which the local agency is a party.

(2) Inspect real or personal property which cannot be conveniently brought within the boundaries of the territory over which the local agency exercises jurisdiction provided that the topic of the meeting is limited to items directly related to the real or personal property.

(3) Participate in meetings or discussions of multiagency significance that are outside the boundaries of a local agency's jurisdiction. However, any meeting or discussion held pursuant to this subdivision shall take place within the jurisdiction of one of the participating local agencies and be noticed by all participating agencies as provided for in this chapter.

(4) Meet in the closest meeting facility if the local agency has no meeting facility within the boundaries of the territory over which the local agency exercises jurisdiction, or at the principal office of the local agency if that office is located outside the territory over which the agency exercises jurisdiction.

(5) Meet outside their immediate jurisdiction with elected or appointed officials of the United States or the State of California when a local meeting would be impractical, solely to discuss a legislative or regulatory issue affecting the local agency and over which the federal or state officials have jurisdiction.

(6) Meet outside their immediate jurisdiction if the meeting takes place in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility.

(7) Visit the office of the local agency's legal counsel for a closed session on pending litigation held pursuant to Section 54956.9, when to do so would reduce legal fees or costs.

(c) Meetings of the governing board of a school district shall be held within the district, except under the circumstances enumerated in subdivision (b), or to do any of the following:

(1) Attend a conference on nonadversarial collective bargaining techniques.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

514

LAW AND RULES

~~May 7, 2013~~ April 15, 2020

(2) Interview members of the public residing in another district with reference to the trustees' potential employment of an applicant for the position of the superintendent of the district.

(3) Interview a potential employee from another district.

(d) Meetings of a joint powers authority shall occur within the territory of at least one of its member agencies, or as provided in subdivision (b). However, a joint powers authority which has members throughout the state may meet at any facility in the state which complies with the requirements of Section 54961.

(e) If, by reason of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in the place designated, the meetings shall be held for the duration of the emergency at the place designated by the presiding officer of the legislative body or his or her designee in a notice to the local media that have requested notice pursuant to Section 54956, by the most rapid means of communication available at the time.

54954.2 (a) (1) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public and on the local agency's Internet Web site, if the local agency has one. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

(2) For a meeting occurring on and after January 1, 2019, of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an Internet Web site, the following provisions shall apply:

(A) An online posting of an agenda shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district, or political subdivision established by the state that is accessible through a prominent, direct link to the current agenda. The direct link to the agenda shall not be in a contextual menu; however, a link in addition to the direct link to the agenda may be accessible through a contextual menu.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

514

LAW AND RULES

~~May 7, 2013~~ April 15, 2020

(B) An online posting of an agenda including, but not limited to, an agenda posted in an integrated agenda management platform, shall be posted in an open format that meets all of the following requirements:

(i) Retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications.

(ii) Platform independent and machine readable.

(iii) Available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

(C) A legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an Internet Web site and an integrated agenda management platform shall not be required to comply with subparagraph (A) if all of the following are met:

(i) A direct link to the integrated agenda management platform shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district, or political subdivision established by the state. The direct link to the integrated agenda management platform shall not be in a contextual menu. When a person clicks on the direct link to the integrated agenda management platform, the direct link shall take the person directly to an Internet Web site with the agendas of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state.

(ii) The integrated agenda management platform may contain the prior agendas of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state for all meetings occurring on or after January 1, 2019.

(iii) The current agenda of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state shall be the first agenda available at the top of the integrated agenda management platform.

(iv) All agendas posted in the integrated agenda management platform shall comply with the requirements in clauses (i), (ii), and (iii) of subparagraph (B).

(D) For the purposes of this paragraph, both of the following definitions shall apply:

(i) "Integrated agenda management platform" means an Internet Web site of a city, county, city and county, special district, school district, or political subdivision established by the state dedicated to providing the entirety of the agenda information for the legislative body of the city, county, city and

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

514

LAW AND RULES

~~May 7, 2013~~ April 15, 2020

county, special district, school district, or political subdivision established by the state to the public.

(ii) "Legislative body" has the same meaning as that term is used in subdivision (a) of Section 54952.

(E) The provisions of this paragraph shall not apply to a political subdivision of a local agency that was established by the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state.

(2) (3) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

(b) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

(1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5.

(2) Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

(3) The item was posted pursuant to subdivision (a) for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(c) This section is necessary to implement and reasonably within the scope of paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

(d) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's Internet Web site, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

54955. Adjournment; adjourned meetings.—The legislative body of a local agency may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting the clerk or secretary of the legislative body may declare the meeting adjourned to a stated time and place and he shall cause a written notice of the adjournment to be given in the same manner as provided in Section 54956 for special meetings, unless such notice waived provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, bylaw, or other rule.

54956. Special meetings; call; notice. (a) A special meeting may be called at any time by the presiding officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the local agency's Internet Web site, if the local agency has one. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

(b) Notwithstanding any other law, a legislative body shall not call a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of a local agency executive, as defined in subdivision (d) of Section 3511.1. However, this subdivision does not apply to a local agency calling a special meeting to discuss the local agency's budget.

(c) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's Internet Web site, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

54957. ~~Closed sessions; exclusion of witnesses.~~ (a) ~~Nothing contained in this chapter shall~~ This chapter shall not be construed to prevent the legislative body of a local agency from holding closed sessions with the Attorney General, district attorney, agency counsel, sheriff, or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings, a threat to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or a threat to the public's right of access to public services or public facilities.

(b) (1) Subject to paragraph (2), ~~nothing contained in this chapter shall~~ not be construed to prevent the legislative body of a local agency from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

(2) As a condition to holding a closed session on specific complaints or charges brought against an employee by another person or employee, the employee shall be given written notice of his or her right to have the complaints or charges heard in an open session rather than a closed session, which notice shall be delivered to the employee personally or by mail at least 24 hours before the time for holding the session. If notice is not given, any disciplinary or other action

taken by the legislative body against the employee based on the specific complaints or charges in the closed session shall be null and void.

(3) The legislative body also may exclude from the public or closed meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.

(4) For the purposes of this subdivision, the term “employee” shall include an officer or an independent contractor who functions as an officer or an employee but shall not include any elected official, member of a legislative body or other independent contractors. ~~Nothing in~~ This subdivision shall not limit local officials’ ability to hold closed session meetings pursuant to Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code. Closed sessions held pursuant to this subdivision shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline.

54957.1. Closed sessions; public report of action taken. (a) The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention on that action of every member present, as follows:

(1) Approval of an agreement concluding real estate negotiations pursuant to Section 54956.8 shall be reported after the agreement is final, as follows:

(A) If its own approval renders the agreement final, the body shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held.

(B) If final approval rests with the other party to the negotiations, the local agency shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the local agency of its approval.

(2) Approval given to its legal counsel to defend, or seek or refrain from seeking appellate review or relief, or to enter as an amicus curiae in any form of litigation as the result of a consultation under Section 54956.9 shall be reported in open session at the public meeting during which the closed session is held. The report shall identify, if known, the adverse party or parties and the substance of the litigation. In the case of approval given to initiate or intervene in an action, the announcement need not identify the action, the defendants, or other particulars, but shall specify that the direction to initiate or intervene in an action has been given and that the action, the defendants, and the other particulars shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize the agency’s ability to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

514

LAW AND RULES

~~May 7, 2013~~ April 15, 2020

(3) Approval given to its legal counsel of a settlement of pending litigation, as defined in Section 54956.9, at any stage prior to or during a judicial or quasi-judicial proceeding shall be reported after the settlement is final, as follows:

(A) If the legislative body accepts a settlement offer signed by the opposing party, the body shall report its acceptance and identify the substance of the agreement in open session at the public meeting during which the closed session is held.

(B) If final approval rests with some other party to the litigation or with the court, then as soon as the settlement becomes final, and upon inquiry by any person, the local agency shall disclose the fact of that approval, and identify the substance of the agreement.

(4) Disposition reached as to claims discussed in closed session pursuant to Section 54956.95 shall be reported as soon as reached in a manner that identifies the name of the claimant, the name of the local agency claimed against, the substance of the claim, and any monetary amount approved for payment and agreed upon by the claimant.

(5) Action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee in closed session pursuant to Section 54957 shall be reported at the public meeting during which the closed session is held. Any report required by this paragraph shall identify the title of the position. The general requirement of this paragraph notwithstanding, the report of a dismissal or of the nonrenewal of an employment contract shall be deferred until the first public meeting following the exhaustion of administrative remedies, if any.

(6) Approval of an agreement concluding labor negotiations with represented employees pursuant to Section 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. The report shall identify the item approved and the other party or parties to the negotiation.

(7) Pension fund investment transaction decisions made pursuant to Section 54956.81 shall be disclosed at the first open meeting of the legislative body held after the earlier of the close of the investment transaction or the transfer of pension fund assets for the investment transaction.

(b) Reports that are required to be made pursuant to this section may be made orally or in writing. The legislative body shall provide to any person who has submitted a written request to the legislative body within 24 hours of the posting of the agenda, or to any person who has made a standing request for all documentation as part of a request for notice of meetings pursuant to Section 54954.1 or 54956, if the requester is present at the time the closed session ends, copies of any contracts, settlement agreements, or other documents that were finally approved or adopted in the closed session. If the action taken results in

one or more substantive amendments to the related documents requiring retyping, the documents need not be released until the retyping is completed during normal business hours, provided that the presiding officer of the legislative body or his or her designee orally summarizes the substance of the amendments for the benefit of the document requester or any other person present and requesting the information.

(c) The documentation referred to in subdivision (b) shall be available to any person on the next business day following the meeting in which the action referred to is taken or, in the case of substantial amendments, when any necessary retyping is complete.

(d) Nothing in this section shall be construed to require that the legislative body approve actions not otherwise subject to legislative body approval.

(e) No action for injury to a reputational, liberty, or other personal interest may be commenced by or on behalf of any employee or former employee with respect to whom a disclosure is made by a legislative body in an effort to comply with this section.

(f) This section is necessary to implement, and reasonably within the scope of, paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

~~54957.6. Closed sessions; legislative body of local agencies; salaries, salary schedules or fringe benefits.~~ (a) Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation.

However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its designated representatives.

Closed sessions of a legislative body of a local agency, as permitted in this section, shall be for the purpose of reviewing its position and instructing the local agency's designated representatives.

Closed sessions, as permitted in this section, may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees.

Closed sessions with the local agency's designated representative regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits may include discussion of an agency's available funds and funding priorities, but

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

514

LAW AND RULES

~~May 7, 2013~~ April 15, 2020

only insofar as these discussions relate to providing instructions to the local agency's designated representative.

Closed sessions held pursuant to this section shall not include final action on the proposed compensation of one or more unrepresented employees.

For the purposes enumerated in this section, a legislative body of a local agency may also meet with a state conciliator who has intervened in the proceedings.

(b) For the purposes of this section, the term "employee" shall include an officer or an independent contractor who functions as an officer or an employee, but shall not include any elected official, member of a legislative body, or other independent contractors.

- A. The Personnel Commission shall post an agenda containing the time and location of its regular meetings in accordance with applicable Government Code Sections.
- B. Special or emergency meetings may be ordered in accordance with applicable Government Code Sections.
- C. The Personnel Commission's Order of Business shall be posted at least 72 hours before a regular meeting in a prominent place in the ~~District Office~~ Educational Services Center and with a direct link on the Personnel Commission's Web site homepage. The Order of Business shall contain a brief general description of each item of business to be transacted or discussed at the meeting. A Notice shall be posted at least 24 hours in advance of special or emergency meetings in a prominent place in the ~~District Office~~ Educational Services Center.
- D. All meetings except closed sessions shall be open and public. No action shall be taken on any item not appearing on the posted Order of Business except as provided in Government Code Section 54954.2 ~~(3)~~(b). The Personnel Commission may briefly respond to statements made or questions posed by non-agenda speakers, refer the matter to staff for information, and/or ask that the matter be returned at a future meeting.
- E. Closed sessions may be held in accordance with the provisions of Government Code Section 54957 to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee or employees or to hear complaints or charges brought against employees. Closed sessions may also be held in accordance with other applicable Government Code Sections.
- F. The Personnel Commission shall, in accordance with Government Code Sections 54953 (c) and 54957.1, publicly report any action taken in closed session and the vote or abstention on that action of every member present.
- G. The election of the Chairperson and Vice Chairperson of the Personnel Commission shall take place at the first regular meeting in December of each year and shall take effect immediately. In the event that the appointment or reappointment of a Commissioner has not occurred by the first regular meeting in December the Personnel Commission may choose to postpone its election of chairpersons until such appointment or reappointment has occurred. If such postponement should occur, the current

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

514

LAW AND RULES

May 7, 2013-April 15, 2020

Chairperson and Vice Chairperson will continue to serve until an election occurs. In the absence of the Chairperson, the Vice Chairperson shall preside at Personnel Commission meetings and perform the duties of the Chair.

- H. Individuals or groups who seek interview with particular Commissioners in regard to matters that may later be placed before the Personnel Commission for decision shall be referred to the Personnel Commission staff with the explanation that it is against the policy of the Personnel Commission to take up such matters except at open meetings with the majority of the Personnel Commission present.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Reissue of Personnel Commission Rule 520, EXECUTIVE SECRETARIES TO CHANCELLOR AND BOARD OF TRUSTEES (Case 3826)

This rule has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. No changes have been recommended.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

520

LAW AND RULES

December 9, 2014 April 15, 2020

520 EXECUTIVE SECRETARIES TO CHANCELLOR AND BOARD OF TRUSTEES

Education Code Sections

88091. (a) All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination. Applicants shall be placed on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

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

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

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

(2) Any person employed in an administrative position exempted under this subdivision shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except that he or she shall not attain

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

520

LAW AND RULES

December 9, 2014 April 15, 2020

permanent status in that administrative position. A vacancy in an administrative position that is exempted under this subdivision shall be filled from an unranked list of eligible persons who have been found to be qualified for the positions as determined by the district chancellor or superintendent and the personnel commission. Any person whose services in an administrative position exempted under this subdivision are discontinued for any reason other than for cause as specified in this code or in a rule of the personnel commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission.

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

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

88017. (a) When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than 60 days prior to the effective date of their layoff.

(b) When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified employees shall be subject to layoff for lack of work, affected employees shall be given notice of layoff not less than 60 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.

(c) (1) A classified employee may not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. This subdivision does not create a 60-day layoff notice requirement for any individual hired as a short-term employee, as defined in Section 88003, for a period not exceeding 60 days.

