

**583 RATING-IN OF NEW CLASSIFIED EMPLOYEES IN SELECT JOB CLASSIFICATIONS**

**Education Code Sections**

**88080.** (a) The commission shall prescribe, 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, 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.

**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

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

583

LAW AND RULES

August 2, 2023

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 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

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

583

LAW AND RULES

August 2, 2023

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.

- A. A prospective candidate, under consideration for regular, temporary, or provisional appointment, may be rated-in above the minimum step of the established salary schedule for the following job classifications as prescribed in this rule:
1. a classified executive, administrative, or supervisory job classification as defined in Rule 596, OVERTIME, or
  2. a highly specialized professional information technology job classification, or
  3. a professional job classification at the journey-level or higher when the eligibility list resulted in a limited number of eligibles and a delay in filling the position would negatively impact important District operational activities, or
  4. a position noted as an exemption in Education Code 88091, subdivision (b).

Under no conditions will salary placement beyond the established maximum step of the established salary schedule be authorized.

- B. Rating-in is a pre-employment process which is used at the discretion of the hiring authority. Requests for rating-in submitted after employment has begun or directly by a prospective or newly hired employee on their own behalf will be returned with no action.
- C. A request for rating-in (PC Form C583) must be initiated by an authorized hiring authority and endorsed by the applicable College President or Division Head prior to the start date of employment and is subject to final approval by the Personnel Director of the Personnel Commission. The rating-in request shall be accompanied by documentation that substantiates the requested salary step of an established salary schedule.

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

583

LAW AND RULES

August 2, 2023

- D. The following factors are taken into consideration in evaluating a rating in request above the minimum step:
1. Verifiable relevant formal education and/or training which notably exceeds the minimum requirements of the applicable job classification and which distinguishes the candidate from other candidates eligible for the position.
  2. Verifiable relevant work experience which notably exceeds the minimum qualifications for the applicable job classification and which distinguishes the candidate from other candidates eligible for the position.
  3. Superior position related skills, competencies, and accomplishments which make the candidate distinctly well-qualified for the position in comparison to other candidates eligible for the position.
  4. Verifiable wages earned by the candidate in their current and relevant position(s), if the information is voluntarily and without prompting disclosed by the applicant.
  5. General and/or special compensation policies and practices of the candidate's current and relevant employer or the Los Angeles Community College District which would have a negative impact on the candidate's willingness to accept employment at the minimum salary step. Examples include, but are not limited to, mandatory participation in retirement systems, union membership, and employer-paid social security.
  6. Periods of unemployment or unverifiable employment immediately preceding potential employment with the District. In considering the candidate's unemployment status, the reasons for, duration of, and context, including but not limited to factors such as labor market conditions and employment trends.
  7. The importance/criticality of the position to be filled and the effect on the District if it is not filled or the filling is delayed.
  8. Existing labor market conditions, including the availability and quality of candidates for the same or similar positions.
  9. Cost of living variations between a candidate's current state of residence/worksite and the State of California, Greater Los Angeles area.
  10. Past practices related to rating-in individuals in comparable and/or related job classifications.
  11. Pay equity issues, including but not limited to, the salaries being earned by current employees in the same job classification.
- E. Nothing shall preclude the Personnel Director from taking necessary steps to verify the validity of documents submitted in conjunction with a rating-in request.

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

583

LAW AND RULES

August 2, 2023

- F. Any employee who has been rated-in in accordance with this rule shall in the succeeding year be advanced to the next higher step of the salary schedule on the first day of the same pay period in which the rating-in became effective, provided that they meet the paid status requirement as outlined in Personnel Commission rule 578, SALARY STEP ADVANCEMENT WITHIN CLASS FOR REGULAR EMPLOYEES. Subsequent advancement on the salary schedule shall be based on the cycle thus established.