

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, May 27, 2020 – 12:30 p.m.

Via Teleconference:
<https://laccd.zoom.us/j/94042336671>
Or Dial by your location
+1 669 900 6833 US
Meeting ID: 940 4233 6671

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, June 10, 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 (213) 891-2333 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, May 27, 2020 – 1:00 p.m.

Via Teleconference:
<https://laccd.zoom.us/j/94042336671>

Or Dial by your location
+1 669 900 6833 US
Meeting ID: 940 4233 6671

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
- IV. Classification Study: Financial Aid Technician, EN 1047924, Central Financial Aid Unit, Educational Services Center (Case 3834)
- V. Revision to Personnel Commission Rule 763, EMPLOYMENT OF RETIRED MEMBERS OF THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (Final Approval) (Case 3836)
- VI. Revision to Personnel Commission Rule 587, SALARY DIFFERENTIAL FOR INTERMITTENT LEAD ASSIGNMENTS (Final Approval) (Case 3837)
- VII. Revision to Personnel Commission Rule 891, APPRENTICES (Tentative Approval) (Case 3838)
- VIII. Class Description Revisions for:
 - a. Accounting Assistant
 - b. Accounting Technician
 - c. Senior Accounting Technician
 - d. Supervising Accounting Technician
 - e. Sign Language Interpreter Specialist I/II
 - f. Senior Sign Language Interpreter Specialist
 - g. Personnel Assistant
 - h. Special Services Assistant
 - i. Instructional Assistant, Administration of Justice
- IX. Correspondence
- X. Notice of Anticipated Items: Revision to Personnel Commission Rule 891 (Final Approval); Class Description Revisions for: Administrative Secretary (AFT), Performing Arts Technician (Local 721), Secretary (AFT), Senior Auditor (Local 721), Senior Secretary (AFT); Informative Report on the Annual Job Classification Survey

- XI. Hear Non-Agenda Speakers/Open Forum
- XII. Reconvene into Closed Session
- XIII. Reconvene into Open Session
- XIV. Report of Actions Taken in Closed Session
- XV. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, June 10, 2020
Closed Meeting 12:30 p.m.
Open Meeting 1:00 p.m.
Via Teleconference
TBD

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

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Classification Study: Financial Aid Technician, EN 1047924, Central Financial Aid Unit, Educational Services Center (Case 3834)

Recommendation:

It is recommended that the Personnel Commission find that the position of Financial Aid Technician occupied by A. Garamova, EN 1047924, in the Central Financial Aid Unit at the Educational Services Center, is PROPERLY classified.

Bases of Recommendation:

1. The request to study the employee's position was received on January 24, 2020 by the Personnel Commission. It was initiated by the submission of the incumbent's annual performance evaluation, dated August 7, 2019, in accordance with the provisions of Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES, 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. The employee and her supervisor requested that staff review her position to assess if the duties assigned fall outside the scope of her current classification based on her duties related to assisting in the computerized financial aid disbursement process for the colleges. The Administration was informed about this request.
2. The employee's position is located in the in the Central Financial Aid Unit at the Educational Services Center. The department is responsible for the centralized administration of financial aid for the District; acting as liaison between college Financial Aid, District IT, and District Accounting departments; and is responsible for District compliance with state and federal rules and regulations in the disbursement of \$250 million of federal and state financial aid to 100,000 students annually within the District.

Staff audited the position and found that the employee's primary duties are related to the Federal Pell Grant disbursement process and consist of the following:

- Performs routine daily and weekly operations and data maintenance functions related to the District's PeopleSoft Student Information System (SIS) necessary for processing financial aid for students. This function includes the scheduling, maintenance, and running of sequential batch process jobs in PeopleSoft to produce mass packaging of Federal Pell Grant awards. This function accounts for approximately 40% of incumbent's time.
- Verifies the accuracy of financial aid data and batch results to ensure compliance with federal and state regulations as they pertain to financial aid programs. This function accounts for approximately 25% of the incumbent's time.
- Interfaces with District information technology staff on PeopleSoft Student Information System (SIS) issues and problems to be resolved and validates new or modified changes. This function accounts for approximately 20% of the incumbent's time.

- Provides guidance and trains financial aid staff at the colleges on the use of PeopleSoft as it pertains to the financial aid disbursement process including any business process changes. This function and the remaining functions listed below account for approximately 15% of the incumbent's time.
 - Writes operating instructions and other training materials for financial aid staff related to the financial aid disbursement process.
 - Transmits student data to the online U.S Department of Education Common Origination and Disbursement (COD) to process Pell Grants and run subsequent processes to import the data to PeopleSoft.
3. The classification concept for the employee's current class of Financial Aid Technician is based on overseeing and participating in one or more of the functional phases of awarding scholarships, loans, and grants at a college or has full responsibility for one major financial aid program at a college or the Central Financial Aid Unit of the District Office while performing tasks on several software programs. Staff also reviewed the class concept of Data Management Support Assistant for comparison purposes. The classification concept for Data Management Support Assistant is based on providing clerical/technical assistance in data management and reporting related to the implementation, maintenance, and effective utilization of multiple specialized or advanced computer applications used to support operations of a major organizational unit at a college or the District Office such as application for admission, electronic transcript, degree audit systems, and managed calling systems. Staff found that the duties assigned to the employee overlap with typical duties of both her current classification of Financial Aid Technician since she primarily participates in the disbursement function of the Federal Pell Grant financial aid program in the Central Financial Aid Unit as well as the lower-level class of Data Management Support Assistant since she performs routine daily operations and data maintenance functions related to the District's PeopleSoft Student Information System (SIS) necessary for processing financial aid for students. After a thorough analysis of the employee's assigned duties, staff determined that the majority of her duties assigned most appropriately fall within the scope of responsibilities of her current class of Financial Aid Technician because of her responsibility in processing the District-wide disbursement of funds for the major financial aid Federal Pell Grant program.