(2) This subdivision does not apply to the retention of a short-term employee, as defined in Section 88003, who is hired for a period not exceeding 60 days after which the short-term service may not be extended or renewed.

(d) This section does not preclude the governing board of a community college district from implementing either of the following without providing the notice required by subdivisions (a) or (b):

(1) A layoff for a lack of funds in the event of an actual and existing financial inability to pay the salaries of classified employees.

(2) A layoff for a lack of work resulting from causes not foreseeable or preventable by the governing board.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

520

LAW AND RULES

~~December 9, 2014~~ April 15, 2020

(e) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were part of Article 3 (commencing with Section 88060) of this chapter.

- A. The Board of Trustees may, by majority vote, request that the Personnel Commission exempt one executive secretary position reporting directly to members of the Board of Trustees and one executive secretary position reporting directly to the Chancellor from the provisions of the merit system selection process specified in Education Code Section 88091.
- B. The exempted executive secretary positions shall be filled from an unranked alphabetical list of persons who have been found to be qualified for the position as determined by the District Chancellor and Personnel Commission.
- C. Employees serving in an exempted executive secretary position shall be afforded all of the rights, benefits, and burdens of any other classified employee, except that he or she shall not attain permanent status in the exempted executive secretary position.
- D. If an exempted executive secretary position is abolished or the District elects not to continue the employment of a classified administrative employee, the employee shall be given written notice thereof by the District at least 60 days in advance of his/her release from employment.
- E. An exempted executive secretary who has been released from employment for any reason other than cause may request:
 - 1. Placement in a position in a class to which the employee holds bumping rights, as provided in Rule 740, LAYOFF AND REEMPLOYMENT.
 - 2. Transfer or voluntary demotion to a class to which the employee would be entitled if he/she had not been designated as an exempted executive secretary.
- F. The provisions of this rule shall apply only to employees who have been hired after the establishment of this rule on January 16, 2003.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Revision to Personnel Commission Rule 545, CLASSIFICATION STUDIES (Tentative Approval) (Case 3827)

This rule has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Minor editorial changes were made throughout the rule and paragraphs were reorganized for clarification and consistency purposes.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

545

LAW AND RULES

June 7, 2016 April 15, 2020

545 CLASSIFICATION STUDIES

Education Code Sections

88104. (a) When all of the positions in a class are reclassified to a higher class, the incumbents of the positions who have been in the class for two or more years may be reclassified with their positions by the personnel commission. When a portion of the positions within a class are reclassified to a higher class an incumbent who has a continuous employment record of two or more years in one or more of the positions being reclassified may be reclassified with his or her position as provided by personnel commission rule.

(b) The basis for reclassification of the position shall be a gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities. Determinations as to gradual accretion shall be on the basis of guidelines provided by personnel commission rules.

(c) An employee who has been reclassified with his or her position is ineligible for subsequent reclassification with his position for a period of at least two years from the initial action.

88104.5. No position classification or reclassification plan which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposed classifications or reclassifications.

88128. Any permanent classified employee of a community college district, who voluntarily resigns from his or her permanent classified position, may be reinstated or reemployed by the governing board of the district, within 39 months after the employee's last day of paid service and without further competitive examination, to a position in his or her former classification as a permanent or limited-term employee, or as a permanent or limited-term employee in a related lower class or a lower class in which the employee formerly had permanent status. If the governing board elects to reinstate or reemploy a person as a permanent employee under this section, it shall disregard the break in service of the employee and classify him or her as, and restore to the employee all of the rights, benefits and burdens of, a permanent employee in the class to which he or she is reinstated or reemployed.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

545

LAW AND RULES

June 7, 2016 April 15, 2020

- A. A reclassification study should be requested in a timely manner whenever material and permanent changes have gradually been made to the duties and responsibilities of a regular position or group of regular positions. A sudden change in duties occasioned by reorganization or the assignment of completely new duties and responsibilities does not constitute a basis for a reclassification study. If additional duties and responsibilities have been assigned to a position on a temporary basis or in the absence of another employee, the provisions outlined in Rule 550, COMPENSATION FOR INCONSISTENT DUTIES: TEMPORARY WORK OUT OF CLASSIFICATION, and Rule 671, LIMITED-TERM ASSIGNMENTS AND APPOINTMENTS, shall apply.
- B. A reclassification study may be initiated by the District administration, an employee, an exclusive representative, or the Personnel Commission.
- C. The initiator of a request for study shall be responsible for providing a justification for the request and any additional information or documentation requested by the Personnel Commission staff in a timely manner. All reclassification study requests shall be supported by a performance evaluation completed within one year of the initiation date of the study request. If an evaluation does not exist, the study will proceed with the concurrence of the Personnel Director.
- D. When a position or a group of positions are reclassified to a class with a higher salary schedule or hourly rate, the incumbent(s) must compete in an examination process and be reachable on the eligibility list in order to be regularly appointed to the reclassified position, with the following exceptions:
1. If the reclassified employee was reachable on an appropriate eligibility list within the last two years, he/she shall be considered to have met the competitive examination requirement.
 2. When the Personnel Commission finds there has been a gradual accretion of duties over the course of two or more years of regular service in the position, incumbents shall be reclassified without the requirement of participating in a competitive examination process provided that they meet the entrance qualifications for the new class and have not failed an examination for the higher classification within the last two years.
- E. A reclassified incumbent who must qualify by competitive examination in order to be regularly appointed to his/her reclassified position shall be provided one opportunity to compete in an examination for the higher class.
- If a reclassified incumbent is unsuccessful in qualifying by competitive examination for his/her reclassified position or chooses not to participate in the required examination, the case may be referred to the Personnel Commission for determination.
- F. Gradual accretion of duties is defined as a change in a position caused by the incremental assignment of higher-level duties or responsibilities or an increase in the scope and/or complexity of work performed.

CLASSIFICATION STUDIES

545

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

545

LAW AND RULES

June 7, 2016 April 15, 2020

The determination of gradual accretion of duties will be made by the Personnel Commission staff based on an analysis of data furnished and documents submitted by the employee and immediate supervisor during the course of the study and the following factors:

1. The nature and scope of changes in the duties and responsibilities.
 2. The approximate verifiable date the incumbent began to perform the higher-level duties and responsibilities.
 3. The circumstances which led to the assignment of higher-level duties and responsibilities to the position.
 4. Documented evidence of the employee's performance of the higher-level duties and responsibilities.
- G. Two or more years of regular service shall be interpreted to mean assignment for at least two complete years within the assignment basis of the position. Problems related to time in service shall be referred to the Personnel Commission for determination.
- H. The effective date of individual reclassification actions shall be the verified initiation date of the request for study by the employee or other initiator as reflected on a completed ~~the~~ Classified Staffing Request (Form C1121) or other study initiation document submitted to the Personnel Commission, ~~used to initiate a study. In cases where the initiation date is in dispute, the Personnel Commission shall determine the effective date. Requests to the Personnel Commission to establish an effective date other than the verified initiation date of the study must be accompanied by credible and verifiable documentation. All parties shall have the opportunity to provide or dispute documentation related to the requested effective date.~~
- I. Time spent on any leave of absence from the position being reclassified shall not be considered a break in continuous service; however, the time spent on leave from the position shall not be used towards satisfying the two years service requirement for reclassification without competitive examination. An employee must be actively performing the duties of his/her position during the time a study is in progress.
- J. If the District elects to reinstate or reemploy a person as a permanent employee in accordance with the provisions of Education Code Section 88128, the lapse in employment shall not be considered a break in continuous service; however, the time of non-service shall not be used toward satisfying the two-year service requirement for reclassification without competitive examination.
- K. An employee who previously met the gradual accretion requirement and was reclassified without competitive examination shall be required to participate in a competitive examination process for subsequent upward reclassification(s).

CLASSIFICATION STUDIES

545

Page 3 of 5

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

545

LAW AND RULES

June 7, 2016 April 15, 2020

- L. The reclassification of all positions in a class shall automatically reclassify the mandatory reemployment list for the class. The appropriateness of reclassifying existing eligibility lists shall be determined by the Personnel Commission based on an analysis of examination content.
- M. Nothing in this rule shall operate to alter the authority of the Board of Trustees to fix and prescribe the duties to be performed by all employees in the classified service. This includes the ability to reassess and remove higher-level duties and responsibilities from a position at any time.

If the District determines that the duties which justify the reclassification of a position should be removed, the employee shall be paid temporary work out of classification in accordance with the provisions of Rule 550, COMPENSATION FOR INCONSISTENT DUTIES: ~~CLAIMS FOR TEMPORARY WORK OUT OF CLASSIFICATION~~, for the higher level duties and responsibilities from the verified date of initiation of the study request as documented on the Classified Staff Request (Form C1121) or other document used to initiate the study to the date that the higher-level duties and responsibilities were officially removed from the position. ~~In cases where the initiation date is in dispute, the Personnel Commission shall determine the effective date.~~

- N. In cases where the initiation date of a study is in dispute, the Personnel Commission shall determine the effective date. Requests to the Personnel Commission to establish an effective date other than the verified initiation date of the study must be accompanied by credible and verifiable documentation. All parties shall have the opportunity to provide or dispute documentation related to the requested effective date.

- N.O. The purpose of the following procedure is to educate employees regarding the classification study process and inform employees and their supervisors of their obligations in this process. This process does not preclude an employee from requesting a classification study or submitting Claims for Temporary Work Out of Classification at any time.

1. Each year in April, all regular classified employees will be informed of their right to request a classification study of their position if they believe that the ongoing duties and responsibilities of their position are not consistent with their job classification. The notification will include: basic information regarding job classification, basic information regarding the provisions of this rule, and information on how to request an informal staff review of the duties they believe may be outside of their job classification. Employees will be given one month to respond and take advantage of this process. If an employee does not request a review in a given year, it shall be presumed that the employee is working within class as of that point in time.
2. Personnel Commission staff will review all such requests and make a determination of whether or not a full classification study of a position appears warranted. When a study is in order, the employee and the employee's supervisor will be formally advised to complete and submit a Classified Staffing Request (C1121) in accordance with the provisions of

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

545

LAW AND RULES

~~June 7, 2016~~ April 15, 2020

applicable contract provisions or rules of the Personnel Commission. If the staff review finds that the employee is working within class, the employee shall be advised in writing of the staff's analysis and the procedures for requesting a complete classification study through established procedures if the employee continues to believe their duties fall outside of their job classification.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Revision to Personnel Commission Rule 550, COMPENSATION FOR INCONSISTENT DUTIES: TEMPORARY WORK OUT OF CLASSIFICATION (Tentative Approval) (Case 3828)

This rule has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules as well as to address problem areas that have been encountered with the late or inappropriate submission of claims. The first problem area with the late submission of claims encompasses difficulty and/or the inability of employees to recall necessary details of work performed such as dates, description of specific tasks, time spent on tasks, and identifying work samples. A second problem area is that many claims have been submitted to the Personnel Commission in error when other methods for addressing compensation for work out of classification apply including class studies when permanent changes have been made to the assigned duties of an employee's position or a limited-term assignment used to back fill an existing vacant position. A third problem area involves the receipt of claims extremely late after the first date of work out of class performed which has hampered staff's ability to address appropriate compensation for employees quickly and efficiently, if warranted. In response to those problem areas, staff proposes changes to Paragraph B.4. to ensure a more timely and efficient processing of claims. Moreover, staff has found that other agencies have instituted similar time restrictions on the submission of claims.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

550

LAW AND RULES

March 24, 2015 April 15, 2020

**550 COMPENSATION FOR INCONSISTENT DUTIES: TEMPORARY WORK
OUT OF CLASSIFICATION**

Education Code Sections

88009. Governing boards shall fix and prescribe the duties to be performed by all persons in the classified service and other nonacademic positions of the community college district, except those persons employed as a part of a personnel commission staff as provided in Article 3 (commencing with Section 88060) of this chapter. This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.

88010. Classified employees shall not be required to perform duties which are not fixed and prescribed for the position by the governing board in accordance with Section 88009, unless the duties reasonably relate to those fixed for the position by the board, for any period of time which exceeds five working days within a 15-calendar-day period except as authorized herein.

An employee may be required to perform duties inconsistent with those assigned to the position by the governing board for a period of more than five working days provided that his or her salary is adjusted upward for the entire period he or she is required to work out of classification and in amounts that will reasonably reflect the duties required to be performed outside his or her normal assigned duties.

Notwithstanding this section, a personnel commission and governing board, or a governing board in a non-merit system district, by written rule, may provide for an upward salary adjustment for any classified employee required to work out of classification for any period of time less than that required herein.

It is the intent of this section to permit community college districts to temporarily work employees outside of their normal duties but in so doing to require that some additional compensation be provided the employee during such temporary assignments.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

550

LAW AND RULES

~~March 24, 2015~~ April 15, 2020

A. Definition.

1. "Temporary work out of classification" shall mean the performance of duties which are:
 - a. not fixed and prescribed for the employee's regular class,
 - b. not reasonably related to the duties of the employee's regular class,
 - c. evaluated as being at a higher level of difficulty and responsibility than those of the employee's regular class and
 - d. performed for a limited period of time for other than training or emergency assignment purposes.
2. Excluded from this definition are the following:
 - a. Assignments to perform the duties of an existing vacant position. In such instances, a limited-term assignment shall be processed in accordance with the provisions of Rule 671, LIMITED-TERM ASSIGNMENTS.
 - b. Assignments where established provisions for differential compensation exist. In such instances, the provisions of applicable Personnel Commission rules or contract provisions related to differential compensation apply.
 - c. Situations where the assigned duties of an employee have been permanently changed because of a change in organizational structure, change in technology, or the addition of what are considered to be higher-level duties. In such instance, the provisions of Rule 545, CLASSIFICATION STUDIES, apply.

B. Requirements for a Claim for Temporary Work Out of Classification:

1. The employee must be a regular status classified employee. Employees serving in a relief, substitute, provisional, or limited-term assignments are not eligible.
2. The employee must identify the specific time period on a prescribed claim form for each 15 calendar-day period during which the higher level duties were performed. If the work was performed on an intermittent basis, the employee must have performed the duties for more than five working days within each 15 calendar-day period for which a claim form is being submitted and must provide specific dates of service.
3. The employee must identify in detail the duties which are believed to be inconsistent with, or do not reasonably relate to, the duties of his/her regular class.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

550

LAW AND RULES

March 24, 2015 April 15, 2020

4. The claim form shall be submitted by the employee no later than ~~100~~ 45 calendar days after the first date of temporary work out of classification was performed. In unusual circumstances, the Personnel Commission may excuse the untimely filing of a claim when there is credible documentation and the facts establish that there was a mistake, inadvertence, surprise or excusable neglect by an employee or supervisor.

