

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, December 9, 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, December 23, 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.

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, December 9, 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 November 4, 2020
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
 - b. Strictly Classified Employee Bulletins
- V. Receive Personnel Commission Schedule of Meetings for January – June 2021
- VI. Classification Study: Office Aide, EN 774625, EOPS/CARE/NextUp, Los Angeles City College (Case 3917)
- VII. Classification Study: Student Services Assistant, EN 808227, EOPS/CARE/NextUp, Los Angeles City College (Case 3913)
- VIII. Classification Study: College Store Supervisor, EN 1058176, College Store, Los Angeles Harbor College (Case 3918)
- IX. Revision to Rule 615, EXAMINATIONS (Tentative Approval) (Case 3915)
- X. Revision to Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Tentative Approval) (Case 3916)
- XI. Class Description Revisions for:
 - a. Senior Admissions and Records Office Supervisor
 - b. Admissions and Records Office Supervisor
 - c. Registration Assistant (Intermittent Employment Only)
- XII. Notices of Outstanding Work Performance:
 - a. Jennifer Lopez, Financial Aid Supervisor, Los Angeles Valley College
 - b. Sylvia Diaz Pickney, Financial Aid Supervisor, Los Angeles Valley College
 - c. Azniv Arutyunyan, Financial Aid Technician, Los Angeles Valley College
 - d. Alpine Malyumyan, Financial Aid Technician, Los Angeles Valley College
 - e. Alma Sanchez, Financial Aid Technician, Los Angeles Valley College

- f. Ani Eyvazi, Financial Aid Technician, Los Angeles Valley College
- g. Artsvik Khatchyatrian, Financial Aid Technician, Los Angeles Valley College
- h. Irina Yelenskaya, Senior Accounting Technician, Los Angeles Valley College
- i. Yelena Mayilyan, Financial Aid Technician, Los Angeles Valley College

XIII. Correspondence

XIV. Notice of Anticipated Items: Revision to Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval), Revision to Rule 615, EXAMINATIONS (Final Approval); Annual Report on Classes to be Inactivated

XV. Hear Non-Agenda Speakers/Open Forum

XVI. Open Public Hearing on the Appointment of a New Personnel Commissioner

XVII. Reconvene into Closed Session

XVIII. Reconvene into Open Session

XIX. Report of Actions Taken in Closed Session

XX. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, December 23, 2020

Closed Meeting 12:30 p.m.

Open Meeting 1:00 p.m.

Via Teleconference

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LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Wednesday, 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

MINUTES OF THE REGULAR MEETING – CLOSED SESSION

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

Staff: Ronald Delahoussaye, Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** - None
- III. **Convene in Closed Session**
 - a. **To Discuss Public Employment**
Pursuant to Government Code Section 54957
 - b. **Conference with Legal Counsel – Anticipated Litigation**
Pursuant to Government Code Section 54957(b)(1)
- IV. **Report Out Actions Taken in Closed Session** - Mr. Iwata reported that no action was taken in closed session.
- V. **Correspondence** – No correspondence was received.
- VI. **Adjourn.** 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, 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

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
Deborah Tsai, Assistant Personnel Analyst
Patrick Sung, Assistant Personnel Analyst
Marjorie Ford, Senior Personnel Assistant

Guests:
Jeanette Gordon, Chief Financial Officer, Educational Services Center
Andrew Duran, SAP/ERP Manager, Educational Services Center
Kristen Van Hala, Executive Assistant (Confidential), Office of the President, East Los Angeles College
Jo-Ann Haywood, AFT 1521A
Troy Pierce, AFT 1521A
Suleman Ishaque, President, AFT 1521A

- I. The Chair convened the regular meeting at 1:01 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 21, 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 21, 2020 Open and Closed meetings of the Personnel Commission.

IV. **Miscellaneous Personnel Commission Activities and Announcements**

a. **Classified Employment Opportunities 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.

- V. **Claims for Temporary Work Out of Classification for EN 1066572 (Case 3912)** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the claims for temporary work out of class, as presented.

- 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)** - Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission approved the list designation noted above, as presented.

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

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

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

- II. **Notice of Anticipated Items** – Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: 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)

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

X. **Reconvene into Closed Session**

XI. **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 1:17 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

PERSONNEL COMMISSION
Schedule of Meetings -- January - June 2021

January			
Wednesday	13	Closed	12:30 p.m.
		Open	1:00 p.m.
Wednesday	27	Closed	12:30 p.m. TELECONFERENCE
		Open	1:00 p.m.

February			
Wednesday	10	Closed	12:30 p.m.
		Open	1:00 p.m.
Monday	24	Closed	12:30 p.m. TELECONFERENCE
		Open	1:00 p.m.

March			
Wednesday	10	Closed	12:30 p.m.
		Open	1:00 p.m.
Wednesday	24	Closed	12:30 p.m. TELECONFERENCE
		Open	1:00 p.m.

April			
Wednesday	7	Closed	12:30 p.m.
		Open	1:00 p.m.
Wednesday	21	Closed	12:30 p.m. TELECONFERENCE
		Open	1:00 p.m.

May			
Wednesday	5	Closed	12:30 p.m.
		Open	1:00 p.m.
Wednesday	19	Closed	12:30 p.m. TELECONFERENCE
		Open	1:00 p.m.

June			
Wednesday	9	Closed	12:30 p.m.
		Open	1:00 p.m.
Wednesday	23	Closed	12:30 p.m. TELECONFERENCE
		Open	1:00 p.m.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Classification Study: Office Aide, EN 774625, EOPS/CARE/NextUp, Los Angeles City College (Case 3917)

Recommendation:

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

From:
Office Aide
(\$2,984.04 to \$3,696.70/month)

To:
Senior Office Assistant
(\$3,696.70 to \$4,579.58/month)

Location:
EOPS/CARE/NextUp
Los Angeles City College

Incumbent:
S. Novoa (EN 774625)

Effective Date: September 24, 2019

Bases of Recommendation:

1. The request to study the employee's position was initiated by the submission of the incumbent's performance evaluation, dated September 24, 2019, in accordance with the provisions of Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES, as well as Paragraph D. of the agreement between the Los Angeles Community College District and AFT College Staff Guild. The performance evaluation was accompanied by a description of the employee's duties. Staff notes that the performance evaluation was initially not forwarded to the Personnel Commission Office by the Human Resources Division, which is the customary process. Staff was made aware of the performance evaluation on March 4, 2020. After the shutdown of the District Office in March due to the COVID-19 health emergency, the case file was retrieved and the study resumed in October. The employee requested that her position be reclassified to Student Services Assistant because she feels she has assumed higher-level responsibilities within the EOPS program. The administration was in support of this request.
2. Staff audited the position and found that the employee performs the following primary duties:

Percentage	Duties
60%	<ul style="list-style-type: none"> • Reviewing and processing EOPS applications according to the rules and policies of program eligibility, which includes identifying and referring students who potentially qualify for CARE, NextUp, and/or other student services programs • Monitoring NextUp applications to determine whether eligible applicants should see a counselor, which is based on established factors such as low GPA or a high number of dropped classes • Answering student inquiries in a “front window” capacity, explaining the rules, requirements, and procedures of EOPS/CARE/NextUp as needed
20%	<ul style="list-style-type: none"> • Maintaining student records, preparing daily folders for counselors’ appointments, and coordinating other documents and information necessary for the day-to-day operation of EOPS and NextUp programs • Distributing supplies to EOPS and NextUp students
20%	<ul style="list-style-type: none"> • Scheduling and making arrangements for various EOPS events, as well as sharing program information during events for new students • Preparing, maintaining, and making adjustments to counselors’ appointment schedules and program calendars • Providing work direction to student employees

3. The classification concept of the incumbent’s current class of Office Aide requires an incumbent to perform a variety of entry-level, routine clerical duties related to the operation of an office. The classification concept that was requested, Student Services Assistant, requires an incumbent to participate in the development, promotion, coordination, and evaluation process of various student services programs. After a thorough analysis of the duties assigned to the employee’s position, staff found that the employee’s assigned duties fall within the class of Senior Office Assistant, because she performs a variety of complex clerical functions of her assigned office. The employee spends a majority of her time reviewing EOPS applications for eligibility, as well as answering inquiries and explaining rules, requirements, and procedures of EOPS and NextUp to students. The employee was found to not participate in the program development or evaluation processes of EOPS or NextUp, both of which are key functions of the requested class of Student Services Assistant.

