

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING  
Wednesday, March 16, 2022 –12:30 p.m.

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

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

ORDER OF BUSINESS-CLOSED SESSION MEETING

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

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, April 6, 2022  
Closed Session 12:30 p.m.  
Open Session 1:00 p.m.  
Via Teleconference

In compliance with Government Code Section 54957.5 (b), documents made available to the Personnel Commission after posting of the agenda that relate to an upcoming public session item will be made available by posting on the District's official bulletin board located in the lobby of the Educational Services Center located at 770 Wilshire Boulevard, Los Angeles, California 90017. Members of the public wishing to view the material will need to make their own parking arrangements at another location.

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disability Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof.

To make a request for disability-related modification or accommodation, including auxiliary aids or services, please contact the Personnel Commission Office at PersComm@laccd.edu no later than 12 p.m. (noon) on the Monday prior to the Personnel Commission meeting.

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING  
Wednesday, March 16, 2022 – 1:00 p.m.  
Via Teleconference:  
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ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve the Minutes from the Open and Closed Meetings of March 2, 2022
- IV. Miscellaneous Personnel Commission Activities and Announcements
  - a. Classified Employment Opportunities
- V. Revisions to Personnel Commission Rule 701, PROBATIONARY AND PERMANENT STATUS (Final Approval) (Case 4058)
- VI. Revisions to Personnel Commission Rule 664, WITHHOLDING NAMES FROM ELIGIBILITY LISTS OR FROM CERTIFICATION (Final Approval) (Case 4060)
- VII. Shortened Salary Range for Chief Executive Job Classifications (Case 4045)
- VIII. Classification Study: Online Technical Support Assistant, EN 1057314, Distance Education, East Los Angeles College (Case 4056)
- IX. Classification Study: Custodial Supervisor, EN 820739, Plant Facilities-Operations, West Los Angeles College (Case 4057)
- X. Classification Study: Lead Gardener, EN 1009349, Plant Facilities-Operations, West Los Angeles College (Case 4063)
- XI. Correspondence
- XII. Notice of Anticipated Items: Revisions to Personnel Commission Rule 806, RETRAINING AND STUDY LEAVES OF ABSENCES; Revisions to Personnel Commission Rule 775, WORKING PERIODS; Classification Study: Computer Laboratory Assistant, EN 1075098, Information Technology, Los Angeles Trade-Technical College (Case 4065) (AFT); Class Description Revision for: Online Multimedia Specialist (AFT)
- XIII. Hear Non-Agenda Speakers/Open Forum
- XIV. Reconvene into Closed Session
- XV. Reconvene into Open Session

XVI. Report of Actions Taken in Closed Session

XVII. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, April 6, 2022

Closed Session 12:30 p.m.

Open Session 1:00 p.m.

Via Teleconference

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LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

Wednesday, March 2, 2022 – 12:30 p.m.

Via Teleconference

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

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

Present: Commissioners:  
David Iwata, Chair  
Diva Sanchez Trevino, Vice-Chair  
Hope Singer

Staff: Ron Delahoussaye, Personnel Director

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

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

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David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**Wednesday, March 2, 2022– 1:00 p.m.**

Via Teleconference

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

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

Present: Commissioners:

David Iwata, Chair

Diva Sanchez Trevino, Vice Chair

Hope Singer

Staff:

Ron Delahoussaye, Personnel Director

Ute Severa, Assistant Personnel Director

Neely Miller, Executive Assistant (Confidential)

Ryan Pennock, Personnel Analyst

Denise McGee, Personnel Analyst

Deborah Tsai, Assistant Personnel Analyst

Patrick Sung, Assistant Personnel Analyst

Sarah Oda, Administrative Intern

Guests:

Rick von Kolen, Director of Employee and Labor Relations, Educational Services Center

Ben Horowitz, Senior SAP ABAP Programmer, Office of Information Technology, Educational Services Center

Bettina Vallin, SFP Program Specialist, EPIE, Student Success, Educational Services Center

Brittany Wilson, SF Program Technician, Upward Bound, West Los Angeles College

Consuelo Cervantes, SFP Program Technician, Administrative Services, East Los Angeles College

Daisy Cervantes, SFP Program Technician, Administrative Services, East Los Angeles College

