

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, January 27, 2021 – 12:30 p.m.

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

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

ORDER OF BUSINESS-CLOSED SESSION MEETING

- I. Roll Call
- II. Requests to Address the Personnel Commission on Closed Session Matters
- III. Convene in Closed Session
 - a. To Discuss Public Employment
Pursuant to Government Code Section 54957
 - b. Conference with Legal Counsel-Anticipated Litigation
Pursuant to Government Code Section 54957(b)(1)
- IV. Report of Action taken in Closed Session
- V. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, February 10, 2021
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 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, January 27, 2021 – 1:00 p.m.
Via Teleconference:
<https://laccd.zoom.us/j/5603717342>
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+1 669 900 6833 US (San Jose)
Meeting ID: 560 371 7342

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve the Minutes of the Closed and Open Meetings of January 13, 2021 and Adjourned Meeting of January 15, 2021
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
- V. 2020 Legislative Report Summary (Case 3922)
- VI. Class Description Revisions for:
 - a. College Store Supervisor
 - b. College Store Manager
 - c. Instructional Assistant, Journalism
- VII. Issue Decision on Appeal by EN 1016090, Oral Examination, Admissions and Records Office Supervisor
- VIII. Correspondence
- IX. Notice of Anticipated Items: Salary Reallocation for the Class of Instructional Assistant, Nursing; Revisions to Personnel Commission Rule 586, PAY DIFFERENTIAL FOR NIGHT WORK (Tentative Approval); Revisions to Personnel Commission Rule 513, HEARINGS AND INVESTIGATIONS (Tentative Approval)
- X. Hear Non-Agenda Speakers/Open Forum
- XI. Reconvene into Closed Session
- XII. Reconvene into Open Session
- XIII. Report of Actions Taken in Closed Session
- XIV. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, February 10, 2021

Closed Meeting 12:30 p.m.

Open Meeting 1:00 p.m.

Via Teleconference

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LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Wednesday, January 13, 2021 – 12:30 p.m.

Via Teleconference:

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

MINUTES OF THE REGULAR MEETING – CLOSED SESSION

Present: Commissioners:
David Iwata, Chair
Henry Jones, Vice Chair
Diva Sanchez Trevino

Staff: Ronald Delahoussaye, Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** - None
- 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 54957(b)(1)
- IV. **Report Out Actions Taken in Closed Session** - Mr. Iwata reported that no action was taken in closed session.
- V. **Correspondence** – No correspondence was received.
- VI. **Adjourn.** Upon a motion presented by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the meeting was adjourned at 2:04 p.m. and will reconvene on Friday, January 15, 2021 at 9:00 a.m. to continue discussions.

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, January 13, 2021 – 1:00 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 OPEN MEETING

Present: Commissioners:
David Iwata, Chair
Henry Jones
Diva Sanchez Trevino

Staff:
Ronald Delahoussaye, Personnel Director
Ute Severa, Assistant Personnel Director
Neely Miller, Executive Assistant (Confidential)
Ryan Pennock, Personnel Analyst
Deborah Tsai, Assistant Personnel Analyst
Patrick Sung, Assistant Personnel Analyst
Justin L’Hommedieu, Assessment & Selection Analyst

Guests:
Vivian Meshriky, Admissions & Records Assistant, Pierce College
Hazel Joy Alonzo, AFT 1521A
Jo-Ann Haywood, 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 that the Personnel Commission took no action during closed session.
- III. **Review and Approve the Minutes of the Closed and Open Meetings of December 9, 2020 and December 16, 2020** - Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission approved the minutes for the December 9, 2020 and December 16, 2020 open and closed meetings of the Personnel Commission. Mr. Jones abstained from the vote due to his not being present on the aforementioned dates.
- IV. **Resolution Honoring Personnel Commissioner Henry Jones** – Mr. Delahoussaye read aloud the resolution honoring Mr. Jones for his service over the years to the Personnel Commission. Mr. Jones thanked his fellow commissioners and the staff of the Personnel Commission for their work throughout his tenure with the commission. Both Mr. Iwata and Ms. Sanchez Trevino expressed their gratitude and wished Mr. Jones well. Ms. Jo Ann

Haywood, AFT 1521A, thanked Mr. Jones for his service to the classified staff and wished him the best in his future endeavors.

