LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, November 4, 2020 – 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, November 25, 2020
Closed Meeting 12:30 p.m.
Open Meeting 1:00 p.m.
Via Teleconference

In compliance with Government Code Section 54957.5 (b), documents made available to the Personnel Commission after posting of the agenda that relate to an upcoming public session item will be made available by positing 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, November 4, 2020 – 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 Minutes of the Closed and Open Meetings of October 21, 2020

IV.   Miscellaneous Personnel Commission Activities and Announcements

        a.   Classified Employment Opportunities Bulletin

V.   Claims for Temporary Work Out of Classification for EN 1066572 (Case 3912)

VI.   Designation of the Director of Facilities Planning and Development List as the Most
        Appropriate Eligibility List for the Class of Director of Bond Capital Construction (Case 3914)

VII.   Class Description Revisions for:

        a.   Assistant SAP ABAP Programmer
        b.   Facilities Project Manager – CPU
        c.   Foundation Development Officer
        d.   SAP ABAP Programmer
        e.   Senior SAP ABAP Programmer
        f.   Team Leader, SAP ABAP Programming

VIII.   Correspondence

IX.   Notice of Anticipated Items: Classification Study: EN 808227, Student Services Assistant,
        EOPS, LA City College (AFT); Class Description Revisions for: Admissions & Records Office
        Supervisor (Local 721), Senior Admissions & Records Office Supervisor (Local 721),
        Registration Assistant (Intermittent Employment Only) (AFT)

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, November 25, 2020
Closed Meeting 12:30 p.m.
Open Meeting 1:00 p.m.
Via Teleconference

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

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LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
Wednesday, October 21, 2020 – 12:30 p.m.

Via Teleconference:
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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
Position: Personnel Director

    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 1:03 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, October 21, 2020 – 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, Vice Chair
            Diva Sanchez Trevino

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

            Guests:
            Yovanna Campos, Office Assistant, Los Angeles City College
            Abraham Horowitz, AFT 1521A
            Hazel-Joy Alonzo, AFT 1521A
            Jo-Ann Haywood, AFT 1521A
            Troy Pierce, AFT 1521A
            Anna Salazar, Classified Management Association

I.   The Chair convened the regular meeting at 1:04 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 Minutes of the Closed and Open Meetings of October 7, 2020 -** Upon motion by Mr. Jones, second by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the minutes for the October 7, 2020 Open and Closed meetings of the Personnel Commission.

IV.   **Miscellaneous Personnel Commission Activities and Announcements**
          a. Classified Employment Opportunities Bulletin
          b. Strictly Classified Employee Bulletin

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

V.   **Establishment of Personnel Commission Rule 509, PERSONNEL COMMISSION MEMBERSHIP (Final Approval) (Case 3910)** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted final approval to the establishment of new Personnel Commission Rule 509, as presented.

VI.   **Title Changes for Select Classifications in the Systems and Programming Group, Information Technology Series (Case 3911)** - Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission approved the title changes and class description revisions for the classes in the group noted above, as presented.

IX.   **Class Description Revisions for:**

    a. **Director of Facilities Planning and Development**

Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the class description revision noted above, as presented.

X.   **Correspondence** – No correspondence was received.

XI.   **Notice of Anticipated Items** – Upon motion by Mr. Jones, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Class Description Revisions for: Facilities Program Manager - Central Plant and Utilities (CPU) (CMA), Foundation Development Officer (CMA), Assistant SAP ABAP Programmer (AFT), SAP ABAP Programmer (CMA), Senior SAP ABAP Programmer (CMA), Team Leader, SAP ABAP Programming (CMA)

XII.   **Hear Non-Agenda Speakers/Open Forum** – None.

XIII.   **Reconvene into Closed Session**

XIV.   **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 1:19 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: Claims for Temporary Work Out of Classification for EN 1066572 (Case 3912)

Recommendation:

It is recommended that the Personnel Commission APPROVE payment for duties assigned to EN 1066572, as indicated below.

Pay Period	Dates	HRS	DIFFERENTIAL PER HOUR	TOTAL (HRS x PAY)
02.2020	July 21 – July 30, 2020	19	$1.97	$37.43
03.2020	August 1 – August 15, 2020	39	$1.97	$76.83
04.2020	August 16 – August 31, 2020	38	$1.97	$74.86
05.2020	September 1 – September 15, 2020	20	$1.97	$39.40
06.2020	September 16 – September 25, 2020	11.5	$1.97	$22.66
Est. Total		127.5		$251.18

Bases of Recommendation:

1. On August 27, 2020, EN 1066572, an Executive Assistant in the President's Office at East Los Angeles College, began submitting claims for temporary work out of class and requested that payment be made for higher level work she performed during the absence of a regular Public Information Officer that was out on leave. The claims were approved by the interim college President.