Elmer Cardona, SFP Program Technician, Administrative Services, Los Angeles Southwest College

Linh Thong, Senior Office Assistant, International Students, East Los Angeles College

Maria Gutierrez, SFP Program Technician, Administrative Services, East Los Angeles College

Chara Buffie Moore, SFP Program Technician, Administrative Services, Los Angeles Southwest College

Paulina Palomino, Dean, Student Services, East Los Angeles College

Jason Cascio, Assistant Administrative Analyst, Administrative Services, Los Angeles Trade-Technical College

Kristine Ayyvazyan, AFT 1521A

Rowena Smith Kersaint, AFT 1521A

Jo-Ann Haywood, AFT 1421A  
Troy L. Pierce, AFT 1521A  
Yovanna Campos, AFT 1521A

- I. The Chair convened the regular meeting at 1:02 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported the Personnel Commission voted to continue virtual meetings, per the Governor’s emergency declaration and AB 361.
- III. **Review and Approve the Minutes of the Closed and Open Meetings of February 16, 2022** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the minutes for the closed and open sessions of February 16, 2022, as presented.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**
  - a. **Classified Employment Opportunities**
  - b. **Strictly Classified Employee Bulletins**

Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission received the Classified Employment Opportunities and Strictly Classified Employee Bulletins.
- V. **Reissue of Personnel Commission Rule 805, PEACE CORPS OF THE UNITED STATES, AMERICAN RED CROSS, OR UNITED STATES MERCHANT MARINE LEAVE OF ABSENCE (Case 4052)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted approval to the reissue of Personnel Commission Rule 805, as presented.
- VI. **Reissue of Personnel Commission Rule 618, VETERANS’ CREDIT (Case 4059)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the reissue of Personnel Commission Rule 618, as presented.
- VII. **Revisions to Personnel Commission Rule 701, PROBATIONARY AND PERMANENT STATUS (Tentative Approval) (Case 4058)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted tentative approval to Personnel Commission Rule 701, as presented.
- VIII. **Revisions to Personnel Commission Rule 664, WITHHOLDING NAMES FROM ELIGIBILITY LISTS OR FROM CERTIFICATION (Tentative Approval) (Case 4060)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted tentative approval to Personnel Commission Rule 664, as presented.
- IX. **Ratification of Proposed Amendments to the Entrance Qualifications for the Class of Facilities Project Manager, Central Plant and Utilities (CPU) (Case 4064)** - Upon motion by Ms. Sanchez

Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the ratification noted above, as presented.

- X. **Title Change for the Class of Database Systems Specialist, Systems and Programming Group, Information Technology Series (Case 4054)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the title change noted above as a consent item.
- XI. **Classification Study: Senior Office Assistant, EN 1026504, International Students, East Los Angeles College (Case 4037)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the reclassification noted above, as presented.
- XII. **Classification Study: Assistant Administrative Analyst, EN 1060807, Administrative Services, Los Angeles Trade-Technical College (Case 4055)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the reclassification noted above, as presented.
- XIII. **Class Description Revisions for:**
- a. **SFP Program Specialist**
  - b. **SFP Program Technician**
  - c. **Sports Information Specialist**
- Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the revisions to the class descriptions noted above, as presented.
- XIV. **Correspondence** – None.
- XV. **Notice of Anticipated Items** - Revisions to Personnel Commission Rule 701, PROBATIONARY AND PERMANENT STATUS (Final Approval); Revisions to Personnel Commission Rule 664, WITHHOLDING NAMES FROM ELIGIBILITY LISTS OR FROM CERTIFICATION (Final Approval) Classification Study: Online Technical Support Assistant, EN 1057314, Distance Education, East Los Angeles College (AFT); Classification Study: Custodial Supervisor, EN 820739, Plant Facilities-Operations, West Los Angeles College (Local 721); Classification Study: Lead Gardener, EN 1009349, Plant Facilities-Operations, West Los Angeles College (Local 99)
- XVI. **Hear Non-Agenda Speakers/Open Forum** – None.
- XVII. **Reconvene into Closed Session**
- XVIII. **Reconvene into Open Session**
- XIX. **Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.