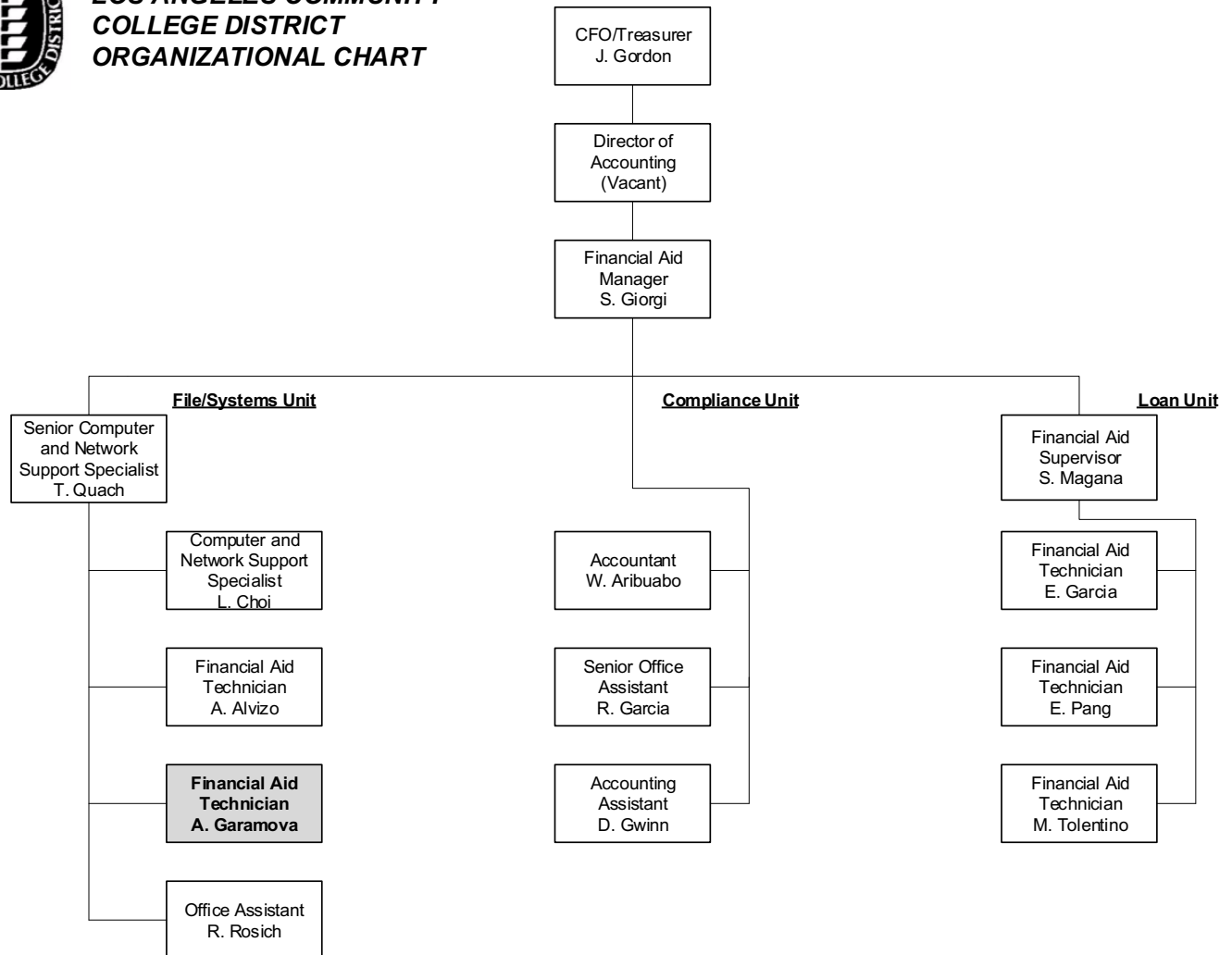
Note: This item was withdrawn from the May 13, 2020 PC meeting agenda.

**OFFICE OF ACCOUNTING AND
DISBURSEMENTS**

-Central Financial Aid Unit-



**LOS ANGELES COMMUNITY
COLLEGE DISTRICT
ORGANIZATIONAL CHART**



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 763, EMPLOYMENT OF RETIRED MEMBERS OF THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (Final Approval) (Case 3836)

Personnel Commission Rule 763 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Government Code Sections 7522.56 and 7522.57 were updated, Government Code Section 21228 was replaced with 21232, and Government Code Section 21233 was added to the rule in accordance with legislative updates.

The following substantive changes have been made to the rule:

- Paragraph B. has been updated to provide provisions on how retired persons who are being employed by the District should be compensated.
- Paragraph F. includes an additional provision for employment of a person retired for disability that has not reached the mandatory age for retirement.
- Paragraph G. was added to explain restrictions on employment applicable to a person who retired on disability if he/she does not reinstate from retirement.
- Paragraph H. was added to provide for situations, such as the current COVID-19 pandemic, where the Governor may issue an executive order to suspend certain provisions of the Government Code applicable to this rule.

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Education Code Section

88034. Notwithstanding the provisions of subdivision (c) of Section 88033, a retired classified school employee may be employed by a community college district, but only in accordance with the provisions of Article 5 (commencing with Section 21150) of Chapter 8 of Part 3 of Division 5 of Title 2 of the Government Code.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.

Government Code Section

~~**21228.** A person retired for disability who has not attained the mandatory age for retirement applicable to persons in the employment in which he or she will be employed, and whom the board finds not disabled for that employment, may be employed by any employer without reinstatement from retirement in a position other than that from which he or she retired or a position in the same member classification. His or her disability retirement pension shall be reduced during that employment to an amount that, when added to the compensation received, shall equal the maximum compensation earnable by a person holding the position that he or she held at the time of his or her retirement. Any employment shall terminate upon his or her attainment of the mandatory retirement age for persons in that employment. A person employed under this section shall not be concurrently employed under Section 21224, 21225, 21226, 21227, or 21229, or subdivision (h) of Section 21221.~~

21229. (a) A retired person may serve without reinstatement from retirement or loss or interruption of benefits provided by this system upon appointment by a school employer or by the Trustees of the California State University either during an emergency to prevent stoppage of public business or because the retired person has specialized skills needed in performing work of limited duration. These appointments shall not exceed a combined total of 960 hours for all employers each fiscal year. The compensation for the appointment shall not exceed the maximum monthly base salary paid to other employees performing comparable duties as listed on a publicly available pay schedule divided by 173.333 to equal an hourly rate. A retired person appointed pursuant to this section shall not receive any benefits,

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incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly rate. A retired annuitant appointed pursuant to this section shall not work more than 960 hours each fiscal year regardless of whether he or she works for one or more employers.

(b) (1) This section shall not apply to a retired person otherwise eligible to serve without reinstatement from retirement, if during the 12-month period prior to an appointment described in this section, that retired person receives unemployment insurance compensation arising out of prior employment subject to this section with the same employer.

(2) A retired person who accepts an appointment after receiving unemployment insurance compensation as described in this subdivision shall terminate that employment on the last day of the current pay period and shall not be eligible for reappointment subject to this section for a period of 12 months following the last day of employment. The retired person shall not be subject to Section 21202 or subdivision (b) of Section 21220.

21232. On and after January 1, 2013, a person who has retired for disability and has not attained the mandatory age for retirement for persons in the employment in which he or she will be employed, and whom the board finds is not disabled for that employment, may be so employed by any employer without reinstatement from retirement if the position is not the position from which this person retired or a position in the same member classification. The person's disability retirement pension shall be reduced during this employment to an amount that, when added to the compensation received, equals the maximum compensation earnable by a person holding the position that he or she held at the time of retirement. This employment shall terminate upon the person's attainment of the mandatory retirement age for persons in that employment. A person employed under this section shall not be concurrently employed under this article.

21233. (a) A person who has retired for disability shall not be employed, pursuant to this article or Section 7522.56, by any employer without reinstatement from retirement if the position is either of the following:

(1) The position from which the person retired.

(2) A position that includes duties or activities that the person was previously restricted from performing at the time of their retirement.

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(b) If a person who has retired for disability is employed by an employer without reinstatement pursuant to this article or Section 7522.56, the employer shall provide the board, in a form and manner determined by the board, the nature of the employment and the duties and activities of the position for which the person retired for disability will be employed.

(c) This section shall not apply to a person employed by an employer pursuant to Section 21232.

7522.56 (a) This section shall apply to any person who is receiving a pension benefit from a public retirement system and shall supersede any other provision in conflict with this section.

(b) A retired person shall not serve, be employed by, or be employed through a contract directly by, a public employer in the same public retirement system from which the retiree receives the benefit without reinstatement from retirement, except as permitted by this section.

(c) A person who retires from a public employer may serve without reinstatement from retirement or loss or interruption of benefits provided by the retirement system upon appointment by the appointing power of a public employer either during an emergency to prevent stoppage of public business or because the retired person has skills needed to perform work of limited duration.

(d) Appointments of the person authorized under this section shall not exceed a total for all employers in that public retirement system of 960 hours or other equivalent limit, in a calendar or fiscal year, depending on the administrator of the system. The rate of pay for the employment shall not be less than the minimum, nor exceed the maximum, paid by the employer to other employees performing comparable duties, divided by 173.333 to equal an hourly rate. A retired person whose employment without reinstatement is authorized by this section shall acquire no service credit or retirement rights under this section with respect to the employment unless he or she reinstates from retirement.