2. During the time periods identified in this report, EN 1066572 was asked to temporarily perform the following duties that were considered outside the scope of her current class of Executive Assistant (Confidential):

   • Assisting in the preparation and posting of one news announcement on the ELAC News webpage: ABC 7 Healthcare Hero, student alumni Andy Ta.

   • Made editorial suggestions to improve and clarify text and overall presentation to webpages including the ELAC Home webpage, ELAC Register webpage, and ELAC 75th Anniversary webpage.

   • Coordinated publication/advertising activities by obtaining bids, planning and maintaining production schedules, and tracking results which included video production services for ELAC 75th Anniversary video.

- Facilitated the distribution of public safety information during an emergency or natural disaster including Chancellor's messages and LACCD safety advisory memos posted on the ELAC Coronavirus webpage and the LACCD "Stay Safe" PSA campaign.

- Planned, coordinated, scheduled, publicized, and attended special college public relations events which included town hall meetings on "Racial Equity and Social Justice".

- Updated and maintained content and coordinates the posting on Web pages and social media platforms networks such as LinkedIn, Facebook, Instagram, YouTube, and Twitter.

3. The recommended difference in compensation for the employee's work out of classification is 5%, which staff considered an appropriate differential to account for work EN 1066572 performed that was considered outside the scope of her current class of Executive Assistant (Confidential) yet did not fully rise to level of public relations work typically performed by a Public Information Officer. This differential is also consistent with the rules of promotion in the classified service where an employee is paid at least 5% over the employee's current schedule and step.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: <u>Designation of the Director of Facilities Planning and Development List as the Most Appropriate Eligibility List for the Class of Director of Bond Capital Construction (Case 3914)</u>

<u>RECOMMENDATION:</u>

It is recommended that the Personnel Commission designate the eligibility list for Director of Facilities Planning and Development as the most appropriate eligibility list for the class of Director of Bond Capital Construction.

<u>BASES FOR RECOMMENDATION:</u>

1. The Vice Chancellor/Chief Facilities Executive requested that the Personnel Commission designate the current eligibility list for Director of Facilities Planning and Development as the most appropriate list for the newly created class of Director of Bond Capital Construction. He recently interviewed eligibles for the Director of Facilities and Development vacancy and was also able to identify a candidate with bond construction background in the applicant pool for this position. This would enable staff to provide immediate certification for the vacancy in the new class and would enable the Vice Chancellor/Chief Facilities Executive to fill this critical position promptly. The list for Director of Facilities Planning and Development was released on May 5, 2020 and has a total of 4 ranks with a total of 5 eligibles.

2. The following information is provided in accordance with Rule 659, ORDER OF PRECENDENCE IN CERTIFICATION FOR FILLING VACANCIES, Paragraph D.:

<u>Salary Comparison</u>

Both classes are placed on the same salary schedule (13405.55/mo – shortened range to begin at step 2).

<u>Entrance Qualifications</u>

<u>DIRECTOR OF FACILITIES PLANNING AND DEVELOPMENT</u>

<u>Education:</u>

A bachelor's degree from a recognized college or university, preferably with a major in engineering, facilities management, facilities planning, construction management, or a related field. An advanced degree in one of the aforementioned majors is desirable.

Experience:

Five years of recent, full-time, paid, professional-level experience in a senior facilities management position with responsibility for an integrated capital construction and facility management program for an organization employing 500 or more employees. Experience must have included the supervision of staff, which included professional-level employees. Public agency experience is desirable.

NEW CLASS OF DIRECTOR OF BOND CAPITAL CONSTRUCTION

Education:

A bachelor's degree from a recognized college or university, preferably with a major in architecture, construction management, engineering, planning, or a related field. An advanced degree in one of the aforementioned majors and/or a recognized certification or license in one of the aforementioned fields is desirable.

Experience:

Five years of recent, full-time, paid, professional-level experience in a senior facilities management position with responsibility for an integrated capital construction program of 100 million or more. Experience must have included the supervision of staff, which included professional-level employees. Experience with the planning and construction of educational facilities is highly desirable.

Similarity of Fields of Competition

The fields of candidates are sufficiently similar; both classes require similar education and senior level management experience in capital construction.

Similarity of Examination Content

The examination for the class of Director of Facilities Planning and Development consists of a technical oral interview and would cover a similar test segment and similar factors as an examination for the new class of Director of Bond Capital Construction.

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.

ASSISTANT SAP ABAP PROGRAMMER

DEFINITION

Performs routine to moderately complex ABAP programming, design, testing, and debugging work related to the implementation, enhancement, and support of SAP modules.

TYPICAL DUTIES

Designs, develops, codes, and tests routine to moderately complex programs for SAP modules and functions using ABAP programming language.

Creates routine to moderately complex reports for SAP modules using ABAP programming language.

Designs forms for SAP modules using tools such as SAPscript and SmartForms.

Debugs and corrects SAP module problems of a less complex nature by using ABAP programming language, to implement OSS notes.