**XX. Adjourn** – The meeting adjourned at 1:26 p.m.

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Ron Delahoussaye, Personnel Director

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

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Date

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David Iwata, Chair



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Revisions to Personnel Commission Rule 701, PROBATIONARY AND PERMANENT STATUS (Final Approval) (Case 4058)

Staff is proposing some amendments to this rule to further clarify the provisions related to cases where an active employee returns to his/her former class beyond the 39-month time limit in place for return to former class in-service transaction requests. Staff researched the procedures for probationary and permanent status at the other five merit system-based community college districts of California, as well as the Los Angeles Unified School District and Long Beach Unified School District. None of the surveyed agencies had provisions that would address this unique scenario. Educational Code section 88120 was updated and a new provision is being added to the rule under paragraph G. to clarify the probationary and permanent status of employees that return to their former class beyond the 39-month time limit and are appointed off an eligibility list. Some additional clarifying language was added under paragraph C.3.

701 PROBATIONARY AND PERMANENT STATUS

**Education Code Sections**

**~~88088. Persons Deemed in Permanent Classified Service.~~** Any person who has been continuously employed in a position defined as a position in the classified service for a period of six months immediately preceding the date on which the procedure set forth in this article is adopted shall be deemed to be in the permanent classified service. No layoff or suspension of service during the time when the schools of the district are not in session shall count as an interruption of continuous service.

**~~88089. Persons Deemed Under Probationary Classification.~~** All persons who have been continuously employed by a community college district for less than six months immediately proceeding the date on which the procedure set forth in this article is adopted shall be deemed to hold their positions under probationary classification.

**~~88120. Probationary Period for Entry into Permanent Classified Service.~~**

(a) A person who has served an initial probationary period in a class not to exceed six months or 130 days of paid service, whichever is longer, as prescribed by the rules of the commission shall be deemed to be in the permanent classified service, except that the commission may establish a probationary period in a class not to exceed one year for classes designated by the commission as executive, administrative, or police classes. To receive permanent classified service status, each full-time peace officer and public safety dispatcher employed by a community college district operating a dispatch center certified by the Commission on Peace Officer Standards and Training shall serve in a probationary status for a period not less than one year from their date of appointment to that full-time position.

(b) ~~No~~ An employee shall not attain permanent status in the classified service until ~~he or she~~ that employee has completed a probationary period in a class. In any case, the rules of the commission may provide for the exclusion of time while employees are on a leave of absence. The rights of appeal from disciplinary action ~~prior~~ before to attainment of permanent status in the classified service shall be in accordance with Section 88124.

(c) To the extent that this section, as amended by Assembly Bill 275 of the 2021–22 Regular Session, conflicts with a provision of a collective bargaining agreement entered into by a public school employer and an exclusive bargaining representative before January 1, 2022, pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, the changes made to this section by Assembly Bill 275 of the 2021–22 Regular Session shall

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PERSONNEL COMMISSION

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LAW AND RULES

~~September 27, 2017~~ March 16, 2022

not apply to the community college district until expiration or renewal of that collective bargaining agreement.

- A. A regular employee, except for an employee serving in a “restricted” position pursuant to Personnel Commission Rule 518, POSITIONS CLASSIFIED AS “RESTRICTED,” or an employee serving in a senior management position pursuant to Personnel Commission Rule 519, SENIOR ADMINISTRATIVE POSITIONS AND EMPLOYEES, shall attain permanent status in the Classified Service after he/she has successfully completed a probationary period in a class.
- B. A regular employee who serves an initial probationary period in a class shall acquire permanent status according to the following conditions:
1. If the employee is assigned to a position in a class not designated as Executive or Administrative, in Rule 596, OVERTIME, he/she shall acquire permanent status in the class provided that:
    - a. the employee has received pay in that class for 130 days.
    - b. the days served in probationary status in that class constitute at least 75 percent of the days during which the employee could have been employed under his/her particular assignment basis code.
  2. If the employee is assigned to a position in a class designated as Executive or Administrative in Rule 596, OVERTIME, he/she shall acquire permanent status in the class provided that:
    - a. the employee has received pay in that class for 260 days.
    - b. the days served in probationary status in that class constitute at least 75 percent of the days during which the employee could have been employed under his/her particular assignment basis code.
- C. Any employee who is assigned to a regular position in a class in which he/she does not have permanent status shall be required to serve a probationary period in that class. The following provisions apply:
1. An employee who is subject to a new probationary period must serve at least 75 percent of the required 130 or 260 days in paid status in active on-the-job performance of the duties of a position in the class. Completion of the probationary period will not occur until the on-the-job percentage requirement has been met.
  2. A former employee reinstated as a permanent employee in a related lower class in which he/she has not previously completed a probationary period shall be required to serve a probationary period in that class.
  3. A former employee who is not reinstated or reemployed, but is appointed from an eligibility list must serve a probationary period in the same manner as a new employee.