V. Miscellaneous Personnel Commission Activities and Announcements

- a. Classified Employment Opportunities Bulletin**
- b. Strictly Classified Employee Bulletin**

Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission received the Classified Employment Opportunities Bulletin and Strictly Classified Employee Bulletins.

VI. Revision to Rule 615, EXAMINATIONS (Final Approval) (Case 3915) - Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission granted final approval to the rule noted above, as presented.

VII. Revision to Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval) (Case 3916) - Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission granted final approval to the rule noted above, as presented.

VIII. Class Description Revisions for:

- a. Agricultural Technician**
- b. Senior Agricultural Technician**
- c. Executive Legal Assistant**

Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission approved the revisions to the class descriptions listed above, as presented.

IX. Notices of Outstanding Work Performance for:

- a. David Jenkins, Financial Aid Technician, Los Angeles Valley College**
- b. Hasmik Manucharayan, Financial Aid Technician, Los Angeles Valley College**
- c. Karo Shirinyan, Financial Aid Technician, Los Angeles Valley College**
- d. Kenneth Scott, Financial Aid Technician, Los Angeles Valley College**
- e. Marina Oganessian, Financial Aid Technician, Los Angeles Valley College**
- f. Mark Bergquist, Financial Aid Technician, Los Angeles Valley College**
- g. Tatyana Golovatsky, Accounting Technician, Los Angeles Valley College**

Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission accepted the Notices of Outstanding Work Performance and gave their congratulations and gratitude to the employees who were recognized. Letters of recognition will be sent to the employees on behalf of the Personnel Commissioners.

X. Correspondence – No correspondence was received.

- XI. **Notice of Anticipated Items** – Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Salary Reallocation for the Class of Instructional Assistant, Nursing; Class Description Revisions for: College Store Manager (Local 721), College Store Supervisor (Local 721), College Store Buyer (AFT), College Store Assistant (AFT)
- XII. **Hear Non-Agenda Speakers/Open Forum** – None.
- XIII. **Appeal by EN 1016090, Oral Examination, Admissions and Records Office Supervisor** – The appellant was present and provided information regarding the appeal of her oral examination for the commissioners’ consideration. The appellant will be notified of the commissioners’ decision on the appeal after review by the commissioners in closed session which was reconvened on January 15, 2021 at 9:00 a.m. after a motion to adjourn was passed during the closed session of the January 13, 2021 in the interest of time.
- XIV. **Reconvene into Closed Session**
- XV. **Reconvene into Open Session**
- XIV. **Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.
- XV. **Adjourn** – The meeting adjourned at 2:04 p.m. and will reconvene on Friday, January 15, 2021 at 9:00 a.m. for further discussions.

Ronald 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.

Date

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
Friday, January 15, 2021 – 9:00 a.m.**

Via Teleconference:
<https://laccd.zoom.us/j/5603717342>
Dial by your location
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Meeting ID: 560 371 7342

MINUTES OF THE ADJOURNED MEETING – CLOSED SESSION
Meeting adjourned from the January 13, 2021 Regular Meeting

Present: Commissioners:
David Iwata, Chair
Henry Jones, Vice Chair
Diva Sanchez Trevino

Staff: Ronald Delahoussaye, Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** - None
- 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 54957(b)(1)
- IV. **Report Out Actions Taken in Closed Session** - Mr. Iwata reported that a decision was made in the matter of the appeal of EN 1016090. Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission denied the appeal of EN 106090. The appellant will be notified in writing of the commission’s decision.
- V. **Correspondence** – No correspondence was received.
- VI. **Adjourn.** The meeting was adjourned at 10:03 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

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: 2020 Legislative Report Summary (Case 3922)

The 2020 California legislative session has come to a close. The Legislature was in session from January 6 through August 31, 2020 and was suspended from March 16 through May 4, 2020 due to the coronavirus pandemic. 428 pieces of legislation were presented to the Governor for signature or veto by September 30, 2020. In a typical year, on average there are at least 800 bills submitted to the Governor, however, this number was low for 2020 due to the pandemic.