Lack of knowledge of the existence or provisions of this rule will not excuse the untimely filing of a claim form.

C. General Provisions

1. If the duties reported and certified are found to be at a higher level than the employee's regular class the Personnel Commission staff shall determine an appropriate difference in compensation. The difference in compensation shall reasonably reflect the level and nature of assigned responsibilities and percentage of time performing the assigned duties. Where the work out of classification was on an intermittent basis, the employee shall be paid on a prorated basis. In no instance shall the salary benefits to an employee be greater than the benefits provided through promotion to the higher class.
2. Compensation for temporary work out of classification shall be from the first date of work out of classification through the last day on which the higher-level duties were authorized and performed provided that the claim has been filed as provided in Paragraph B.4.
3. Personnel Commission staff's determination in each case as to temporary work out of classification and appropriate salary differentials shall be submitted to the Personnel Commission for approval and, if approved, to the Board of Trustees for authorization of payment.
4. Nothing in this rule shall be construed as permitting an employee to refuse to perform duties assigned by a duly authorized person.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Revision to Personnel Commission Rule 622, FIELDS OF COMPETITION (Tentative Approval) (Case 3829)

This rule has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Paragraph I. was added to the rule to account for instances where the Personnel Commission may designate regular employees in a class as eligible to compete for a promotional opportunity in a higher-level class within the same occupational area as a matter of equity and/or the good of the service. Minor editorial changes were also made throughout the rule for consistency purposes.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

622

LAW AND RULES

December 8, 2015 April 15, 2020

622 FIELDS OF COMPETITION

Education Code Sections

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

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

88091. (a) All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination. Applicants shall be placed on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

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

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

622

LAW AND RULES

December 8, 2015 April 15, 2020

position reporting directly to members of the governing board, and one executive secretary position reporting directly to the chancellor.

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

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

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

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

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

88099. The commission shall, by rule, provide for an open competitive examination and a promotional examination to be held at the same time for the position of business manager or for any other single position class which it declares to be at or above the level of business manager. It shall require that all educational and work experience requirements be developed to fit the needs of the position in such a manner that the position will attract competent and qualified applicants from within the classified service, among academic personnel, or other persons meeting the minimum requirements established for the position.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

622

LAW AND RULES

December 8, 2015 April 15, 2020

Such rule shall provide: (a) that all permanent employees of the district, classified and academic, who meet the established minimum qualifications, shall be eligible to compete in the examination as promotional candidates; (b) that promotional credits, including seniority credits, if any, shall be equally applicable to both classified and academic promotional candidates; (c) that eligibility lists resulting from such an open competitive and promotional examination shall be merged according to the order of the examination scores into a single eligibility list, after the scores of each candidate on the promotional list have been adjusted for promotional credits, including seniority credits, if any; and (d) that the examination for any such position shall not be construed to be an entrance level position examination.

88100. The commission may by rule provide for the competition of academic employees of the governing board in promotional examinations for positions in the classified service.

88101. The commission shall, by rule, provide for an open competitive examination and a promotional examination to be held at the same time for the positions that existed or could be created, when the positions become available for competitive examination, under the provisions of subdivisions (m), (n), and (o) of former Section 13055 as those subdivisions existed prior to their repeal by action of the 1965 General Session of the Legislature.

The rule shall provide: (a) that all permanent employees of the district, classified and academic, who meet the established minimum qualifications, shall be eligible to compete in the examination as promotional candidates; (b) that promotional credits, including seniority credits, if any, shall be equally applicable to both classified and academic promotional candidates; (c) that eligibility lists resulting from such an open competitive and promotional examination shall be merged according to the order of the examination scores into a single eligibility list, after the scores of each candidate on the promotional list have been adjusted for promotional credits, including seniority credits, if any; and (d) that the examination for any such position shall not be construed to be an entrance level position examination.

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

88111. The commission may by rule provide for the continuous examination of eligibles for classes of positions which the commission determines cannot be practicably filled by promotional examination only.

- A. The Personnel Commission shall designate the field(s) of competition for examinations for each job classification in the classified service.
- B. Whenever practicable, examinations shall be given promotionally. When practicability is in doubt, the Personnel Commission may authorize simultaneous promotional and open examinations with the understanding that no certification from an open eligibility list shall precede that from the promotional list, except in the

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

622

LAW AND RULES

~~December 8, 2015~~ April 15, 2020

- case of dual certification.
- C. The Personnel Commission may order dual certification of open competitive and promotional eligibility lists at the time it designates the field of competition, under the following conditions:
1. Simultaneous open competitive and promotional examinations are held for a class.
 2. The most recent promotional examination for the class has failed to provide an adequate number of available eligibles on a promotional list to fill regular vacancies which developed during the first year of the life of the eligibility list.
 3. When the class being examined for is a management class, or one for which unique qualifications are required and a broader field of competition is necessary to insure the appointment of the best qualified candidates available.
 4. Open and promotional examinations with an authorization for dual certification shall be given for classes identified as Administrative or Executive in Rule 596, OVERTIME, provided they are not designated as a senior administrative position.
- D. Continuous examinations on an open and promotional basis or on an open basis only may be conducted for classes specifically designated by the Personnel Commission.
- E. Examinations for senior administrative positions as outlined in Education Code 88091 shall be authorized with an open (unranked) field of competition.
- F. The field(s) of competition for a job classification shall remain in effect until changed by action of the Personnel Commission with the following exceptions:
1. When a class has been authorized for an open and promotional field of competition, the Personnel Director may suspend the authorization for the open field of competition. Such suspension shall be based on his/her determination that a promotional only field of competition can reasonably be expected to meet the need for qualified eligibles.
 2. When an examination is authorized on an open only basis and upon completion of the examination process one or more regular employees with permanent status in the District has/have passed the exam, a promotional eligibility list will be established. This provision shall not apply to eligibility lists established for the job classifications of SFP Program Director, SFP Program Specialist, SFP Program Technician, and SFP Program Office Assistant.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

622

LAW AND RULES

~~December 8, 2015~~ April 15, 2020

- G. When the entrance qualifications are changed for a class, the field of competition for the job classification shall be reviewed and a recommendation to change the field(s) of competition made for future examination processes, if necessary.

- H. A recruitment bulletin calling for a competitive examination to fill position vacancies shall include the authorized field(s) of competition and the minimum qualifications in effect as of the opening date of filing.

- I. The Personnel Commission may permit employees who have obtained permanent status in their current class to compete in a promotional examination for a class within their occupational area as a matter of equity and/or the good of the service.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Revision to Personnel Commission Rule 893, PROCEDURE FOR THE ADJUSTMENT OF GRIEVANCES FOR UNREPRESENTED EMPLOYEES (Tentative Approval) (Case 3830)

Personnel Commission Rule 893 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Editorial changes have been made to the rule for clarity and consistency. No substantive changes have been proposed.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

893

LAW AND RULES

May 7, 2013 April 15, 2020

893 PROCEDURE FOR THE ADJUSTMENT OF GRIEVANCES FOR UNREPRESENTED
EMPLOYEES

Education Code Sections

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

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

The provisions of this rule apply to management, confidential, and other non-represented employees. Procedures for adjusting grievances of represented classified employees are contained in their respective bargaining agreements.

A. Purpose of the Adjustment Procedure

The adjustment procedure for grievances enables permanent classified employees to seek an adjustment of complaints arising out of alleged violations of established Board rules or policies, administrative procedures, working conditions, or working job-relationships, including the complaint of one employee against another employee. Because complaints should be adjusted as promptly as possible, time limits have been established to minimize delays in the various steps of the process. There is an obligation on the part of an aggrieved employee to bring forth any complaint and its pertinent facts within 30 working days of any specific or documented incident or at the earliest possible date after the recognition of a nonspecific occurrence so that efforts can be made through the adjustment procedure to resolve differences and to promote harmonious relationships.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

893

LAW AND RULES

~~May 7, 2013~~ April 15, 2020

Matters excluded from the adjustment procedure shall be:

1. Accusatory charges relating to the moral or professional fitness of an employee. Such charges shall be filed with the Chancellor.
2. Matters specifically reserved for action or review by the Personnel Commission under Personnel Commission rules in effect at the time the events leading to the grievance occurred. Such matters shall be processed through normal channels by the Personnel Commission.
3. Complaints about the subject matter of a Board rule or policy or administrative procedure, rather than the administration of the Board rule or policy or procedure. An employee with such a complaint should direct his/her suggestions for change through administrative channels to the Board or to the appropriate administrator who established it.
4. Performance evaluations in which the employee has been rated as “meets or exceeds work performance standards” on every item. The employee may use the procedure only if one or more factors are rated as “below work performance standards.”

A grievant may obtain assistance from the Office of ~~Employer~~-Employee and Labor Relations throughout the course of the adjustment procedure described below.

B. Steps in the Adjustment Procedure

1. Informal Discussion with immediate Supervisor

Informal discussion between an employee (or group of employees) and the immediate supervisor shall take place in an effort to resolve the complaint. An attempt to conduct the conference shall be made within one working day.

The immediate supervisor’s decision and supporting reasons shall be communicated to the employee(s) within five working days following the conference.

2. Informal Review with next level Supervisor

a. If the complaint has not been resolved by the immediate supervisor, the employee may submit a written request for an informal review to the next level supervisor who has the authority to adjust the complaint or the remedy sought. The request shall be submitted within five working days after receipt of the immediate supervisor’s decision.

b. The next level supervisor shall attempt to hold a conference within one working day after receipt of the employee's request for an informal review.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

893

LAW AND RULES

~~May 7, 2013~~ April 15, 2020

- c. The employee must be in attendance; the employee may present his/her own case or may present the complaint through a representative of his/her own choosing at the informal review and at any subsequent stage of the adjustment procedure. A classified employee of the Los Angeles Community College District may serve as a representative without prejudice or loss of salary, provided that the representative's supervisor is notified in advance.
 - d. The next level supervisor shall communicate in writing the decision and supporting reasons to the employee, the immediate supervisor, and the applicable division head or college president within five working days following the conference.
3. Formal Administrative Review
- a. If the grievant remains dissatisfied with the response to the informal review, he/she shall submit a formal written complaint within five working days after receipt of the decision to the applicable division head or college president requesting a formal administrative review. The grievant shall send a copy of the formal written complaint to the immediate supervisor and the next level supervisor of the informal review.
 - b. The written request shall include: a clear, concise statement of the complaint; the act or condition on which it is based; the remedy desired; the persons involved; and the course of action that has been followed, including the decision rendered in the informal review, the reasons why the decision is being appealed, and the name of the grievant's representative, if any.
 - c. The division head or college president shall hold a conference with all involved parties on the complaint within five working days of receipt, unless there is mutual agreement that more time shall be allowed. Time limits in all subsequent stages of the adjustment procedure may be modified by agreement of the parties involved.
 - d. The division head or college president shall submit a written response of the decision to the grievant, the grievant's immediate supervisor, and the next level supervisor within five working days following the conference. The division head or college president shall implement the decision.
4. Formal Hearing
- a. If the grievant is dissatisfied with the decision of the administrative review, he/she may file a written request for a hearing before a hearing officer to the Personnel Commission Office within five working days after receipt of the decision. A copy of the request shall be sent to the applicable division head or college president.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

893

LAW AND RULES

~~May 7, 2013~~ April 15, 2020

- b. The Personnel Commission Office shall make arrangements for the selection of a hearing officer. The hearing officer may be selected jointly by the grievant or the grievant's representative and the applicable division head or college president. The hearing officer may or may not be a District employee. If a hearing officer is not selected jointly within five working days after the request for a hearing officer was filed, the Personnel Commission shall select the hearing officer.
 - c. All fees for the services of an outside hearing officer shall be paid from the appropriate funds of the District.
 - d. The hearing officer shall convene a hearing at the earliest practicable date after selection. The hearing officer shall set the proceedings, review the written statements submitted by the parties to the grievance, and determine who may attend the hearing. The ~~appellant~~ grievant and the applicable division or college president may request the presence of witnesses. The hearing officer shall be empowered to direct the attendance of any District employee at the hearing without loss of salary to the employee.
 - e. The hearing shall be conducted in an informal manner and attendance shall be limited to the parties of the grievance and their representatives, if any, and testifying witnesses. The ~~appellant~~ grievant and the applicable division head or college president shall each be limited to two days to present their respective positions. Additional time may be taken for further testimony as deemed necessary. The hearing shall be conducted in accordance with fundamental rules of fairness and due process.
 - f. The hearing officer shall render written findings, conclusions, and the recommendations within 10 working days of the termination of the hearing. The findings, conclusions, and recommendations shall be sent to the parties concerned and to the Chancellor or his/her designee for implementation.
5. Board of Trustees Review
- a. If the grievant or the applicable division head or college president is not satisfied with the recommendations submitted by the hearing officer, a written appeal may be made to the Board of Trustees within five working days after receipt of the finding, conclusions, and recommendations. The written appeal shall:
 - (1) Be based upon a statement of objections to the findings, conclusions, or recommendation of the hearing officer.
 - (2) Provide a detailed statement establishing the factual or other basis for such objections.
 - (3) Describe the remedy requested.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

893

LAW AND RULES

~~May 7, 2013~~ April 15, 2020

A copy of the appeal shall be submitted to the Chancellor or his/her designee.

- b. A copy of the appeal shall be provided to the other involved party who shall be required to submit a written reply to the points made in the appeal within five working days of receipt thereof.
- c. The Board of Trustees may review the records of the hearing, including the findings, conclusions, and recommendations, or conduct its own hearing or investigation of the appeal.
- d. When the Board of Trustees has reached a decision, the Chancellor or his/her designee and individuals involved shall be notified as soon as possible. The Chancellor or his/her designee shall implement the decision.
- e. The decision of the Board of Trustees on an appeal shall constitute the final administrative remedy available to the grievant.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Revision of Personnel Commission Rule 735, CAUSES AND PROCEDURES FOR SUSPENSION, DEMOTION, AND DISMISSAL (Tentative Approval) (Case 3832)

The proposed amendments to Rule 735 are part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Editorial changes have been made to the rule for clarity and consistency.

The following substantive changes have been made to the rule:

- In Paragraph A.2, the definition for demotion was updated in order to be consistent with Rule 500, DEFINITIONS.
- Paragraph B. and G.4.b were updated to include all prohibited employment discriminatory practices as provided for in Government Code Section 12920.

