

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING

Wednesday, July 14, 2021 – 12:30 p.m.

Via Teleconference:

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

ORDER OF BUSINESS-CLOSED SESSION MEETING

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

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, July 28, 2021
Closed Session 12:30 p.m.
Open Session 1:00 p.m.
Via Teleconference

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

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

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION MEETING

Wednesday, July 14, 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

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 June 23, 2021
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
- V. Revision to Personnel Commission Rule 635, APPOINTMENTS FROM ELIGIBILITY LISTS (Final Approval) (Case 3954)
- VI. Revision to Personnel Commission Rule 588, SALARY DIFFERENTIAL FOR EMPLOYEES USING BILINGUAL SKILLS (Tentative Approval) (Case 4003)
- VII. Designation of the Accounting Technician List as the Most Appropriate Eligibility List for the Class of Accounting Assistant (Case 4001)
- VIII. Classification Study for EN 1049087, Assistant Financial Analyst, Budget & Management Analysis, Educational Services Center (Case 4000)
- IX. Class Description Revisions for:
 - a. Office Assistant
 - b. Senior Office Assistant
- X. Correspondence
- XI. Notice of Anticipated Items: Classification Study for EN 1069703, Public Information Officer, East Los Angeles College (AFT); Revision to Personnel Commission Rule 588, SALARY DIFFERENTIAL FOR EMPLOYEES USING BILINGUAL SKILLS (Final Approval); Class Description Revisions for: Facilities Project Manager (CMA), Accountant (AFT), Senior Accountant (Local 721), Supervising Accountant (Local 721), and Accounting Manager (CMA)
- XII. Hear Non-Agenda Speakers/Open Forum
- XIII. Reconvene into Closed Session
- XIV. Reconvene into Open Session

XV. Report of Actions Taken in Closed Session

XVI. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, July 28, 2021
Closed Session 12:30 p.m.
Open Session 1:00 p.m.
Via Teleconference

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

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

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Wednesday, June 23, 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
Diva Sanchez Trevino, Vice Chair
Hope Singer

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 – The meeting adjourned at 1:00 p.m.

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

Date

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, June 23, 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
Diva Sanchez Trevino, Vice Chair
Hope Singer

Staff:
Ronald Delahoussaye, Personnel Director
Ute Severa, Assistant Personnel Director
Neely Miller, Executive Assistant (Confidential)
Ryan Pennock, Personnel Analyst

Guests:
Valencia Moffett, Director of Business Services, Educational Services Center
Arthur Babb, Executive Legal Assistant, Office of the General Counsel, Educational Services Center
Odeishoo Moradkhani, Technology Services Specialist, Los Angeles Valley College
Gloria Moreno, Payroll Systems Technician, Educational Services Center
Cha-Zette Smith, Senior Office Assistant, Administrative Services, West Los Angeles College
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 no action was taken in closed session.
- III. **Review and Approve the Minutes of the Closed and Open Meetings of June 9, 2021** - 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 June 9, 2021, as presented.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**
 - a. **Classified Employment Opportunities Bulletin**
 - b. **Strictly Classified Employee Bulletin**

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

- V. **Revision to Personnel Commission Rule 550, TEMPORARY WORK OUT OF CLASSIFICATION (Final Approval) (Case 3938)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted final approval to the rule noted above, as presented.
- VI. **Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval) (Case 3950)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted final approval to the rule noted above, as presented.
- VII. **Revision to Personnel Commission Rule 635, APPOINTMENTS FROM ELIGIBILITY LISTS (Tentative Approval) (Case 3954)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted tentative approval to the rule noted above, as presented.
- VIII. **Request to Name Incumbents in the Class of Technology Services Specialist as Eligible to Compete in the Current Examination for Supervising Technology Services Specialist (Case 3953)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the item noted above, as presented.
- IX. **Designation of the Procurement Manager List as the Most Appropriate Eligibility List for the Class of Procurement Specialist (Case 3955)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the item noted above, as presented.
- X. **Class Description Revisions for:**
 - a. **Assistant Manager of Satellite College Operations**
 - b. **Manager of Satellite College Operations**
 - c. **SAP/ERP Manager**

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.

- XI. **Notices of Outstanding Work Performance for:**
 - a. **Arthur Babb, Executive Legal Assistant, Office of the General Counsel, Educational Services Center**
 - b. **Monika Kirenga, Paralegal, Litigation, Office of the General Counsel, Educational Services Center**
 - c. **Kimberly Sanchez, Administrative Assistant, Office of the President, Los Angeles Southwest College**
 - d. **Jennifer Shetland, College Event and Venue Coordinator, Office of the President, Los Angeles Southwest College**

Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the Notices of Outstanding Work Performance noted above and thanked the recipients for the work they put in for the District.