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PERSONNEL COMMISSION

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4. A laid-off employee who is appointed to a position from a most appropriate reemployment list and does not satisfactorily complete the required probationary period of the position, shall be eligible to keep his/her name on the reemployment list for the class from which he/she was laid-off.
  5. An employee who serves in a position in the classes of SFP Program Director, SFP Program Specialist, SFP Program Technician, or SFP Program Office Assistant and is appointed to an equal or related lower SFP position shall be required to serve a new probationary period in that class.
- D. A probationary employee who promotes to a higher regular or limited-term position and later returns to his/her lower class shall not have the paid days served in the higher class applied towards completion of the probationary period in the lower class. The days previously served in the lower class shall be counted towards the days required to gain permanency in that lower class.
- E. A probationary part-time employee who is temporarily assigned to a full-time position and later returns to his/her part-time position shall have the paid days served in the temporary full-time position counted towards completion of the probationary period in the part-time position. The days previously served in the part-time position shall be counted towards the days required to gain permanency in the regular part-time position's class.
- F. An employee who has been reclassified for purposes other than a title change shall be required to serve a new probationary period in his/her reclassified position. The period shall begin on the effective date of the Personnel Commission action.
- G. An employee who accepts a position in a former class after 39 months have lapsed since the employee ended his/her latest assignment in the former class shall be required to serve a new probationary period in the position.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** The Personnel Commission

**FROM:** Ron Delahoussaye

**SUBJECT:** Revision of Personnel Commission Rule 664, WITHHOLDING NAMES FROM ELIGIBILITY LISTS OR FROM CERTIFICATION (Final Approval) (Case 4060)

Personnel Commission Rule 664 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched the procedures for the subject area of the other five merit system-based community college districts of California, as well as the Los Angeles Unified School District and Long Beach Unified School District. Most of the surveyed Districts have provisions in place related to the subject area. Education Code sections have been updated and general updates have been made to the rule for clarification purposes.

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

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LAW AND RULES

~~February 22, 2017~~ March 16, 2022

**664 WITHHOLDING NAMES FROM ELIGIBILITY LISTS OR FROM  
CERTIFICATION**

**Education Code Section (s)**

~~**88080. Power of Personnel Commission to Prescribe and Amend Rules.**~~ (a) The commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to ensure 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.

~~This section shall remain in effect only until January 1, 1989, and as of that date is repealed, unless a later enacted statute, which is chaptered before January 1, 1989, deletes or extends that date.~~

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

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

**A. Withholding Names from an Eligibility List**

1. The Personnel Commission may withhold ~~from an eligibility list~~ the name of a candidate who achieved a passing score in an examination from an eligibility list, pending final determination that the candidate meets the examination and/or employment requirements.
2. Notification to the candidate of the withholding action will take place at the same time eligibles are being notified of their respective ~~ranks~~ places on the eligibility list.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

664

LAW AND RULES

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B. Withholding Certification of Eligibles

1. The Personnel Commission may withhold certification of a name ~~from an~~~~on~~ ~~the~~ eligibility list for appointment, pending an investigation of the necessity for removal of the name from ~~the~~~~an~~ eligibility list for the ~~reasons~~~~causes~~ set forth in Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES.
2. Except when an appeal is to be heard by the Personnel Commission, no name shall be tentatively withheld from certification for more than 30 calendar days without an explanation in writing to the eligible, with a copy provided to the Personnel Commission. In no case shall an eligible's name be withheld from certification longer than necessary to clear up matters in doubt. The reason for any action under this rule which results in a person not being certified when his/her place on the eligibility list has been reached will be clearly set forth in the eligibility list records.