STATUS OF INCUMBENT

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, S. Novoa (EN 774625) may be appointed to her reclassified position without participating in an examination process.

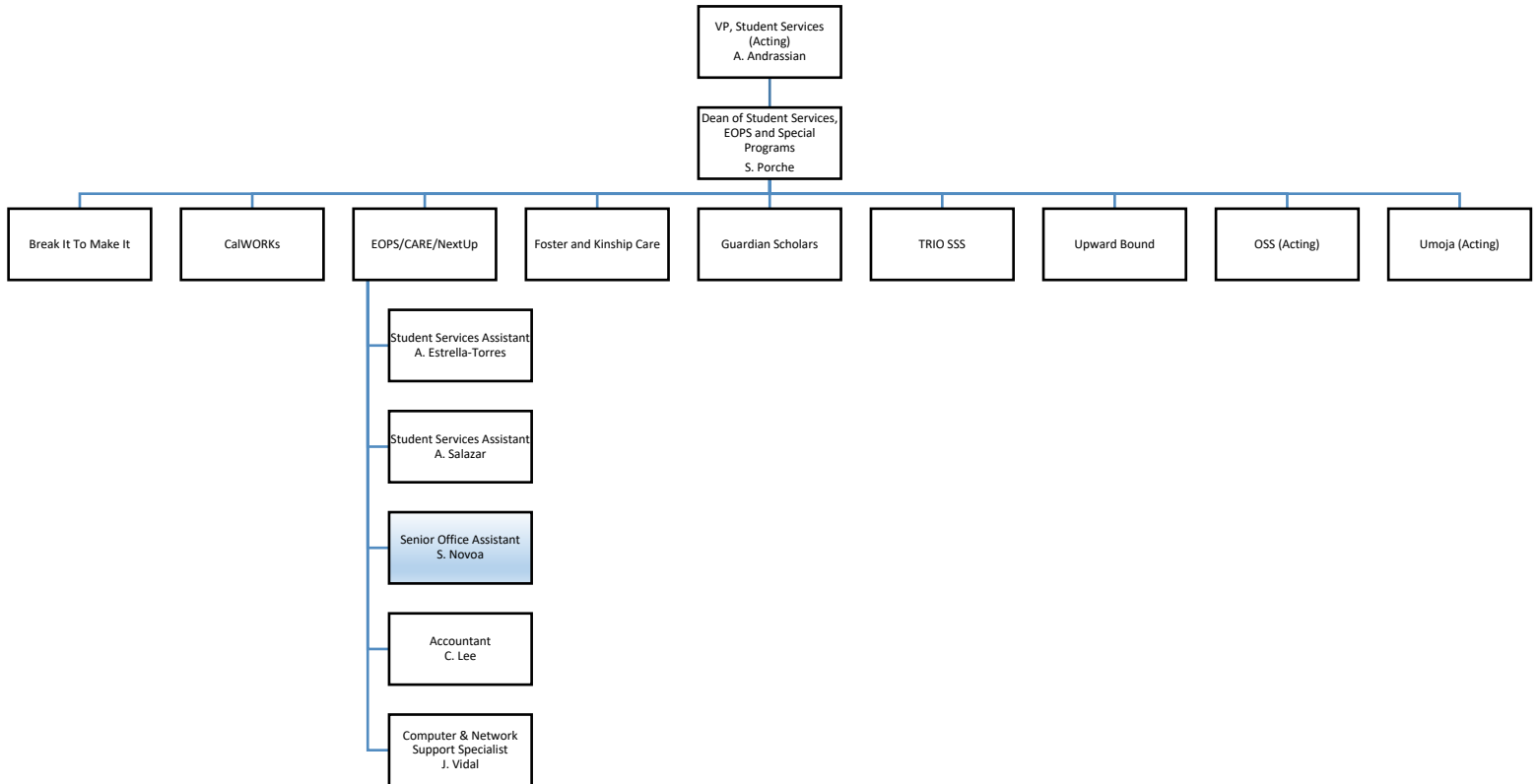
Date of Last Performance Evaluation: 9/24/2019

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



LOS ANGELES COMMUNITY COLLEGE DISTRICT ORGANIZATIONAL CHART

Los Angeles City College – EOPS/CARE/CAFYES



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Classification Study: Student Services Assistant, EN 808227, EOPS/CARE/NextUp, Los Angeles City College (Case 3913)

Recommendation:

It is recommended that the Personnel Commission find that the position of Student Services Assistant occupied by A. Estrella-Torres, EN 808227, in the EOPS/CARE/NextUp program at Los Angeles City College is PROPERLY classified.

Bases of Recommendation:

1. The request to study the employee’s position was initiated by the submission of the incumbent’s performance evaluation, dated November 20, 2019, in accordance with the provisions of Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES, as well as Paragraph D. of the agreement between the Los Angeles Community College District and AFT College Staff Guild. The performance evaluation was accompanied by a description of the employee’s duties. Staff notes that the performance evaluation was initially not forwarded to the Personnel Commission Office by the Human Resources Division, which is the customary process. Staff was made aware of the performance evaluation on March 4, 2020. After the shutdown of the District Office in March due to the COVID-19 health emergency, the case file was retrieved and the study resumed in October. The employee requested that her position be reclassified to Student Services Specialist because she feels she has assumed higher-level responsibilities for the CARE program. The administration was in support of this request.

2. Staff audited the position and determined that the incumbent performs the following primary duties:

Percentage	Duties
25%	<ul style="list-style-type: none">• Performing eligibility review of student applications for EOPS and CARE programs
45%	<ul style="list-style-type: none">• Providing information and guidance for new and continuing CARE students• Coordinating CARE services under the supervision of the Dean of Student Services, EOPS and Special Programs• Making arrangements for CARE events such as conferences and educational field trips, including coordination of venues, logistics, and promotion• Collecting feedback from CARE participants and making suggestions for future improvements• Writing an annual descriptive and evaluative report on CARE goals and performance, subject to the review and approval of the Dean• Maintaining liaison with community representatives, including arrangement of a twice-yearly CARE advisory board meeting with the Dean, EOPS staff and community members