- XII. Correspondence** – No correspondence was received.
- XIII. Notice of Anticipated Items** – Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Classification Study for EN 1049087, Assistant Financial Analyst, Budget & Management Analysis, Educational Services Center (AFT 1521A); Revision to Personnel Commission Rule 635, APPOINTMENTS FROM ELIGIBILITY LISTS (Final Approval); Class Description Revisions for: Office Assistant (AFT); Senior Office Assistant (AFT)
- XIV. Hear Non-Agenda Speakers/Open Forum** – None.
- XV. Reconvene into Closed Session**
- XVI. Reconvene into Open Session**
- XVII. Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.
- XVIII. Adjourn** – The meeting adjourned at 1:22 p.m.

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

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 635, APPOINTMENT FROM ELIGIBILITY LISTS (Final Approval) (Case 3954)

Personnel Commission Rule 635 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. General updates have been made to the rule for clarity purposes and to account for procedural changes.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

635

LAW AND RULES

June 7, 2016 July 14, 2021

635 APPOINTMENTS FROM ELIGIBILITY LISTS

Education Code Section(s)

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

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

~~88081. Subject 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.

~~88091. Vacancies in Classified Service; Promotional Applicants; Exemptions.~~

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

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

635

LAW AND RULES

June 7, 2016 July 14, 2021

(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 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.

~~88096. Appointments from Eligibility Lists Where Another Language or Driver's License is Required.~~ Appointments may be made from other than the first two or three, as the case may be, applicants on the eligibility list when the ability to speak, read, or write a language in addition to English or possession of a valid driver's license is a requirement of the position to be filled. The recruitment bulletin announcing the examination shall indicate the special requirements which may be necessary for filling one or more of the positions in the class. Where such a position is to be filled, using the authority of this section, the appointment shall be made from among the highest two or three, as the case may be, applicants on the appropriate eligibility list who meet the special requirements and who are

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

635

LAW AND RULES

~~June 7, 2016~~ July 14, 2021

ready and willing to accept the position. If there are insufficient applicants who meet the special requirements, the commission shall certify the top applicant or applicants plus those applicants who meet the special requirements, not to exceed two or three candidates, as the case may be.

~~88097. Written Notices Regarding Tests, Vacancies, Transfer Opportunities and Other Options.~~ Written notices concerning tests, vacancies, transfer opportunities, and other selections of shifts, positions, assignments, classifications, or locations shall be posted at all work locations of employees who may be affected not later than 15 working days prior to the closing date of filing appropriate applications, together with the normal use of newspapers and bulletins for public notice for open or promotional vacancies. Whenever the subject of these notices may affect a probationary or permanent classified employee who will not be reporting at his or her work location during periods when the employee is not normally required to work, such as Christmas, Easter, summer recesses, and other paid or unpaid leaves of absences, including vacations, and who has previously requested notification, the notices shall be mailed to the employee. However, the failure of an employee to receive a notice shall not invalidate any procedure, if, in fact, the notice was placed in the mail and postage paid.

This section shall not apply to any community college district that publishes and distributes to all work locations examination bulletins at least once each month, provided that records of employee requests for transfer and change of location are maintained and that the names of all candidates for transfer and change of location to a vacancy are certified to the appointing authority along with names of appropriate applicants from employment lists.

The personnel commission shall establish procedures for the maintenance of employee requests for transfer, change of location, change of shift, and notification of forthcoming examinations.

- A. Employment of persons from eligibility and other employment lists is subject to action by the Board of Trustees based upon the recommendations of the Chancellor and his designees.
- B. Regular appointments may be made from eligibility lists any time on or after the promulgation date of the eligibility lists provided that:
 - 1. the authorized field of competition for the examination was open only; or
 - 2. the examination is administered on a continuous basis as authorized by the Personnel Commission.
- C. No regular appointment from an eligibility list shall be effective until 10 working days after the establishment of the eligibility list with an authorized field of competition of promotional only or open and promotional except as provided in Paragraph B. 2 above.
- D. An eligible on a list for a class designated as executive, administrative, or supervisory, as defined in Rule 596, OVERTIME, shall be considered "ready and willing" if he or she:
 - 1. accepts a job interview offer within 5 working days from the date the availability letter; or electronic mail; ~~or electronic facsimile~~ is sent or the availability telephone contact is made, and is