735 CAUSES AND PROCEDURES FOR SUSPENSION, DEMOTION, AND
DISMISSAL

Education Code Sections

87010. “~~Sex offense~~”“Sex offense,” as used in Sections 87405, 88022, and 88123, means any one or more of the offenses listed below:

(a) Any offense defined in Section 261.5, 266, 267, 285, 286, 288, ~~288a~~, or 647.6 of, or former Section ~~288a~~ or 647a of, paragraph (2) or (3) of subdivision (a) of Section 261 of, paragraph (1) or (2) of subdivision (a) of Section 262 of, or subdivision (a) or (d) of Section 647 of, the Penal Code.

(b) Any offense defined in former subdivision 5 of former Section 647 of the Penal Code repealed by Chapter 560 of the Statutes of 1961, or any offense defined in former subdivision 2 of former Section 311 of the Penal Code repealed by Chapter 2147 of the Statutes of 1961, if the offense defined in those sections was committed prior to September 15, 1961, to the same extent that such an offense committed prior to that date was a sex offense for the purposes of this section prior to September 15, 1961.

(c) Any offense defined in Section 314 of the Penal Code committed on or after September 15, 1961.

(d) Any offense defined in former subdivision 1 of former Section 311 of the Penal Code repealed by Chapter 2147 of the Statutes of 1961 committed on or after September 7, 1955, and prior to September 15, 1961.

(e) Any offense involving lewd and lascivious conduct under Section 272 of the Penal Code committed on or after September 15, 1961.

(f) Any offense involving lewd and lascivious conduct under former Section 702 of the Welfare and Institutions Code repealed by Chapter 1616 of the Statutes of 1961, if the offense was committed prior to September 15, 1961, to the same extent that such an offense committed prior to that date was a sex offense for the purposes of this section prior to September 15, 1961.

(g) Any offense defined in Section 286 or former Section 288a of the Penal Code prior to the effective date of the amendment of either section enacted at the 1975-76 Regular Session of the Legislature committed prior to the effective date of the amendment.

(h) Any attempt to commit any of the above-mentioned offenses.

(i) Any offense committed or attempted in any other state that, if committed or attempted in this state, would have been punishable as one or more of the above-mentioned offenses.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

735

LAW AND RULES

September 9, 2014 April 15, 2020

87011. ~~“Controlled substance offense”~~“Controlled substance offense” as used in Sections 87405, 88022, and 88123 means any one or more of the following offenses:

(a) Any offense in Sections 11350 to 11355, inclusive, 11366, 11368, 11377 to 11382, inclusive, and 11550 of the Health and Safety Code.

(b) Any offense committed or attempted in any other state or against the laws of the United States which, if committed or attempted in this state, would have been punished as one or more of the above-mentioned offenses.

(c) Any offense committed under former Sections 11500 to 11503, inclusive, 11557, 11715, and 11721 of the Health and Safety Code.

(d) Any attempt to commit any of the above-mentioned offenses.

87405. ~~Employment of persons convicted of sex offenses or controlled substance offenses~~

(a) Governing boards of community college districts shall not employ or retain in employment persons who have been convicted of any sex offense as defined in Section 87010 or controlled substance offense as defined in Section 87011. If, however, any such conviction is reversed and the person is acquitted of the offense in a new trial or the charges against him or her are dismissed, this section does not prohibit his or her employment thereafter.

(b) Notwithstanding subdivision (a), no person shall be denied employment or not be retained solely on the basis that he or she has been convicted of a sex offense or a controlled substance offense if he or she has obtained or applied for a certificate of rehabilitation and pardon under Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code, and if his or her probation has been terminated and the information or accusation has been dismissed pursuant to Section 1203.4 of the Penal Code.

(c) Notwithstanding subdivision (a), a person may be employed or retained despite being convicted of a sex offense or a controlled substance offense if the governing board determines from the evidence presented that the person has been rehabilitated for at least five years, or has received a certificate of rehabilitation and pardon pursuant to Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code, or if the accusation or information against the person has been dismissed and he or she has been released from all disabilities and penalties resulting from the offense pursuant to Section 1203.4 of the Penal Code.

88016. ~~Notice of disciplinary action~~ A notice of disciplinary action shall contain a statement in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based, a statement of the cause for the action taken and, if it is claimed that an employee has violated a rule or regulation of the public school employer, such rule or regulation shall be set forth in said notice.

A notice of disciplinary action stating one or more causes or grounds for disciplinary action established by any rule, regulation, or statute in the language of the rule, regulation, or statute, is insufficient for any purpose.

A proceeding may be brought by, or on behalf of, the employee to restrain any further proceedings under any notice of disciplinary action violative of this provision.

This section shall apply to proceedings conducted under the provisions of Article 3 (commencing with Section 88060) of this chapter.

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

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

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

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

735

LAW AND RULES

September 9, 2014 April 15, 2020

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

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

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

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

~~88121. Demotion and removal from permanent classified service~~No person in the permanent classified service shall be demoted or removed except for reasonable cause designated by rule of the commission as detrimental to the efficiency of the service. This section shall not be construed to prevent layoffs for lack of work or lack of funds.

~~88122. Additional causes for suspension or dismissal of employees in classified service~~In addition to any causes for suspension or dismissal which are designated by rule of the commission, employees in the classified service shall be suspended and dismissed in the manner provided by law for any one or more of the following causes:

(a) Knowing membership by the employee in the Communist Party.

(b) Conduct specified in Section 1028 of the Government Code.

~~88123. Written charges for suspension, demotion, or dismissal; provisions for suspension pending determination of sex offense or narcotics offense~~For reasonable

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

735

LAW AND RULES

September 9, 2014 April 15, 2020

causes, an employee may be suspended without pay for not more than 30 days, except as provided in this section, or may be demoted or dismissed. In such case, the personnel director, shall within 10 days of the suspension, demotion, or dismissal, file written charges with the commission and give to the employee or deposit in the United States registered mail with postage prepaid, addressed to the employee at his or her last known place of address, a copy of the charges.

Whenever an employee of a community college district is charged with the commission of any sex offense, as defined in Section 87010, or any narcotics offense, as defined in Section 87011, or a violation of Sections 11357 to 11361, inclusive, 11363, 11364, or 11377 to 11382, inclusive, insofar as such sections relate to, any controlled substances in paragraph (4) or (5) of subdivision (b) of Section 11056, or any controlled substances in subdivision (d) of Section 11054, except paragraphs (10), (11), (12), and (17) of such subdivision, of the Health and Safety Code by complaint, information, or indictment filed in a court of competent jurisdiction, the governing board of the district may immediately suspend the employee for a period of time extending for not more than 10 days after the date of the entry of the court judgment. However, the suspension may be extended beyond such 10-day period in case the governing board gives notice within such 10-day period that it will dismiss the employee 30 days after the service of the notice, unless the employee demands a hearing. An employee so suspended shall continue to be paid his or her regular salary during the period of the suspension if and during such time as he or she furnishes to the district a suitable bond, or other security acceptable to the governing board, as a guarantee that the employee will repay to the district the amount of salary so paid to him or her during the period of the suspension in case the employee is convicted of such charges, or the employee does not return to service after such period of suspension. If the judgment determines that the employee is not guilty of such charges, or if the complaint, information, or indictment is dismissed, the district shall reimburse the employee for the cost of the bond; or, if the employee has not elected to furnish such bond, the district shall pay to the employee his or her full compensation during the period of the suspension; provided the employee returns to service after such period of suspension.

88124. ~~Appeal by employee from suspension, demotion or dismissal~~ Any employee in the permanent classified service who has been suspended, demoted, or dismissed may appeal to the commission within 14 days after receipt of a copy of the written charges by filing a written answer to the charges. Such an appeal is not available to an employee who is not in the permanent classified service except as provided by rules of the commission. An employee in the permanent classified service who has not served the time designated by the commission as probationary for the class may be demoted to the class from which promoted without recourse to an appeal or hearing by the commission, except as otherwise provided by rules of the commission; and provided, that such demotion does not result in the separation of the employee from the permanent classified service. Nothing in this section shall operate to alter the protections guaranteed under Section 88128.

88125. ~~Investigation and hearing on appeal~~ The commission shall investigate the matter on appeal and may require further evidence from either party, and may, and upon request of an accused employee shall, order a hearing. The accused employee shall have the right to appear

in person or with counsel and to be heard in his or her own defense. The decision shall not be subject to review by the governing board.

88126. ~~Reinstatement and employee compensation; determination of terms and conditions; notification~~ If the commission sustains the employee, it may order paid all or part of his or her full compensation from the time of suspension, demotion, or dismissal, and it shall order his or her reinstatement upon terms and conditions that it deems appropriate. The commission may modify the disciplinary action, but may not make the action more stringent than that approved by the board. In addition, the commission may direct any other action that it finds necessary to effect a just settlement of the appeal, including, but not limited to, compensation for all or part of the legitimate expenses incurred in pursuit of the appeal, seniority credit for off-duty time pending reinstatement, transfer or change of location of the employee, and expunction from the employee's personnel record of disciplinary actions, cause, and charges that were not sustained by the commission. Upon receipt of the commission's written decision, the board shall comply with its provisions. When the board has fully complied with the commission's decision, it shall so notify the commission in writing.

88128. ~~Reinstatement of permanent classified employees after resignation~~ Any permanent classified employee of a community college district, who voluntarily resigns from his or her permanent classified position, may be reinstated or reemployed by the governing board of the district, within 39 months after the employee's last day of paid service and without further competitive examination, to a position in his or her former classification as a permanent or limited-term employee, or as a permanent or limited-term employee in a related lower class or a lower class in which the employee formerly had permanent status.

If the governing board elects to reinstate or reemploy a person as a permanent employee under this section, it shall disregard the break in service of the employee and classify him or her as, and restore to the employee all of the rights, benefits and burdens of, a permanent employee in the class to which he or she is reinstated or reemployed.

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

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

Government Code Section

12920. It is hereby declared as the public policy of this state that it is necessary to protect and safeguard the right and opportunity of all persons to seek, obtain, and hold employment without discrimination or abridgment on account of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

It is recognized that the practice of denying employment opportunity and discriminating in the terms of employment for these reasons foments domestic strife and unrest, deprives the state of the fullest utilization of its capacities for development and advancement, and substantially and adversely affects the interests of employees, employers, and the public in general.

Further, the practice of discrimination because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, or genetic information in housing accommodations is declared to be against public policy.

It is the purpose of this part to provide effective remedies that will eliminate these discriminatory practices.

This part shall be deemed an exercise of the police power of the state for the protection of the welfare, health, and peace of the people of this state.

A. Definitions

1. Suspension means 1) the temporary removal of an employee from his/her position for cause without pay or 2) the removal of an employee from his/her position for cause with or without pay as determined by the District pending investigation into issues and/or charges which may lead to demotion or dismissal of the employee.
2. Demotion means a change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower maximum salary rate to a lower job classification, status, assigned basis or time, as defined in Rule 500.
3. Dismissal means the release or discharge of an employee from employment for cause.

B. Nondiscrimination Policy

No employee in the Classified Service shall be suspended, demoted, dismissed or in any way discriminated against because of his/her race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, ~~(as listed in Government Code Section 12920)~~, or military and veterans status (as listed in Government Code Section 12920), or political affiliation (except as provided by Paragraph C.).

C. Causes for Discipline

Employees in the Classified Service may be suspended, demoted, or dismissed for any of the following causes.

1. Incompetence
2. Inefficiency
3. Insubordination
4. Willful misconduct or any other willful failure of good conduct tending to injure the public service
5. Inattention to or dereliction of duty
6. Willful and persistent violation of the provisions of the Education Code, public policy, or of policies, rules, regulations, or procedures adopted by the Board of Trustees or the Personnel Commission
7. Dishonesty
8. Discourteous, abusive, or threatening language or behavior directed toward any person, including sexual harassment, racial harassment, or other legally prohibited actions or behavior
9. Immoral conduct
10. Appearing for work under the influence of alcohol or controlled substance or using alcohol or a controlled substance illegally while on duty
11. Conviction of any controlled substance offense as defined in Education Code Section 87011

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

735

LAW AND RULES

September 9, 2014 April 15, 2020

12. Failure to abide by the conditions of an agreement regarding participation in an alcohol or substance abuse rehabilitation program
13. Frequent unexcused absence or tardiness
14. Abuse of leave privileges by habitual use of leave for trivial indispositions or by absence so frequent that the efficiency of the service is impaired
15. Absence without leave or abandonment of position
16. Failure to disclose material facts or the making of any false or misleading statement on any official document of the District or Personnel Commission
17. Failure to report for a health examination after reasonable notice
18. The discovery or development during an initial probationary period of any physical, emotional, and/or mental condition which precludes an employee from satisfactorily performing the essential duties of the position classification to which assigned
19. Failure to disclose material facts regarding criminal records
20. Failure to report for review of criminal records after reasonable notice
21. One or more criminal convictions which indicate that the person is a poor employment risk in the job classification he/she holds
22. Conviction of any sex offense as defined in Education Code Section 87010
23. Engagement in political activities during assigned hours of employment
24. Advocacy of overthrow of the government of the United States or the State of California by force, violence, or other unlawful means
25. Knowingly becoming or knowingly remaining a member of the Communist Party on or after November 12, 1952, as defined in Education Code Section 88122
26. Active participation by a management or confidential employee in the affairs of an employee organization which is an exclusive representative
27. Unauthorized use or abuse of District or student body property
28. Failure to successfully complete a training program or to meet a special entrance qualification that is required for a job classification

D. Notices of Unsatisfactory Service

1. A notice of unsatisfactory service shall be given to a regular employee whose service or conduct is held to be below work performance standards.
2. A notice of unsatisfactory service must be given to a permanent employee not less than 10 calendar days nor more than 90 calendar days before the effective date of demotion or dismissal, or in the case of suspension, not more than 90 calendar days before the effective date of the suspension. If the 90 calendar day time provision would result in a suspension falling during a period of time excluded from the employee's assignment basis, the effective date of the suspension may be more than 90 calendar days after the issuance of the notice, but no later than the first assigned day of the employee's assignment basis.
3. The notice of unsatisfactory service shall be in writing on the prescribed form issued by the ~~Employer~~ Employer-Employee and Labor Relations Office and shall contain a statement in ordinary and concise language of the specific acts, omissions, or reasons for which the notice is given.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

735

LAW AND RULES

September 9, 2014 April 15, 2020

4. A notice of unsatisfactory service may be issued by anyone who exercises supervisory responsibility over the employee. All unsatisfactory notices shall be signed by the initiating supervisor and countersigned by the Cehancellor, college president, or division head. ~~In operations not designated as part of a college or division, the head of the operation shall sign or countersign the notice of unsatisfactory service.~~
5. The notice of unsatisfactory service shall be personally issued to the employee by the initiating supervisor when practicable. The employee shall be requested to sign the notice as acknowledgment of receipt. If an employee refuses to sign, the notice of unsatisfactory service shall be presented in the presence of a witness and signed by that witness. If the employee is unavailable to sign, the notice shall be sent to the ~~Employer~~-Employee and Labor Relations Office for issuance by certified mail. When personal delivery is impracticable, the intent of obtaining the signature of the employee shall be considered as having been carried out if a certified letter, with return receipt requested, has been mailed to the last-known address of the employee. A copy of the certified letter shall also be mailed via first class mail. Notification by the United States Postal Service that delivery cannot be made at the address of record shall be deemed to meet the requirements of "receipt".