Chaptered

After a bill has been signed by the Governor, the Secretary of State assigns the bill a “Chapter Number” such as “Chapter 123, Statutes of 2020,” which is subsequently used to refer to the measure rather than the bill number.

Bill Number (Author)	Subject	Disposition
AB 1492 (Boerner Horvath)	Establishes additional labor law requirements for telecommuting employees regarding meal and rest times, receiving and signing employment-related documents electronically, and reimbursement for physical equipment and utilities costs in the home necessary to perform the employee’s work duties.	Failed Passage
AB 1844 (Chu)	Specifies that an “existing health condition” eligible for paid sick leave includes an “existing behavioral health condition” and defines “behavioral health.”	Failed Passage
AB 1928 (Kiley)	Repeals the existing 3-part test (Dynamex case) used for determining if workers are employees or independent contractors and instead requires the determination to be based on the specific multifactor test set forth in the case of Borello.	Failed Passage
AB 1947 (Kalra)	Extends the statute of limitations for filing complaints with the Division of Labor Standards Enforcement (DLSE) alleging workplace retaliation from six months to one year and authorizes the payment of attorney’s fees to employees who successfully sue for retaliation based on whistleblowing.	Chapter 344, Statutes of 2020 (Labor Code Sections 98.7 and 1102.5 were amended)
AB 1961 (Patterson)	Expands the definition of the term “protected disclosure” for whistleblower protection to include a	Failed Passage

Bill Number (Author)	Subject	Disposition
AB 2017 (Mullin)	<p>complaint made to a Member of the Legislature, the Legislature, or any subdivision thereof.</p> <p>Clarifies that it is at the employee's discretion to designate sick leave for the purpose of diagnosis, care, or treatment of their or their family member's health condition or for obtaining relief if the employee is a victim of domestic violence, sexual assault, or stalking.</p>	<p>Chapter 211, Statutes of 2020 (Labor Code Section 233 was amended)</p>
AB 2075 (Kiley)	<p>Prohibits the application of the 3-part test used to determine if workers are employees or independent contractors when determining the liability of a hiring entity for damages, injunctive relief, or civil penalties, and instead would require that employer liability to be based on the multifactor test set forth in the case of Borello, but only until January 1, 2021.</p>	Failed Passage
AB 2093 (Gloria)	<p>Requires a public agency, for purposes of the California Public Records Act, to retain and preserve for at least 2 years every public record that is transmitted by electronic mail, unless a statute or regulation, or a rule established by the Secretary of State pursuant to the State Records Management Act, requires a longer retention period.</p>	Failed Passage
AB 2101 (Committee on Public Employment and Retirement)	<p>Requires that a member permanently separated from CalPERS to attain 71½ years of age before being provided with an election to withdraw contributions, or, if vested, an election to either apply for service retirement or to withdraw contributions. This provision is one of many in this omnibus public employees' retirement clean-up bill.</p>	<p>Chapter 275, Statutes of 2020 (Government Code Section 20731 was amended, among others)</p>
AB 2143 (Mark Stone)	<p>Allows an employer to include a no-rehire clause in a settlement agreement with a worker who filed an official complaint in good faith if, before the worker filed the complaint, the employer made and documented a good faith determination that the worker engaged in sexual harassment, sexual assault, or any criminal conduct.</p>	<p>Chapter 73, Statutes of 2020 (Code of Civil Procedure Section 1002.5 was amended)</p>
AB 2234 (Chau)	<p>Authorizes a merit-based school or community college district's personnel commission to select its own attorney rather than having to use the district's attorney if a majority of the commission declares that a conflict of interest exists between the commission and the district or the district's governing board.</p>	<p>Chapter 48, Statutes of 2020 (Education Code Sections 45313 and 88132 were amended)</p>
AB 2307 (Bonta)	<p>Repeals previous acts relating to release time for</p>	Failed Passage