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

635

LAW AND RULES

~~June 7, 2016~~ July 14, 2021

2. able to appear for a job interview within 5 working days after an availability contact is made, and is
 3. willing to accept an offer of employment within 5 working days after an offer is made, and is
 4. willing and able to report for work within a reasonable time period, which typically would be within 1 month from the date he or she is selected for the job.
- E. An eligible on a list for any other class shall be considered "ready and willing" if he or she:
1. accepts a job interview offer within 3 working days after the availability letter; ~~or electronic mail, or electronic facsimile~~ is sent or the availability telephone contact is made, and is
 2. able to appear for a job interview within the next 2 working days after an availability contact is made; and is
 3. willing to accept an offer of employment within 2 working days after an offer is made, and is
 4. willing and able to report for work within a reasonable time period, which typically would be within 10 working days from the date he/she is selected for the job.

Working day as used in this paragraph and paragraph D. shall be interpreted as any day except Saturday, Sunday, a holiday, or any other day (or portion thereof) the offices may be closed as authorized by the Board of Trustees.

In cases where an eligible's readiness and willingness, as outlined in paragraphs D. and E., comes into question, the Personnel Director may review the circumstances applicable to the particular case and determine an appropriate course of action.

- F. When an examination has been administered for a class, the final scores of all candidates shall be rounded to the nearest whole percent. All eligibles with the same percentage score after rounding will be considered as having the same rank. The Personnel Commission shall certify all eligibles in the highest three ranks who have made themselves available to a position in the applicable class. When there are less than three ranks that can be certified from the promotional eligibility list, the certification of eligibles shall be supplemented with the highest applicable ranks of the open eligibility list, if one exists for the same class, to make certification of three ranks possible. In addition to names certified in accordance with this paragraph, the names of all employees with approved transfer, voluntary demotion, reinstatement, return to former class, and change of location, basis, shift, status, class, and/or time requests for the class shall be certified simultaneously.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

635

LAW AND RULES

~~June 7, 2016~~ July 14, 2021

G. When names are certified from an eligibility list or eligibility lists, the appointing authority shall interview persons who have been certified and have accepted the offer of interview as follows:

1. All eligibles in the first rank of certified scores who accept the offer of interviews shall be interviewed.
2. If there are less than three eligibles in the first rank of certified scores, all eligibles in the first and second rank of certified scores shall be interviewed.
3. If there are less than three eligibles in the first and second rank of certified scores, all eligibles in the first, second, and third rank of certified scores shall be interviewed.

The provisions of this paragraph may be waived when the position to be filled is occupied by a reclassified incumbent and the employee is reachable on the eligibility list. Reclassified incumbents shall be noted on the eligibility list.

The provisions of this paragraph shall not apply to eligibility lists established for the job classifications of SFP Program Director, SPF Program Specialist, and SFP Program Technician, ~~and SFP Program Office Assistant~~. The appointing authority shall offer an interview opportunity to a minimum of three eligibles from the list who meet the special skillset requirements of the applicable SFP program.

H. An eligible may refuse two offers of interview within the limits of the eligible's availability as to location and status and retain status on such list. After the third refusal, no additional offer is required. A record of all offers and refusals shall be maintained by the Personnel Commission.

I. When an eligibility list for a class is scheduled to expire and there is a known vacancy which will occur within 90 calendar days after the scheduled expiration date, the Personnel Director may authorize advance appointment from the eligibility list.

The following factors will be considered when reviewing such request:

1. ~~Currency~~ Existence of an active eligibility list.
2. Number of eligibles remaining on the list.
3. Effective date of anticipated vacancy.
4. Potential saving of unnecessary examination effort and expense.

J. When a division head or college president determines that the ability to speak, read, and/or write, a foreign language in addition to English, is a requirement of a position, he/she shall request designation of the position as requiring bilingual skills. Upon

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

635

LAW AND RULES

~~June 7, 2016~~ July 14, 2021

approval by the Personnel Commission, certification from the eligibility list shall occur as follows:

1. The three eligibles with the highest ranks on the eligibility list who have indicated that they possess the specified special skills.
 2. If there are fewer than three eligibles who have the specified special skills, certification of eligibles with the special skills shall be supplemented, to make a certification of three possible, with the highest standing eligibles who do not possess the special qualifications.
 3. If there are no eligibles who have the specified special skills, certification shall be made from eligibles without the special skills in accordance with Paragraph F.
- K. Applicants shall be advised of the requirement to possess a valid California Driver's license in the job recruitment bulletin. Eligibles shall be required to self declare possession of a valid license on their employment application. Hiring authorities are responsible for insuring the possession of a valid license, if necessary for a specific position, at the time of hire and during the course of employment and to consider appropriate accommodations related to this requirement, if requested by an eligible.
- L. When a position previously determined to require a special requirement becomes vacant, the division head or college president shall indicate in the request for certification from the eligibility list whether or not the special requirement is to be continued. If the special requirement is to be continued, the position shall be filled in accordance with Paragraph J., above.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 588, SALARY DIFFERENTIAL FOR EMPLOYEES USING BILINGUAL SKILLS (Tentative Approval) (Case 4003)