E. Suspension for Specific Offenses

A regular employee charged with the commission of any sex offense as defined in Section 87010 or controlled substance offense as defined in Section 87011 of the Education Code by complaint, information, or indictment filed in a court of competent jurisdiction may be suspended as provided for in Section 88123 of the Education Code. Such a suspension will be processed as an involuntary personal leave in accordance with the provisions of this rule relative to suspensions. The employee may receive compensation as provided for in Section 88123. Such suspension shall be reviewed by the Personnel Commission every 90 calendar days. An employee who is suspended under this provision has no right to appeal the suspension to the Personnel Commission.

F. Suspension, Demotion, and Dismissal

1. An employee may be immediately suspended for not more than 30 calendar days or demoted or dismissed by the Board of Trustees for the causes identified in Paragraph C.
2. The administrative officer of the ~~Employer~~-Employee and Labor Relations Office shall, within 10 calendar days after Board of Trustees action to suspend, demote, or dismiss an employee, file a Statement of Charges with the Personnel Commission.
3. Within the same 10 calendar days, the employee shall be personally served or mailed a copy of the Statement of Charges. If mailed, the Statement of Charges shall be sent to the last-known address of the employee via United States registered mail with return receipt requested. A copy of the registered letter shall also be mailed via first class mail. Notification by the United States Postal Service that delivery cannot be made at the address of record shall be deemed to meet the requirements of "receipt".

G. Right of Appeal

1. Permanent Employee

Following public action by the Board of Trustees to suspend, demote, or dismiss a permanent employee, the Personnel Commission staff shall send the employee a copy of the Statement of Charges and notification of his/her right to appeal the decision. The employee shall have 14 calendar days from receipt to file a written appeal on the prescribed form appealing the suspension, demotion, or dismissal.

2. Employee with Probationary Status Only

An employee with probationary status only has no right of appeal to the Personnel Commission.

3. Notification Procedures

The employee notifications noted above shall be sent to the last-known address of the employee via first class and registered mail with return receipt requested. Notification by the United States Postal Service that delivery cannot be made at the address of record shall be deemed to meet the requirements of "receipt".

4. Grounds for Appeal

Appeals for suspension, demotion, or dismissal can be made only on the basis of one or more of the following grounds:

- a. That the procedures set forth in these rules have not been followed.
- b. That the suspension, demotion or removal was made because of race, religious creed, color, national origin, ancestry, ~~religion~~, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, ~~pregnancy~~, sexual orientation, ~~disability (as defined in Government Code Section 12926)~~, military and veterans status (as listed in Government Code Section 12920), or political affiliation (except as provided by Paragraph C.).
- c. That there has been abuse of discretion.
- d. That the action taken was not in accord with the facts.

5. Notification of Decision to Appeal

Upon receipt by the Personnel Commission of a timely appeal, the Personnel Director shall promptly provide written notification of the appeal to the administrative officer of the

~~Employer~~-Employee and Labor Relations Office, the Deputy Chancellor, and the General Counsel.

H. Hearing Officer

The Personnel Commission may authorize a hearing officer to conduct any hearing or investigation which the commission itself is authorized by this article to conduct. Such hearing officer is authorized to set proceedings, administer oaths, request the issuance of subpoenas, cause the depositions of witnesses to be taken, present findings and recommendations, and to perform any and all other acts in connection with such proceedings as authorized or implied by law or these rules.

I. Subpoenas

Hearing officers and parties to the appeal are to request subpoenas from the Personnel Director of the Personnel Commission in time to allow for preparation and service as indicated below. If a subpoena is limited to a notice to appear, it must be served on a party or person's attorney at least 10 calendar days before the date to appear. If books, documents, or other items are to be produced by a person, the subpoena must be served 20 calendar days in advance. The service deadlines above are based on personal service. Where service is by mail, another 5 calendar days must be added to the deadlines. Personal service of subpoenas shall be the responsibility of the requesting party.

Both parties shall respond to any request from the Personnel Director for witness lists no later than 14 calendar days prior to the initial date of the hearing.

J. Hearing Procedures

The Personnel Commission shall make every effort to begin the hearing no later than 60 calendar days from the day the appeal is received. The parties shall be notified of the hearing date(s) and location as soon as they are established. Continuances will be discouraged.

1. The parties shall be notified that all hearings shall be public unless the appellant requests a closed hearing.
2. Hearing proceedings shall be electronically recorded unless a court reporter is present. If a request for a transcript of the electronically recorded proceedings is granted, the cost of the transcription shall be shared by the District and appellant. If a request to have the proceedings recorded and transcribed by a court reporter is granted, the cost of this service shall be shared by the District and appellant.

K. Hearing Proceedings and Rules of Evidence

1. The hearing shall be confined to issues contained in the Statement of Charges issued by the Board of Trustees.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

735

LAW AND RULES

September 9, 2014 April 15, 2020

2. The Board's representative shall first present evidence and witnesses in support of the Statement of Charges. An equal opportunity will then be afforded the appealing employee to present his/her responses to the Statement of Charges.
3. The hearing shall not be bound by technical rules of evidence. Informality in any proceeding or in the manner of taking testimony shall not invalidate any order, decision, rule, or regulation made, approved, or confirmed by the Personnel Commission.

L. Failure to Appear at Hearing

1. Failure of the District to appear at the hearing shall be deemed a withdrawal of the District's disciplinary case. Failure of the employee to appear at the hearing shall be deemed a withdrawal of the employee's appeal. Upon showing of good cause by either party, the Personnel Commission may reinstate the appeal and conduct a hearing.
2. The Personnel Commission may assess the defaulting party for the cost of the hearing.

M. Decision

1. The findings of fact, conclusions, and recommendations of the hearing officer shall first be provided to the Personnel Commission and no other party. Every effort shall be made by the hearing officer to submit his/her report to the Personnel Commission no later than 30 calendar days from the last date of hearing proceedings. The Personnel Commission shall within a reasonable period of time set a date to consider their decision on the appeal. Copies of the hearing officer's report shall be provided to the parties in the appeal no later than 14 calendar days prior to the established date.
2. If either party to the appeal believes that there has been abuse of discretion on the part of the hearing officer, he/she must submit a written statement to the Personnel Commission with a copy to the opposing representative detailing the abuse and the remedy sought no later than 7 calendar days before the date set for consideration of the decision on the appeal.
3. The Personnel Commission may accept, reject, or amend any of the findings or recommendations presented to them by the Hearing Officer. Any rejection or amendment of findings or recommendations shall be based either on a review of the transcript of the hearing or upon the results of such supplementary hearing or investigation as the commission may order. The Personnel Commission may modify the disciplinary action taken against the employee but may not make the action more stringent than that approved by the Board of Trustees.
4. The decision of the Personnel Commission shall be provided in written form to the Board of Trustees and appellant. Copies shall also be sent to the administrative officer of the ~~Employer~~ Employee and Labor Relations Office, Deputy Chancellor, and General Counsel. The decision of the Personnel Commission shall be binding upon the Board of Trustees. The Board of Trustees shall notify the Commission in writing when it has fully complied with the decision of the Personnel Commission.

5. If the Personnel Commission sustains the employee, it may order payment of all or part of the appellant's full compensation from the time of suspension, demotion, or dismissal. In addition, the Personnel Commission may direct other action as it finds necessary to effect a just settlement of the appeal including, but not limited to, compensation for all or part of the legitimate expenses incurred in pursuit of the appeal, seniority credit for off-duty time pending reinstatement, transfer or change of location, and expunction from the employee's personnel record of disciplinary actions, causes, and charges which were not sustained by the Personnel Commission.

N. **Administrative Review Procedures for Permanent Employees Demoted during Probationary Period**

1. A permanent employee who is being demoted during a probationary period may request an administrative review by the Personnel Director or his/her designee within 14 calendar days after receiving written notification of not being granted permanency in the class.
2. The purpose of the administrative review will be to determine whether there were reasonable grounds for not granting permanency in the job classification based on the administrative record already in existence. Reasonable grounds means a set of facts or circumstances which would satisfy an ordinary cautious and prudent person. The review shall not be required to follow the procedures for appeals and hearings set forth elsewhere in these rules.
3. The Personnel Director shall notify the Vice Chancellor, Human Resources and employee in writing of his/her findings.
4. If the Personnel Director or designee finds indications of arbitrary or discriminatory action, he/she shall report the findings to the Personnel Commission. The Personnel Commission may order a formal hearing. The decision of the Personnel Commission is binding on the Board of Trustees.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Revision to Personnel Commission Rule 500, DEFINITIONS (Tentative Approval)
(Case 3833)

Personnel Commission Rule 500 has been reviewed in conjunction with Rule 735, CAUSES AND PROCEDURES FOR SUSPENSION, DEMOTION, AND DISMISSAL. The definition for suspension has been updated for consistency purposes. No other changes are being proposed.

500 DEFINITIONS

Unless otherwise required by context and/or prevailing law, terms used in these rules are understood to have the following meanings:

ACADEMIC SERVICE: All positions in the District's service for which minimum qualifications have been established by the board of governors pursuant to Education Code Section 87356. Also referenced as certificated.

ACCELERATED HIRING RATE: An initial hiring rate at other than the beginning step of the schedule for the class, which rate must be specifically authorized by the Personnel Commission for the particular class. Such rates are based upon anticipated or actual recruitment difficulties. See also Shortened Range.

ACCRETION OF DUTIES: The gradual change in a position caused by the incremental assignment of higher-level duties or greater responsibilities; or a gradual increase in the scope and/or complexity of assigned work performed.

ADJUSTMENT PROCEDURE: Provisions for the hearing and adjustment of employee grievances.

ADMINISTRATIVE CLASS: One or more positions in the District with primary duties and responsibilities for the management of an organizational unit at the branch level or its equivalent. Individuals in positions designated as an administrative class direct, the activities of the unit through subordinate supervisors, establish policies regarding the operation of the unit, and review recommendations and decisions of subordinates.

ADVANCED APPOINTMENT: An appointment from an eligibility list, which is scheduled to expire, to a position which is known to become vacant within 90 calendar days after the scheduled expiration of the eligibility list. (Rule 635, APPOINTMENTS FROM ELIGIBILITY LISTS)

ALLOCATION: The assignment of a class to a salary schedule or rate.

ANNIVERSARY DATE: The date upon which an employee is granted salary step advancement earned by completion of a required period of service. This is the first day of the pay period that follows completion of the required period of service.

APPEAL: A written protest by an employee regarding an actual or potentially detrimental administrative action against him/her.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

500

LAW AND RULES

January 30, 2019-April 15, 2020

APPLICANT: A person who has filed an application to take a merit system examination.

APPOINTMENT: The official act of the appointing power in approving the employment of a person in a specific position.

ARMED FORCES: For the purposes of military leave of absence, the United States Air Force, Army, Navy, Marine Corps, Coast Guard, Revenue Marine Service, Army Nurse Corps, and Navy Nurse Corps, and service as a Nurse in the American Red Cross during World War I. For the purposes of veterans credit, the United States Air Force, Army, Navy, Marine Corps, and Coast Guard.

ASSAULT AND BATTERY LEAVE OF ABSENCE: A type of industrial accident leave granted for absence because of an injury resulting from an assault and/or battery that was incurred while performing assigned duties.

ASSIGNMENT: The placement of an appointee in a position; also, the position in which an appointee is placed.

ASSIGNMENT BASIS: The portion of the year for which employment is authorized for a specific position or class.

AUTHORIZED SUPERVISOR: An employee of the District who has been authorized on either a special or continuing basis to assign duties and responsibilities to one or more employees. An authorized supervisor need not be a "supervisory employee" as that term is set out in Section 3540.1(m) of the Educational Employment Relations Act and defined in these rules.

BEREAVEMENT LEAVE: Paid leave of limited duration granted to an employee upon the death of a relative or certain close friends.

BREAK IN SERVICE: Interruption of an individual's employment relationship with the District. The Break in Service may be cancelled by subsequent reemployment or reinstatement within 39 months.

BUMPING RIGHTS: The right of an employee, under certain conditions, to displace an employee with less seniority in a class.

CANDIDATE: A person who has taken one or more portions of a merit system examination.

CASUAL ABSENCE: Informal absence without loss of pay of one day or less which may be granted, under specified conditions, to employees by division heads or their designated representative.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

500

LAW AND RULES

January 30, 2019-April 15, 2020

CAUSE: Any violation by an employee of law or rule which forms the basis for formal action (suspension, demotion or dismissal) when taken for the good of the District or in District's best interest. Cause as defined in Education Code 88001: "Cause relating to disciplinary actions against classified employees means those grounds for discipline, or offenses, enumerated in the law or set forth in Paragraph C. of Rule 735, CAUSES AND PROCEDURES FOR SUSPENSION, DEMOTION, AND DISMISSAL.

CERTIFICATION: The submission of the names of eligibles who may be legally appointed from an eligibility list or from some other source of eligibility to the appointing power who will select an eligible.

CHANGE OF OFFICE LOCATION: The reassignment of an employee from one position to another position in the same class between different administrative units at the same location.

CHANGE OF SERVICE ASSIGNMENT: An employee change from the academic to the classified service of the District, or vice versa.

CHANGE TO A RELATED CLASS: The reassignment of an employee without examination from one job classification to a related job classification with the same salary or with a maximum base salary rate not more than three percent higher.

CLASS: A group of positions placed, with sufficient similarity as to kind of work, level of difficulty, and degree of responsibility that the following criteria can be applied: (1) the same descriptive title can be used; (2) the same levels of education and experience, knowledge, skill, and other pertinent qualifications are required; (3) the same tests of fitness may be used to choose qualified employees; and (4) the same salary range can be applied equitably.

CLASS DESCRIPTION: A description, approved by the Personnel Commission, of the nature and level of duties of the positions in a class.

CLASSIFICATION: The act of placing a position in a class (see also Classify).

CLASSIFIED SERVICE: All positions and employees in the District's service except those specifically excluded from the classified service by the Education Code. Classified employees are governed by the merit system provisions of the Education Code.