Modifies system screens to provide default values and eliminate unnecessary fields using transaction variants.

Provides technical support to users on routine matters related to the programming of SAP modules.

Prepares and maintains documentation for assigned programs.

Trains users in the use of forms and routine reports and provides technical assistance in defining authorization roles, custom workflows, and other related areas.

Receives on-the-job training from higher-level programming staff in the use of advanced programming techniques and methods.

Maintains effective and cooperative working relationships with process owners, technical and functional team members, and users.

May create programs using SAP UI5, and JAVA.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Assistant SAP ABAP Programmer** performs routine to moderately complex ABAP programming, design, testing, and debugging work for SAP modules under the work direction of journey-level ABAP programming staff. Assignments are selected to enhance the employee's skills and professional development in preparation for promotion to higher-level programming positions.

An **SAP ABAP Programmer** performs complex ABAP programming, design, testing, and debugging work related to the implementation, enhancement, and support of SAP modules. Proficiency in SAP ABAP programming is a critical component of the position.

A **Senior SAP ABAP Programmer** performs innovative and highly complex ABAP programming, design, testing, and debugging work related to the implementation, enhancement, and support of SAP modules; provides technical direction to SAP ABAP programming staff on a project-by-project basis. An incumbent in this classification applies an advanced knowledge in SAP ABAP programming to innovative and unusually complex tasks.

SUPERVISION

Immediate supervision is received from a Team Leader, SAP ABAP Programming. Functional supervision may be received from higher level programming staff. No supervision is exercised.

CLASS QUALIFICATIONS

<u>Knowledge of</u>:

Basic SAP ABAP Programming<u>, SAP UI5 and Java</u> Tools including Report and Transaction creation, Enhancements, Conversion Programs, SAPscript, and SmartForms

SAP Modules such as HR (PY, OM, PA, TM), FI (FM, BCS), MM (PR, AP, IM), Plant Maintenance, and PS

SAP ASAP methodology

Basic principles and techniques of ~~program~~ <u>systems</u> analysis, design, and testing

Basic principles <u>and procedures</u> of program documentation

Basic principles of report, screen, and form design

New trends in the field of information technology

<u>Techniques of data collection and analysis</u>

<u>English usage, punctuation, and spelling</u>

<u>Ability to</u>:

Design, develop, and code routine to moderately complex programs for SAP modules

Recognize routine application problems, evaluate data, determine solutions, and make logical recommendations

Effectively communicate both orally and in writing

Write clear and logical reports, program documentation, and instructions

Perform detailed work rapidly and accurately

Establish and maintain effective and cooperative working relationships with technical and functional team members and users

Plan and organize work to meet deadlines

Consistently use and promote professional standards and practices related to assignments

Maintain a focus on details, quality, and precision in the performance of duties

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

Maintain high levels of customer service and satisfaction

Maintain confidentiality of work-related information and materials

Learn advanced techniques of ABAP program analysis, design, and testing

Learn to apply OSS notes

Learn and apply new concepts in information technology

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

ENTRANCE QUALIFICATIONS

Education and Experience:

A. ~~Graduation~~ A bachelor's degree from a recognized ~~four-year~~ college or university with a major in computer information systems, management information systems, computer science, computer engineering, or a related field.

OR

B. ~~Graduation~~ A bachelor's degree from a recognized ~~four-year~~ college or university AND one year of recent full-time paid experience in SAP ABAP programming. Experience in ABAP for Web Dynpro programming, SAP UI5 or Java is desirable.

Reasonable Accommodation

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

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

FACILITIES PROJECT MANAGER – CENTRAL PLANT AND UTILITIES (CPU)

DEFINITION

Provides day-to-day management, oversight, and guidance over design and construction projects involving central utility plants, power generation (combined heat & power), chiller plants, boiler plants, hydronic systems, and related facilities; insures the operational integrity and regulatory compliance of central plants and utility systems throughout the District.

TYPICAL DUTIES

Manages design, construction, and utilization projects and studies involving central utility plants (CUP), power generation (combined heat & power; CHP), chiller plants, boiler plants, and hydronic systems from inception to completion.

Assesses the feasibility of proposed central plant and utilities projects using a variety of research and data collection approaches including meetings with District project sponsors, stakeholders, and subject matter experts.

Defines the high-level scope of projects based on business considerations, compliance requirements, and sponsor expectations; identifies and documents risks, assumptions, and constraints based on environment, historical data, and expert judgment; writes the project charter and related documents.

Prepares applications for projects and submits project information for review and/or approval to the Board of Trustees, California Community Colleges Chancellor's Office, Division of the State Architect, and others.

Provides documents and communicates details, technical project descriptions, and specifications to contract architects, engineers, and outside contractors and vendors; provides on-going technical direction to architects, engineers, contractors, and outside vendors on assigned projects.