Personnel Commission Rule 588 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched the process for requesting bilingual skills of the other five merit-system based community college districts in California as well as from both the Los Angeles Unified School District and Long Beach Unified School District. A majority of the districts had a provision where the district administration may request the Personnel Commission to designate positions as requiring bilingual skills, as well as a provision where the Personnel Commission has the right to designate a salary differential for the use of bilingual skills. Applicable Education Code Sections have been added to the rule. An update has been made to the dollar amount of the bilingual differential that is paid to full-time, classified employees according to the cost-of-living adjustments that have been made by the District since the last review of this rule.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

588

LAW AND RULES

~~September 13, 2016~~ July 14, 2021

588 SALARY DIFFERENTIAL FOR EMPLOYEES USING BILINGUAL SKILLS

Education Code Sections ~~88182~~

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

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

88081. (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, 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.

88182. Differential Compensation for Certain Duties.—The governing board of any community college district may provide differential compensation to those classified employees who perform duties of a distasteful, dangerous, or unique nature when, in the opinion of the board, such compensation is reasonably justified.

In a merit system district, such differentials shall be based upon findings and recommendations of the personnel commission and shall not be applied in a manner contrary to the principle of like pay for like service.

- A. Under conditions and procedures prescribed in this rule, full-time classified employees shall be paid a differential of ~~\$62,5457.84~~ per calendar month, if they are frequently called upon to exercise their ability to perform one or more of the following: speaking, reading, and/or writing a foreign language.
- B. To establish the differential:
 - 1. The employing college or division shall prepare a Request to Designate a Classified Position as Bilingual (LACCD P.C. Form 588).

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

588

LAW AND RULES

~~September 13, 2016~~ July 14, 2021

2. The employing college or division shall obtain a completed Certification of Bilingual Skills (LACCD P.C. Form 588C) for the employee to be paid a salary differential for using bilingual skills. A faculty member shall be authorized to attest to bilingual skills as follows:
 1. A current District tenured faculty member teaching within the subject area.
 2. If there is no qualified tenured faculty member within the District, an adjunct faculty member teaching within the subject area may complete the certification.

In the event that one of the two conditions above cannot be met, the approval of a qualified individual administering and certifying bilingual skills will be at the discretion of the Personnel Commission.

3. The employing college or division shall forward copies of P.C. Form 588 and 588C to the Personnel Commission for final approval of all positions and employees to be paid a bilingual skills differential.

The differential shall become effective on the first day of the monthly pay period following the completion of these procedures. In the event an employee who has previously received a bilingual differential gets appointed to another bilingual position that requires the same language skills, he/she may be paid the differential from the date of assignment.

- C. The differential authorized under this rule shall not be considered a part of salary for the purpose of salary allocation upon promotion, demotion, transfer, multiple assignments, or other assignment action.
- D. The differential authorized under this rule is not available to those employees whose use of foreign language skills is part of the regularly assigned duties of their position and thus has been recognized in the salary allocation of their class.
- E. The differential authorized under this rule is available to part-time classified employees but will be prorated according to a ratio of the number of hours in their assignment in a certified bilingual position and the number of hours in a full-time assignment of 173.33 hours per pay period.
- F. Upon notification by the division head, college president, or by order of the Personnel Commission that an authorized differential no longer meets relevant laws, rules, procedures, and policies, an authorized differential shall be withdrawn effective the first day of the next monthly pay period if the position is occupied or immediately if the position is vacant.
- G. A bilingual differential shall be removed from an incumbent upon promotion, demotion, transfer, change of location or position, or other assignment action unless he/she is appointed to a position which has been designated as bilingual in accordance with this rule. A person appointed to another position which has been designated as bilingual need not be retested for the same language ability.
- H. This rule shall have no force and effect upon employees of any collective bargaining unit to the extent that the provisions of this rule are negotiable.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Designation of the Accounting Technician List as the Most Appropriate Eligibility List for the Class of Accounting Assistant (Case 4001)

RECOMMENDATION:

It is recommended that the Personnel Commission designate the eligibility list for Accounting Technician as the most appropriate eligibility list for the class of Accounting Assistant.