(e) (1) Notwithstanding subdivision (c), any retired person shall not be eligible to serve or be employed by a public employer if, during the 12-month period prior to an appointment described in this section, the retired person received any unemployment insurance compensation arising out of prior employment subject to this section with a public employer. A retiree shall certify in writing to the employer upon accepting an offer of employment that he or she is in compliance with this requirement.

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(2) A retired person who accepts an appointment after receiving unemployment insurance compensation as described in this subdivision shall terminate that employment on the last day of the current pay period and shall not be eligible for reappointment subject to this section for a period of 12 months following the last day of employment.

(f) A retired person shall not be eligible to be employed pursuant to this section for a period of 180 days following the date of retirement unless he or she meets one of the following conditions:

(1) The employer certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed and the appointment has been approved by the governing body of the employer in a public meeting. The appointment may not be placed on a consent calendar.

(2) (A) Except as otherwise provided in this paragraph, for state employees, the state employer certifies the nature of the employment and that the appointment is necessary to fill a critically needed state employment position before 180 days have passed and the appointment has been approved by the Department of Human Resources. The department may establish a process to delegate appointing authority to individual state agencies, but shall audit the process to determine if abuses of the system occur. If necessary, the department may assume an agency's appointing authority for retired workers and may charge the department an appropriate amount for administering that authority.

(B) For legislative employees, the Senate Committee on Rules or the Assembly Rules Committee certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed and approves the appointment in a public meeting. The appointment may not be placed on a consent calendar.

(C) For employees of the California State University, the Trustees of the California State University certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed and approves the appointment in a public meeting. The appointment may not be placed on a consent calendar.

(3) The retiree is eligible to participate in the Faculty Early Retirement Program pursuant to a collective bargaining agreement with the California

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State University that existed prior to January 1, 2013, or has been included in subsequent agreements.

(4) The retiree is a public safety officer or firefighter hired to perform a function or functions regularly performed by a public safety officer or firefighter.

(g) A retired person who accepted a retirement incentive upon retirement shall not be eligible to be employed pursuant to this section for a period of 180 days following the date of retirement and subdivision (f) shall not apply.

(h) This section shall not apply to a person who is retired from the State Teachers' Retirement System, and who is subject to Section 24214, 24214.5, or 26812 of the Education Code.

(i) This section shall not apply to (1) a subordinate judicial officer whose position, upon retirement, is converted to a judgeship pursuant to Section 69615, and he or she returns to work in the converted position, and the employer is a trial court, or (2) a retiree ~~who takes office as a judge of a court of record pursuant to Article VI of the California Constitution or a retiree of the Judges' Retirement System~~ For the Judges' Retirement System II who is assigned-appointed to serve in a court pursuant to Section 68543.5 as a retired judge.

7522.57 (a) This section shall apply to any retired person who is receiving a pension benefit from a public retirement system and is first appointed on or after January 1, 2013, to a salaried position on a state board or commission. This section shall supersede any other provision in conflict with this section.

(b) A person who is retired from a public retirement system may serve without reinstatement from retirement or loss or interruption of benefits provided that appointment is to a part-time state board or commission. A retired person whose employment without reinstatement is authorized by this subdivision shall acquire no benefits, service credit, or retirement rights with respect to the employment. Unless otherwise defined in statute, for the purpose of this section, a part-time appointment shall mean an appointment with a salary of no more than \$60,000 annually, which shall be increased in any fiscal year in which a general salary increase is provided for state employees. The amount of the increase provided by this section shall be comparable to, but shall not exceed, the percentage of the general salary increases provided for state employees during that fiscal year.

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(c) A person who is retired from the Public Employees' Retirement System shall not serve on a full-time basis on a state board or commission without reinstatement unless that person serves as a nonsalaried member of the board or commission and receives only per diem authorized to all members of the board or commission. A person who serves as a nonsalaried member of a board or commission shall not earn any service credit or benefits in the Public Employees' Retirement System or make contributions with respect to the service performed.

(d) A person retired from a public retirement system other than the Public Employees' Retirement System who is appointed on a full-time basis to a state board or commission shall choose one of the following options:

(1) The person may serve as a nonsalaried member of the board or commission and continue to receive his or her retirement allowance, in addition to any per diem authorized to all members of the board or commission. The person shall not earn service credit or benefits in the Public Employees' Retirement System and shall not make contributions with respect to the service performed.

(2) (A*i*) The person may suspend his or her retirement allowance or allowances and instate as a new member of the Public Employees' Retirement System for the service performed on the board or commission. The pensionable compensation earned pursuant to this paragraph shall not be eligible for reciprocity with any other retirement system or plan.

(B*ii*) Upon retiring for service after serving on the board or commission, the appointee shall be entitled to reinstatement of any suspended benefits, including employer provided retiree health benefits, that he or she was entitled to at the time of being appointed to the board or commission.

(e) Notwithstanding subdivisions (c) and (d), a person who retires from a public employer may serve without reinstatement from retirement or loss or interruption of benefits provided by the retirement system upon appointment to a full-time state board pursuant to Section 5075 of the Penal Code or Section 1718 of the Welfare and Institutions Code.

- A. Any employee who retired as a member of the Public Employees' Retirement System (PERS) may be employed in accordance with Government Code Sections 21229, 7522.56, and 7522.57 provided that:
1. The assignment of the retired person is approved and certified as to need by the requesting division head or college president who requests the assignment.

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For the purpose of this rule, need shall be defined as either an emergency situation which would prevent the college or division from conducting necessary classroom education or providing vital services necessary to the educational process or the retired employee possesses specialized knowledges, skills, and abilities essential to the performance of work of a limited duration.

2. Requests for the employment of a retiree shall be submitted on PC Form 763 to the Personnel Director for final approval.
3. The retired person certifies that he/she understands that employment is limited to a maximum of 120 full-time working days or 960 hours in a fiscal year with the District and any other employer subject to the provisions of Government Code Sections 21229, 7522.56, and 7522.57 and that employment is discretionary with the authority who makes the assignment.
4. The assignment does not commence within 180 days of the retired person's date of retirement unless one of the following conditions is met:
 - a. The District certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days has passed, and the appointment has been approved by the District's governing body in a public meeting.
 - b. The retiree was already employed as a retired annuitant prior to January 1, 2013.

A retired person who accepts a retirement incentive upon retirement shall not be eligible for employment within the 180-day waiting period without exception.

B. Retired persons who are employed by the District shall be compensated as follows:

1. A retired person who is employed in the class from which he or she last held permanent status shall be placed on:
 - a. The flat rate of the class, if applicable, or
 - b. The step of the schedule attained at the time of retirement, or
 - c. The hiring step for the class, whichever is higher.
2. A retired person who is employed in a class lower than from which he or she last held permanent status shall be placed on:
 - a. The flat rate of the class, if applicable, or

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b. The step of the schedule that provides a rate equal to or next below the rate he or she would be entitled to if reinstated in the former class, or

c. The hiring step for the class, whichever is higher.

~~in accordance with the salary placement provisions of Rule 582, ALLOCATION TO APPROPRIATE SALARY STEP.~~ Overtime work shall be compensated in accordance with the provisions of Rule 596, OVERTIME.

C. Retired persons assigned for limited periods shall be paid holiday benefits in accordance with the provisions of Paragraph A.2. of Rule 816, HOLIDAYS.

D. Retired persons assigned under the provisions of this rule shall not be granted leaves, other than a paid industrial accident leave as provided in Paragraph B. of Rule 804, LEAVE RESULTING FROM INDUSTRIAL ACCIDENT OR INDUSTRIAL ILLNESS.