Provides ongoing management of construction/renovation projects involving central plants, utilities, and related systems by developing plans and processes for the management of project budgets, schedules, procurement of goods and services, communication, quality assurance, change orders, and risk and issue identification and resolution.

Coordinates projects with ongoing or proposed major maintenance programs, equipment needs, land acquisition, project design, contract solicitation, project inspection, and the Division of the State Architect.

Communicates with college administration throughout planning and construction phases to provide information on project operations and progress and to receive input on the plans, schedules, interests, and concerns of the college regarding the project.

Meets with college maintenance and operations staff to confer on matters that may impact their ability to effectively maintain and operate the facility under construction.

Monitors the entry and accuracy of data input into the District's computerized maintenance management system (CMMS) for assigned projects.

Secures final acceptance of assigned projects including all financial, legal, and administrative closure documents and approvals.

Prepares and archives all project documents and materials to insure project and as-built knowledge and history, compliance with statutory requirements, and accessibility for future projects and audits.

Develops models, methods, and metrics to track and report on central plant and equipment performance; monitors and analyzes central plant and utilities equipment performance; recommends the repair and replacement of aging and low performing systems and equipment; provides technical guidance on repairs and operation.

Leads, trains, mentors, motivates, and evaluates team member and staff performance.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Facilities Project Manager – Central Plant & Utilities** provides day-to-day management, oversight, and guidance over design and construction projects involving central utility plants, power generation (combined heat & power), chiller plants, boiler plants, hydronic systems, and related facilities; insures the operational integrity and regulatory compliance of central plants and utility systems throughout the District.

A **Facilities Project Manager** participates with and represents college and District staff in the development and administration of plans for assigned college building construction and remodeling projects; technically reviews and submits project plans and applications to the California Community Colleges Chancellor's Office for approval; develops project budgets and fiscal controls and approves expenditures; coordinates the implementation of approved projects with various District, state, and local jurisdictions; and maintains liaison with campus and District administration throughout project development and construction.

A **Director of Facilities Planning and Development** assists the Vice Chancellor/Chief Facilities Executive in the overall administration of the business affairs of the department involving non-bond funded projects and assumes responsibility for the Vice Chancellor/Chief Facilities Executive in the event of his/her absence or in the exercise of delegated responsibilities and authorities.

SUPERVISION

General supervision is received from the Director of Facilities Planning and Development. Functional supervision is exercised over outside architects, engineers, contractors, and vendors. Immediate supervision is exercised over professional, technical, and clerical staff assigned to the unit.

CLASS QUALIFICATIONS

Knowledge of:

Engineering principles and practices related to power plant and utility distribution systems

Principles of project management including business case development, project selection criteria, stakeholder identification techniques, and risk identification and assessment

Relevant State and local building codes and regulations and review procedures

Industrial and cogeneration power plant systems and equipment such as boilers, gas turbines, steam turbines, <u>fuel cells,</u> chillers, pumps, fans, valving, and piping systems

Performance, environmental compliance, and safety requirements related to power plant and utility distribution systems and operations

Implementation and operation of central plant and utility enterprise information management systems

Principles of budgetary planning and management including cost-benefit analysis

Principles of construction scheduling

Project review/approval processes

Change management techniques

Close out requirements and processes

Reporting requirements, techniques, and systems applicable to central plant and utility system operations

<u>Ability to</u>:

Lead complex and/or unique central plant and utilities projects of broad scope with high District or functional priority

Effectively structure, integrate, and control all aspects of a project including initiation, planning, execution, monitoring, controlling, and closing

Manage a team of professionals in construction, engineering, and architecture disciplines

Maintain focus and quality under distracting working conditions and high workload

Manage project budget and expenses in a manner consistent with achieving project quality, schedules, and levels of service

Understand audit and oversight functions and the impact of quality assurance reviews and inspection

Read and interpret architectural plans and specifications

Prepare clear, concise, and effective oral and written communications, reports, and presentations

Effectively collaborate with external regulatory, governmental, and business or customer groups

Effectively communicate with architects, consultants, contractors, and District management and staff

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

Travel to locations, meetings, and venues throughout the District

ENTRANCE QUALIFICATIONS

Education:

A bachelor's degree from a recognized college or university with a major in engineering. Possession and maintenance of certification as a Project Management Professional (PMP) is desirable.

Experience:

Three years of full-time, paid, professional-level experience in planning or managing the construction of central utility plants, power generation (combined heat & power), chiller plants, boiler plants, hydronic systems, and similar design and construction projects. Experience with the planning and construction of educational facilities is highly desirable.

Special:

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

Travel to locations throughout the District is required

Reasonable Accommodation

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

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

FOUNDATION DEVELOPMENT OFFICER

DEFINITION

Identifies and solicits funds from private individuals, corporations, and foundations, fosters donor relations, and provides assistance in the management of the business affairs of the Foundation at a college or the District Office.