BASES FOR RECOMMENDATION:

1. The designation of the Accounting Technician list as the most appropriate list for the class of Accounting Assistant would enable staff to provide immediate certification for the only vacancy within the District, which currently exists in the Educational Services Center's Accounting Department. There is no current list for Accounting Assistant. The list for Accounting Technician, dated November 9, 2020, has a total of 12 ranks with a total of 22 eligibles.
2. The following information is provided in accordance with Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES, Paragraph D.:

Salary Comparison

Accounting Technician:	\$3902.92	\$4117.58	\$4344.04	\$4582.96	\$4835.04	Monthly
Accounting Assistant:	\$3506.58	\$3699.44	\$3902.92	\$4117.58	\$4344.04	Monthly

Entrance Qualifications

ACCOUNTING TECHNICIAN

Graduation from high school or its equivalent

AND

- A. Ten semester units of college-level accounting classes **AND** one year of full-time paid clerical accounting experience which must have included some use of computer equipment and software.

OR

- B. Ten semester units of college-level accounting classes **AND** one year of full-time experience as an Accounting Assistant with the Los Angeles Community College District.

ACCOUNTING ASSISTANT

- A. Graduation from high school or its equivalent **AND** five semester units of college-level accounting classes.

OR

- B. Graduation from high school or its equivalent **AND** six months of full-time, paid clerical accounting experience.

Similarity of Fields of Competition

The fields of candidates are somewhat similar. Accounting Technician requires completion of college-level accounting classes and clerical accounting experience, while Accounting Assistant provides the options of qualifying with either completion of college-level accounting classes or clerical accounting experience.

Similarity of Examination Content

The examination content of the two classes were somewhat similar. Accounting Technician had an oral interview test while Accounting Assistant had a written test. However, previous exam administrations of Accounting Technician included a written test along with the oral interviews, and the latest administration did not include it due to difficulties in testing during the COVID-19 pandemic.

- 3. Paragraph E. of Rule 659 provides that when a proposed use of a most appropriate list is submitted to the Personnel Commission and objections or requests for deferral of approval are made, the Personnel Commission will defer action until the next scheduled open meeting. Any basis for objections must be prepared and submitted to the Commission in writing at or before the meeting following the deferral of action.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Classification Study: Assistant Financial Analyst, EN 1049087, Office of Budget & Management Analysis, Educational Services Center (Case 4000)

Recommendation:

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

From: Assistant Financial Analyst (\$5,399.67-\$6,689.24/mo)	To: Financial Analyst (\$6,689.24-\$8,286.80/mo)
Location: Office of Budget & Management Analysis Educational Services Center	Incumbent: T. Anderson (EN 1049087)

Effective Date: May 21, 2021

Bases of Recommendation:

1. The study for this position was initiated by the employee through the submission of a Classified Staffing Request. The employee requested that the Commission reclassify his position to Financial Analyst because of his expanded responsibilities related to budget analysis and reporting. The administration is in support of this request.
2. Staff audited the position and found that the employee performs the following primary duties:

Duties	Time Spent
<ul style="list-style-type: none">• Develops the annual budget development calendar, involving the collection, analysis, and compilation of departmental calendar dates• Organizes and prepares the Budget Operation Plan, Tentative and Final Budgets• Reviews and prepares the preliminary budget software (PBF) system• Verifies data transmission between PBF and SAP and provides technical assistance as needed to District staff regarding the PBF system• Continually reviews financial data related to personnel changes and budgets at the ESC• Makes written and oral presentations on budgetary and financial management matters	60%
<ul style="list-style-type: none">• Processes, analyzes, and makes recommendations on electronic Budget Transfer Authorizations (eBTAs) Districtwide• Provides technical assistance and troubleshooting to colleges regarding eBTAs• Prepares financial forecasts and budget recommendations based on expenditure data and other findings• Resolves budget errors on monthly cyclical reports	20%

<ul style="list-style-type: none"> • Assists with department-wide effort to complete the District’s Annual Budget and Financial Report (CCFS 311), as required by the California Community Colleges Chancellor’s Office • Prepares monthly cyclical reports to colleges on their dedicated revenues, monthly revenue reports to the Board of Trustees, annual historical expenditure reports, and other financial reports at the request of administrators 	20%
--	-----

The classification concept for the employee’s current class of Assistant Financial Analyst is based on performing professional-level staff work of moderate complexity related to the analysis of and solution of problems involving financial and budgetary data and financial planning. Employees are continuing to learn skills in preparation for promotion but are expected to work without continuous review and supervision. The classification concept for the requested class (Financial Analyst) is based on analyzing a variety of financial data related to budget, financial management, expenditure analysis, and cash flow analysis, as well as making recommendations for the solution of complex problems. Employees in this class work at journey-level and are expected to work independently and without immediate supervision.