Bill Number (Author)	Subject	Disposition
	employee representatives of recognized employee organizations for public agencies and prescribes requirements relating to release time in one new section which includes a list of specified activities that public employers are required to grant employee representatives of the exclusive representative reasonable time off without loss of compensation or other benefits.	
AB 2355 (Bonta)	Prohibits an employer to refuse to hire or employ a person, to refuse to select a person for a training program leading to employment, to bar or to discharge a person from employment or from a training program leading to employment, or to discriminate against an employee, because of the employee's status as a qualified patient, or as a person with an identification card, for purposes of medical cannabis, subject to certain exceptions that are outlined in the bill.	Failed Passage
AB 2365 (Rodriguez)	Provides the California Public Employees' Retirement System (CalPERS) authority over whether it reinstates a retired member into the job category in which unlawful employment occurred.	Failed Passage
AB 2609 (Medina)	Shortens the maximum length of a prescribed period of probation for personnel management of the classified service from one year to 6 months or 130 days of paid service, whichever is longer.	Failed Passage
AB 2659 (Chen)	Requires a public agency to establish additional rules of conduct that include security awareness and training policies and procedures for persons involved in the design, development, operation, disclosure, or maintenance of records containing personal information.	Failed Passage
AB 2947 (Bonta)	Provides that an intentional violation of the California Fair Employment and Housing Act regarding employment occurs when a person intends to discriminate using any of the protected characteristics of any person as a motivating factor in the employment action or decision even though other factors may have also motivated the action or decision. Also requires an employer to maintain personnel records and files of employees, applicants, and terminated employees for at least 2 years and to maintain records of employee complaints for at least 5 years.	Failed Passage
AB 2992 (Weber)	Expands leave protections afforded to an employee	Chapter 224,

Bill Number (Author)	Subject	Disposition
	who is a victim of domestic violence, sexual assault, or stalking to an employee who is a victim of a crime and to an employee whose immediate family member is deceased as a direct result of a crime. Also allows additional reasonable forms of documentation to verify that a crime or abuse occurred to determine employee eligibility for protected leave.	Statutes of 2020 (Labor Code Sections 230 and 230.1 were amended)
AB 3123 (Gonzalez)	Prohibits an employer from discriminating or retaliating against an employee for complying with an isolation or quarantine order issued by a public health official due to a public health emergency. Also requires an employer to grant paid sick leave to an employee if the employer's place of business is closed by order of a public health official due to a public health emergency, or if the employee is providing care or assistance to their child, whose school or daycare provider is closed by order of a public health official due to a public health emergency.	Failed Passage
AB 3313 (Bonta)	Requires a facility director and direct care staff of a child day care facility to complete education and training on federal, state, and local jurisdiction employment laws.	Failed Passage
SB 266 (Leyva)	Requires that, in the case of an active CalPERS member, all contributions on disallowed compensation must be credited against future contributions to the benefit of the public employer by CalPERS, and the public employer must return the member's contributions that were paid on the disallowed compensation.	Failed Passage
SB 796 (Leyva)	Requires that an academic or classified community college employee, who exhausts all available sick leave and continues to be absent from duties on account of illness or accident for an additional period of 5 school months, to receive the employee's full salary during those 5 months.	Failed Passage
SB 806	Repeals previous statutory provisions (under the cases of Dynamex and Borello) on how to determine if a worker is an employee or an independent contractor and establishes a new 3-part test to determine if a worker is an employee rather than an independent contractor.	Failed Passage
SB 931 (Wieckowski)	Requires local agencies that have an internet website to email a copy of, or website link to, the agenda or a copy of all the documents constituting the agenda	Failed Passage

Bill Number (Author)	Subject	Disposition
SB 997 (Borgeas)	<p>packet if the person requests that the item or items be delivered by email.</p> <p>Removes the provision that the codification of the ABC test is declaratory of existing law, and instead applies the test to the date the California Supreme Court adopted Dynamex for determining if a worker is an employee or independent contractor. Also removes the provision that the ABC test applies to work performed on or after January 1, 2020, and instead provides that the ABC test does not apply to any work performed prior to April 30, 2018.</p>	Failed Passage
SB 1102 (Monning)	<p>Requires employers to include in their written workplace rights notice to all employees specified information in the event of a federal or state emergency or disaster declaration that may affect their health and safety. Also prohibits an employer from retaliating against an employee for raising questions about the declarations' requirements or recommendations.</p>	Failed Passage
SB 1129 (Dodd)	<p>Requires an employee alleging a violation of itemized wage statement provision to meet specified requirements before bringing an action against the employer, which would include providing written notice by certified mail to the employer of the alleged violation, including the facts and theories to support the alleged violation, and would allow the employer 65 calendar days of the postmark date of the notice to cure the violation.</p>	Failed Passage
SB 1173 (Durazo)	<p>Authorizes the Public Employment Relations Board (PERB) to levy a civil penalty not to exceed \$10,000 against public employers who PERB finds have violated a union's right to specified employee contact information, such as the names and home addresses of newly hired employees within 30 days of hire.</p>	Failed Passage
SB 1241 (Lena Gonzalez)	<p>Creates a presumption that an employer's decision relating to hiring or promotion based on a test or other selection procedure is not discriminatory, if the test or procedure meets specified criteria, such as that it is job related and meets a business necessity, and that the test or procedure utilizes pretested assessment technology that results in an increase in the hiring or promotion of a protected class.</p>	Failed Passage
SB 1297 (Moorlach)	<p>Revises the provision of pension and other benefits for members in the Public Employees' Retirement System</p>	Failed Passage