CLASSIFY: The allocation of positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies and preparing written specifications.

COMMISSION: The three-member Personnel Commission established pursuant to the merit system provisions of the Education Code (see also Personnel Commission).

COMMUNITY REPRESENTATIVE: A person employed in an advisory or consulting capacity up to 90 working days in a fiscal year; such persons are excluded from the classified service.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

500

LAW AND RULES

~~January 30, 2019~~ April 15, 2020

CONCURRENT ASSIGNMENT: The short-term assignment of two regular incumbents to the same position at the same time, for the purpose of giving a successor an opportunity to obtain on-the-job orientation from an incumbent who is leaving.

CONDITIONAL EMPLOYEE: A provisional employee who does not meet the entrance qualifications for the class and who will probably be ineligible to compete in the merit system examination for that class.

CONFIDENTIAL: An employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions (Government Code § 3540.1(c)).

CONTINUOUS EXAMINATION: A procedure authorized by the Personnel Commission for the frequent testing of applicants.

DAY: The period of time between any midnight and the midnight following. Unless otherwise specified, the "day" in a rule shall mean a calendar day.

DEBARMENT: The act of denying the opportunity to participate in the agency's selection process.

DEMOTION: A change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower maximum salary rate. Demotions are two types, voluntary and involuntary; a definition of each type is contained in this rule.

DIFFERENTIAL: Salary allowance in addition to the basic rate or schedule based upon additional skills, responsibilities, or night work. Also, the size of the interval between salary schedules or rates of related classes.

DISCHARGE or DISMISSAL: Separation from service for cause in accordance with Personnel Commission Rules. Requires action by the Board of Trustees.

DISTRICT: The Los Angeles Community College District.

DUAL CERTIFICATION: A procedure authorized by the Personnel Commission under specific conditions which provides for simultaneous certification from an open eligibility list and a promotional eligibility list according to examination scores.

DUE PROCESS: The opportunity to be advised of charges against one, and the opportunity to be heard regarding the charges prior to any final action on the charges in accordance with applicable State law and Board Rules.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

500

LAW AND RULES

~~January 30, 2019~~ April 15, 2020

DUTIES STATEMENT: A listing of the specific duties assigned to an individual position. Also known as position description or job description.

ELIGIBLE: A person whose name appears on a merit system eligibility list.

ELIGIBILITY LIST: A rank order list of the names of persons who have qualified in all parts of a merit system examination.

EMERGENCY APPOINTMENT: A provisional appointment for a period not to exceed 15 working days to prevent the stoppage of public business when an emergency arises and there is insufficient time to canvass eligibility lists.

EMPLOYEE: A person who is legally an incumbent of a position or who is on an authorized leave of absence.

EMPLOYMENT LIST: A list of names from which certification may be made pursuant to the authority set out in Education Code Sections 88080, 88081, and 88091. Includes eligibility lists, reemployment lists, substitute/relief lists, and lists of persons who wish to transfer, change location, demote, be reinstated after layoff, resignation or retirement, or be restored after voluntary demotion or reduction to limited-term or part-time status.

ENTRANCE QUALIFICATIONS: Mandatory and desirable qualifications for a class established for those who wish to compete in merit system examinations.

EXAMINATION: The process of testing and evaluating the fitness and qualifications of applicants.

EXECUTIVE CLASS: A position in the District with primary duties and responsibilities for the management of an organizational unit above the branch level. Individuals in positions designated as an executive class are regularly involved in making recommendations affecting District-wide operations or personnel, or regularly making policy presentations to the Board of Trustees.

EXHAUSTED LIST: A list of eligibles from which it is not possible to fill a regular full-time or part-time vacancy. A list may be exhausted for a part-time position vacancy, yet remain in effect for full-time position vacancies, or vice versa.

EXPIRED LIST: A list which is two years old; a list which is one or more years old when a new list has been established; or a six month list that has exceeded six months.

FIELD OF COMPETITION: Those categories of persons (either from within or outside the District) identified by the Personnel Commission as possessing the necessary qualifications to participate in a merit system examination.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

500

LAW AND RULES

~~January 30, 2019~~ April 15, 2020

FISCAL YEAR: July 1 to June 30.

FULL-TIME POSITION: A position for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is equal to or greater than 87 1/2 percent of the normally assigned time of the majority of employees in the classified service.

GOVERNING BOARD: The Board of Trustees of the Los Angeles Community College District.

GRADUAL ACCRETION: Incremental assignment of higher-level duties or responsibilities or an increase in the scope and/or complexity of work performed.

GRIEVANCE: The procedure through which a permanent employee can seek an adjustment of a complaint concerning alleged violations of rules, policies, procedures, or conditions of employment, not including appeals of disciplinary actions or requests for classification study or salary review.

HEARING: Formal review in the presence of the parties involved, of evidence in connection with an action affecting an employee, concerning issue(s) which the employee has filed an appeal.

HEARING OFFICER: A qualified person employed by the Personnel Commission to hear and make recommendations on appeals from disciplinary actions for non-medical reasons.

ILLNESS: Any deviation from a normal, healthy state which makes it disadvantageous to the Los Angeles Community College District and/or detrimental to the employee to be at work and shall include emergency medical, dental, optical, and prosthetic work.

ILLNESS LEAVE: Paid or unpaid leave given to an employee because of personal illness or injury. May also be used for specified personal emergencies of limited duration.

INCUMBENT: An employee assigned to a position and currently serving in or on leave from that position.

INDUSTRIAL ACCIDENT or INDUSTRIAL ILLNESS LEAVE: Absence because of injury or illness which arose out of and in the course of employment with the District.

INFORMAL LEAVE: A leave of less than 20 days which may be granted by a Division Head.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

500

LAW AND RULES

~~January 30, 2019~~ April 15, 2020

INTERVIEW: Part of the selection process, usually the final portion of an examination, for the purpose of evaluating education, experience and personal qualifications of the candidates. Also known as oral interview. Also the meeting between an eligible and an appointing power in order to discuss appointment to a specific vacancy.

INVESTIGATION: A fact finding procedure related to an appeal or complaint. An investigation is less formal than a hearing.

INVOLUNTARY DEMOTION: A type of disciplinary action, initiated by the Administration, which results in the reduction of an employee from a higher class to a class that is allocated to a lower maximum salary rate.

JURY DUTY LEAVE: A paid leave given in response to a subpoena for jury service to an employee for a maximum of two weeks within any two consecutive fiscal years, in accordance with regulations established by the Chancellor.

LAYOFF: Separation from a permanent position because of lack of work or lack of funds, or because the position has been abolished or reclassified, or because an employee has exhausted all leave privileges after illness or accident.

LEAD ASSIGNMENT (INTERMITTENT): An assignment given to an employee who temporarily provides lead responsibilities over a group of three or more other employees. Excludes employees whose positions normally include lead responsibilities.

LEAVE OF ABSENCE: An approved absence from duty, with or without pay, for a prescribed period of time from a class, but not necessarily from a specific position within the class.

LIMITED-TERM: A term used in the Education Code to designate employment for periods not to exceed six months, or employment not to exceed the authorized absence of a permanent employee.

LIMITED-TERM EMPLOYEE: An employee who is serving in a provisional appointment, or as a substitute for a regular employee, or in a position established for a limited time period of six months or less.

LOYALTY OATH: A statement required of each new employee concerning his/her support of the United States and California Constitutions; required by State law and local Board Rule.

MEDICAL CONSULTANT: A District approved medical professional approved to review and determine, based on District health policies and standards, the medical status of an appellant in appeal of medial disqualifications of employees or eligibles.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

500

LAW AND RULES

January 30, 2019-April 15, 2020

MERGING: The act of combining two or more eligibility lists for the same class, established not more than one year apart, in order of the scores of eligibles. Each individual eligibility list within a merged list expires one year after its promulgation. In some cases, a list will expire six months after its promulgation.

MERIT SYSTEM: A personnel system in which comparative merit and fitness govern each individual's selection and progress in the service.

MILITARY LEAVE: Authorized absence to engage in ordered military duty.

MOST APPROPRIATE ELIGIBILITY LIST: Designation of an eligibility list for an equal or higher class in making appointments in another class.

MULTIPLE ASSIGNMENT: A limited-term classified assignment in addition to a regular classified assignment.

NEPOTISM: Assignment of close relatives in a supervisor-subordinate relationship in the same office.

NOTICE OF UNSATISFACTORY SERVICE: A form prescribed by the Division of Human Resources to document and to inform an employee of his/her unsatisfactory service.

OCCUPATIONAL GROUP: Classes that are similar in type of duties and responsibilities or related by other criteria, as determined by the Personnel Commission.

OPEN ELIGIBILITY LIST: An eligibility list resulting from a competitive examination in which all candidates who met the entrance qualifications were allowed to compete.

OPEN EXAMINATION: An examination which is not restricted to persons who are current permanent employees of the district; i.e., may be taken by any person otherwise qualified.

OVERTIME: Authorized time worked by an employee in excess of 40 hours in one workweek or in excess of the employee's established workday schedule.

PART-TIME POSITION: A position for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87 1/2 percent of the normally assigned time of the majority of employees in the classified service. Within the District this is 87.5% of 1 full-time equivalent classified position.

PAY PERIOD: The total workdays or work hours during a calendar month. There are 12 pay periods each year.

PERFORMANCE EVALUATION: An evaluation of the work performed by an employee.

PERMANENT EMPLOYEE: An employee who has completed a period of 130 days of paid regular service in a class in the classified service (260 days required for executive and administrative classes). An employee must complete a probationary period in a class in order to attain permanent status in the classified service.

PERMANENT POSITION: A position established for a continuing and indefinite or unlimited period of time or for a fixed period in excess of typically six months.

PERSONAL NECESSITY LEAVE: Leave which may be taken for reasons of personal necessity as specified in the Education Code and Personnel Commission Rules. Such leave is charged to the employee's illness leave and is limited to six days a school year.

PERSONNEL COMMISSION: Three members appointed in accordance with Education Code provisions and responsible for maintenance of the merit system for classified employees.

POSITION: A group of duties and responsibilities assigned by competent authority requiring the full or part-time employment of one person.

PRE-REQUISITES: Items such as meals, uniforms, and monetary awards provided to employees without charge and which are considered a part of employee's compensation.

PRIORITY SHIFT TRANSFER: The transfer of an employee from one shift to another shift for which he/she would be entitled to a shift differential or an increase in a shift differential.

PRIVILEGE: A benefit that is discretionary (may or may not be granted), in contrast to a right, which must be granted.

PROBATIONARY PERIOD: A trial period of 130 days (or 260 days for employees in executive or administrative classes) of paid service following appointment to a permanent position.

PROFESSIONAL EXPERT: A person employed in a professional capacity for a specific limited-term project; such persons are excluded from the classified service.

PROMOTION: A change in the assignment of an employee from a position in one class to a position in another class with a higher maximum salary rate.

PROMOTIONAL APPLICANT: As defined in Rule 621, SENIORITY CREDIT ON PROMOTIONAL EXAMINATIONS, a promotional applicant is any person who has successfully completed an initial probationary period prior to the opening date of filing for a promotional examination, has regular status in the District, and meets the qualification requirements for the class.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

500

LAW AND RULES

January 30, 2019-April 15, 2020

PROVISIONAL APPOINTMENT: A temporary appointment to a permanent or limited-term position made in the absence of a sufficient number of available eligibles.

PROMOTIONAL ELIGIBILITY LIST: An eligibility list resulting from a competitive examination in which only employees with permanent status in the Los Angeles Community College District were allowed to compete.

PROVISIONAL EMPLOYEE: A person employed under a provisional appointment.

RANK (Rule of Three Ranks): A position on an eligibility list for a class for the purpose of certification, wherein the eligible's final scores on the examination, after the addition of veteran's preference points and promotional credits as applicable, have been rounded to the nearest whole percent and all eligibles with the same score are accorded the same position on the list.

RATING-IN: A pre-employment process whereby a hiring authority may request that a new hire be placed on a salary step other than the lowest step in the established salary schedule of the class. Rating-in may be used in executive, administrative, supervisory, or highly specialized information technology job classifications, and in other professional job classifications at the journey level when there is a limited number of eligibles.

READY AND WILLING: The willingness and ability of an eligible to report for an employment selection interview within the prescribed time limits; or the willingness and ability of a selected eligible to report to duty within prescribed time limits as prescribed in Personnel Commission Rule 635, APPOINTMENTS FROM ELIGIBILITY LISTS.

REALLOCATION: Movement of an entire class from one salary schedule or hourly rate to another salary schedule or hourly rate.

REASSIGNMENT: The assignment of an employee from one organizational unit to another organizational unit in the same class at the same location.

RECLASSIFICATION: The removal of a position or positions from one class and placement into another class typically caused by a change in duties or organizational needs.

REEMPLOYMENT: Exercise of the right to return to duty of an employee who has been laid off. Also applies to employees who return to duty for a limited period after retirement.

REEMPLOYMENT LIST: A list of employees, arranged in order of employment rights, who have been laid off from permanent positions due to lack of work, lack of funds, abolishment or reclassification of position, exhaustion of illness or industrial accident leave, or other reason specified in these rules, and are eligible for reemployment in their former class for a period of 39 months. The period of reemployment may be extended an additional 24 months in certain cases where reduction in class or time was accepted in lieu of layoff.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

500

LAW AND RULES

~~January 30, 2019~~ April 15, 2020

REGULAR APPOINTMENT: An appointment made from an eligibility list to fill a continuing full-time or part-time position vacancy.

REGULAR POSITION: A continuing position established and authorized within budget allocation.

REGULAR STATUS: Probationary or permanent status in the classified service.

REINSTATEMENT: Exercise of the privilege of reappointment after layoff or resignation, within 39 months after the last day of paid service, to a position in one of the employee's former classes or in a related lower class. Also refers to a return to work after appeal from disciplinary action when so ordered by the Personnel Commission, or the return of a retiree to active service.

REJECTION: The refusal to accept an application or examine an applicant, candidate, or eligible, or the removal of an eligible's name from an eligibility or substitute and relief list.

RELIEF EMPLOYEE: A person hired to fill a relief position.

RELIEF POSITION: A limited-term position of not more than six month's duration which augments the number of positions in a given organizational unit.

RESIGNATION: A voluntary statement, preferably in writing, in which an employee indicates that he/she wishes to terminate one or all of his/her assignments.

RESPONSIBILITY DIFFERENTIAL: A salary allowance paid to management employees with temporary responsibility for supervising a function or activity at more than one college location.