After a thorough analysis of the employee’s assigned duties, staff determined that the primary duties of the employee described in this report fall within the scope of responsibilities of the class of Financial Analyst, because the employee prepares financial reports, presentations, and other communications containing descriptive, analytical, and evaluative content including the preparation of conclusions and forecasts based on data summaries and other findings; conducts complex budget and financial studies by collecting, analyzing, and compiling data and prepares reports and recommendations based on findings.

STATUS OF INCUMBENT

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, T. Anderson (EN 1049087) must participate in an examination process and place in the top three ranks to be eligible for the reclassified position.

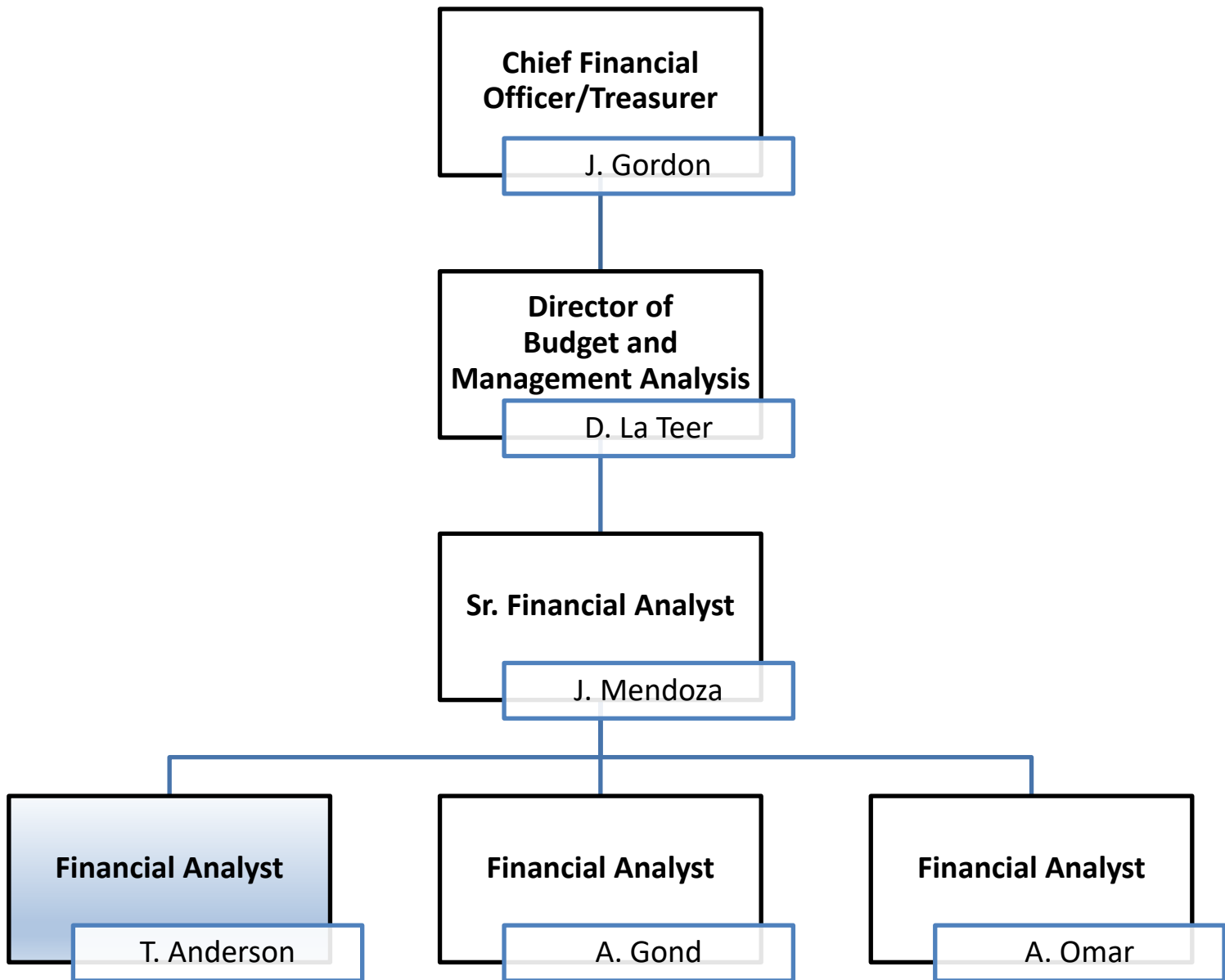
Date of Last Performance Evaluation: 4/14/2021

Classification of Position section was marked “No” by both the employee and the supervisor.