C. Availability of Eligibles

1. An eligible on a reemployment list or ~~an~~ eligibility list may refuse two offers of interview (or regular full-time appointment if no interview is to be held) within the limits of the eligibles's availability as to location, shift, basis, time, and status and retain active status on such list. After the third refusal of offers, no more offers need be made. All offers and refusals ~~shall~~ may be recorded by the Personnel Commission and made a part of the eligibility list record.
2. After failure to respond within a reasonable amount of time to a written communication involving a possible regular appointment, an eligible may be passed over until he/she has submitted an acceptable explanation of failure to respond.
3. No act or omission with respect to an offer of limited-term employment will adversely affect ~~adversely~~ the right of any person on a reemployment list or an eligibility list to certification for a regular position.
4. Employees with limited-term status only may decline offered assignments and may absent themselves from duty without losing their rights to future assignments when the declination or absence is the result of illness, as attested certified by ~~the~~ ~~certificate~~ of a licensed physician. It shall be within the discretion of the Personnel Commission to permit such employees for ~~stated~~ reasons stated other than illness to decline not more than three consecutive offers of assignments, ~~terminate a tour of~~ absent themselves from duty, or waive certification. ~~Neither illness, declinations, nor waivers shall prolong the allowable interval between assignments.~~

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Shortened Salary Range for Chief Executive Job Classifications (Case 4045)

**Recommendations:**

- I. It is recommended that the Personnel Commission approve a shortened range to start at step 2 for the classes of Vice Chancellor of Human Resources and Vice Chancellor/Chief Financial Officer, as follows, effective July 1, 2021.

Salary Schedule 18110.25, shortened range to start at step 2

Step 1	Step 2	Step 3	Step 4	Step 5	
\$18,110.25	<b>\$19,106.32</b>	\$20,157.17	\$21,265.81	\$22,435.43	Monthly
\$217,323.00	<b>\$229,275.84</b>	\$241,886.04	\$255,189.72	\$269,225.16	Annually

- II. It is recommended that Rule 519, SENIOR ADMINISTRATIVE POSITIONS AND EMPLOYEES, be amended to re-designate the class of Vice Chancellor of Human Resources as a classified senior administrative position.

**Bases of Recommendations:**

1. At the December 15, 2021, Board of Trustees’ meeting, the permanent appointment of a promotional candidate for the position of Vice Chancellor of Human Resources was postponed pending review of the step placement of the prospective incumbent in light of step placements of other hires in chief executive job classes.
2. Staff reviewed the salary structure for the classes of Vice Chancellor of Human Resources, Vice Chancellor/Chief Financial Officer, and General Counsel, which all share the same salary schedule. One of the three classes, the General Counsel, had been placed on a shortened range to begin at step 2. To provide for more consistency in the compensation of chief executive job classes that share the same salary schedule in the classified service, staff is recommending that a shortened range to start at step 2 be also considered for the two subject classes.
3. Furthermore, staff is also recommending that a consistent approach be applied when it comes to the designation of chief executive positions as senior administrative positions in the classified service. Therefore, it is being recommended that all chief executive classes be folded into this category, which includes re-designating the class of Vice Chancellor of Human Resources as a classified senior administrative position. The class was established in March of 2021.

**Status of Incumbents**

In accordance with the provisions of Personnel Commission Rule 582, ALLOCATION TO APPROPRIATE SALARY STEP, employees on a lower step in a class for which an accelerated hiring step or shortened range has been authorized shall advance to the new hiring step on the effective date of acceleration. There is one prospective incumbent in the class of Vice Chancellor of Human Resources that will be impacted by this report.



## LOS ANGELES COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Classification Study: Online Technical Support Assistant, EN 1057314, Distance Education, East Los Angeles College (Case 4056)

### **Recommendation:**

It is recommended that the Personnel Commission find that the position of Online Technical Support Assistant occupied by M. Wan, EN 1057314, in the Distance Education Office at East Los Angeles College, is PROPERLY classified.