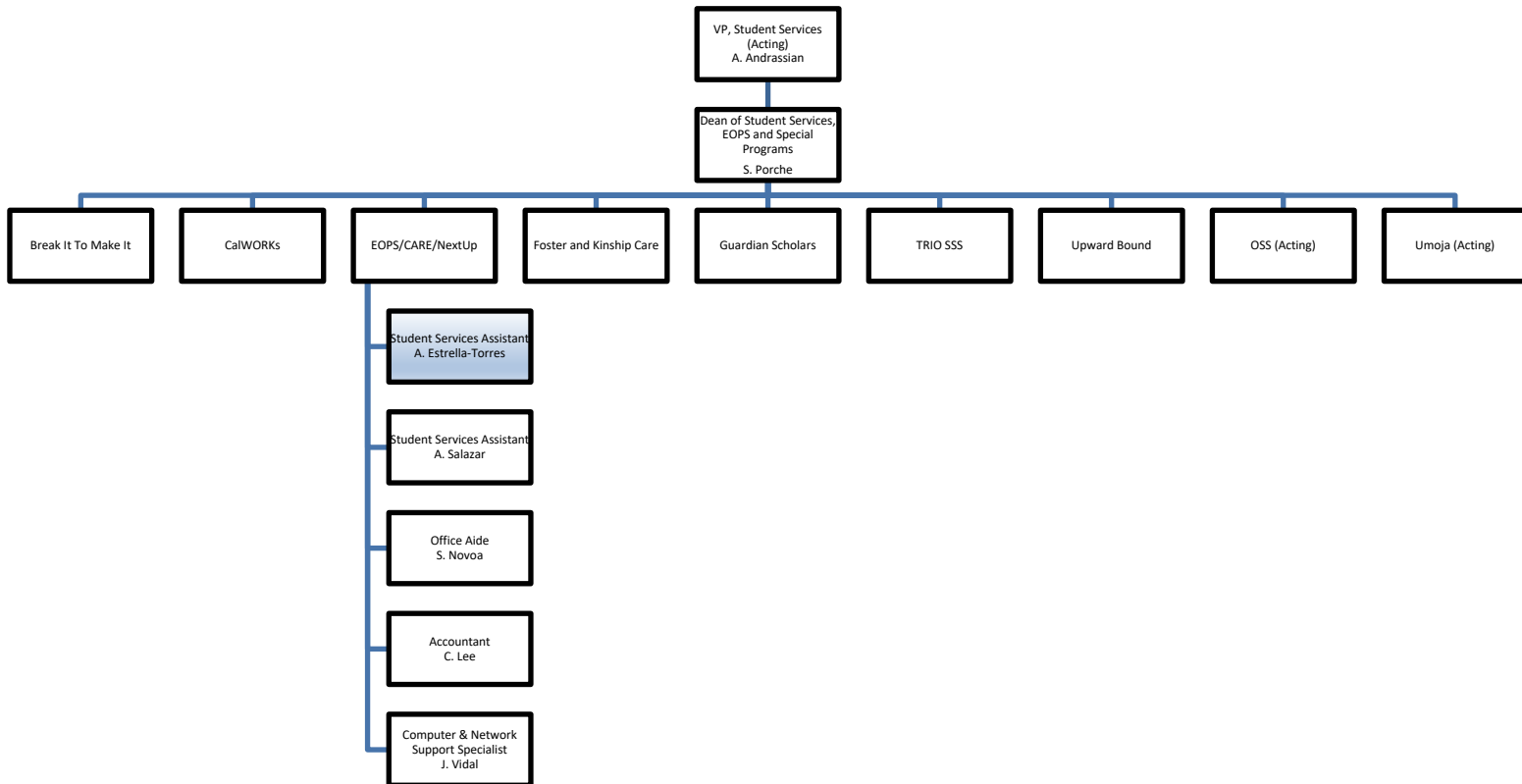
5%	<ul style="list-style-type: none"> • Arranging EOPS orientation sessions, conducting orientation sessions in the absence of an assigned facilitator, collecting feedback from participants and making suggestions for future improvements
25%	<ul style="list-style-type: none"> • Participating in the design and writing of CARE promotional materials, including a newsletter that is published once per semester • Maintaining student services files and records • Training and providing work direction to student employees

3. The classification concept for the employee's current class of Student Services Assistant requires an incumbent to participate in the development, promotion, operation, and evaluation of student services programs. The classification concept for the class that the employee requested (Student Services Specialist) requires an incumbent to develop, promote, coordinate, and evaluate various student services programs. After a thorough analysis of the employee's assigned duties, staff found that the primary duties the employee performs fall within the scope of her current class of Student Services Assistant because she performs a wide variety of paraprofessional staff duties to coordinate the day-to-day operations of a small CARE program, which offers specialized services to students within the wider umbrella of the EOPS program. The employee is not responsible for program administration over EOPS in general, as that function rests with the Dean of Student Services, EOPS and Special Programs. As an EOPS staff member, the employee has responsibility over the day-to-day operations of the CARE program, but staff finds that these duties do not rise to the level of a Student Services Specialist since the program falls under the umbrella of the EOPS program, which is overseen by the Dean. The employee also does not have supervisory responsibility over classified staff, nor does she prepare and maintain a program budget, both of which are key functions of the Student Support Specialist class related to program administration.



**LOS ANGELES COMMUNITY COLLEGE DISTRICT
ORGANIZATIONAL CHART**

Los Angeles City College – EOPS/CARE/CAFYES



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Classification Study: College Store Supervisor, EN 1058176, College Store, Los Angeles Harbor College (Case 3918)

Recommendation:

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

From:
College Store Supervisor
(\$4836.24 – 5991.26/month)

To:
College Store Manager
(\$6668.42 – 8261.00/month)

Location:
College Store
Los Angeles Harbor College

Incumbent:
C. Bui (EN 1058176)

Effective Date: October 6, 2020

Bases of Recommendation:

1. The request to study the employee’s position was initiated by the College Financial Administrator, the employee’s immediate supervisor. It was requested that the position be reclassified to College Store Manager because the employee has been performing the higher-level managerial duties of the college store.
2. Staff audited the position and found that the employee performs the following primary duties:
 - Plans, coordinates, and manages all operations of the college store including cashiering, refunds, accounting, purchasing, pricing, receiving, merchandising, cash control, inventory control, and customer service.
 - Develops and implements efficient work policies, methods, and procedures for the operations of a college store and makes adjustments when appropriate.
 - Creates, implements, and maintains internal controls to safeguard the assets of the store including cash and inventories.
 - Interfaces and maintains effective working relationships with vendors involving new or improved products, sales promotions, trade practices, sales trends, product orders, invoices, and shipments.
 - Investigates, evaluates, and implements improvements, expansion, and termination of products and services available through the college store.

- Plans and coordinates effective marketing activities for the college store that promote sales, including print and online advertising.
 - Acts as the administrator for all major systems at the college store including Prism POS Cloud (point of sale), Prism WebManager (website), Dollars on the Net (e-payment), RedShelf (e-textbooks), and security cameras.
 - Prepares annual budget of college store and reviews and controls expenditures of funds.
 - Organizes and manages annual and periodic inventories.
 - Initiates and coordinates textbook requisitions from department chairs and instructors; supervises and participates in the ordering of textbooks and general merchandise items.
 - Selects, assigns, trains, and supervises the work of the college store staff.
 - Determines store space allocations, design of display layouts, fixtures, and functionality of store.
 - Coordinates updates and maintenance of the store website.
3. The classification concept for the incumbent's current class of College Store Supervisor is based on responsibilities that involve planning, coordinating, supervising, and participating in the day-to-day activities of assigned college store operations, including ordering, storekeeping, merchandising, sales, customer service, and cashiering functions. At larger store operations, an incumbent also supervises ancillary store operations such as a convenience store, coffee bistro, and copy center. The classification concept of the recommended class of College Store Manager requires an incumbent to plan, coordinate, and manage all operations of a college store. After a thorough analysis of the duties assigned to the employee's position, staff found that the employee's position meets the class concept of a College Store Manager because she manages all aspects of the store's operations, including developing and implementing store policies, procedures, and internal controls, planning and coordinating effective marketing activities of the store, preparing the annual budget, reviewing and controlling store expenditures, and supervision of staff.

STATUS OF INCUMBENT

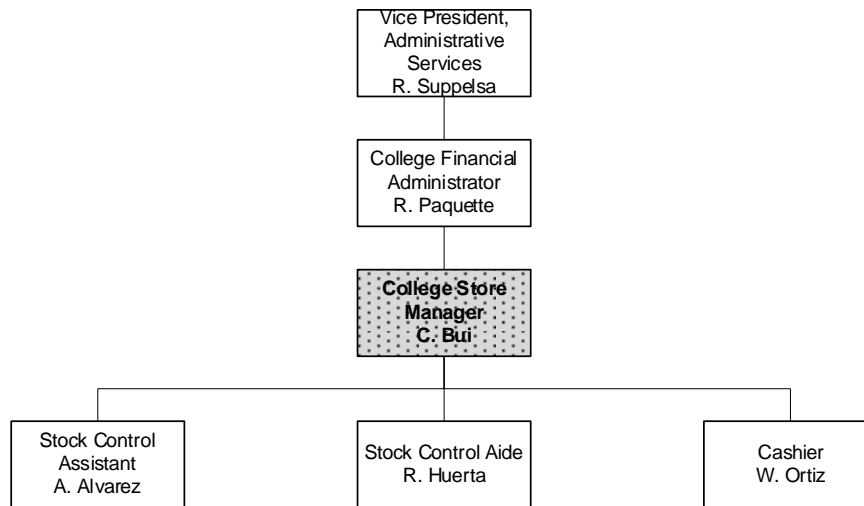
In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, C. Bui (EN 1058176) must participate in an examination process and place in the top three ranks to be eligible for the reclassified position. The incumbent was reachable on the eligibility list for the class of College Store Manager, dated July 23, 2020, and therefore can immediately be appointed to her reclassified position.