**LOS ANGELES COMMUNITY COLLEGE DISTRICT
ORGANIZATIONAL CHART**

District Office – Budget & Management Analysis



OFFICE ASSISTANT
~~OFFICE ASSISTANT (Confidential)~~

DEFINITION

Performs a wide variety of responsible general clerical duties related to the operation of an office. May operate a multi-line telephone system or a communications system console to relay a college's or the District Office's incoming and outgoing calls to proper persons or offices.

TYPICAL DUTIES

Prepares letters, memoranda, statistical tables, documents, reports, and other material from notes, rough drafts, or verbal instructions using standard and specialized office software applications, as well as correct grammar, spelling, and punctuation.

Processes documents by recording data in appropriate records, checks forms, and edits documents prepared by others to assure completeness and accuracy.

Compiles, updates, and posts information and data from various sources and prepares reports and data/information summaries.

Maintains office files by sorting, coding, indexing, filing, cross referencing, locating, and extracting documents in accordance with established operating procedures.

Receives visitors, determines purpose of their visit, informs appropriate party of arrival, and directs visitors to appropriate office.

Receives and relays incoming calls, takes messages, and places calls.

Answers inquiries and gives out basic information concerning procedures, programs, and services of assigned work area to visitors, students, and the public.

Receives office mail and time-stamps and distributes mail to appropriate staff.

Maintains an inventory of office supplies and orders, receives, stocks, and distributes supplies.

Effectively utilizes computer equipment, specialized software applications, and a variety of standard office equipment ~~machines~~ used for processing the work of an office.

May maintain and update the office's activity calendar utilizing a specialized software application including the arranging and scheduling of appointments for staff.

May maintain time-keeping records for an office.

May maintain and reconcile office expenditure accounts.

~~May orient and train new employees in office procedures.~~

May operate a multi-line telephone set or a communications console to relay a college's or the District Office's incoming and outgoing calls to proper persons or offices.

May use a test phone to determine if a reported telephone equipment malfunction is related to an instrument or a line malfunction, and show telephone company technician(s) the location of reported equipment/systems malfunctions and/or the planned location of new telephone equipment/systems.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Office Assistant** performs responsible general clerical duties and exercises initiative ~~and judgment~~ in applying established practices. ~~Operating a keyboard and Use of computer equipment and software applications~~ is ~~are~~ an integral aspect of the duties. Some employees may be assigned to a multi-line telephone set station or a communications systems console to route a College's or the District Office's incoming and outgoing calls to the appropriate persons or offices. ~~The class of Office Assistant (Confidential) is distinguished from the class of Office Assistant because the employee, in the regular course of his or her duties, is required to have access to, or possess information relating to, the District's employer-employee relations.~~

A **Senior Office Assistant** performs complex clerical duties, applies a thorough knowledge of a highly specialized office function while assisting in the daily operations of an assigned office or department, and exercises initiative and ~~independent~~ judgment in applying established practices and procedures to specific cases. ~~Operating a keyboard and Use of computer equipment and software applications~~ is ~~are~~ an integral aspect of the duties.

SUPERVISION

Immediate supervision is received from a classified or academic supervisor. May provide work direction to student employees.

CLASS QUALIFICATIONS

Knowledge of:

Clerical practices and procedures

Organization and use of records and files

Letter, memorandum, and report formats

Proper business English, spelling, punctuation, and grammatical usage

Capabilities of computer systems, software, and hardware common to assigned office

Capabilities and operation of standard office equipment

Customer service techniques for public contact in person, on the telephone, and in written communication

Skill in:

~~Operating~~ Using a computer and standard office equipment

Ability to:

Understand, interpret, and apply basic rules, policies, and procedures pertinent to the assigned office

Give clear and concise instructions

Use tact in responding to inquiries from employees and the public

Operate common office machines

Maintain accurate files and records

Quickly locate information from reference materials available

Make arithmetical calculations involving fractions, decimals, and percentages

Spell, punctuate, use correct grammar, and proofread

Work effectively and tactfully with employees, students, and the public

Effectively utilize computer software and hardware and other office equipment in the performance of duties

Learn general and specialized computer applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or its equivalent.

Experience:

None is required. One year of full-time, paid general clerical experience which included use of computer equipment and public contact is desirable.

Special:

~~Must type 40 words per minute using a computer keyboard.~~

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.

SENIOR OFFICE ASSISTANT

DEFINITION

Performs a variety of complex clerical functions and applies the established processes and procedures of an assigned office or department.