E. A retired person shall not be eligible for employment with the District if any unemployment insurance compensation arising out of prior employment with a public employer was received by the retired person during the previous 12-month period. If a retired person accepts an appointment after receiving unemployment insurance compensation, that employment must be terminated by the last day of the current pay period, and the retiree will not be eligible for reappointment thereafter for 12 months.

F. A person retired for disability who has not attained the mandatory age for retirement applicable to persons in the position in which he or she will be employed, and whom the District finds not disabled for that employment, may be employed without reinstatement from retirement in a position other than the classification from which he or she retired. The employment shall end upon the person meeting the mandatory retirement age for persons in the employed position.

G. A person retired for disability shall not be employed without reinstatement from retirement if the position in which he or she would be employed is either of the following:

1. The position from which the person retired.

2. A position that includes duties that the person was previously restricted from performing at the time of retirement.

This provision does not apply to persons employed in a manner as described under paragraph F.

H. Provisions of this rule outlined in paragraph A.3. and A.4. may be suspended under certain conditions by a Governor's executive order.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 587, SALARY DIFFERENTIAL FOR INTERMITTENT LEAD ASSIGNMENTS (Final Approval) (Case 3837)

The proposed amendment is part of an ongoing project to review and update rules. In the past, paragraph B. was needed to facilitate the monitoring of intermittent lead assignments to ensure that employees do not exceed lead assignment duration limits. Programming has recently been secured within in the District's payroll system that prohibits time reporting exceeding those duration limits so the monthly reporting referenced in paragraph B. is no longer needed. Paragraph G. was also added to reflect that collective bargaining units may have negotiated different lead assignment duration limits.

587 SALARY DIFFERENTIAL FOR INTERMITTENT LEAD ASSIGNMENTS

Education Code Section

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.

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- A. An intermittent lead assignment is an assignment given to an employee who temporarily provides lead responsibilities to a group of three or more employees. An employee may not receive the additional compensation provided below for lead responsibilities if the employee leads only employees in those classes for which the employee's class normally has lead responsibility. Intermittent lead assignments for any one employee shall not exceed 90 working days in duration within a fiscal year.
- ~~B.~~ ~~The Payroll Branch shall send a report to the Personnel Director each calendar month summarizing all intermittent lead assignments by class, name of incumbent, and number of hours paid as a lead.~~
- ~~C.~~B. An employee who exercises intermittent lead responsibilities shall receive 2.75% above his/her regular rate of pay for any day he/she meets the requirement of a lead for four hours or more, in addition to his/her regular wages.
- ~~D.~~C. An employee will be designated by the division head or college president to exercise intermittent lead responsibilities; therefore, no assignment order will be required. Whenever practicable, leaders shall be selected from the appropriate eligibility list which shall be determined on the basis of the next higher level class of supervision.
- ~~E.~~D. Excluded from this rule are assignments to perform duties of an existing vacant position or of an absent employee. In such instances, a limited-term assignment shall be processed in accordance with the provisions of Rule 671, LIMITED TERM ASSIGNMENTS.
- ~~F.~~E. If it is determined that there is an ongoing need for a lead assignment and a new job classification is necessary, the Personnel Director shall recommend the appropriate classification and salary allocation to the Personnel Commission for approval.
- ~~G.~~F. Intermittent lead assignments shall not affect salary step advancement, promotion, or classification status nor be applicable to any paid absences.
- G. This rule shall have no force and effect upon employees of any collective bargaining unit to the extent that the provisions of this rule are negotiable.

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TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 891, APPRENTICES (Tentative Approval) (Case 3838)

This rule was originally established in 1969 to provide the framework for a future apprenticeship program for building and construction trades. Staff notes that the operational details of such an apprenticeship program have never been finalized but continue to be a topic of interest between the District and Building Trades Union Representatives. Therefore, staff is recommending that the rule remain active and be included in staff's routine review and update of Personnel Commission Rules. Educational Code sections have been updated and minor changes, primarily editorial in nature, are being proposed at this time since the parameters of apprenticeship programs are still being explored.

891 APPRENTICES

Education Code Section

~~88083. Powers and Duties of Personnel Commission Regarding Apprenticeships.~~

The commission may classify as apprentice positions certain positions where the principal requirement is that of learning to perform efficiently, by study and practice, specific duties concerning which a definite plan of systematic instruction and special supervision has been approved ~~by the California Apprenticeship Council for the designated trade~~ pursuant to Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code for the designated trade.

The apprenticeship training plan adopted by the governing board of the community college district shall be approved by the California Apprenticeship Council for building and construction trades or by the Chief of the Division of Apprenticeship Standards of the Department of Industrial Relations for other trades.

No assignment to any position classified as an apprentice position shall be allowed to continue beyond the predetermined apprenticeship period approved by the California Apprenticeship Council for building and construction trades and for firefighters or by the Chief of the Division of Apprenticeship Standards of the Department of Industrial Relations for other trades, ~~the designated trade~~, except that the community college district's joint apprenticeship committee may approve retention of an employee as an apprentice up to six months beyond the predetermined apprentice period.

The selection of eligible persons shall be made in accordance with their position on employment lists established by competitive or qualifying examinations.

Section 88033 shall be applicable to apprentice positions. However, relative age may be considered as a factor in the ranking of candidates for apprentice positions.

Credit for prior training in a regularly indentured apprenticeship program shall be given to qualified candidates.

In all cases of apprenticeship probationary periods, the standards of duration and qualifications shall be fixed by the commission insofar as they do not exceed the maximum standards set up by the California Apprenticeship Council for building and construction trades and for firefighters or by the Chief of the Division of Apprenticeship Standards of the Department of Industrial Relations for other trades. Termination for cause may be prescribed for any apprentice who fails to attain the predetermined standards of apprenticeship or for causes as prescribed by the rules of the commission.

The commission shall recommend to the governing board a graduated scale of compensation rates for the various levels of apprentices, taking into consideration the

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percentage relationship to the districts' journeyman wage of the trade as provided in the statement of policies of the California Apprenticeship Council.

The commission may determine that promotional examinations shall be held for entrance into various levels of apprentice positions and entrance into journeyman positions in a skilled trade.

- A. With the exceptions described below, the provisions of Personnel Commission Rules shall be applicable to all apprentices.
- B. The Personnel Commission shall recommend to the Board of Trustees the rates for the various apprentice classes.
- C. The initial examination for each apprentice class shall be promotional for all permanent employees and shall test for entrance into the various levels of each apprentice class. "Promotional" as used in this rule shall be defined as providing an opportunity for advancement, and the apprentice program shall be considered as providing this opportunity. Subsequent examinations for each apprentice class shall be open.
- D. ~~Before applications will be accepted,~~ In order to be found qualified for an apprentice class, applicants ~~for an apprentice class~~ shall present evidence to the Personnel Commission staff of satisfactory completion of aptitude tests for the craft or trade involved. The Joint Apprenticeship Committee shall designate the agencies approved to administer the aptitude tests.
- E. A permanent employee in the classified service who is assigned to an apprentice position shall, if the rate of the step of the schedule he/she has attained in his/her previous class is higher than the apprentice rate, continue to receive the current rate of that step of the schedule until such time as the apprentice rate equals or exceeds that rate, provided that no employee in an apprentice class shall be paid more than the maximum rate of the range for the apprentice class.
- F. An employee who has completed probationary hours of employment and related instruction as prescribed in the apprenticeship program standards shall become a permanent employee in the apprentice class. However, an employee in an apprentice class must meet the time requirements of other Personnel Commission Rules to be eligible for the rights and benefits accorded permanent classified employees.
- G. Eligibles selected for appointment to an apprentice position who have had prior training and instruction shall be rated in at the appropriate level of the apprentice class by the Division of Human Resources upon the recommendation of the Joint Apprenticeship Committee or the craft committee in the particular trade. The craft committees shall maintain records of the objective bases for rating in an apprentice above the first step of the pay range.
- H. Except as provided in Paragraph K., below, Rule 578, SALARY STEP ADVANCEMENT WITHIN CLASS FOR REGULAR EMPLOYEES, is not applicable to apprentices. Eligibles who are appointed

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to apprentice positions shall advance to subsequent steps as prescribed by the Joint Apprenticeship Committee or the craft committee.