Bill Number (Author)	Subject	Disposition
SB 1383 (Jackson)	<p>(CalPERS) which includes voiding any limit on a pension that prohibits the pension from exceeding a percentage of final compensation, prohibiting any local agency from establishing a deferred retirement option program and requiring that any established deferred retirement option programs must be closed, and establishing that the final annual compensation used for purposes of ascertaining any pension or benefit be calculated as an average of the member's 3 highest earning years.</p> <p>Expands the California Family Rights Act (CFRA) to allow employees to use unpaid job protected leave to care for a domestic partner, grandparent, grandchild, sibling, or parent-in-law who has a serious health condition and for a qualifying exigency related to the covered active duty or call to covered active duty of employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States. Also removes the limitation of 12 workweeks for both parents that are employed by the same employer when taking leave in connection with the birth, adoption, or foster care of a child.</p>	<p>Chapter 86, Statutes of 2020 (Government Code Section 12945.6 was amended and repealed. Government Code Section 12945.2 was amended, repealed, and added.)</p>
SB 1423 (Galgiani)	<p>Establishes an alternative test for determining whether an individual having a contractual relationship with a contracting entity or through a platform is an employee or independent contractor. Also requires the independent contractor to be covered by a policy for occupational accidents and requires the contracting entity or platform to maintain a policy against the discrimination of an independent contractor on the basis of protected classes recognized by California law.</p>	Failed Passage

COLLEGE STORE SUPERVISOR

DEFINITION

Plans, coordinates, supervises, and participates in the day-to-day activities of assigned college store operations including ordering, storekeeping, merchandising, sales, customer service, and cashiering functions; at larger store operations, supervises ancillary store operations such as a convenience store, coffee bistro, and copy center.

TYPICAL DUTIES

Plans, coordinates, supervises, and participates in the ordering, storekeeping, merchandising, sales, customer service, and cashiering functions of a college store that sells items such textbooks, school supplies and gear, computer software, gift ware, candy and snacks, sundries, and other related items.

Recommends and implements operational procedures and work methods for assigned operations.

Evaluates new equipment, systems, and products for assigned store operations.

Interfaces and maintains effective working relationships with vendors involving new or improved products, sales promotions, product orders, invoices, and shipments.

Ensures that product prices are accurate and up to date.

Participates in the preparation of the annual budget and review and control of expenditures of funds.

Diagnoses malfunctions of cash registers and point of sale systems, computer equipment, and makes minor repairs and adjustments; contacts service technicians as needed.

Investigates customer complaints and takes appropriate action.

Identifies opportunities for sales promotions and product marketing.

Resolves problems related to daily sales receipts with the college business office.

Selects, trains, evaluates, and supervises the work of assigned staff.

Prepares records, reports, and correspondence on matters related to store operations.

Ensures the proper receipt, marking, display, stocking, and storage of store merchandise and monitors inventory levels.

Organizes and/or participates in annual and periodic inventories.

Assists in the development and implementation of internal controls to safeguard the assets of a college store including cash and inventories.

Secures assigned facilities at the close of business.

Supervises ancillary store operations such as a convenience store, coffee bistro, and copy center at larger store operations.

Acts for the store manager in his/her absence at larger store operations.