TYPICAL DUTIES

Identifies and solicits sources of funding including private individuals, corporations, and foundations.

Plans and coordinates activities and events aimed at donor prospects including alumni, retired staff, and special target groups.

Fosters positive and enduring relationships among donors and alumni.

Assists in the preparation and monitoring of the annual budget for Foundation operations.

Prepares written proposals and reports with recommendations and analyses for the Foundation.

Assures compliance with all federal, state, and local laws, relevant contractual obligations, and recognized accounting and reporting standards applicable to fundraising.

Develops and implements strategies for volunteer leadership and enhanced community involvement in fund raising activities.

Designs and writes fund development informational literature.

Confers with administrators, Foundation Board of Directors, and other key individuals in planning and managing specific campaign activities.

Fully utilizes the capabilities of common and specialized donor management computer software applications in the preparation of donor information and reports for the foundation.

Develops and maintains systems of prospect management and research, and donor relations.

Recruits, organizes, and directs the efforts of volunteers in fund-raising activities.

Attends and participates in various administrative and committee meetings, workshops, and conferences to gather information and identify Foundation goals.

Makes oral presentations as requested.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Foundation Development Officer** identifies and solicits funds from private individuals, corporations, and foundations, fosters donor relations, and provides assistance in the management of the business affairs of the Foundation at a college or the District Office.

A **Director of Foundation** plans, organizes, implements, and directs a comprehensive fund-raising program at a college or the District Office by identifying and soliciting funds from private individuals, corporations, and foundations and managing the business affairs of the Foundation.

SUPERVISION

General supervision is received from the Director of Foundation or a classified administrator. Immediate supervision may be exercised over assigned technical and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of effective fund development strategies including gift policies, solicitations, and donor recognition

Professional ethical standards and practices as identified and agreed to by the Association of Fundraising Professionals (AFP), the Partnership for Philanthropic Planning (PPP), and the Council on Resource Development (CRD)

Community relations and community outreach

Federal, state, and local laws, codes, and regulations related to Foundations and gift receipts

Capabilities of common and specialized donor management computer applications

District organization, operations, policies, and procedures

Los Angeles County community and business resources available to the college

Communication media sources and their most effective uses, including print, broadcast, web, and social media

Principles and practices of budget preparation and administration

Principles of supervision and training

Organization and management of records

Skill in:

Interpersonal relationships

Presenting concepts verbally and in writing

Achieving the understanding and support of individuals or groups with indifferent or opposing points of view

Ability to:

Organize campus-wide departmental oriented fundraising efforts

Obtain, organize, and develop fund-raising material for audiences of varied interests

Interpret and apply federal, state, and local laws, codes and regulations related to Foundations and gift giving

Prepare reports including complex financial statements and Foundation reports

Recognize critical elements of problem areas, develop and evaluate data, determine solutions, and make recommendations

Foster trust and confidence; earn support from internal and external constituents

Independently plan and organize work projects

Establish and maintain effective working relationships with administrators, faculty, students, and the community

Plan ahead, establish priorities, and meet schedules

Communicate clearly and concisely, both orally and in writing

Supervise, train, and evaluate assigned staff

Travel to off-site events and meetings

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A bachelor's degree from a recognized college or university preferably with a major in fundraising management, non-profit management, philanthropic leadership, or a related field **AND** three years of full-time, paid or unpaid, professional-level experience in fund development or related field with a public or private agency. Additional qualifying experience may be substituted for the educational requirement on a year-for-year basis. Experience in an institution of higher learning is desirable.

Special:

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

Travel to locations throughout the District is required.

Reasonable Accommodation

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

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

SAP ABAP PROGRAMMER

DEFINITION

Performs complex ABAP programming, design, testing, and debugging work related to the implementation, enhancement, and support of SAP modules.

TYPICAL DUTIES

Designs, develops, codes, and tests complex programs for SAP modules and functions using ABAP programming language, <u>SAP UI5, and JAVA</u>.

Creates specialized reports for SAP modules using ABAP programming languages.

Designs forms and screens for SAP modules using tools such as SAPscript and SmartForms.

Debugs and corrects complex SAP module problems by using ABAP programming language to implement OSS notes.

Modifies system screens to provide default values and eliminate unnecessary fields using transaction variants.

Interfaces with functional teams to ensure the proper integration of business processes and procedures with information technology and to identify customer solutions.

Assists in defining complex technical requirements for ongoing systems maintenance and future functionality to meet District requirements and improve system efficiency.

Provides technical support to users on matters related to complex programming of SAP modules.

Prepares comprehensive and thorough technical program documentation including but not limited to specifications, test conditions, test plans, and test data.

Trains users in the use of forms and complex reports and provides technical assistance in defining authorization roles, custom workflows, and other related areas.

<u>Ensures data security under the guidelines of District policies and regulations.</u>

Provides technical assistance and training to lower-level programming staff.