- I. The Joint Apprenticeship Committee or the craft committee in the particular trade may, during an apprentice's period of apprenticeship, withhold one step advance due to unsuccessful completion of required job processes and/or related instruction, or grant one extra step advance for demonstrated exceptional proficiency in learning the required job processes. The Division of Human Resources shall be notified of the action by the craft committee or Joint Apprenticeship Committee at least one payroll period prior to the pay period of the step advancement. The craft committee shall maintain records of the objective bases for withholding a step advancement or granting an extra step advancement.
- J. The Joint Apprenticeship Committee shall enforce discipline in those cases where an apprentice does not meet work processes or related instruction standards as established by the Joint Apprenticeship Committee. In all other cases of discipline, the Personnel Commission Rules shall be applicable.
- K. An apprentice may be promoted to a journeyman-level class under the following conditions and procedures:
1. The field of competition for a journeyman-level examination in which a qualified apprentice competes shall be promotional for the apprentice.
 2. An apprentice shall be eligible to take an examination for the related journeyman-level class during the last six months of his apprentice program.
 3. When there is an established eligibility list for the related journeyman-level class, a promotional examination may be administered to an apprentice in the last six months of his/her apprentice program under conditions and techniques sufficiently similar to those which produced the existing list to insure its competitive character. When a promotional eligibility list results from such an examination, the list shall be merged and/or certification shall be made in accordance with Rule 681, MERGING OF ELIGIBILITY LISTS.
 4. No apprentice can be appointed from an eligibility list to a journeyman-level position until he/she successfully completes his/her apprentice program with the District. An apprentice without previous experience in the classified service who is appointed to other than the appropriate journeyman-level class shall be treated as a new employee for salary allocation and step-advancement purposes.
 5. Step advancement for apprentices who promote to the appropriate journeyman-level class shall be in accordance with Paragraph A.4. of Rule 578, SALARY STEP ADVANCEMENT WITHIN CLASS FOR REGULAR EMPLOYEES.
- L. The Joint Apprenticeship Committee may retain an employee as an apprentice for up to six months beyond the predetermined apprentice period.

ACCOUNTING ASSISTANT

DEFINITION

Performs routine clerical accounting and cash collection duties.

TYPICAL DUTIES

Checks source documents for common errors in account classification, prices, totals, extensions, and balances.

Codes accounting documents based on detailed procedures and account classifications.

Posts transactions to accounting records.

Logs and sequences source documents, enters accounting data in registers, sorts documents by codes, and matches documents to accounts to assure that entries are properly posted.

Reviews files to assure complete and authentic documentation for transactions.

Checks accounts for arithmetical accuracy.

Compiles information from current accounts used to prepare standard accounting statements and reports.

Extracts data from accounts in preparing accounting summaries.

Contacts District, bank, or business personnel to resolve problems relating to cash collections, balances, bank deposits and withdrawals.

Answers inquiries from administrators, instructional staff, vendors, and students regarding encumbrances, expenditures, account balances, and accounting office procedures and policies.

Reconciles discrepancies in accounts caused by coding, transpositions, or missing source documents.

Collects money and issues receipts for goods and services, such as registration fees, material fees, and bus passes and reconciles cash collections with receipts.

Counts, balances, records, and deposits large sums of cash.

Totals currency, checks, and charge card vouchers; writes deposit slips; and packages deposits for bank transport.

Prepares daily, weekly, and monthly summaries and reports reflecting cash receipts, deposits, credits, overages, and shortages.

Prepares cash boxes and change funds for various operations or special events.

Orders coin and currency from the bank for the campus change fund.

Maintains an inventory of tickets sold for admission to various events.

Utilizes computerized systems in the processing of accounting related data.

Operates a variety of equipment including computers, coin counters, coin wrappers, calculators, copiers, and cash registers.

May distribute checks for scholarships, grants, and loans to students.

May assist customers at a counter.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Accounting Assistant** applies an entry-level knowledge of clerical accounting and standard cashiering methods; receives daily cash collections from various locations, reconciles cash with register receipts, prepares the daily bank deposit; and follows a fiscal unit's established practices and procedures in the clerical processing and recording of accounting transactions and information which includes coding, posting, checking, and matching documents.

An **Accounting Technician** applies a basic knowledge of double entry accrual clerical accounting methods, techniques, and procedures in the maintenance of specific accounts which includes verifying documents, adjusting accounts, closing accounts preparing data for accounting statements, and resolving discrepancies.

A **Senior Accounting Technician** applies a working knowledge of the District's accounting system while acting in a lead capacity with responsibility for overseeing the day-to-day operation of a small unit engaged in processing clerical accounting and other related documents.

SUPERVISION

Immediate supervision is received from a classified supervisor. Work direction may be received from higher-level clerical accounting staff.

CLASS QUALIFICATIONS

Knowledge of:

Basic practices and procedures used in processing and recording of accounting information and transactions

Elementary accounting principles and practices

Standard accounting codes, classification, and terminology

Basic cash verification systems and procedures

Cashiering procedures and practices

Recordkeeping procedures

Standard clerical banking procedures

Business English, punctuation, spelling, and grammar

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

Capabilities of computer systems, software, and hardware used in the processing of accounting data

Skill in:

Use of computers, various cashiering equipment, and standard office equipment

Ability to:

Quickly recognize sources of errors in accounting records

Make arithmetical computations rapidly and accurately

Post accounting data rapidly, neatly, and accurately in standard and electronic files

Critically review source data and detect and correct errors

Count large amounts of cash quickly and accurately

Prepare basic accounting summaries and reports

Maintain accurate accounting files and records

Prepare routine correspondence and reports

Follow written and oral directions

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

Effectively utilize computer equipment and software in the performance of duties

Learn to apply various accounting practices and procedures

Learn District's accounting policies, procedures, and requirements

Learn to determine necessary adjusting entries between accounts

Learn specialized governmental accounting practices and procedures

Learn to use accounting related equipment

Learn specialized ~~software~~ computer applications and systems used in assigned area

ENTRANCE QUALIFICATIONS

Education and Experience:

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

OR

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

Experience in the use of computer equipment 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.

ACCOUNTING TECHNICIAN

DEFINITION

Classifies clerical accounting transactions; maintains, reconciles, and closes accounts; reviews and verifies accounting related documents and resolves discrepancies; and prepares data for financial statements.

TYPICAL DUTIES

Verifies the accuracy and completeness of accounting data and determines the accounts affected and entries to be made.

Summarizes transactions and prepares control and posting documents.

Reviews posting documents to verify account designations and entries and posts entries to accounts.

Totals account entries and summarizes balances of detail accounts.

Initiates documents to transfer balances from detail accounts to summary accounts.

Reconciles accounts by comparing account balances with related data to assure agreement; reviews records and source documents to identify sources of discrepancies; and determines corrective entries required to balance accounts.

Determines entries necessary to reflect information not yet recorded.

Closes and balances accounts.

Separates and groups accounts as they will appear on financial statements.

Abstracts data from accounting records for use in prescribed statements and reports.

Researches accounts, reports, statements and source documents for specified information.