### **Bases of Recommendation:**

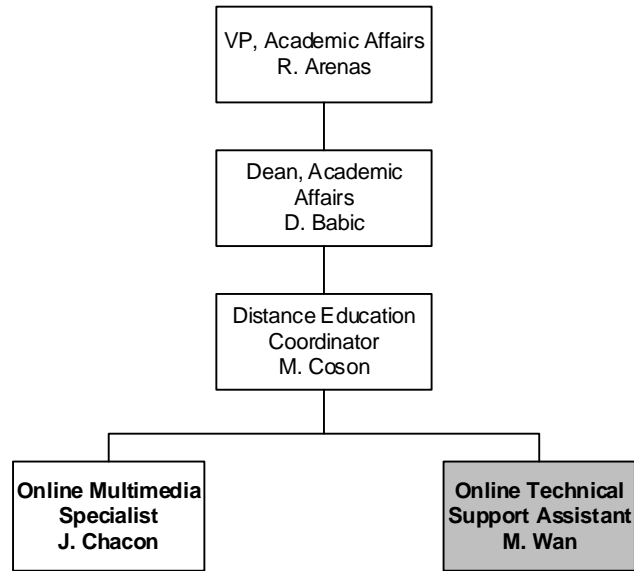
1. The request to study the employee's position was received by the Personnel Commission on November 16, 2021 through the submission of the incumbent's annual performance evaluation, dated August 11, 2021, in accordance with the provisions of Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES, Paragraph D., of the agreement between the Los Angeles Community College District and AFT College Staff Guild. The performance evaluation was accompanied by a description of the employee's duties. The employee and her supervisor at the time requested that staff review her position to assess if the duties assigned fall outside the scope of her current classification and consider the Online Multimedia Specialist class based on the type of technical support duties provided to students and faculty on the Canvas online learning management system. The Administration was informed about this request.
2. Staff audited the position and found that the employee is responsible for performing the following primary duties:
  - Responds to requests for technical assistance from students, faculty members, and other staff to resolve access issues and other problems related to online courses and the CANVAS learning management system such as faculty not able to find their classes in CANVAS due to duplicate ID numbers and students not being able to view their classes due to internet browser issues. The majority of technical assistance and problem resolution is routine in nature. This duty and the four duties below account for approximately 60% of the incumbent's time.
  - Provides information and basic training to individual users on navigating the District, college, and CANVAS learning management system websites.
  - Assists with the writing of basic instructional guides, training materials, and online manuals for students, faculty members, and other staff at East Los Angeles College.
  - Reports equipment and system malfunctions to appropriate technical personnel.
  - Effectively utilize the capabilities and functions of computer software applications such as data management, spreadsheets, and word processing, in completing assigned work including enrollment summary reports.
  - Processes requests and operational documents related to the CANVAS online learning management system including CANVAS site request forms, supplemental instructor/tutor requests, and online instructor performance evaluations. This duty accounts for approximately 20% of the incumbent's time.

- Maintains a current knowledge of CANVAS learning management system and other distance education technology updates by attending and participating in seminars, conferences, workshops, and other training sessions. This duty and the duties below account for approximately 20% of the remaining incumbent's time.
  - Creates and maintains a variety of records, logs, and files of the Distance Education office.
  - Updates and maintains the Distance Education and help desk support websites.
3. The classification concept for the employee's current classification of Online Technical Support Assistant is based on performing routine technical support and assistance to students, faculty members, and other staff with online learning management systems in support of a distance learning program at a college. This includes providing information and basic training to individual users on navigating the District, college, and CANVAS learning management system websites. The classification concept for the requested class of Online Multimedia Specialist is based on creating instructional multimedia used for online learning management systems, websites, information kiosks, presentations, live video/web streaming, pod casts, and/or other materials in support of instructional programs at a college. Proficiency in learning management systems, various multimedia software applications and development tools, and providing training in the use of multimedia software and equipment is an integral part of the duties of this class. After a thorough analysis of the employee's assigned duties, staff determined that the majority of her duties assigned most appropriately fall within the scope of responsibilities of her current class of Online Technical Support Assistant because the employee spends the majority of her time performing routine technical support and assistance to students, faculty members, and other staff with the Canvas online learning management system in support of the distance learning program at East Los Angeles College. The duties of the employee's position did not rise to the level of the Online Multimedia Specialist classification because she does not spend the majority of her time on creating instructional multimedia materials used in support of instructional programs nor training faculty on the use of multimedia software and equipment used to create instructional materials. The creation of multimedia is primarily being performed by the Online Multimedia Specialist and/or distance education faculty.