RESTRICTED: Positions whose incumbents have mental, physical, or developmental disabilities or must be from low income groups, from designated impoverished areas, or who meet other criteria established by the granting agency and the District and who are not entitled to employment permanency.

RETURN TO FORMER CLASS: A reappointment of an employee to his/her former regular class.

RIGHT: A benefit which is bestowed by law or rule and which must be granted.

RULE OF THREE RANKS: The scope of choice available to an appointing power in making a selection from an eligibility list; refers to selection from the eligibles having the first three ranks on the list who are ready and willing to be appointed to a specific position.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

500

LAW AND RULES

~~January 30, 2019~~ April 15, 2020

SALARY RANGE: A series of salary steps that comprise a schedule of rates of pay for a class.

SALARY RATE: A specific amount of money paid for a specific period of service; i.e., dollars per hour, pay period, or month.

SALARY STEP: One of the salary rates within the established salary range or schedule of rates of a class.

SALARY SURVEY: The collection of current wage and salary data for the purpose of determining the prevailing wage for certain types of work in private industry or other public agencies. Also, the report of such data.

SALARY YEAR: Consists of 12 consecutive months per year.

SCHOOL YEAR: Same as fiscal year (July 1 to June 30).

SELECTIVE CERTIFICATION: The submission of the names of eligibles who possess one or more special occupational requirements that may be legally appointed from an eligibility list to the appointing power who will select an eligible.

SENIOR CLASSIFIED ADMINISTRATIVE EMPLOYEE: A classified employee who acts as the chief business, fiscal, facilities, or information technology advisor or administrator for the District Chancellor or a College President. Employees do not obtain permanent status in these types of positions.

SENIORITY: Credits secured by length of service to which certain rights are attached. Different formulas are used in calculating seniority credit for employees taking promotional examinations and for the purpose of determining the order of layoff.

SEPARATION: The ending of all status as an employee.

SERIES: A number of groups of classes closely related in an occupational hierarchy and arranged on a list in order to indicate occupational levels in each group.

SHIFT DIFFERENTIAL: Additional pay for night work.

SHORTENED RANGE: A salary schedule consisting of less than the usual five steps, based upon a narrow range of prevailing community rates for that occupation.

SPECIAL EXAMINATION ADMINISTRATION: An individual examination granted to an applicant or candidate due to a special circumstance as defined in Rule 616, SPECIAL EXAMINATION ADMINISTRATIONS.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

500

LAW AND RULES

January 30, 2019-April 15, 2020

SPECIAL LIMITED-TERM ASSIGNMENT: An assignment to a regular position vacancy which will facilitate an impending reclassification, reorganization, layoff, reduction in hours or resolution of an employee appeal.

STARRED RATE: A rate above the established rate or range of salary of a class, paid only to specified employees upon authorization by the Personnel Commission, in accordance with Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION.

STATUS: Character of employment in the classified service or in a class, with the following categories:

Regular: Based upon appointment of a fully qualified person to a position of more than six months' duration. Subcategories are probationary and permanent.

Limited-Term: See definition of "limited-term" and "limited-term employees".

STEP ADVANCEMENT: Movement to a higher step on the salary schedule for a class as a result of having served the required number of days in paid status.

SUBSTITUTE ASSIGNMENT: An assignment to a regular position which provides temporary employee service in the absence of the regular incumbent.

SUBSTITUTE EMPLOYEE: An employee temporarily occupying a regular position during the absence of the incumbent.

SUPERVISORY CLASS: As set out in Section 3540.1(m) of the Educational Employment Relations Act, "Supervisory employee' means any employee, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work and direct them, or to adjust their grievances, or effectively recommend action, if, in connection with the foregoing functions, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment."

SUSPENSION: The temporary removal of an employee from a position for cause without pay or the removal of an employee from a position for cause with or without pay as determined by the District pending investigation into issues and/or charges which may lead to demotion or dismissal of the employee.

TEMPORARY: Employment on basis other than permanent or probationary; i.e., in a limited-term status. Also used to denote a provisional employee.

TEMPORARY MILITARY LEAVE: Ordered military leave of not more than 180 calendar days, including travel time.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

500

LAW AND RULES

~~January 30, 2019~~ April 15, 2020

TERMINATION: The ending of an incumbent's assignment in a specific class without ending his/her continuing status in another class.

TRANSFER: The assignment of an employee from one location to another location in the same job classification within the District.

UNCLASSIFIED SERVICE: Community representatives employed in advisory or consulting capacities of limited duration, full-time students employed part-time, part-time students employed part time in a college work-study program or in a work experience education program, apprentices, and professional experts employed on a temporary basis for a specific project.

UNSATISFACTORY SERVICE: The performance of assigned duties and responsibilities in a manner which is detrimental to the good of the service or the failure to perform assigned duties adequately; the performance of actions detrimental to the good of the service while on duty.

VETERANS' CREDIT: Five additional points added (or ten points for veterans with service-incurred disabilities) to a passing score in open examinations for a veteran of the armed forces of the United States who rendered service during time of war or national emergency as defined in Rule 618, VETERAN'S CREDIT.

VOLUNTARY DEMOTION: An action, pursuant to the employee's request, which may be in lieu of layoff or reclassification and which results in a change in the assignment of the employee from a position in one class to a position in another class that is allocated to a lower maximum salary rate.

WAIVER: The voluntary relinquishment by an eligible of a right to be considered for appointment from an employment list in one or more positions, locations, or for a specific or unlimited period of time.

WORKDAY: That part of a 24-hour period during which an employee is scheduled to work in accordance with his/her specific assignment. Synonymous with working day.

WORK OUT OF CLASSIFICATION: The performance of assigned duties which are not fixed and prescribed for the class and are evaluated as being at a higher level of difficulty and responsibility than those of the employee's regular class. (See Rule 550, TEMPORARY WORK OUT OF CLASSIFICATION)

WORKING DAY: Any day for which an individual employee received compensation, regardless of the number of hours in a day for which compensation is received, with the following two exceptions:

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

500

LAW AND RULES

~~January 30, 2019~~ April 15, 2020

1. A workshift that begins in one day and ends in the succeeding day shall be considered one working day.
2. Working hours for which only overtime compensation is received shall not be considered a working day.

Consecutive working days are defined as days that follow one another in uninterrupted succession in a designated work week.

WORKWEEK: The part of a seven-day period during which an employee is scheduled to work in accordance with his/her specific assignments. Forty hours, usually served in five consecutive days within a seven-day cycle, is the typical workweek for the majority of the District's classified employees.

DEFINITIONS

500

Page 15 of 15

ASSISTANT PERSONNEL ANALYST

DEFINITION

Performs a variety of professional-level personnel work of moderate complexity related to areas such as compensation, job classification, rules, and policies, organizational studies, recruitment and examinations, equal employment opportunity and affirmative action, and ~~employer-employee~~ and labor relations.

TYPICAL DUTIES

Performs a variety of professional-level studies of moderate complexity related to areas such as job classification, compensation, personnel rules and policy, organizational analysis, equal employment opportunity, and employer-employee and labor relations, ~~and rules~~.

Revises class descriptions based on knowledge of positions gained from field audits or research in case folders and reports.

Recruits and examines applicants for a variety of positions in the Classified Service.

Constructs, analyzes, edits, and organizes a variety of examination material.

Contacts private firms and public agencies to obtain classification and/or salary data.

Gathers, cCompiles, verifies, analyzes, and correlates information on personnel matters and develops and presents data in graphic, pictorial, tabular, written, and oral forms.

Prepares reports, presentations, and other communications containing descriptive, analytical, and evaluative content including the preparation of recommendations based on findings.

Assists in developing new and improved procedures, operating practices, and forms and maintains records for assigned areas.

Resolves problems, and discrepancies, and responds to inquiries related to areas such as job classification, compensation, ~~rules~~, personnel rules and policies, organizational analysis, recruitment and examinations, equal employment opportunity and affirmative action, and ~~employer-employee~~ and labor relations.

Confers with District and college staff regarding assigned projects and may make recommendations based on findings.

Answers requests from other school districts, agencies, and individuals for information concerning personnel policies and procedures, compensation, and job classifications.

Effectively utilizes the capabilities and functions of standard and specialized office software applications such as data management, spreadsheet, presentation, ~~and~~ word processing, graphics, and communications in completing assigned projects.

Participates in workshops and seminars intended to increase knowledge of personnel management.

May present workshops to District employees on designated personnel related matters.

May participate in analysis of proposed legislation, Board Rules, and administrative regulations related to personnel practices and procedures.

May provide work direction to technical and clerical staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Assistant Personnel Analyst** performs professional-level personnel work of moderate complexity related to areas such as job classification and compensation, personnel rules and policies, recruitment and examinations, and ~~employer-employee and labor~~ relations, which are subject to closer supervision and review than work performed by a journey-level analyst ~~Personnel Analyst~~.

A **Personnel Analyst** performs a variety of complex journey-level professional personnel work related to areas such as job classification of positions, wage and salary and benefit administration, personnel policies, rules, and procedures, organizational studies, and recruitment and selection. Employees in this class work at a journey-level and are expected to work independently and without immediate supervision.

SUPERVISION

Immediate supervision is received from a ~~higher-level technical~~ classified administrator or supervisor. Work direction may be exercised over assigned technical and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles, purposes, functions, policies, and practices of personnel management, including basic Merit System principles

Principles, terminology, and techniques of classification and compensation plans, examination preparation, interviewing, and recruitment

Methods of statistical analysis and presentation

~~Statistical methods and graphic presentation~~

Fact-finding methods and procedures

Techniques of data collection and analysis

Research methods and techniques and sources of reference material and information regarding personnel management

Recordkeeping procedures

Capabilities of computer systems, ~~software applications~~, and hardware used in personnel management

Computer software such as word-processing, spreadsheet, database management, and desktop publishing

Ability to:

Gather, compile, and analyze data and arrive at sound conclusions related to areas such as job classification, compensation, ~~rules~~, personnel rules and policies, organizational analysis, recruitment and examinations, equal employment opportunity and affirmative action, and ~~employer-employee~~ and labor relations

Interpret, apply, and explain Board of Trustees Rules, Personnel Commission Rules, Human Resources Guides, Education Code Sections, and collective bargaining agreements

Prepare and present reports in written, oral, graphic, and tabular form

Apply statistical methods of analysis and prediction

Make accurate observations and obtain objective information

Plan and organize work to meet deadlines

Work effectively and cooperatively with District administrators, employees, bargaining unit representatives, representatives of private and public agencies, and individuals from a variety of ethnic, social, and economic backgrounds

Communicate clearly and concisely, ~~Effectively communicate both~~ orally and in writing

Make effective presentations on various personnel related topics

Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. A master's degree from a recognized ~~four-year~~ college or university with a major in industrial or organizational psychology, human resource management, public administration, or a related field.

OR

B. ~~Graduation~~ A bachelor's degree from a recognized ~~four-year~~ college or university, preferably with a major in industrial or organizational psychology, human resource management, public administration, or a related field; **AND** ~~o~~One year of full-time, paid, professional-level personnel experience in one of the following areas: position-classification, ~~compensation~~, wage and salary administration, recruitment and selection, affirmative action, or ~~employer-employee~~ and labor relations. Public personnel work is desirable.

Special:

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

Travel to locations throughout the District ~~is 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.

ASSISTANT PERSONNEL DIRECTOR

DEFINITION

Assists the Personnel Director in planning, organizing, and directing the activities of the Personnel Commission Office.

TYPICAL DUTIES

Assists the Personnel Director in administering the operations of the Personnel Commission Office by:

Planning, organizing, directing, scheduling, and reviewing the work of assigned professional and technical staff engaged in performing duties related to compensation, job classification, rules and policies, organizational analysis, recruitment and examinations, assignment audit of classified and unclassified employees, and other related areas~~the Personnel Commission staff.~~

Recommending~~Proposing~~ to the Personnel Commission the establishment and maintenance of all procedures required for administration of the classified personnel program in conformance with the Merit System Article of the Education Code and other pertinent laws, rules, and regulations.

Directing activities and/or making recommendations on administrative matters related to the Personnel Commission and staff such as budget preparation and administration, selection and supervision of staff, and contractual arrangements with independent contractors and vendors.

Directing the preparation and maintenance of the comprehensive classification plan for all positions in the classified service.

Directing the conduct of position classification studies and preparation of findings.

Recommending to the Personnel Commission minimum qualifications for admittance to examinations, fields of competition, and application of dual certifications procedure.

Directing progress on authorized examinations and making periodic reports and recommendations to the Personnel Director.

Reviewing and/or arranging for investigation of appeals from rejection by applicants, candidates, and eligibles, protests of examination procedures or results, and withholding of eligibles from certification.

Preparing or reviewing recommended changes in rules, policies, procedures, or standards for presentation to the Commission.

Evaluating information technology systems applicable to the classified personnel program and recommending improvements and/or necessary changes that increase efficiency and effectiveness.

Reviewing personnel practices and policies to eliminate those that pose artificial barriers to employment.

Participating in activities to increase the representation of sub-parity groups at all levels in the District's workforce.

Directing the conduct of special studies and making recommendations related to organization, staffing, and workforce utilization in the Los Angeles Community College District.

Planning, organizing and conducting salary surveys, wage studies, and employee benefits surveys, reviewing the interpretation of data, and recommending changes in compensation for positions and classes.

Directing the audit of classified personnel assignments for compliance with rules and regulations and certifying that assignments have been made in accordance with the merit system provisions of the Education Code and the rules of the Personnel Commission.

Directing and participating in the investigation of complaints regarding alleged abuse or violation of merit system provisions and other problems related to matters within the purview of the Personnel Commission.

Reviewing proposed legislation affecting classified employees, recommending items on which the Personnel Commission may wish to declare its position, preparing recommended revisions to the Education Code, and attending legislative hearings as directed.

Recommending whether hearings should be conducted by the Personnel Commission or a hearing officer, making necessary arrangements including subpoenaing of witnesses and production of records, and serving as hearing officer as directed by the Personnel Commission.

Attending designated meetings of the Board of Trustees, the Chancellor's staff, and councils and committees as the official representative of the Personnel Commission.

Conferring with administrators, union representatives, employee representatives, employees, and representatives of public and private agencies concerning personnel matters.

Conducting research on proposed application of new theories or trends in personnel management, and classified service, reviewing current literature, and developing strategic plans and programs.

Providing research and analysis services to assist in the collective bargaining process.

Preparing or causing to be prepared, the annual report of the Personnel Commission.

In the absence of the Personnel Director, serves as ex-officio Executive Secretary to the Personnel Commission, directs the preparation of the Order of Business, presents staff reports and recommendations, and directs the preparation and maintenance of the official records and minutes.