Utilizes computerized systems in the processing of accounting related data.

Answers inquiries from administrators, instructional staff, vendors and students regarding encumbrances, expenditures, account balances, and accounting procedures and policies.

Identifies significant changes in account balances, determines sources of changes, and prepares comparative data.

Reviews accounts to verify their accuracy and adequacy of supporting documents.

Inputs invoices and reconciles invoices, purchase orders or contracts and receiving documents in order to process appropriate payments.

May provide work direction to clerical accounting and other clerical staff assigned to the unit.

May process revolving fund reimbursements or other employee claims for reimbursement.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Accounting Technician** applies a basic knowledge of double entry accrual clerical accounting methods, techniques, and procedures in the maintenance of specific accounts which includes verifying documents, adjusting accounts, closing accounts, preparing data for accounting statements, and resolving discrepancies.

A **Senior Accounting Technician** applies a working knowledge of the District's accounting system while acting in a lead capacity with responsibility for overseeing the day-to-day operation of a small unit engaged in processing clerical accounting and other related documents.

An **Accounting Assistant** applies an entry-level knowledge of clerical accounting and standard cashiering methods; receives daily cash collections from various locations, reconciles cash with register receipts, prepares the daily bank deposit; and follows a fiscal unit's established practices and procedures in the clerical processing and recording of accounting transactions and information which includes coding, posting, checking, and matching documents.

SUPERVISION

Immediate supervision is received from a classified supervisor. May provide work direction to Accounting Assistants and other clerical staff assigned to the unit.

CLASS QUALIFICATIONS

Knowledge of:

Practices and procedures used in processing and recording of accounting information and transactions

Basic accounting principles and practices

Standard accounting codes, classification, and terminology

District's accounting policies, procedures, and requirements

Methods used in maintaining accounts

Cash verification systems and procedures

Cashiering procedures and practices

Office practices and procedures

Standard clerical banking procedures

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

Business English, punctuation, spelling, and grammatical usage

Capabilities of computer systems, software, and hardware used in the processing of accounting data

Recordkeeping procedures

Skill in:

Use of computers and standard office equipment

Ability to:

Apply various accounting practices and procedures

Critically review source data and detect and correct errors in accounting records

Determine necessary adjusting entries between accounts

Make arithmetical computations rapidly and accurately

Post accounting data rapidly, neatly, and accurately in standard and electronic files

Maintain accurate accounting files and records

Prepare routine correspondence and reports

Follow written and oral directions

Effectively utilize computer equipment and software in the performance of duties

Work with frequent interruptions and under the pressure of recurring deadlines

~~Work independently~~

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

Learn specialized governmental accounting practices and procedures

Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent

AND

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

OR

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

Reasonable Accommodation

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

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

SENIOR ACCOUNTING TECHNICIAN

DEFINITION

Acts as a lead and participates in the work of a small unit engaged in processing clerical accounting and other related documents.

TYPICAL DUTIES

Trains, assigns, and reviews the work of a small group of employees engaged in processing and maintaining clerical accounting and other related data, performing cash collection duties, and making payments of non-salary obligations of the District.

Determines the most efficient work procedures and techniques for assigned staff to ensure timely completion of work projects.

Summarizes transactions and prepares control and posting documents.

Totals account entries, provides trial balances, and summarizes balances of detail accounts.

Initiates documents to transfer balances from detail accounts to summary accounts.

Reconciles accounts by comparing account balances with related data to assure agreement; reviews records and source documents to identify significant changes in account balances and sources of discrepancies; and determines corrective entries or action required to balance accounts.

Inputs and reconciles invoices, purchase orders, contracts, and receiving documents in order to process appropriate payments.

Reviews accounting data and resolves account discrepancies.

Researches and abstracts data from accounts, statements, and source documents used to prepare specified reports.

Utilizes computerized systems in the processing of accounting related data.

Answers inquiries from administrators, instructional staff, vendors and students regarding encumbrances, expenditures, account balances, and accounting procedures and policies.

Answers questions of staff and resolves problems on matters subject to interpretation.

Provides training to assigned staff in the work of the unit.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior Accounting Technician** applies a working knowledge of the District's accounting system while acting in a lead capacity with responsibility for overseeing the day-to-day operation of a small unit engaged in processing clerical accounting and other related documents.

An **Accounting Technician** applies a basic knowledge of double entry accrual clerical accounting methods, techniques and procedures in the maintenance of specific accounts which includes verifying documents, adjusting accounts, closing accounts, preparing data for accounting statements, and resolving discrepancies.

A **Supervising Accounting Technician** applies a thorough knowledge of the District's accounting system in planning, scheduling, and supervising the day-to-day operations of a college fiscal office or a large District Office unit engaged in processing clerical accounting and other related documents and data; and is responsible for performing the more difficult clerical accounting functions of the unit during peak workload periods and in the absence of regularly assigned staff.

SUPERVISION

General supervision is received from a classified supervisor or manager. Serves as lead over assigned clerical accounting and other clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Accounting principles and practices

Methods used in preparing routine accounting statements

Capabilities of computer systems, software, and hardware used in the processing of accounting data

Standard accounting codes, classification, and terminology

District's accounting policies, procedures, and requirements

Methods used in maintaining accounts

Cash verification systems and procedures

Cashiering procedures and practices

Principles of training

Office management practices and procedures

Common clerical banking procedures

Practices and procedures used in processing and recording of accounting information and transactions

Business English, punctuation, spelling, and grammatical usage

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

Recordkeeping procedures

Skill in:

Use of computers and standard office equipment

Ability to:

Provide ~~leadership~~ guidance and technical assistance to others

Train others in accounting practices and procedures

Give clear and concise instructions

Review complex accounting data and resolve discrepancies

Critically review source data and detect and correct errors in accounting records

Apply various accounting practices and procedures

Determine necessary adjusting entries between accounts

Make complex arithmetical computations

Work under the pressures of recurring deadlines with frequent interruptions

Post complex accounting data

Prepare accurate reports and correspondence

M~~m~~aintain accurate records that meet audit requirements

Work independently

Effectively utilize computer equipment and software in the performance of duties

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

Learn specialized governmental accounting practices and procedures

Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent

AND

A. Thirteen semester units of college-level accounting classes AND Two years of full-time, paid clerical accounting experience which must have included use of accounting related computer equipment and software. Lead experience in a clerical accounting unit is desirable.

OR

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

SUPERVISING ACCOUNTING TECHNICIAN

DEFINITION

Plans, schedules, and supervises the work of a unit engaged in processing and maintaining clerical accounting and other related documents and resolves the most complex account discrepancies of the unit.

TYPICAL DUTIES

Plans, schedules, and supervises, the day-to-day work of a group of employees engaged in processing clerical accounting and other related documents, maintaining accounting records, performing cash collection duties, and making payments of non-salary obligations of the District.

Selects, trains, and supervises assigned clerical accounting staff.

Evaluates, revises, and implements work methods and procedures used by the unit in the clerical processing of accounting documents and data.

~~Determines~~ Assesses workload requirements, establishes priorities for completion of work, prepares work schedules to meet deadlines, sets up flow of work, and assigns work accordingly.

Reviews the work of subordinates for accuracy, adequacy, and compliance with instructions, procedures, and work methods.

Utilizes computerized systems in the processing of accounting related data.

Trains employees in the work of the unit and evaluates and advises them on work performance.

Answers questions of subordinates on matters subject to interpretation.

Resolves discrepancies and handles non-routine inquiries regarding accounts.

Explains operating procedures, policies, and regulations to vendors and staff of the District.

Answers non-routine inquiries from administrators, instructional staff, vendors and students regarding encumbrances, expenditures, account balances, and accounting procedures and policies.