Date of Last Performance Evaluation: January 20, 2020



**LOS ANGELES COMMUNITY COLLEGE
DISTRICT ORGANIZATIONAL CHART**

**LOS ANGELES HARBOR COLLEGE
-College Store-**



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 615, EXAMINATIONS (Tentative Approval) (Case 3915)

In order to provide clarity to current examination policies in place for circumstances when applicants wish to reapply for an examination in which they had recently participated ~~in~~, staff is proposing to add some additional language to Personnel Commission Rule 615, EXAMINATIONS. The proposed amendment to this rule aims to clarify and codify existing Personnel Commission policy in this area.

It has been a longstanding policy of the Personnel Commission to apply a waiting period to applicants/candidates who wish to repeat the same examination within a specified period, which is a common policy applied by public agencies when administering examinations. The current policy requires a waiting period of six months, which was lowered from the original 12 months in July of 2000. This policy is grounded in the need to preserve test security and fairness for all applicants since applicants who are allowed to repeat the same exam in frequent intervals will have an unfair advantage over applicants taking the exam for the first time.

A six-month waiting period has been referenced in Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES, for applicants who were unsuccessful in an examination, and staff has consistently applied the same policy to applicants who were successful in an examination and wished to reapply for an examination while they were still on an active eligibility list for the same job classification. The aim of this rule amendment is to have both of the aforementioned circumstances clearly addressed in one rule for clarity and transparency purposes.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

615

LAW AND RULES

November 22, 2016 December 9, 2020

615 EXAMINATIONS

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

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

~~88091. Vacancies in classified service; promotional applicants; exemptions.~~ (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.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

615

LAW AND RULES

November 22, 2016 December 9, 2020

Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

(b) (1) Upon the request of a majority of the members of the governing board of a community college district, the commission may exempt two executive secretarial positions from the requirements of this section. Exemptions authorized under this subdivision shall be limited to one executive secretary position reporting directly to members of the governing board, and one executive secretary position reporting directly to the chancellor.

(2) Any person employed in an exempt executive secretarial position shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except he or she shall not attain permanent status in an executive secretarial position. Positions of executive secretary shall be filled from an unranked list of eligible employees who have been found to be qualified for the positions as determined by the district chancellor or superintendent and determined by the personnel commission. Any person whose services in an executive secretarial position are discontinued for a cause other than a cause for disciplinary action specified in this code or in a rule of the commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission. This subdivision shall apply only to the employees hired on or after January 1, 1988.

(c) (1) Upon the request of a majority of the members of the governing board of a community college district, the personnel commission may exempt designated senior classified administrative positions from the requirements of this section. A "senior classified administrative employee" means a classified employee who acts as the chief business, fiscal, facilities, or information technology adviser or administrator for the district chancellor or superintendent or a college president, as determined by the governing board and certified by the personnel commission.

(2) Any person employed in an administrative position exempted under this subdivision shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except that he or she shall not attain permanent status in that administrative position. A vacancy in an administrative position that is exempted under this subdivision shall be filled from an unranked list of eligible persons who have been found to be qualified for the positions as determined by the district 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.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

615

LAW AND RULES

November 22, 2016 December 9, 2020

~~88092. Examinations; examination boards; membership; recordings.~~
Examinations shall be administered objectively and shall consist of test parts that relate to job performance.

For classes of positions deemed by the commission or by the authority responsible for the administration of classified employee examinations to require an oral examination, the oral examination board shall include at least two members.

Unless specifically directed to evaluate candidates' technical knowledge and skills, the oral examination board shall confine itself to evaluating general fitness for employment in the class. When the oral examination board is directed to evaluate technical knowledge and skills, at least two members of the board shall be technically qualified in the specified occupational area. Members of the governing board or personnel commission shall not serve on an oral examination board. A district employee may serve on an oral examination board if he or she is not at the first or second level of supervision over a vacant position in the class for which the examination is held.

The personnel commission shall provide for the proceedings of all oral examinations to be electronically recorded. In no case will an oral examination board be provided with confidential references on employees of the district who are competing in promotional examinations. Scores achieved by the candidate on other parts of the examination shall not be made available to the oral examination board.

~~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.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

615

LAW AND RULES

~~November 22, 2016~~ December 9, 2020

A. When an eligibility list is required for a job classification, the following process shall apply ~~Personnel Commission will:~~

1. ~~Authorize~~ Authorization of the examination and the field(s) of competition by the Personnel Commission. Exceptions are classes for which continuous or standing examination procedures have been authorized.
2. ~~Provide~~ Sufficient public advertisement to ensure the competitive nature of the examination.

Notification of forthcoming examination processes shall be published and distributed electronically to all colleges and the District Office at least once each month. A copy of the notification shall be available in each location's personnel office.

3. Selection of test parts which assure objective testing procedures.
4. Arrangements for oral examination boards, if applicable. An oral examination board shall include at least two members.
 - a. At least two members of any board designated as a technical oral board shall have specialized training, knowledge or experience in the occupational area being examined.
 - b. Performance Evaluations, Reports of Outstanding Service, and Reports of Unsatisfactory Service which are available for the past two years shall be considered by the oral examination board in evaluating the general fitness of permanent employees of the District competing in examinations.
 - c. A District employee may not serve on an oral board if, at the time of interview, he/she is a direct or second-level supervisor over a vacant position in the class being examined.
 - d. All oral examinations shall be electronically recorded.
5. Placement of all applicants who have successfully completed the examination on a list in the order of their merit and fitness for service as determined by the examination. Such a list shall constitute the eligibility list.

B. To ensure equity in examination administrations, applicants shall not be able to repeat examinations they have participated in within the last 6-month period, either for the same job class or in an exam that is used for multiple job classes.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Tentative Approval) (Case 3916)

In conjunction with the changes proposed to Personnel Commission Rule 615, EXAMINATIONS, staff is also proposing amendments to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES.

The proposed amendments are contained in paragraph E. of the rule, which outlines reasons for rejection for applicants, candidates, and eligibles. Staff is recommending the removal of the following two reasons for rejection:

- Applicants who have been unsuccessful in an examination within the last six-month period either for the same job class or in a test that is used for multiple job classes. (This provision will now be incorporated in Rule 615.)
- Failure to satisfy degree or license requirements. (This provision is no longer needed since it refers to entrance qualifications, which are addressed under paragraph O. of Rule 600.)

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

600

LAW AND RULES

~~July 8, 2020~~ December 9, 2020

600 REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES

Education Code Sections

88022. No person shall be employed or retained in employment by a community college district who has been convicted of any sex offense as defined in Section 87010 or controlled substance offense as defined in Section 87011. If, however, any such conviction is reversed and the person is acquitted of the offense in a new trial or the charges against him or her are dismissed, this section does not prohibit his or her employment thereafter.

Further, the governing board of a community college district may employ a person convicted of a controlled substance offense if the governing board of the district determines, from the evidence presented, that the person has been rehabilitated for at least five years.

The governing board shall determine the type and manner of presentation of the evidence, and the determination of the governing board as to whether or not the person has been rehabilitated is final.

88023. No person shall be employed or retained in employment by a community college district who has been determined to be a sexual psychopath, as defined in Section 6300 of the Welfare and Institutions Code or under similar provisions of law of any other state. If, however, such a determination is reversed and the person is determined not to be a sexual psychopath in a new proceeding, or the proceeding to determine whether he or she is a sexual psychopath is dismissed, this section does not prohibit his or her employment thereafter.

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,

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~~July 8, 2020~~ December 9, 2020

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.

88130. The commission may conduct hearings, subpoena witnesses, require the production of records or information pertinent to investigation, and may administer oaths. It may, at will, inspect any records of the governing board that may be necessary to satisfy itself that the procedures prescribed by the commission have been complied with. Hearings may be held by the commission on any subject to which its authority may extend as described in this article.