Participates in the maintenance of the store website.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **College Store Supervisor** is responsible for supervising assigned operations of a college store and performs a variety of ordering, sales, storekeeping, merchandising, customer service, and cashiering functions. Use of computer equipment and computer applications is an integral aspect of the duties. Incumbents are typically assigned to the evening shift at larger college store operations or supervise the day-to-day operations of a small college store. At larger bookstore operations positions ~~are~~ may also ~~be~~ assigned supervisory responsibilities over ancillary store operations such as a convenience store, coffee bistro, and copy center.

A **College Store Manager** applies a thorough knowledge of retail merchandising, marketing, and management methods and procedures in managing all operations of a college store. Use of computer equipment and computer applications is an integral aspect of the duties. At larger store operations an incumbent ~~may~~ also assumes managerial responsibilities over ancillary operations such as a convenience store, coffee bistro, and copy center.

SUPERVISION

General supervision is received from a classified administrator or manager. Immediate supervision is exercised over assigned clerical and operational staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles of retail sales management

Merchandising techniques and promotion

Principles of inventory management and control

Principles of customer service

Purchasing procedures and sources of supply for textbooks, school supplies and gear, sundries, and other retail products sold in a college store

Common business practices with respect to ordering, sales, storekeeping, and cash handling

Principles and practices of money management and control

Loss prevention methods and techniques

Organization and use of records

Letter, memorandum, and report formats

Principles of supervision and training

Uses and capabilities of computer equipment, systems and software used in the management of retail operations

Skill in:

Use of computers and standard office equipment

Ability to:

Supervise and participate in assigned college store operations and ancillary operations

Implement and enforce store operational procedures

~~Analyze~~ Quickly understand situations and take effective action

Gather, compile and ~~analyze~~ critically review financial data and resolve discrepancies

Plan, assign, evaluate, and supervise the work of others

Effectively utilize computer equipment and software in the performance of duties

Train others in the functions, rules, practices, and procedures of the assigned operations

Give clear and concise instructions

Identify promotional and marketing opportunities

Effectively communicate orally and in writing

Maintain accurate records and prepare reports

Work effectively and cooperatively with District staff, vendors, students, and the public

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate's degree or its equivalent from a recognized college or university preferably with coursework in business management, merchandising, computer applications and office technologies (CAOT), merchandising, or business accounting **AND** two years of recent, full-time, paid general merchandise retail experience which included responsibility for ordering, sales, merchandising, and inventory control. One year of the required experience must have been in a supervisory capacity. A successfully completed college-level course in supervision or management may substitute for the required one year in a supervisory capacity. Experience in a college retail store is desirable.

OR

B. Graduation from high school or its equivalent **AND** ~~three~~ four years of recent, full-time, paid general merchandise retail experience which included responsibility for ordering, sales, merchandising, and inventory control. One year of the required experience must have been in a supervisory capacity. A successfully completed college-level course in supervision or management may substitute for the required one year in a supervisory capacity. College level course work in business management, merchandising, business accounting, and computer applications is desirable. Experience in a college retail store is desirable.

OR

C. Any equivalent combination of A. or B.

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.

COLLEGE STORE MANAGER

DEFINITION

Plans, coordinates, and manages the operations of a college store selling items such as textbooks, school supplies and gear, gift ware, snacks, sundries, and other related items; manages the operations of ancillary operations such as convenience store, coffee bistro, and copy center at larger store operations.

TYPICAL DUTIES

Plans, organizes, and manages the operations of a college store selling items such as textbooks, school supplies and gear, computer software, gift ware, candy and snacks, sundries, and other related items.

Develops and implements efficient work policies, methods, and procedures for all operations of a college store and associated operations and makes adjustments when appropriate.

Authorizes expenditures, reviews monthly financial statements, and ensures that effective fiscal controls are maintained over college store and other related operations.

Investigates, evaluates, and implements improvements, expansion, and termination of products and services available through a college store and related operations.

Develops and implements internal controls to safeguard the assets of assigned operations including cash and inventories.

Resolves difficult problems regarding the ordering, receiving, shipping, and billing aspects of store operations with vendors.

Interfaces and maintains effective working relationships with vendors involving new or improved products, sales promotions, trade practices, sales trends, product orders, invoices, and shipments.