Maintains effective and cooperative working relationships with process owners, technical and functional team members, and users.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **SAP ABAP Programmer** performs complex ABAP programming, design, testing, and debugging work related to the implementation, enhancement, and support of SAP modules. Proficiency in SAP ABAP programming is a critical component of the position.

A **Senior SAP ABAP Programmer** performs innovative and highly complex ABAP programming, design, testing, and debugging work related to the implementation, enhancement, and support of SAP modules; provides technical direction to SAP ABAP programming staff on a project-by-project basis. An incumbent in this classification applies an advanced knowledge in SAP ABAP programming to innovative and unusually complex tasks.

An **Assistant SAP ABAP Programmer** performs routine to moderately complex ABAP programming, design, testing, and debugging work for SAP modules under the work direction of journey-level ABAP programming staff. Assignments are selected to enhance the employee's skills and professional development in preparation for promotion to higher-level programming positions.

SUPERVISION

General supervision is received from a Team Leader, SAP ABAP Programming. Functional supervision may be exercised over <u>Assistant SAP ABAP Programmers</u> ~~lower-level programming staff assigned on a project-by-project basis~~.

CLASS QUALIFICATIONS

<u>**Knowledge of:**</u>

SAP ABAP programming<u>, SAP UI5 and Java</u> tools including Report and Transaction creation, Enhancements, Conversion Programs, SAPscript, and SmartForms, Screen Painter BDC, LSMW, User Exits, Menu Exits, Function Exit, Screen Exit, ALV Reports, Dialog Programming, Data Dictionary, RFC, ABAP Query, ALE, BAPI, ~~and~~ BADI<u>, and SAP Workflows</u>

Application of OSS notes

SAP Modules such as HR (PY, OM, PA, TM), FI (FM, BCS), MM (PR, AP, IM), Plant Maintenance, and PS

SAP ASAP methodology

Principles and techniques of systems analysis, design, and testing

Principles <u>and procedures</u> of program documentation

Principles of report, screen, and form design

<u>Information technology concepts and capabilities</u>

New trends <u>and developments</u> in the field of information technology

<u>Business systems, procedures, and methods</u>

Principles of training

<u>English usage, punctuation, and spelling</u>

Ability to:

Design, develop, and code difficult and complex programs for SAP modules

Develop test data and analyze problems in programs

Recognize the critical elements of complex application problems, develop and evaluate data, determine solutions, and make logical recommendations

Adapt business methods and procedures to information technology

Express difficult and complex concepts clearly and concisely both orally and in writing

Write clear and logical reports, program documentation, and instructions

Work effectively and independently on assigned projects

Consistently use and promote professional standards and practices related to assignments

Maintain a focus on details, quality, and precision in the performance of duties

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

Build rapport with clients and maintain a professional demeanor while handling complex user issues

Maintain high levels of customer service and satisfaction

Maintain confidentiality of work-related information and materials

Establish and maintain effective and cooperative working relationships with administrators, technical and functional team members, and users

Train system users effectively

Meet ~~established priorities and~~ project schedules and deadlines

Learn and apply new concepts in information technology

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

ENTRANCE QUALIFICATIONS

Education and Experience:

~~Graduation~~ A bachelor's degree from a recognized ~~four-year~~ college or university, preferably with a major in computer information systems, management information systems, computer science, computer engineering, or a closely related field~~.~~ **AND**
~~**Experience:**~~

~~T~~three years of recent full-time paid experience in SAP ABAP programming. Experience in ABAP for Web Dynpro programming, SAP UI5 and Java is desirable.

~~Special:~~

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

~~Travel to locations throughout the District may be required for some positions.~~

Reasonable Accommodation

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

SENIOR SAP ABAP PROGRAMMER

DEFINITION

Performs innovative and highly complex ABAP programming, design, testing, and debugging work related to the implementation, enhancement, and support of SAP modules; provides technical direction to ABAP programming staff on a project-by-project basis.

TYPICAL DUTIES

Designs, develops, codes, and tests programs for SAP modules and functions that are innovative and highly complex in nature using advanced ABAP programming, SAP UI5, and JAVA.

Creates complex specialized reports for SAP modules using advanced ABAP programming.

Designs complex forms and screens for SAP modules using tools such as SAPscript and SmartForms.

Debugs and corrects novel and unusually complex SAP module problems by applying advanced ABAP programming to implement OSS notes.

Creates and modifies complex system screens to provide default values and eliminate unnecessary fields using transaction variants.

Interfaces with functional teams to ensure the proper integration of business processes and procedures with information technology and to identify innovative customer solutions.

Defines highly complex technical requirements for on-going systems maintenance and future functionality to meet District requirements and improve system efficiency.

Provides technical support to users on matters related to innovative and highly complex programming of SAP modules.

Prepares comprehensive and thorough technical program documentation including but not limited to specifications, test conditions, test plans, and test data.