Assumes responsibility for the Personnel Commission Office in the absence of the Director.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Assistant Personnel Director** assists the Personnel Director in the overall administration of the Personnel Commission Office and assumes responsibility for the Director in the event of his/her absence or in the exercise of delegated responsibility and authority.

A **Personnel Director** is responsible for administering the classified personnel program in conformance with the Merit System Article of the Education Code and other pertinent laws, rules, and regulations under the direction of the Personnel Commission.

SUPERVISION

General direction is received from the Personnel Director. General supervision is exercised over professional, technical and clerical ~~employees~~ staff of the Personnel Commission office.

CLASS QUALIFICATIONS

Knowledge of:

Principles and techniques of recruitment, selection, classification, compensation, organizational analysis, and staffing

~~Provisions of the State of California Education Code relating to personnel management with particular emphasis on Article V, Merit System~~

Laws, rules, regulations, court decisions, and legal interpretations related to the employment of concerning personnel with special emphasis on the Merit System Article of the State Education Code ~~matters such as wages, salaries, fringe benefits, employer-employee relations, equal employment opportunity and affirmative action~~

Legal foundations and practices for the conduct of administrative hearings

Laws, regulations, and guidelines related to equal employment opportunity and civil rights in employment

Employee and labor relations in the public service

Current trends and developments in personnel management and related fields

Purposes, functions, policies, and practices of private and public personnel departments

Principles and methods of research and analysis

Principles and techniques of supervision, training, and human relations

Functions, policies, organization and personnel of organizational units of the Los Angeles Community College District

Principles and techniques of budgeting and financial management

ASSISTANT PERSONNEL DIRECTOR

2/26/13

4/15/20

State legislative processes and procedures

Capabilities of computer applications, systems, software, and hardware used in personnel management

Ability to:

Plan, organize, and direct diversified activities of a classified personnel program

Prepare and present written and oral reports on a variety of personnel policies, procedures, and decisions which are comprehensive and meet legal requirements

Establish and maintain effective working relationships with all levels of administrators, employee representatives, employees, and representatives of other agencies and organizations

Interpret, apply, and explain laws, rules, regulations, policies, and procedures related to activities under the jurisdiction of the Personnel Commission

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

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

Train, supervise, and motivate employees

Stimulate teamwork and promote cohesiveness toward the achievement of goals

Develop and execute policies, rules and regulations, and procedures

Maximize use of available human, fiscal, and physical resources of the Personnel Commission

Apply statistical and research techniques to aid in resolving problems in personnel management

Maintain poise and exercise good judgment in challenging situations

Effectively utilize information and documentation systems in the performance of duties

Travel to offsite meetings

ENTRANCE QUALIFICATIONS

Education:

A bachelor's degree Graduation from a recognized ~~four-year~~ college or university, preferably with a major in industrial organizational psychology, human resource management, public administration, or a related field.

Experience:

Five years of recent, full-time, paid, professional-level experience in personnel work. Two years of the required experience must have been in an recent administrative or supervisory position in a personnel department of a public agency. At least one year of experience as a senior staff member of a California Merit System School District Personnel Commission staff is highly desirable.

Special:

A valid Class "C" California driver's license must be obtained within 160 days of establishing residency in the State of California-appointment.

Travel to locations throughout the District ~~may be~~ 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.

PERSONNEL ANALYST

DEFINITION

Performs a variety of complex journey-level professional personnel work related to the areas such as compensation, job classification, rules and policies, organizational studies, and recruitment and examinations, ~~equal employment opportunity and affirmative action.~~

TYPICAL DUTIES

Conducts a variety of complex personnel studies by collecting, analyzing, and compiling data related to areas such as compensation, job classification, personnel rules and policies, organizational analysis, and recruitment and examinations.

Collects, compiles, describes, analyzes, and interprets information and presents data in graphic, pictorial, tabular, written, and oral forms.

Determines comparability of duties, responsibilities, and conditions of work performed for public and private employers.

Conducts wage and salary surveys and recommends reallocation of salaries for classes and groups or series of classes.

Conducts position classification studies, position audits, and job analysis.

Prepares ~~Writes~~ reports, presentations, and other communications containing descriptive, analytical, and evaluative content including the preparation of recommendations based on findings.

Develops and revises class descriptions and prepares recommendations for the classification and reclassification of positions and classes.

Determines the training, experience, knowledge, skills, and abilities required for positions and classes.

Prepares and reviews personnel rules and policies on such matters as appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses, and performance evaluations.

Analyzes the possible effects of proposed laws and regulations, codes, and ordinances related to assigned areas.

Investigates employee complaints.

Prepares advertisements and other recruitment publicity materials.

Devises and develops methods of testing for job related knowledge, skills, and abilities.

Plans, outlines, and prepares examinations, specifying type and sequence of tests, items to be used, and tasks to be rated.

Obtains, develops, analyzes, edits, and organizes examination materials.

Confers with department heads and technical experts about the selection, development, preparation, and evaluation of material for examinations.

Prepares examination items and verifies keyed answers from technical resources.

Plans and supervises the administration and rating of performance tests and work-sample tests.

Instructs and directs examination proctors and other lower-level clerical staff and may personally administer performance tests.

Arranges and schedules evaluation interviews, instructs committee members in procedures and standards to be applied, and gives general guidance to interviewers and raters in order to achieve reliability, fair competition, and standards of eligibility.

Gathers and analyzes data for test validation studies.

Determines weights for various parts of examinations and analyzes their effect.

Reviews examination results and explains scoring, examining policies and procedures, and advises candidates on methods of improvement.

Analyzes and answers protests arising from examinations and participates in initial examination protest procedures.

Performs statistical analyses of examination results.

Conducts studies of District recruitment, selection, and employment policies, practices, methods, and procedures to ensure compliance with equal employment opportunities.

~~Applies statistical techniques to the analysis of District and community work forces, the development of affirmative action timetables and goals, and the evaluation of progress toward achieving those goals.~~

Confers with management and information technology staff on the formulation of computerized system plans and specifications.

Effectively utilizes the capabilities and functions of standard office software applications such as data management, spreadsheet, presentation, and word processing in completing assigned projects.

Effectively utilizes the capabilities of specialized software programs in the production of management information and reports.

~~Develops new and improved procedures, operating practices, forms, and reporting systems to assure District compliance with equal employment opportunity and affirmative action requirements.~~

~~Confers with and advises District staff, unions, and other groups on equal employment opportunity and affirmative action matters affecting District operations.~~

Assists in promoting District and employee support of equal employment opportunity and affirmative action goals.

Investigates, analyzes, and evaluates complaints of alleged discriminatory employment practices and initiates appropriate action.

~~Assists in the development of negotiation strategies for collective bargaining and interprets negotiated agreements for management.~~

~~Assists in preparation of proposals and counter proposals for discussion at the collective bargaining table.~~

May supervise lower-level analysts and technical and clerical support staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Personnel Analyst** performs a variety of complex journey-level professional personnel work related to areas such as job classification of positions, wage and salary and benefit administration, personnel policies, rules, and procedures, organizational studies, and recruitment and selection, and equal employment opportunity and affirmative action programs and services. Employees in this class work at a journey-level and are expected to work independently and without immediate supervision.

An **Assistant Personnel Analyst** performs professional-level personnel work of moderate complexity related to areas such as job classification and compensation, personnel rules and policies, recruitment and examinations, and employee and labor relations, which are subject to closer supervision and review than work performed by a journey-level analyst.

SUPERVISION

General supervision is received from a classified administrator or supervisor. Functional supervision may be exercised over ~~lower-level analysts assigned professional, technical, and clerical-employees staff.~~

CLASS QUALIFICATIONS

Knowledge of:

Principles, purposes, functions, policies, and practices of personnel management

Techniques, methods, and tools used in the development and administration of job classification and compensation plans

Statistics and research methods used in personnel management

Methods of statistical analysis and presentation

Techniques of data collection and analysis

Merit system principles and practices

State and federal laws and regulations related to employment, employee selection, and employment testing

Personnel Commission rules, policies, and procedures

District Board Rules and administrative policies related to the employment of academic, classified, and unclassified staff

Collective bargaining agreements covering District employees

Techniques and methods used for recruiting personnel

Duties performed in a variety of occupational fields

Current principles and techniques used in employment testing

Techniques of counseling and guidance

Fact-finding methods and procedures

Principles of training

Organization and management of records

Capabilities of computer systems, software, and hardware in the management of human resources

Computer software such as word-processing, spreadsheet, database management, and desktop publishing

Ability to:

Perform complex professional-level work related to areas such as employee recruitment and selection, testing, job classification, compensation, organizational analysis, and rules and policy development

Apply classification principles and techniques in a wide variety of occupational fields

Allocate positions to classes or reallocate entire classes with consistency and accuracy

Identify knowledge, skills, and abilities necessary for successful job performance

Apply wage and salary determination principles and techniques

Write comprehensive, understandable, and legally appropriate reports and correspondence

Perform complex assignments independently

Interpret, apply, and explain Personnel Commission Rules, Education Code Sections, Human Resources Guides, Board of Trustees Rules, Administrative Regulations, and collective bargaining agreements

Collect, analyze, interpret, and evaluate complex data and make recommendations

Deal with novel and difficult problems

Evaluate qualifications of candidates for various types of employment

Work on many simultaneous assignments with close attention to detail and with attention to schedules and deadlines

Use efficient research techniques to develop test materials and examination techniques

Use practical judgment, creativity, ingenuity, and resourcefulness in planning, designing, adapting, organizing, and presenting test materials

Devise procedures for efficient administration of examinations

Develop innovative solutions to complex and sensitive equal employment opportunity problems

Present complex technical information and issues in understandable terms both orally and in writing

Make presentations of technical and complex information in a group setting

Maintain a fair and impartial attitude

Establish and maintain effective working relationships ~~Work effectively and cooperatively~~ with District administrators, employees and employee organization representatives, representatives of private and public agencies, and the public

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

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. A master's degree from a recognized ~~four-year~~ college or university with a major in industrial or organizational psychology, human resource management, public administration, or a related field **AND** one year of full-time, paid, professional-level personnel experience in at least one of the following areas: ~~job position-classification, wage and salary administration, or recruitment and selection, or affirmative action.~~ Public personnel work is desirable.

OR

- B. A bachelor's degree ~~Graduation~~ from a recognized four-year college or university, preferably with a major in industrial or organizational psychology, human resource management, public administration, or a related field **AND** three years of full-time, paid, professional-level personnel experience in at least one of the following areas: ~~job position-classification, wage and salary administration, or recruitment and selection, or affirmative action.~~ Public personnel work is desirable.

Special:

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

Travel to locations throughout the District ~~is 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.

TECHNICAL WRITER

DEFINITION

Prepares and maintains systems and programming documentation, procedures, ~~and~~ methods, and user training materials for the District's information technology systems.

TYPICAL DUTIES

Gathers and analyzes technical information associated with the District's information technology systems.

Interfaces with programmings, QA, and project managers and related staff to discuss and clarify systems and programming procedures and methods and to identify critical documentation needs and accurate content.

Creates video walk-throughs and tutorials for students, faculty, and staff by outlining the full functionality of the system or specific functions or navigation.

Participates in creating and updating new online training course materials.

Translates technical information into clear, readable documents to be used by technical and non-technical staff.

Designs, writes, and edits ~~systems and programming~~ technical documentation for the District's information technology systems including FAQs, reference, and user manuals.

Prepares and edits technical articles and online documentation related to the District's information technology systems.

Assist with writing well-tested, task-based end user documentation such as reference articles, quick start guides, and feature tutorials.

Edit documents for accuracy and style, both in writing and video.

Assists in the design of training materials related to ~~programming~~ application documentation, procedures, and methods and ensure all standards are met by following established procedures.

Maintains a current internal technical documentation library.

Maintains effective and cooperative working relationships with District staff, users, project consultants, and vendors.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Technical Writer** prepares and maintains systems and programming documentation, procedures, and methods, and user training materials for the District's information technology systems. Incumbents in this job classification are required to possess strong technical writing skills and are able to break down complex processes and translate them into concise documentation.

A **Programmer Analyst** performs systems analysis, design, and programming duties involving complex computer applications and programs or segments of highly complex programs and may provide technical assistance to assigned programming staff.

SUPERVISION

General supervision is received from higher-level information technology staff ~~the Supervising Systems and Programming Manager or the SAP/ERP Manager.~~ Functional supervision may be exercised over technical staff assigned to the project.

CLASS QUALIFICATIONS

Knowledge of:

Principles and procedures of technical program documentation

Capabilities of information technology systems including but not limited to Enterprise Resource Planning (ERP) systems such as SAP, PeopleSoft, Oracle, etc.

Operation and application of a wide variety of desktop publishing and multimedia software and development tools such as Microsoft Office Suite, Adobe Acrobat, Adobe Dreamweaver, Power Point, HTML, RxD Infopak, Visio, etc.

Screen capture software and video production such as Camtasia, GoAnimate, or Final Cut Pro

ADA/WCAG guidelines and standards

Business procedures and methods

Business process mapping and flow charting

Report, user manual, and technical documentation formats

English usage, grammar, spelling, and punctuation

Principles of organization and management of records

Skill in:

Writing, editing, and organizing technical information in a clear, concise, and cohesive manner

Ability to:

Design, write, and maintain systems and programming documentation, procedures, and methods for information technology systems and ensure that all published documentation meets established standards and legal requirements

~~Express difficult and complex technical concepts clearly and concisely~~ Effectively communicate highly technical information accurately, concisely and in understandable terms, both orally and in writing

~~Analyze, interpret, and simplify technical information~~

Consistently use and promote professional standards and practices related to assignments

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

Maintain high levels of customer service and satisfaction

~~Maintain~~ Work effectively and cooperatively ~~working relationships~~ with administrators, staff, users, project consultants and vendors

Work effectively and independently on assigned projects

Meet established priorities and schedules

Effectively utilize computer equipment and software in the performance of duties

Learn and apply new concepts in information technology

Learn the characteristics of new systems and update skills to adapt to changing technology

ENTRANCE QUALIFICATIONS

Education and Experience:

~~Graduation~~ A bachelor's degree from a recognized ~~four-year~~ college or university, preferably with a major in ~~computer information systems~~, management information systems, computer science, business administration, English (with a concentration in technical writing) or a related field.

AND

Two years of recent, full-time, paid, professional-level experience in preparing technical documentation for an information technology system. Experience with documenting an Enterprise Resource Planning System (ERP) is desirable. Certification as a technical writer is desirable.

Reasonable Accommodation

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