Prepares the annual budget of assigned operational areas and reviews and controls expenditures of funds.

Institutes and maintains computer systems supporting sales, inventory, and general administrative functions in a college store and acts as the computer systems administrator.

Initiates and coordinates the requisitioning and acquisition of textbooks, school supplies, and related materials with academic departments.

Investigates non-routine customer complaints and takes appropriate action.

Establishes retail prices for merchandise based on established policies; negotiates with vendors to assure the lowest cost prices and timely delivery of purchased products.

Plans and coordinates effective marketing activities for a college store that promote sales in-store and on-line.

Manages the ordering of a variety of store products and assures adequate inventory levels.

Ensures the proper receipt, marking, display, stocking and storage of store merchandise.

Organizes and manages annual and periodic inventories.

Determines space allocation for sales area, type of store fixtures, and design of display layouts for assigned operations.

Prepares and/or coordinates the preparation of reports and correspondence relating to store and associated operations.

Selects, trains, evaluates, and supervises the work of assigned staff.

Opens and secures assigned facilities daily.

Participates in store operations activities during peak periods and in the absence of regularly assigned staff.

Manages ancillary store operations such as a convenience store, coffee bistro, and copy center at larger store operations.

Coordinates or participates in the maintenance of the store website.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **College Store Manager** applies a thorough knowledge of retail merchandising, marketing, and management methods and procedures in managing all operations of a college store. Use of computer equipment and computer applications is an integral aspect of the duties. At larger store operations an incumbent ~~may~~ also assumes managerial responsibilities over ancillary operations such as a convenience store, coffee bistro, and copy center.

A **College Store Supervisor** is responsible for supervising assigned operations of a college store and performs a variety of ordering, sales, storekeeping, merchandising, customer service, and cashiering functions. Use of computer equipment and computer applications is an integral aspect of the duties. Incumbents are typically assigned to the evening shift at larger college store operations or supervise the day-to-day operations of a small college store. At larger bookstore operations positions are ~~may~~ also ~~be~~ assigned supervisory responsibilities over ancillary store operations such as a convenience store, coffee bistro, and copy center.

SUPERVISION

General supervision is received from a classified administrator or manager. Immediate supervision is exercised over assigned clerical and operational staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles of business management and organization

Principles of retail sales management

Merchandising techniques and promotion

Principles of inventory management and control

Principles of customer service

Purchasing procedures and sources of supply for assigned operations

Loss prevention methods and techniques

Principles and practices of money management and control

Uses and capabilities of computer equipment, systems and software used in the management of retail operations

Principles of supervision and training

Letter, memorandum, and report formats

Organization and management of records

Skill in:

Use of computers and standard office equipment

Ability to:

Plan, organize, and manage the business operations of a college store and ancillary operations

Formulate, implement, and administer efficient operational policies, methods, and procedures

Plan, assign, evaluate, and supervise the work of others

Train others in the functions, rules, practices, and procedures of the assigned operations

Gather, compile, and ~~analyze~~ critically review financial data and resolve discrepancies

~~Analyze~~ Quickly understand situations and take effective action

Effectively utilize computer equipment and software in the performance of duties

Plan and coordinate effective marketing activities for assigned operations

Effectively communicate orally and in writing

Give clear and concise instructions

Maintain accurate records and prepare reports

Establish and maintain effective and cooperative working relationships with District staff, vendors, students, and the public

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. A bachelor's degree or its equivalent from a recognized college or university preferably with a major in business administration, marketing, or a related field **AND** two years of recent, full-time, paid experience in supervising or managing a ~~general merchandise~~ retail operation which specializes in general merchandise. Experience in a college retail store is desirable.

OR

B. An associate's degree or its equivalent from a recognized college or university preferably with coursework in business management, merchandising, or business accounting **AND** four years of recent, full-time, paid experience in supervising or managing a ~~general merchandise~~ retail operation which specializes in general merchandise. Experience in a college retail store is desirable.

OR

C. Graduation from high school or its equivalent **AND** six years of recent full-time paid experience in supervising or managing a ~~general merchandise~~ retail operation which specializes in general merchandise. College level coursework in business management, computer applications and office technologies (CAOT), merchandising, or business accounting is desirable. Experience in a college retail store is desirable.