Trains users in the use of forms and complex reports and provides technical assistance in defining authorization roles, custom workflows, and other related areas.

Provides on-the-job training and technical assistance to less senior SAP ABAP programming staff on a project-by-project basis.

Maintains effective and cooperative working relationships with process owners, technical and functional team members, and users.

Ensures data security under the guidelines of District policies and regulations.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior SAP ABAP Programmer** performs innovative and highly complex ABAP programming, design, testing, and debugging work related to the implementation, enhancement, and support of SAP modules; provides technical direction to SAP ABAP programming staff on a project-by-project basis. An incumbent in this classification applies an advanced knowledge in SAP ABAP programming to innovative and unusually complex tasks.

A **Team Leader, SAP ABAP Programming,** plans, assigns, and supervises the work of an assigned team engaged in performing ABAP programming, design, testing, and debugging work related to the implementation, enhancement, and support of SAP modules; personally performs the more difficult system analysis and programming work of the team.

An **SAP ABAP Programmer** performs complex ABAP programming, design, testing, and debugging functions related to the implementation, enhancement, and support of SAP modules. Proficiency in SAP ABAP programming is a critical component of the position.

SUPERVISION

General supervision is received from a Team Leader, SAP ABAP Programming or SAP/ERP Manager. Technical direction is provided to assigned SAP ABAP programming staff on a project-by-project basis.

CLASS QUALIFICATIONS

Knowledge of:

SAP ABAP programming, SAP UI5 and Java tools including Report and Transaction creation, Enhancements, Conversion Programs, SAPscript, SmartForms, Screen Painter BDC, LSMW, User Exits, Menu Exits, Function Exit, Screen Exit, ALV Reports, Dialog Programming, Data Dictionary, RFC, ABAP Query, ALE, BAPI, and BADI, and SAP Workflows

SAP ABAP programming for Web Dynpro

Application of OSS notes

SAP Modules such as HR (PY, OM, PA, TM), FI (FM, BCS), MM (PR, AP, IM), Plant Maintenance, and PS

SAP ASAP methodology

Principles and techniques of systems analysis, design, and testing

Principles of program documentation

Information technology concepts and capabilities

Principles of report, screen, and form design

New trends and developments in the field of information technology

Business procedures and methods

Principles of training

Principles and practices of business and public administration

English usage, punctuation, and spelling

Ability to:

Design, develop, and code programs for SAP modules that are innovative and highly complex in nature by applying advanced SAP ABAP programming including ABAP for Web Dynpro

Develop test data and analyze novel and unusually complex problems in programs

Recognize the critical elements of novel and unusually complex application problems, develop and evaluate data, determine innovative solutions, and make logical recommendations

Adapt business methods and procedures to information technology

Express difficult and highly complex concepts clearly and concisely both orally and in writing

Write clear and logical reports, program documentation, and instructions

Work effectively and independently on assigned projects

Establish and maintain effective and cooperative working relationships with administrators, technical and functional team members, and users

Consistently use and promote professional standards and practices related to assignments

Maintain a focus on details, quality, and precision in the performance of duties

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

Build rapport with clients and maintain a professional demeanor while handling complex user issues

Maintain high levels of customer service and satisfaction

Maintain confidentiality of work-related information and materials

Train system users and staff assigned to projects effectively

Meet ~~established priorities and~~ project schedules and deadlines

Learn and apply new concepts in information technology

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

ENTRANCE QUALIFICATIONS

Education and Experience:

~~Graduation~~ A bachelor's degree from a recognized ~~four-year~~ college or university, preferably with a major in computer information systems, management information systems, computer science, computer engineering, or a closely related field.**AND**

~~**Experience**:~~

~~F~~five years of recent full-time paid experience in SAP ABAP programming including ABAP for Web Dynpro. Experience in SAP UI5, and JAVA is desirable.

~~**Special:**~~

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

~~Travel to locations throughout the District may be required for some positions.~~

Reasonable Accommodation

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

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

TEAM LEADER, SAP ABAP PROGRAMMING

DEFINITION

Plans, assigns, and supervises the work of an assigned team engaged in performing ABAP programming, design, testing, and debugging work related to the implementation, enhancement, and support of SAP modules; personally performs the more difficult system analysis, design, and programming work of the team.

TYPICAL DUTIES

Plans, assigns, and supervises the work of an assigned team engaged in performing ABAP programming, design, testing, and debugging work for SAP modules to meet project needs, priorities, and deadlines.

Reviews work products to ensure completeness, accuracy, functionality among modules and application systems, and adherence to established project plans and requirements.

Confers with management and functional teams to ensure the proper integration of business processes and procedures with information technology and to identify innovative customer solutions.

Advises management of the overall cost, efficiency considerations, operating advantages and disadvantages, and material and personnel resources associated with the conversion of a specific work function to using an SAP based solution.