88131. The commission may authorize a hearing officer or other representative to conduct any hearing or investigation which the commission itself is authorized by this article to conduct. Any such authorized person conducting such hearing or investigation may administer oaths, subpoena and require the attendance of witnesses and the production of books or papers, and cause the depositions of witnesses to be taken in the manner prescribed by law for like depositions in civil cases in the superior court of this state under Title 4 (commencing with Section 2016.010) of Part 4 of the Code of Civil Procedure. The commission may instruct such authorized representative to present findings or recommendations. The commission may accept, reject or amend any of the findings or recommendations of the said authorized representative. Any rejection or amendment of findings or recommendations shall be based either on a review of the transcript of the hearing or investigation or upon the results of such supplementary hearing or investigation as the commission may order.

The commission may employ by contract or as professional experts or otherwise any such hearing officers or other representatives and may adopt and amend such rules and procedures as may be necessary to effectuate this section.

88136. Any person who willfully, or through culpable negligence, violates this article is guilty of a misdemeanor. It is also unlawful for any person to do any of the following:

(a) Willfully, by himself or herself or in cooperation with another person, to defeat, deceive, or obstruct any person with respect to his or her right of examination, application, or employment under this article or commission rule.

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(b) Willfully and falsely, to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this article or commission rule, or to aid in so doing, or to make any false representation concerning the same or the person examined.

(c) Willfully, to furnish to any person any special or secret information regarding contents of an examination for the purpose of either improving or injuring the prospects or chances of any person examined, or to be examined under this article or commission rule.

Definitions

- A. Applicant is defined to mean any person who submits an application to take an examination with the Los Angeles Community College District.
- B. Candidate is defined to mean any person who has taken one or more parts of an examination with the Los Angeles Community College District.
- C. Eligible is defined to mean any person whose name has been placed on an eligibility list for the Los Angeles Community College District. For the purpose of this rule, a reemployment list, as defined in Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES, shall not be considered an eligibility list. Procedures to be followed in reemployment are described in Rule 740, LAYOFF AND REEMPLOYMENT.
- D. Rejection, is defined to mean:
 - 1. refusal to accept an application or examine an applicant or candidate; or
 - 2. removal of an eligible's name from an eligibility list or substitute/relief pool list.

Reasons for Rejection

- E. Applicants, candidates, and eligibles may be rejected for the reasons enumerated below:
 - 1. Health conditions which would preclude an eligible from satisfactorily and safely performing the essential duties of the position classification.
 - 2. Failure to comply with the applicable provisions of Article XX, Section 3 of the Constitution of the State of California.
 - 3. Any person who violates provisions of the merit system as provided for in Education Code Section 88136.

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4. Any person who would be precluded from employment under the provisions of Education Code Sections 88022, employment after conviction of sex offense or controlled substance offense; rehabilitated controlled substance offender, and 88023, employment of sexual psychopath.
 5. Making a false statement or omitting a statement as to any material fact on an application for employment or related documents.
 6. Practicing any deception or fraud in connection with an examination or to secure employment.
 7. Dismissal from a previous employment for cause.
 8. Failure to meet District standards regarding conviction for a criminal offense.
 9. Discharge other than honorable from the armed forces of the United States.
 10. A record of unsatisfactory service with the Los Angeles Community College District.
 11. Debarment by the District or other public agency.
 - ~~12. Failure to satisfy degree or license requirements.~~
 - ~~13. Applicants who have been unsuccessful in an examination within the last 6 month period either for the same job class or in a test that is used for multiple job classes.~~
 - ~~12.4. Failure to report for duty after an assignment has been offered and accepted.~~
 - ~~13.5. Failure to demonstrate eligibility to work legally in the United States.~~
 - ~~14.6. Failure, after due notice, to report promptly for review of any of the above bases for rejection. Such notice shall state that failure to report is a basis for rejection.~~
 - ~~15.7. Failure to meet current eligibility requirements applicable to restricted positions in specially funded programs.~~
- F.** When there is evidence that an eligible should be rejected under one or more of the causes listed in Paragraph E., above, the Division of Human Resources may submit a written request along with documentation to the Personnel Director asking for the removal of the eligible from the eligibility list. Based on the findings of fact, the Personnel Director may remove the eligible from the applicable eligibility list and any other appropriate eligibility lists on which the eligible's name appears.

Notification of Rejection

- G.** Applicants, candidates, and eligibles who are rejected for any reason shall be notified in writing. The written notification shall state:

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- a. the reason for the rejection;
- b. the length of time the individual shall be ineligible to be considered for a position in the Los Angeles Community College District except when the rejection is for an unsatisfactory health condition; and
- c. that, within five working days after the written notice was received the individual may appeal in writing to the Personnel Director.

A dated receipt that the notice of rejection has been received by the individual shall be obtained. The intent of obtaining the signature of the individual shall be considered as having been carried out if a certified letter, return receipt requested, has been mailed to the last-known address of the individual.

- H. Upon appeal, if the decision of the Personnel Director does not sustain the rejection, the applicant or candidate will be permitted to take or continue the examination or in the case of an eligible the name will be restored to all appropriate lists.
- I. Upon appeal, if the decision of the Personnel Director is to sustain the rejection, the individual:
 1. shall be given a written notice containing the reason or reasons for sustaining the rejection; and
 2. shall be informed of the right to make a written appeal of the rejection and/or the period of disqualification to the Personnel Commission within five working days after the written notice was received in accordance with Paragraph G. above.
- J. An appeal must contain specific grounds for the appeal. The following will be accepted as grounds for appeal:
 1. that the rejection or the proposed removal of the name from the eligibility list is based on prohibited grounds of discrimination as defined in relevant law.
 2. that there is an abuse of discretion.
 3. that the reasons given for the action are not in accordance with the facts.
- K. Upon acceptance of an appeal that meets the grounds specified in Paragraph J., above, the Personnel Commission shall instruct the Personnel Director to investigate the appeal and make a report to the Personnel Commission or shall schedule a hearing, if deemed necessary. The Personnel Director may order that certification from affected eligibility lists be suspended pending completion of the hearing or any other period of time that is needed to satisfy the operational needs of the District and the rights of the appellant.
- L. The applicant, candidate, or eligible shall be afforded an opportunity to present relevant evidence at the hearing. The rejected applicant, candidate, or eligible shall be afforded the right to choose a hearing that is either open to the public or closed to the public.

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- M. A rejected applicant or candidate who has appealed the rejection in accordance with the provisions of this rule, may conditionally be permitted to take any part of the examination that is being held pending a decision.

- N. At the conclusion of the hearing or consideration of the investigation report, the applicant, candidate, or eligible shall be notified in writing of the Personnel Commission's decision. If the decision is that the applicant or candidate should be permitted to take the examination, the applicant or candidate shall be permitted to proceed with the examination as if there had not been a rejection. In the event that the decision of the Personnel Commission does not sustain removal of the eligible's name from the eligibility list, the Personnel Director shall restore the eligible's name to the list and resume certification of the eligible's name to vacant positions.

- O. Applicants or candidates may also be rejected for failure to meet the established entrance requirements for the examination. It is the responsibility of each applicant to provide information, documentation, or evidence that they meet the minimum qualifications as specified in the job announcement when submitting an application. There is no appeal process for failure to meet the minimum entrance qualifications.

- P. Eligibles may be removed from eligibility lists if it is subsequently determined that they failed to meet the established entrance qualifications for the class. Notification of rejection shall be in writing and shall specify the reason for the rejection. If an eligible has evidence to refute the rejection, the eligible may make a written request for review with accompanying evidence to the Personnel Director within five working days after the rejection notice was mailed.

- Q. No review or appeal shall be considered under the provisions of this rule which is based on a challenge of the established entrance qualifications for a class as contained in the appropriate class description.

SENIOR ADMISSIONS AND RECORDS OFFICE SUPERVISOR

DEFINITION

Plans, schedules, and supervises the specialized clerical and technical work of an admissions and records office and performs the more complex technical assignments.

TYPICAL DUTIES

Plans, schedules, and supervises the day-to-day work of the clerical unit in the admissions and records office which performs a wide variety of functions related to student registration, class enrollment, attendance, grading, transfers, and graduation.