LOS ANGELES COMMUNITY  
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## EAST LOS ANGELES COLLEGE *Distance Education Office*



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Classification Study: Custodial Supervisor, EN 820739, Plant Facilities-Operations, West Los Angeles College (Case 4057)

**Recommendation:**

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

**From:**

Custodial Supervisor  
(\$4,148.84 – \$5,139.69/month)

**To:**

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

**Location:**

Plant Facilities-Operations  
West Los Angeles College

**Incumbent:**

S. Nettles (EN 820739)

**Effective Date:** November 30, 2021

**Bases of Recommendation:**

1. The request to study the employee's position was initiated by the Operations Manager, the employee's immediate supervisor. He requested that the employee's position be reclassified to Senior Custodial Supervisor based on work assigned including the planning, coordination, supervision, and review of all custodial activities on the day shift consisting of multiple custodial crews. The Administration is in support of this request.
2. Staff audited the position and found that the employee is responsible for performing the following primary duties:
  - Plans, coordinates, supervises, inspects, and evaluates the work of multiple custodial crews on the day shift. This function includes assuring custodians and their assigned supervisors adhere to prescribed policies, procedures, work standards, and related requirements in their assigned area(s); coordinating adjustments to the daily work schedule based on unplanned emergencies, available workers and project requirements; arranging for supplies and equipment; and coordinating the maintenance of time reports and other staff records.
  - Develops custodial work procedures including the safe and proper storage of cleaning supplies as well as demonstrating the safe and proper use of custodial tools and equipment.
  - Conveys instructions and department performance standards and creates development targets for assigned supervisors and staff; monitors performance, addresses performance deficiencies, and coaches staff in an effort to improve employee performance and growth.
  - Conducts monthly safety training meetings involving cleaning technique and other safety practices related to custodial operations.

- Prepares reports related to custodial activities, tracks custodial supply inventory, and submits requests to ensure adequate and timely distribution of custodial supplies.
  - Coordinates the moving of equipment or furniture including the set-up and take down resulting from special campus events and activities.
  - Acts for the Operations Manager in his absence on an as-needed basis.
3. The classification concept for the employee's current classification of Custodial Supervisor is based on supervising and participating in the work of at least one custodial crew which provides custodial services necessary to maintain a college campus or facility in a clean and orderly condition for effective use by students, faculty, staff, and the public. The classification concept for the requested class of Senior Custodial Supervisor is based on planning, coordinating, supervising, and reviewing all custodial activities on an assigned shift which has multiple custodial crews at a college campus. After a thorough analysis of the employee's assigned duties, staff found that the duties the employee performs falls within the higher-level class of Senior Custodial Supervisor because the employee plans, coordinates, supervises, and reviews all custodial activities on the day shift consisting of multiple custodial crews. This includes assisting in the development of and conducting monthly safety training meetings and acting for the Operations Manager in his absence.

#### **STATUS OF INCUMBENT**

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, S. Nettles, EN 820739, must participate in an examination process and place in the top three ranks to be eligible for the reclassified position. The incumbent has placed in the top three ranks on the eligibility list for the class of Senior Custodial Supervisor, dated July 14, 2020; therefore, she can immediately be appointed to the reclassified position.

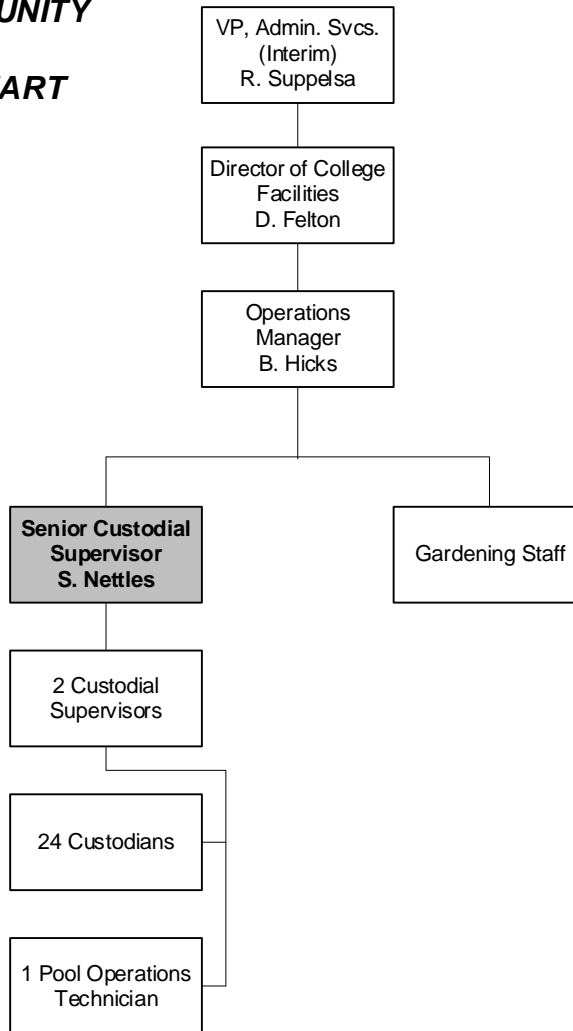
Date of Last Performance Evaluation: July 14, 2021