Participates in clerical accounting functions of the unit during peak work-load periods and in the absence of regularly assigned personnel.

Prepares accounting documents and reports related to the work of the unit.

On designated matters, acts for a supervisor in his/her absence.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Supervising Accounting Technician** applies a thorough knowledge of the District's accounting system in planning, scheduling, and supervising the day-to-day operations of a college fiscal office or a large District Office unit engaged in processing clerical accounting and other related documents and data; and is responsible for performing the more difficult clerical accounting functions of the unit during peak workload periods and in the absence of regularly assigned staff.

A **Senior Accounting Technician** applies a working knowledge of the District's accounting system while acting in a lead capacity with responsibility for overseeing the day-to-day operation of a small unit engaged in processing clerical accounting and other related documents.

An **Accounting Technician** applies a basic knowledge of double entry accrual clerical accounting methods, techniques and procedures in the maintenance of specific accounts which includes verifying documents, adjusting accounts, closing accounts, preparing data for accounting statements, and resolving discrepancies.

SUPERVISION

General supervision is received from a classified supervisor or manager. Immediate supervision is exercised over assigned clerical accounting and other clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Accounting principles and practices

Principles and methods used in preparing accounting statements

Office management practices and procedures

Principles of supervision and training

Capabilities of computer systems, software, and hardware used in the processing of accounting data

Accounting codes, classification, and terminology

District's accounting policies, procedures, and requirements

Principles and methods of account maintenance

Cash verification systems and procedures

Cashiering procedures and practices

Common clerical banking procedures

Recordkeeping procedures

Knowledge of:

Practices and procedures used in processing and recording of accounting information and transactions

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

Principles of effective business writing

Letter, memorandum, and report formats

Skill in:

Use of computers and standard office equipment

Ability to:

Plan, assign, and supervise the work of assigned staff

Train others in specialized accounting practices and procedures

Analyze complex accounting data, draw conclusions, and make recommendations

Effectively utilize computer systems and software in the performance of duties

Give clear and concise instructions

Evaluate work methods and performance

Critically review source data and detect and correct errors in accounting records

Apply complex accounting practices and procedures

Work under the pressures of recurring deadlines with frequent interruptions

Effectively communicate orally and in writing

Prepare required reports for the unit

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

Learn specialized governmental accounting practices and procedures

Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

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

AND

Three years of full-time, paid clerical accounting experience which must have included use of accounting related computer equipment and software. One year of the required experience must have also been in a lead or supervisory position. A successfully completed college-level course in supervision or management may substitute for the required one year of experience in a lead or supervisory position. Courses in office management and supervision are 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.

SIGN LANGUAGE INTERPRETER SPECIALIST I
SIGN LANGUAGE INTERPRETER SPECIALIST II

DEFINITION

Interprets educational and general information exchanged in an educational setting by using manual and oral methods of communication for the deaf and hard of hearing.

TYPICAL DUTIES

Attends classes, guidance sessions, tutoring sessions, and student activities with deaf and hard of hearing students to interpret educational information, classroom discussions, and activities through the use of manual and oral methods of communication for the deaf and hard of hearing.

Answers general questions regarding the nature and problems associated with deafness and hard of hearing.

Continually assesses a student's communications skills in speech, lip-reading, signs, and fingerspelling in order to utilize the most appropriate communication methods based on the student's needs and preferences.

Observes problems encountered and progress being made by deaf and hard of hearing students and reports observations to instructional and program staff.

May perform a variety of ministerial duties related to the effective operation of programs for the deaf and hard of hearing such as accepting telephone calls, disseminating information, processing correspondence and records, and maintaining files.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Sign Language Interpreter Specialist I** conveys the full meaning of a message using oral and manual forms of communication for deaf and hard of hearing people and voices the deaf/hard of hearing person's message with an oral presentation in proper English syntax.

A **Sign Language Interpreter Specialist II**, in addition to using oral and manual forms of communication to convey the full meaning of a message, achieves and delivers conceptually accurate higher-level academic material utilizing English and/or American Sign Language (ASL).

A **Senior Sign Language Interpreter Specialist** coordinates and schedules the interpreting services for deaf and hard of hearing students and participates in interpreting educational and general information exchanged in an educational setting by using manual and oral methods of communication.

SUPERVISION

General supervision is received from an academic or classified supervisor or administrator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Standard methods of manual communication for the deaf and hard of hearing including American Sign Language, Signed English, fingerspelling, and non-manual expression including facial, eye, and body language

The culture and cultural experiences of the Deaf community

Common educational processes and procedures on a college campus

Current developments, trends, and techniques in the field of interpreting for both the deaf and hard of hearing as utilized by the Deaf community

National Association of the Deaf (NAD)-Registry of Interpreters for the Deaf (RID) Code of Professional Conduct

Basic recordkeeping procedures

Capabilities of computer systems, equipment, and software used in providing interpreting services for the deaf

Skill in:

Conveying the thought, intent, and spirit of a speaker to a deaf/hard of hearing person

Interpreting/transliterating expressively and receptively using manual and oral methods of communication for the deaf and hard of hearing

Ability to:

Utilize sufficient sign vocabulary to ensure proper interpretation for various academic or vocational subject matters

Establish and maintain effective relationships with deaf and hard of hearing students, as well as with faculty and staff

Observe the progress of a student and adapt or modify methods of communication and/or discuss concerns with the instructional and program staff, as needed

Maintain the confidentiality of information exchanged in an interpreting situation

Communicate effectively by signing, orally, and in writing

Keep detailed and accurate records

Meet schedules and timelines

ENTRANCE QUALIFICATIONS

Education and Experience:

Sign Language Interpreter Specialist I

A. Graduation from high school or its equivalent **AND** 1800 hours of paid, volunteer, or family-related experience as an interpreter for the deaf and hard of hearing. Completion of an American Sign Language Interpreting program of at least 30 units or its equivalent is desirable.

OR

B. Graduation from a recognized four-year college or university with a major in Deaf Studies with a concentration in ASL/English Interpreting or a closely related field.

OR

C. National Interpreter Certification (NIC) from the Registry of Interpreters for the Deaf (RID) or a passing score of 4.0 or higher on the Educational Interpreter Performance Assessment (EIPA).

Sign Language Interpreter Specialist II

A. Graduation from high school or its equivalent **AND** 3600 hours of paid, volunteer, or family-related experience as an interpreter for the deaf and hard of hearing. Completion of an American Sign Language Interpreting program of at least 30 units or its equivalent is desirable.

OR

B. Graduation from a recognized four-year college or university with a major in Deaf Studies with a concentration in ASL/English Interpreting or a closely related field.

OR

C. National Interpreter Certification (NIC) from the Registry of Interpreters for the Deaf (RID).

Special Note: Certification of Interpretation (CI) or Certificate of Transliteration (CT) from the Registry of Interpreters for the Deaf (RID) will be accepted as qualifying.

Reasonable Accommodation

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

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

SENIOR SIGN LANGUAGE INTERPRETER SPECIALIST

DEFINITION

Coordinates and schedules the interpreting services for deaf and hard of hearing students and participates in interpreting educational and general information exchanged in an educational setting by using manual and oral methods of communication for the deaf and hard of hearing.

TYPICAL DUTIES

Coordinates and schedules the interpreting services for deaf and hard of hearing students for classes, meetings, and student activities.

Conducts on the job evaluations and assesses training needs of Sign Language Interpreters I and II and proposes and provides workshops to meet those needs.

Maintains files and materials on technical sign vocabulary to assist interpreters working in specialized subject areas.

Provides in-service training for other college departments and communicates with instructors explaining deaf and hard of hearing student services.