Selects, trains, and supervises assigned admissions and records staff.

Assists in developing and revising procedures to audit, update, reconstruct, and maintain records.

Reviews and supervises the processing of documents and petitions for grade changes, withdrawals, transfers, graduation, academic and progress renewals, etc.

Interprets for staff District policies, rules and regulations, and operational procedures associated with admissions and records.

Coordinates any off-campus admissions and registration.

Assists in developing and coordinating procedures with other offices such as the business office, financial aid, counseling, and other student services programs.

Answers inquiries and investigates and resolves the more complex problems related to registration, enrollment, fee assessments, attendance, residency and graduation requirements, and other related areas.

Utilizes standard office software applications to compile data and prepare reports and correspondence concerning student admissions and records matters.

Utilizes specialized computer application programs used for applications, electronic transcripts, and degree audits.

Attends and participates in seminars, conferences, workshops, and other meetings related to admissions and records.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior Admissions and Records Office Supervisor** supervises the day-to-day clerical and technical operations of a college admissions and records office and resolves the most complex and difficult technical problems of the office.

A **Registrar** plans, directs, and administers the operations of a college admissions and records office and develops and implements policies, rules, and operational procedures related to student admissions, registration, student academic records, transfers, graduation, and other functions of admissions and records services.

An **Admissions and Records Office Supervisor** supervises and participates in the technical and clerical work in a college admissions and records office on the day shift at a smaller college or the evening shift at a larger college.

SUPERVISION

General supervision is received from the Registrar or an academic supervisor, in the absence of a Registrar. Immediate supervision is exercised over assigned admissions and records staff.

CLASS QUALIFICATIONS

Knowledge of:

Policies, rules, regulations, and procedures relating to enrollment, registration, grading, transfer and graduation of students from college programs and specially funded programs

Practices and procedures of office management

Principles of training and supervision

Research techniques and sources of reference material and information pertaining to admissions

Organization and management of records

Letter, memorandum, and report formats

Capabilities of computer applications, systems, and hardware used in the operations of an admission and records office

Ability to:

Plan, assign, and supervise the work of assigned staff

Evaluate work methods and performances

Understand, interpret and apply the rules and procedures governing registration, enrollment, transfers, and graduation

Effectively utilize computer equipment and software in the performance of duties

Gather, compile, and interpret statistical data

Prepare comprehensive reports and correspondence

Communicate effectively orally and in writing

Keep information confidential

Meet schedules and time lines

Give clear and concise instructions

Assess situations correctly and take effective action

Establish and maintain effective relationships with administrators, staff, students, and the public

Communicate effectively with individuals from various ethnic and socio-economic backgrounds and different levels of academic achievement

Travel to off-site events and meetings

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate degree or its equivalent from a recognized college or university, preferably with coursework in business administration, human relations, and computer applications and office technologies (CAOT) **AND** three years of full-time, paid experience in a college or university admissions office. One year of the required experience must have been in a supervisory capacity. ~~A successfully completed college level course in supervision or management may substitute for the required one year in a supervisory capacity.~~

OR

B. A bachelor's degree from a recognized college or university, preferably with a major in business administration, public administration, or a related field **AND** two years of full-time, paid experience in a college or university admissions office. One year of the required experience must have been in a supervisory capacity. ~~A successfully completed college level course in supervision or management may substitute for the required one year in a supervisory capacity.~~

Special:

A valid Class "C" California driver's license is required.

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.

ADMISSIONS AND RECORDS OFFICE SUPERVISOR

DEFINITION

Plans, schedules, supervises, and participates in the specialized clerical and technical work of an admissions and records office on the day shift at a smaller college or the evening shift at a larger college.

TYPICAL DUTIES

Plans, schedules, supervises, and participates in the day-to-day work of the clerical unit in the admissions and records office which performs a wide variety of functions related to student registration and class enrollment, attendance, grading, transfers, and graduation.

Selects, trains, and supervises assigned clerical admissions and records staff.

Interprets District policies, rules and regulations, and operational procedures associated with admissions and records.

Answers inquiries and investigates and resolves the non-routine problems related to registration, enrollment, fee assessments, attendance, residency and graduation requirements, and other related areas.

Assists in the coordination of any off-campus admissions and registration.

Assists in coordinating procedures with other offices such as the business office, financial aid, counseling, and other student services programs.

Utilizes standard office software applications to compile data and prepare reports and correspondence concerning student admissions and records matters.

Utilizes specialized computer application programs used for applications, electronic transcripts, and degree audits.

Attends and participates in seminars, conferences, workshops, and other meetings related to admissions and records.

Reviews and supervises the processing of documents and petitions for grade changes, withdrawals, transfers, graduation, academic and progress renewals, etc.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Admissions and Records Office Supervisor** supervises and participates in the technical and clerical work in a college admissions and records office on the day shift at a smaller college or the evening shift at a larger college.

A **Senior Admissions and Records Office Supervisor** supervises the day-to-day clerical and technical operations of a college admissions and records office and resolves the most complex and difficult technical problems of the office.

An **Admissions and Records Evaluation Technician** applies judgment and specialized knowledge in the evaluation of academic records of incoming and continuing students for the purpose of determining eligibility for admittance, academic status changes, and graduation. The work requires the ability to interpret and explain admissions regulations and procedures to students.

SUPERVISION

General supervision is received from the Registrar or an academic supervisor, in the absence of a Registrar. Immediate supervision is exercised over assigned admissions and records staff.

CLASS QUALIFICATIONS

Knowledge of:

Policies, rules, regulations, and procedures relating to enrollment, registration, grading, transfer, and graduation of students from college programs and specially funded programs

Practices and procedures of office management

Principles of supervision and training

Research techniques and sources of reference material and information pertaining to admissions

Letter, memorandum, and report formats

Recordkeeping procedures

Capabilities of computer applications, systems, and hardware used in the operations of an admissions and records office

Ability to:

Plan, assign, and supervise the work of assigned staff

Evaluate work methods and performances

Understand, interpret, and apply the rules and procedures governing registration, enrollment, transfers, and graduation

Establish and maintain effective relationships with administrators, staff, students, and the public

Communicate effectively with individuals from various ethnic and socio-economic backgrounds and different levels of academic achievement

Communicate effectively orally and in writing

Keep information confidential

Effectively utilize computer equipment and software in the performance of duties

Assess situations correctly and take effective action

Gather, compile, and interpret statistical data

Meet schedules and timelines

Prepare comprehensive reports and correspondence

Give clear and concise instructions

Travel to off-site events and meetings

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate degree or its equivalent from a recognized college or university preferably with coursework in business administration, human relations, and computer applications and office technology (CAOT) **AND** ~~two~~ three years of full-time, paid experience in a college or university admissions office. One year of the required experience must have been in a supervisory capacity. A successfully completed college-level course in supervision or management may substitute for the required one year in a supervisory capacity.

OR

B. A bachelor's degree from a recognized college or university preferably with a major in business administration, public administration, or a related field **AND** ~~one~~ two years of full-time, paid experience in a supervisory capacity in a college or university admissions office. A successfully completed college-level course in supervision or management may substitute for the required one year in a supervisory capacity.

Special:

A valid Class "C" California driver's license is required.

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.

**REGISTRATION ASSISTANT
(Intermittent Employment Only)**

DEFINITION

Performs a variety of general clerical work during peak workload registration periods.

TYPICAL DUTIES

Performs a combination of the following duties:

Provides routine information and assistance to customers during peak workload registration periods.

Records a variety of data on appropriate records, and checks forms, and records for completeness and accuracy.

Answers telephones, takes messages, and replies to routine inquiries, including emails ~~and takes messages.~~

Effectively utilizes ~~operates~~ computer equipment and standard office machines used for processing the work of the office, including data entry.

Prepares simple and routine forms, reports, and correspondence ~~and reports.~~

Maintains office files by scanning, sorting, coding, indexing, filing, cross referencing, locating, and extracting registration documents.

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

Maintains confidentiality of data related to the work of the office.

May collect registration fees and issues receipts.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Registration Assistant** performs a variety of general clerical work during peak workload registration periods.