Formulates plans and specifications detailing workflow, manpower distribution, information sources, production runs, documentation systems, and management controls and reports for SAP modules.

Consults with other SAP information technology staff to identify and resolve unique problems and to ensure the effective integration of solutions among SAP modules.

Defines highly complex technical requirements for ongoing systems maintenance and future functionality to meet District requirements and improve system efficiency.

Coordinates and participates in the preparation and maintenance of comprehensive and thorough technical program documentation for assigned projects.

Performs the more difficult system analysis, design, and programming work of the unit.

Develops training programs for users on the use of forms and reports, authorization roles, custom workflows, and other related areas.

Provides on-the-job training and technical assistance to assigned programming staff.

Maintains effective and cooperative working relationships with process owners, functional and technical team members, and users.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Team Leader, SAP ABAP Programming,** plans, assigns, and supervises the work of an assigned team engaged in performing ABAP programming, design, testing, and debugging work related to the implementation, enhancement, and support of SAP modules; personally performs the more difficult system analysis and programming work of the team.

A **Senior SAP ABAP Programmer** performs innovative and highly complex ABAP programming, design, testing, and debugging work related to the implementation, enhancement, and support of SAP modules; provides technical direction to SAP ABAP programming staff on a project-by-project basis. An incumbent in this classification applies an advanced knowledge in SAP ABAP programming to innovative and unusually complex tasks.

An **SAP ABAP Programmer** performs complex ABAP programming, design, testing, and debugging functions related to the implementation, enhancement, and support of SAP modules. Proficiency in SAP ABAP programming is a critical component of the position.

SUPERVISION

General supervision is received from the SAP/ERP Manager. General supervision is exercised over assigned programming staff.

CLASS QUALIFICATIONS

<u>Knowledge of</u>:

SAP ABAP programming<u>, SAP UI5 and Java</u> tools including Report and Transaction creation, Enhancements, Conversion Programs, SAPscript, SmartForms, Screen Painter BDC, LSMW, User Exits, Menu Exits, Function Exit, Screen Exit, ALV Reports, Dialog Programming, Data Dictionary, RFC, ABAP Query, ALE, BAPI, ~~and~~ BADI<u>, and SAP Workflows</u>

Application of OSS notes

SAP ABAP programming for Web Dynpro

SAP Modules such as HR (OM, PA, PY, TM), FI (FM, BCS), MM (PR, AP, IM), Plant Maintenance, and PS.

<u>SAP Netweaver Portals</u>

SAP ASAP methodology

Principles <u>and techniques</u> of <u>highly complex</u> systems analysis, design, and testing

Concepts and techniques of project management including project control, planning, estimating, resource management, and quality assurance

Principles of program documentation

Principles of report, screen, and form design

Business procedures and methods

Principles and practices of business and public administration

Information technology concepts and capabilities

New trends in the field of information technology

Principles of supervision, team building, and training

Ability to:

Plan, assign, and supervise the work of an assigned team engaged in performing programming, design, testing, and debugging work for SAP modules

Develop and code highly complex programs for SAP modules by applying advanced SAP ABAP programming including ABAP for Web Dynpro

Develop test data and analyze highly complex problems in programs

Recognize the critical elements of highly complex application problems, develop and evaluate data, determine innovative solutions, and make logical recommendations

Adapt business methods and procedures to information technology

Express difficult and complex concepts clearly and concisely both orally and in writing

Estimate staffing needs and maintain work schedules

Meet project schedules and deadlines

Write clear and logical reports, program documentation, and instructions

Work effectively and independently on assigned projects

Establish and maintain effective and cooperative working relationships with administrators, functional and technical team members, and users

Consistently use and promote professional standards and practices related to assignments

Maintain a focus on details, quality, and precision in the performance of duties

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

Build rapport with clients and maintain a professional demeanor while handling complex user issues

Maintain high levels of customer service and satisfaction

Maintain confidentiality of work-related information and materials

Train and evaluate the work of assigned staff

Meet ~~established priorities and~~ <u>project</u> schedules <u>and deadlines</u>

<u>Provide technical assistance to users and staff members with lower-level technical skills</u>

Learn and apply new concepts in information technology

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

ENTRANCE QUALIFICATIONS

<u>**Education and Experience**</u>**:**

~~Graduation~~ <u>A bachelor's degree</u> from a recognized ~~four-year~~ college or university, preferably with a major in computer information systems, management information systems, computer science, computer engineering, or a closely related field~~.~~ **AND**

~~Experience:~~

~~S~~six years of recent full-time paid experience in SAP ABAP programming including ABAP for Web Dynpro. <u>Experience in SAP UI5, and JAVA is desirable.</u> Experience in a team leader capacity is desirable.

~~**Special:**~~

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

~~Travel to locations throughout the District may be required for some positions.~~

<u>Reasonable Accommodation</u>

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.

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