TYPICAL DUTIES

Applies the rules and policies of a specialized program function or activity to specific cases.

Reviews existing clerical procedures to determine more efficient methods and implements revised procedures and forms.

Reviews and processes a variety of forms, applications, and records for completeness and accuracy and codes and verifies information.

Effectively utilizes computer equipment, specialized software applications, and a variety of standard office equipment-machines used for processing the work of an office.

Answers inquiries and explains rules, requirements, and procedures related to assigned office or department to students, District employees, and the general public.

Prepares complex correspondence, memoranda, agendas, statistical tables, documents, reports, flyers, bulletins, brochures, and other material utilizing a variety of office software applications, corrects grammar, spelling, syllabication, and punctuation, and may review and edit material prepared by others for accuracy and compliance with guidelines.

Maintains and is responsible for records, files, and other information of an office or department-unit.

Posts, enters, and reconciles documents related to fiscal accountability of the office operations.

Searches files for required information and compiles data as necessary.

Maintains an inventory of office supplies and orders, receives, stocks, and distributes supplies.

May Provides work direction and training to clerical office staff.

May take and transcribe minutes.

May maintain the office activity calendar.

May post information updates to department website.

May dispatch police personnel to respond to and assess crime and non-crime related incidents on a campus.

May prepare and maintain time-keeping records.

May receive, sort, and distribute office mail to appropriate staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior Office Assistant** performs complex clerical duties, applies a thorough knowledge of a highly specialized office function while assisting in the daily operations of an assigned office or department, and exercises initiative and ~~independent~~ judgment in applying established practices and procedures to specific cases. ~~Operating a keyboard and Use of computer equipment and software applications is~~ are an integral aspect of the duties.

An **Office Assistant** performs responsible general clerical duties and exercises initiative ~~and judgment~~ in applying established practices. ~~Operating a keyboard and Use of computer equipment and software applications is~~ are an integral aspect of the duties. Some employees may be assigned to a multi-line telephone set station or a communications systems console to route a college's or the District Office's incoming and outgoing calls to the appropriate persons or offices. ~~The class of Office Assistant (Confidential) is distinguished from the class of Office Assistant because the employee, in the regular course of his or her duties, is required to have access to, or possess information relating to, the District's employer-employee relations.~~

An **Administrative Operations Technician** applies a thorough knowledge of established procedures and policies in the areas of: budgeting, purchasing and contracts, asset management, personnel, payroll, the production of a college's schedule of classes and catalog, and other centralized administrative activities for a major organizational unit. Proficiency in the methods, procedures, and policies utilized in the Los Angeles Community College District is of greater importance than a broad knowledge of the general principles and practices of office administration. May perform lead duties. Use of computers and advanced software applications is an integral aspect of the duties.

SUPERVISION

Immediate supervision is received from a classified or academic supervisor. Work direction is provided to assigned clerical staff and student employees.

CLASS QUALIFICATIONS

Knowledge of:

Clerical practices and procedures

Capabilities and operation of office equipment

Organization and use of records and files

Letter, memorandum, and report formats

Proper business English, spelling, punctuation, and grammatical usage

Capabilities of computer systems, software, and hardware common to assigned office or department

Customer service techniques for public contact in person, on the telephone, and in written communication

Skill in:

Operating Use of computer and standard office equipment

Ability to:

Provide complex clerical support to an assigned office or department

Understand, interpret, and apply rules, policies, and procedures related to an assigned office or department

Effectively utilize computer software and hardware and other office equipment used in assigned office or department

Maintain accurate files and records

Make arithmetical calculations involving fractions, decimals, and percentages

Spell, punctuate, use correct grammar, and proofread

Work effectively and tactfully with employees, students, and the public

Give clear and concise instructions

Critically review source data and detect and correct errors

Provide guidance and technical assistance to others

Train others in the functions, rules, practices and procedures of the office

Learn District policies and procedures related to general administrative and business transactions of the District

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or its equivalent.

Experience:

None is required. One year of full-time paid general clerical experience which included use of computer equipment and public contact is desirable.

Special:

~~Must type 40 words per minute using a computer keyboard.~~

Appointment to a position in a Sheriff's Office is subject to fingerprinting, a review of conviction record, and a background investigation (California Penal Code, Section 13510; California Code of Regulations, Title XI, Division II, Article I; Commission on Peace Officers Standards and Training (POST), Section 1018, Subsection C.

Appointment to some positions require that a person is either a citizen or a lawful permanent resident of the United States (Code of Federal Regulations (214.3)).

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.