An **Admissions and Records Assistant** applies a working knowledge of the requirements and procedures of an admissions and records office in the performance of a variety of specialized clerical duties related to enrolling students and maintaining accurate and current records of students' academic status and progress.

An **Office Assistant** performs responsible clerical duties and exercises initiative and judgment in applying established practices. Operating a keyboard and use of computer equipment 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 employee and labor relations.

SUPERVISION

Immediate supervision is received from a classified supervisor. Work direction may be received from clerical staff of the assigned unit. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Basic recordkeeping procedures

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

~~Operating features and~~ Capabilities of computer equipment and software used in assigned area

Capabilities and operation of standard office equipment

Ability to:

Work cooperatively and effectively with students, faculty, staff, and the public

Record data neatly and accurately in standard and electronic files

Files materials accurately

Search records and furnish requested information

Follow oral and written instructions

Work under the pressures of frequent interruptions

Keep information confidential

Give clear and concise information

Effectively ~~operate~~ utilize office and computer equipment in the performance of duties

Learn applicable registration procedures and practices

Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent.

Clerical experience which included the use of computer equipment and public contact 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.



NOTICE OF OUTSTANDING WORK PERFORMANCE

Name Lopez Jennifer
Last First

Employee Number 1006856

College/Division LAVC/Student Services

Classification Fin Aid Supervisor

The employee named above is commended for outstanding work performance for the period beginning 3/1/20 and ending 9/30/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Jennifer Lopez reached new levels of professionalism and expertise in assisting the LAVC Financial Aid Office in its unprecedented transition from in-person to remote/virtual services. Without missing a single step, Ms. Lopez helped guide staff in the following pandemic/quarantine response remote service responses:
-Zoom Meetings/Workshops
-Cranium Cafe
-Fresh Desk/Fresh Caller
-Campus Logic/Additional Services
In addition to ensuring staff became proficient in their new assigned roles, Jennifer still managed to navigate thru two of the more complicated areas within Financial Aid (Direct Loans and Return to Title IV). Her expertise and approachable style of management allowed our office to excel even during a time when uncertainty was the underlying feeling from those who report to her. Simply put, Fin Aid does not make this historical change in such a short period of time without Jennifer Lopez's tremendous contribution.

Vernon Bridges Signature of Supervisor FA Manager 9/18/20 Title Date
Jennifer N Lopez Signature of Employee FA Supervisor 9/21/20 Title Date
Signature of Reviewer (Optional) Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

- 1. Reasons for Awarding a Notice of Outstanding Work Performance: To provide an official record of commendation for:
a. Outstanding, day-to-day performance of an employee
b. Outstanding work performance in unusually difficult and/or emergency situations.
2. When: Outstanding service may be awarded as often as the supervisor considers appropriate.
3. Who: Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
4. How: The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:
Quantity of work Quality of work Work habits and attitudes
Dependability Relationships with people Supervisory ability
5. Awarding the Notice of Outstanding Service:
a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
b. Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
c. Forward a copy to the Personnel Commission Office.



LOS ANGELES COMMUNITY COLLEGE DISTRICT

NOTICE OF OUTSTANDING WORK PERFORMANCE

Name Pinckney Sylvia-Diaz
Last First

Employee Number 796860

College/Division LAVC/Student Services

Classification Fin Aid Supervisor

The employee named above is commended for outstanding work performance for the period beginning 3/1/20 and ending 9/30/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Sylvia Diaz-Pinckney reached new levels of professionalism and expertise in assisting the LAVC Financial Aid Office in its unprecedented transition from in-person to remote/virtual services. Without missing a single step, Ms. Pinckney helped guide staff in the following pandemic/quarantine response remote service responses:
-Zoom Meetings/Workshops
-Cranium Cafe
-Fresh Desk/Fresh Caller
-Campus Logic/Additional Services
-Coordinated the distribution of laptops and other materials with staff
-Organized and created weekly/monthly schedules for staff in order to provide coverage throughout the workday in all areas
-Made herself available throughout A&B Shift(s) to provide Tech Support along with additional supervision
In addition to ensuring staff became proficient in their new assigned roles, Sylvia was instrumental in keeping staff connected and working together as a team in spite of the challenges of remote access. Her prowess as a team oriented supervisor often gave staff the reassurance necessary to feel empowered, heard and supported on all levels. Her growth as a leader has never been more evident than during this historical time in our office.

Vernon Bridges FA Manager 9/18/20
Signature of Supervisor Title Date
Sylvia Diaz Pinckney FA Supervisor 9/18/20
Signature of Employee Title Date
Signature of Reviewer (Optional) Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

- 1. Reasons for Awarding a Notice of Outstanding Work Performance: To provide an official record of commendation for:
a. Outstanding, day-to-day performance of an employee
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Dependability Relationships with people Supervisory ability
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c. Forward a copy to the Personnel Commission Office.



Name Arutyunyan Azniv
Last First

Employee Number 1065905

College/Division LAVC/Student Services

Classification FA Technician

The employee named above is commended for outstanding work performance for the period beginning 3/15/20 and ending 9/30/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Azniv has displayed a high level of professionalism during the office's transition from in-person to remote/virtual services. One of Azniv's more challenging duties is to coordinate the FWS program (Federal Work Study) which impacts students as well as faculty and staff campus wide. To say that this program has had unique complications due to the pandemic would be an understatement. Year in and year out, Ms. Arutyunyan has collaborated with students and their employers to ensure work study positions were not only filled but highly sought after as student employment is not a resource without limits. Azniv, made the abrupt change to working with students remotely, learning how to engage while utilizing Cranium Cafe, Fresh Desk, Fresh Caller among other new student contact softwares and still maintain an efficient, timely response to the demand of her position. She is a true asset to the Fin Aid Office at Los Angeles Valley College and we are excited to see her continued growth.

Sylvia Pincus Financial Aid Supervisor 11/2/2020
Signature of Supervisor Title Date

Azniv Arutyunyan Financial Aid Technician 11/2/2020
Signature of Employee Title Date

Signature of Reviewer (Optional) Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

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Quantity of work Quality of work Work habits and attitudes
Dependability Relationships with people Supervisory ability
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c. Forward a copy to the Personnel Commission Office.



Name Malyumyan Arpine
Last First

Employee Number 783083

College/Division LAVC/Student Services

Classification FA Technician

The employee named above is commended for outstanding work performance for the period beginning 3/15/20 and ending 9/30/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Arpine Malumyan is one of the most proficient, reliable and resourceful members of the FA Office and Student Services Division of LAVC. It should be noted that this is Arpine's one and only job ever and she takes all of her assigned duties and responsibilities with a passion and dedication rarely seen in other employees of any profession. During the past several months, Arpine has been able to step in and step up to any challenge placed before her as the college and office made historical transitions due to COVID-19. Arpine serves in a variety of roles, not least of which is to ensure students are meeting the qualifications of Satisfactory Academic Progress and/or meeting their educational goals all while processing aid, assisting with the transfer of data and other high end aspects of the Fin Aid processing operation. Ms. Malumyan is one of the steady forces of our office and we are a solid

<u>Sylvia Pincus</u> Signature of Supervisor	<u>Financial Aid Supervisor</u> Title	<u>11/2/2020</u> Date
<u>Arpine Malumyan</u> Signature of Employee	<u>Financial Aid Technician</u> Title	<u>11/2/2020</u> Date
_____ Signature of Reviewer (Optional)	_____ Title	_____ Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

- Reasons for Awarding a Notice of Outstanding Work Performance:** To provide an official record of commendation for:
 - Outstanding, day-to-day performance of an employee
 - Outstanding work performance in unusually difficult and/or emergency situations.
- When:** Outstanding service may be awarded as often as the supervisor considers appropriate.
- Who:** Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
- How:** The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:

Quantity of work	Quality of work	Work habits and attitudes
Dependability	Relationships with people	Supervisory ability
- Awarding the Notice of Outstanding Service:**
 - Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
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 - Forward a copy to the Personnel Commission Office.