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

**WEST LOS ANGELES COLLEGE**  
**-Plant Facilities-**  
**Operations**



**LOS ANGELES COMMUNITY  
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**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Classification Study: Lead Gardener, EN 1009349, Plant Facilities-Operations, West Los Angeles College (Case 4063)

**Recommendation:**

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

**From:**  
Lead Gardener  
(\$4,543.59 – \$5,628.71/month)

**To:**  
Gardening Supervisor  
(\$5,628.71 – \$6,972.98/month)

**Location:**  
Plant Facilities-Operations  
West Los Angeles College

**Incumbent:**  
D. Pollard (EN 1009349)

**Effective Date:** November 30, 2021

**Bases of Recommendation:**

1. The request to study the employee's position was initiated by the Operations Manager, the employee's immediate supervisor. He requested that the employee's position be reclassified to Gardening Supervisor based on work assigned including the supervision of gardening staff and the participation in the gardening care and the grounds maintenance of the college. The Administration is in support of this request.
2. Staff audited the position and found that the employee is responsible for performing the following primary duties:
  - Plans, schedules, assigns, supervises, and participates in the work of a gardening crew engaged in the gardening care and grounds of the college. This function includes reviewing the work of the gardening crew to ensure safety regulations and project time lines are adhered to and conferring with college personnel and organizations in coordinating and scheduling gardening work in connection with various college activities.
  - Trains employees on job duties and safety regulations, protection and safety procedures for handling toxic or hazardous materials used on the job.
  - Estimates costs, manpower needed, and time necessary for completion of special gardening work projects leading up to events such as graduation.
  - Supervises and participates in the operation of power equipment commonly used in gardening and grounds maintenance such as tractors and tractor attachments, back hoes, dump trucks, aerial man lifts, fork lifts, cultivators, mowers, edgers, trimmers, blowers, chain saws, wood chippers, roto tillers, power brooms, pressure washers, and sprayers. This function also involves the demonstration and training in the safe and proper use of gardening and grounds tools and equipment.

- Supervises and participates in pest control on campus.
  - Perform minor maintenance on power equipment used in gardening, gardening tools, and sprinkler systems.
  - Grows and maintains special plant materials and sprays to control weeds.
3. The classification concept for the employee's current classification of Lead Gardener is based on acting as a lead and participating in the work of a gardening crew engaged in providing gardening care and grounds maintenance at a college site, including the care and upkeep of a variety of athletic facilities. The classification concept for the requested class of Gardening Supervisor is based on supervising and participating in the gardening care and the grounds maintenance of a college site, including the care and upkeep of a variety of athletic facilities. After a thorough analysis of the employee's assigned duties, staff found that the duties the employee performs falls within the higher-level class of Gardening Supervisor because the employee spends the majority of his time on the supervision and training of gardening staff, coordination and scheduling of gardening work in connection of various college activities, as well as being involved in the participation of on-going gardening care and the grounds maintenance of the college.

### **STATUS OF INCUMBENT**

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, D. Pollard, EN 1009349, must participate in an examination process and place in the top three ranks to be eligible for the reclassified position. The incumbent has placed in the top three ranks on the eligibility list for the class of Gardening Supervisor, dated February 19, 2021; therefore, he can immediately be appointed to the reclassified position.

Date of Last Performance Evaluation: October 20, 2021

Classification of position check box was marked "No" by the supervisor and employee.



**WEST LOS ANGELES COLLEGE**  
**-Plant Facilities-**  
**Operations**



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