OR

D. Any equivalent combination of A., B., or C. above.

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.

INSTRUCTIONAL ASSISTANT, JOURNALISM

DEFINITION

Monitors and maintains one or more instructional audio, video, and newspaper/magazine/radio production laboratories for journalism classes used for maintaining the print and online editions of the student newspaper and magazine and the Internet radio station; and assists students and faculty with instructional activities to develop and improve skills in the areas of journalism and media production.

TYPICAL DUTIES

Schedules and oversees the use of one or more instructional audio, video, and newspaper/magazine/radio production laboratories, by students, faculty, and staff.

Instructs students individually or in groups by providing tutorial assistance in the fundamentals of journalism and journalistic processes including writing and formatting for newspapers and magazines (grammar, spelling, punctuation, AP style, etc.).

Explains to students the established instructional laboratory and equipment policies.

Assists instructors in the set-up of classes and preparation of instructional materials and study aids.

Assists students with problems related to journalism projects involving the operation of photographic, audio, and video equipment, software, iPhones/iPads, and computers and printers used as part of the instructional program.

Assists instructional staff by providing observations of the problems encountered and progress made by students using a laboratory as a part of the educational program.

Effectively utilizes the capabilities and functions of standard computer software applications and journalistic software and social media in the performance of duties.

Stores equipment and keeps storerooms and working areas orderly and clean.

Issues and receives materials and equipment for student use in laboratory and classroom assignments; keeps records and effects the return of materials and equipment checked out to students.

Maintains inventory records of supplies and equipment and prepares periodic inventory reports and requisitions.

Assists instructors with preparation of lab materials such as development of proper computer operating instructions, lab problems, and documentation.

Assists in securing and placing advertisements in the student newspaper and magazine, assuring proper billing of related clients, and maintaining related records.

Reports equipment and system malfunctions and needed maintenance to technical staff, when appropriate, follows up on needed repairs and maintenance and maintains records of service calls.

Maintains laboratory attendance and progress records for instructional staff.

May assist instructional staff with research of product specifications related to software and hardware purchasing options.

May assist with work related to department business such as document creation and editing, time keeping, answering telephone inquiries and posting updated information on Web pages, as needed.

May perform software installations and updates of programs for assigned laboratory(ies).

May provide training and work direction to student employees.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Journalism**, applies a general knowledge of journalism in assisting students and faculty with their classroom assignments instructional activities and is responsible for the day-to-day operations of assigned instructional audio, video, and newspaper/magazine production laboratories used in the maintenance of the print and online editions of the student newspaper and magazine and the Internet radio station-, including: preparation of equipment, materials, and supplies; storekeeping functions, and proper use of equipment and materials.

Instructional Assistants in other academic disciplines are responsible for the day-to-day operations of instructional laboratories and apply their specialized knowledge to a broad range of duties related to the day-to-day operations of their academic departments.

SUPERVISION

General supervision is received from an academic supervisor Department Chair. Functional supervision may be received from instructional staff. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

Methods and techniques of writing and formatting for newspapers and magazines (grammar, spelling, punctuation, AP style, etc.)

Newspaper, radio, television, social media networks, and other communications media resources

Techniques related to the preparation of graphics for TV, multimedia, and video

Basic principles of digital photography

Web publishing best practices

Office practices and procedures

Capabilities of computer systems, software, and hardware common to instructional journalism laboratories

Recordkeeping procedures

Ability to:

Provide instructional assistance to students and instructional staff

Communicate effectively both orally and in writing

Create graphics for TV, multimedia, and video

Explain and demonstrate the proper operation of photographic, audio, computer/tablet and video equipment ~~and iPhones/iPads~~ used in creating and posting content for the school newspaper and magazine

Work effectively and cooperatively with students, instructional staff, and other District staff

Secure and store supplies

Keep detailed and precise records

Give clear and concise instructions

Meet deadlines

Effectively utilize computer hardware and software of assigned instructional laboratories

Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate degree or its equivalent from a recognized college or university with a major in journalism or a related field.

OR

B. Graduation from high school or its equivalent **AND** two years of full-time, paid experience in the field of journalism.

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.