Name Sanchez Alma
Last First

Employee Number 782552

College/Division LAVC/Student Services

Classification FA Technician

The employee named above is commended for outstanding work performance for the period beginning 3/15/20 and ending 9/30/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Alma Sanchez has been a key member to this team for several years. Her work with students, outside donors, The Business Office and The Foundation has allowed her to become one of the more highly sought after staff within our office and the division of Student Services. Transferring her skills from in-person service to remote and virtual access was no easy task but as always, Alma rose to the challenge of providing great service and attention to all the details of the responsibilities she takes care of each year. Ms. Sanchez was particularly helpful prior to the start of fall semester as she helped to establish a new set of procedures between the Fin Aid Office and Business Office to help ensure timely delivery of scholarship funds to students while also establishing a better system of control and reconciliation between the two departments. Her high level of productivity is only matched by her joyful disposition and willingness to bring positive energy to the office whether in person or via the many zoom meetings we've all had to adapt to. We are able to succeed during this historical period of our office thanks to Alma being a part of our team.

Signature of Supervisor

Financial Aid Supervisor 11/2/2020

Signature of Supervisor

Title

Date

Signature of Employee

Financial Aid Technician

11/02/20

Signature of Employee

Title

Date

Signature of Reviewer (Optional)

Title

Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

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Quantity of work Quality of work Work habits and attitudes
Dependability Relationships with people Supervisory ability
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Name Eyvazi Ani
Last First

Employee Number 1067385

College/Division LAVC/Student Services

Classification FA Technician

The employee named above is commended for outstanding work performance for the period beginning 3/15/20 and ending 9/30/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Ani Eyvazi is a rising star within the Student Services Division and Fin Aid Office at LAVC. One might think Ani has been a FA Technician for several years when the reality is she is one of our newest members. Her ability to take on multiple responsibilities while performing her day to day processes is quite impressive. Ms. Eyvazi has been instrumental in making sure the office has proper information and steps on how to utilize the tools we've been provided during the past few months in particular and overall her contribution as one of our Campus Logic mentors has been exemplary. Ani has no problem assisting the office and staff with training and supportive input on how to navigate thru new and more automated functions of the tasks at hand. She works with a high level of poise and approachability that benefits us all. We are fortunate to have Ms. Eyvazi as a member of our team.

Signature of Supervisor [Handwritten Signature] Financial Aid Supervisor 11/2/2020

Ani Eyvazi [Digital Signature] Financial Aid Technician 11/2/2020

Signature of Reviewer (Optional) Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

- 1. Reasons for Awarding a Notice of Outstanding Work Performance: To provide an official record of commendation for:
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LOS ANGELES COMMUNITY COLLEGE DISTRICT

NOTICE OF OUTSTANDING WORK PERFORMANCE

Name Khatchatryan Artsvik Employee Number 1010293
Last First
College/Division LAVC/Student Services Classification FA Technician

The employee named above is commended for outstanding work performance for the period beginning 3/15/20 and ending 9/30/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Artsvik has been a dynamic, highly productive member of the FA Office for years. Her ability to function in spite of any difficulty or challenge is without equal. The level of professionalism Ms Khatchatryan displays at all times is evident in the amount of work she completes on a consistent basis. It should be noted that Artsvik was first assigned to take on the challenging Fresh Desk/Fresh Caller program for our office and her work there was instrumental in paving the way for the rest of the office to follow suit. Artsvik is someone the college, division and office can always count on to come thru even under the most extreme cases. In an office of high performing, highly productive team members, Artsvik still maintains a model of professionalism that sets her apart.

Signature of Supervisor: Sylvia Pincus, Title: Financial Aid Supervisor, Date: 11/2/2020
Signature of Employee: [Handwritten Signature], Title: Financial Aid Technician, Date: 11/2/2020
Signature of Reviewer (Optional): _____, Title: _____, Date: _____

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

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Quantity of work, Quality of work, Work habits and attitudes, Dependability, Relationships with people, Supervisory ability
5. Awarding the Notice of Outstanding Service:
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c. Forward a copy to the Personnel Commission Office.



Name _____
Last First

Employee Number _____

College/Division _____

Classification _____

The employee named above is commended for outstanding work performance for the period beginning _____ and ending _____. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

[Empty box for providing specific examples or explanatory comments of the outstanding work performance of the employee.]

Sylvia Pincus Financial Aid Supervisor 11/2/2020
Signature of Supervisor Title Date

Irina Golenetskaya Sr. Accounting Technician 11/02/2020
Signature of Employee Title Date

Signature of Reviewer (Optional) Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

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Dependability	Relationships with people	Supervisory ability
5. **Awarding the Notice of Outstanding Service:**
 - a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
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Name Mayilyan Yelena
Last First

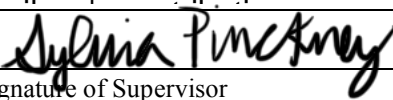

Employee Number 1049829

College/Division LAVC/Student Services

Classification FA Technician

The employee named above is commended for outstanding work performance for the period beginning 3/15/2020 and ending 9/30/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Yelena Mayilyan is one of the most versatile members of our team. She has worked with Veterans, student workers, and any student who needs assistance with financial aid in general. The way she consistently performs and takes ownership of whatever is assigned to her has helped to inspire some of our younger team members along the way. During the transition from in-person to remote services, Yelena was always there to assist in making any difficult adjustment in a short amount of time by sharing her concerns, speaking out against potential issues and making sure her own areas of responsibilities would not suffer due to such abrupt changes in the way in which the office had to function. Her work ethic and professionalism are just a small reason why our Financial Aid Office has thrived over the past several months. We are steadily becoming a greater team thanks to Ms.

	Financial Aid Supervisor	11/2/2020
Signature of Supervisor	Title	Date
	Financial Aid Technician	11/2/2020
Signature of Employee	Title	Date
Signature of Reviewer (Optional)	Title	Date

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The Personnel Commission Invites you to
an Open Public Hearing involving

A NEW PERSONNEL COMMISSIONER APPOINTMENT

Open Public Hearing Details:

Date: Wednesday, December 9, 2020

Time: 1:00 P.M.

Location: Via Teleconference

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

The process for Personnel Commissioner appointments in the Los Angeles Community College District has recently been changed where one member of the Personnel Commission shall now be appointed by the Board of Trustees, one member shall be nominated by the classified bargaining unit with the largest number of members (AFT College Staff Guild) and appointed by the Board of Trustees, and one member shall be appointed by the other two Personnel Commissioners. The first vacancy under the new process shall be filled by a person nominated by the AFT College Staff Guild. The AFT has nominated a candidate who is invited to attend an open public hearing on December 9 (see info above) where the public, employees, and exclusive bargaining representatives shall have the opportunity to meet the nominee, ask questions, and express their views on the candidate's qualifications for the vacancy. This will also be an opportunity for the candidate to illustrate how she is a firm believer in the principles of the merit system. A short bio of the nominated candidate is provided below.

SHORT BIO OF THE NOMINEE:

The candidate nominated by the AFT College Staff Guild is **Ms. Hope Singer**. Ms. Singer is an attorney who has practiced labor law for over thirty-one years. She served as a partner in a local law firm for twenty-six years where she has represented Unions and their members in both the private and the public sectors (both merit and non-merit systems), including before the Personnel Commissions of the LAUSD, LACCD, the City of Los Angeles, the County of Los Angeles, the City of Santa Barbara and the County of Santa Barbara. Ms. Singer's work experience included representing Unions as employers, negotiating contracts, arbitrating grievances, and appearing before administrative agencies; appearing in federal and state courts, before numerous administrative agencies such as the National Labor Relations Board (NLRB), the Public Employment Relations Board (PERB), the Equal Employment Opportunity Commission (EEOC), California's Department of Fair Employment and Housing (DFEH) and before dozens of arbitrators; and previously served as the Co-Chair of the Committee on Practice & Procedure Before the NLRB of the American Bar Association Labor and Employment Law Section as well as served on the Section Counsel. For the last two years, Ms. Singer has been working as a Legal Counsel for the American Guild of Musical Artists.

CURRENT MEMBERS OF THE PERSONNEL COMMISSION

David Iwata, Chair ■ Henry Jones, Vice Chair ■ Diva Sanchez Trevino ■ Ronald Delahoussaye, Personnel Director ■