Using manual and oral means of communication for the deaf and hard of hearing, interprets educational information for up to approximately 50% of the time for deaf and hard of hearing students in the classroom, meetings, activities, and emergencies.

Provides general information regarding the nature and problems associated with the deaf and hard of hearing. Continually assesses a student's communications skills in speech, lip-reading, signs, and fingerspelling in order to utilize the most appropriate communication methods based on the student's needs and preferences.

Observes problems encountered and progress being made by deaf and hard of hearing students and reports observations to instructional and program staff.

May perform a variety of ministerial duties related to the effective operation of programs for the deaf and hard of hearing such as accepting telephone calls, disseminating information, preparing and processing correspondence, reports, and records, and maintaining files.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior Sign Language Interpreter Specialist** coordinates and schedules the interpreting services for deaf and hard of hearing students and participates in interpreting educational and general information exchanged in an educational setting by using manual and oral methods of communication.

DISTINGUISHING CHARACTERISTICS

A **Sign Language Interpreter Specialist II**, in addition to using oral and manual forms of communication to convey the full meaning of the message, achieves and delivers conceptually accurate higher-level academic material utilizing English and/or American Sign Language (ASL).

A **Sign Language Interpreter Specialist I** conveys the full meaning of the message using oral and manual forms of communication for deaf and hard of hearing people and voices the deaf/hard of hearing person's message with an oral presentation in proper English syntax.

SUPERVISION

General supervision is received from an academic supervisor or administrator. Provides work direction and coordination over the activities of Sign Language Interpreters I and II.

CLASS QUALIFICATIONS

Knowledge of:

Standard methods of manual communication for the deaf and hard of hearing including American Sign Language, signed English, fingerspelling, and non-manual expression including facial, eye, and body language
The culture and cultural experiences of the Deaf community

Common educational processes and procedures on a college campus

Current developments, trends, and techniques in the field of interpreting for both the deaf and hard of hearing as utilized by the Deaf community

National Association of the Deaf (NAD)-Registry of Interpreters for the Deaf (R.I.D.) Code of Professional Conduct

Basic requirements of ADA (*Americans with Disabilities Act*) and student services programs

Techniques of training and work direction

Recordkeeping procedures

Capabilities of computer systems, equipment, and software used in providing interpreting services for the deaf

Skill in:

Conveying the thought, intent, and spirit of a speaker to a deaf/hard of hearing person

Interpreting/transliterating expressly and receptively, using manual and oral methods of communication for the deaf and hard of hearing

Ability to:

Coordinate and schedule the work of a group of interpreters

Train and assess training needs of Sign Language Interpreter Specialists I and II

Utilize sufficient sign vocabulary to ensure proper interpretation for various academic or vocational subject matter

Establish and maintain effective relationships with deaf and hard of hearing students, as well as with faculty and staff

Observe the progress of a student and adapt or modify methods of communication and/or discuss concerns with the instructional and program staff as needed

Maintain the confidentiality of information exchanged in an interpreting situation

Communicate effectively by signing, orally, and in writing

Meet schedules and timelines

Keep detailed and accurate records

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or its equivalent **AND** completion of an American Sign Language Interpreting program of at least 30 units or its equivalent.

A bachelor's degree from a recognized college or university is desirable.

Experience:

Two thousand four hundred hours of paid, volunteer, or family-related experience as an interpreter for the deaf and hard of hearing.

National Interpreter Certification (NIC), Certificate of Interpretation (CI), or Certificate of Transliteration (CT) from the Registry of Interpreters for the Deaf (RID) or Level IV or higher certification from the National Association of the Deaf (NAD) as well as experience in coordinating interpreting services are 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.

PERSONNEL ASSISTANT

DEFINITION

Prepares and processes a variety of personnel transactions pertaining to recruitment, selection, certification, assignment, employment processing, compensation, and other related areas. Interacts with a wide variety of people to request information or explain personnel procedures.

TYPICAL DUTIES

A Personnel Assistant may perform an assigned combination of the following and/or related duties:

Processes various personnel transactions pertaining to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, new positions, position changes, bilingual position requests, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and/or recruitment, examination, and certification matters.

Effectively utilizes computer information systems and office software application to process personnel transactions.

Contacts the public, applicants, eligibles, employees, supervisors, administrators, and other district personnel in the processing of applications and the evaluation, placement, and assignment of employees.

Provides standardized information and answers inquiries regarding policies and procedures of the Board of Trustees, the Personnel Commission, and collective bargaining agreements as related to examination, assignments, compensation, and other personnel transactions.

Codes and inputs assignment data into a personnel/payroll information system.

Interprets codes and other information on information systems screens and related records in order to obtain and verify requested employee and applicant information.

Reviews various personnel transactions for compliance with rules and regulations.

Troubleshoots problems related to recruitment, selection, certification, assignment, employment processing, compensation, and other personnel transactions and assists in resolving problems within established rules and policies.

Reviews applications, licenses, and credentials to determine if applicants meet entrance qualifications.

Processes candidates for employment, by providing and explaining the purpose of various employment forms, verifying health and other clearances, and obtaining and scanning necessary employment documents.

Compiles and prepares correspondence, bulletins, and reports pertinent to assigned area.

Maintains and scans specialized and other personnel files.

Processes financial credit verifications and service verifications.

May provide work direction to student employees.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Personnel Assistant** performs specialized clerical duties related to the processing of a wide variety of personnel transactions pertaining to recruitment, selection, certification, assignment, employment processing, compensation, and other related areas. Incumbents in this classification apply a working knowledge of the rules, regulations, policies, and procedures of the Board of Trustees and Personnel Commission as well as applicable provisions of the collective bargaining agreements.

A **Senior Personnel Assistant** organizes and performs duties related to the preparation and processing of a wide variety of personnel transactions pertaining to recruitment, selection, examination, compensation, employee health benefits, and/or assignment of academic, classified, and/or unclassified employees. May act as a lead person over a small clerical personnel unit. Incumbents in this classification apply a working knowledge of a wide variety of the rules, regulations, policies, and procedures of the Board of Trustees and Personnel Commission as well as applicable provisions of the collective bargaining agreements.

SUPERVISION

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

CLASS QUALIFICATIONS

Knowledge of:

Personnel rules, practices, and procedures

Office practices and procedures

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

Letter, memorandum, and report formats

Correct use of business English, punctuation, spelling, and grammar

Recordkeeping procedures

Capabilities of computer systems, hardware, and software used in assigned area

Skill in:

Use of computer and standard office equipment

Ability to:

Prepare and process a variety of personnel documents

Give clear and concise instructions

Meet, interview, and inform the public and employees regarding personnel matters

Effectively utilize computer equipment in the performance of duties

Code, input, and retrieve data from a computerized information system

Apply a code system

Work effectively under the pressures of recurrent deadlines with frequent interruptions

~~Work independently~~

Critically review source data, detect, and correct errors

Keep information confidential

Verify and input data accurately

Make arithmetical computations and assemble statistical data

Spell, punctuate, use correct grammar, and proofread

Deal tactfully and effectively with employees and the public

Keep accurate and detailed records

Learn specialized software applications and systems used in assigned area ~~used at the District~~

Learn merit system and affirmative action principles and procedures

Learn and interpret Board of Trustees Rules, Personnel Commission Laws and Rules, Human Resources

Guides, and collective bargaining agreements

Learn various classes of positions and entrance qualifications of the District

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or its equivalent.

Experience:

None is required. One year of full-time, paid general clerical experience which included 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.

SPECIAL SERVICES ASSISTANT

DEFINITION

Performs a variety of specialized clerical and limited student support functions in the Disabled Students Programs and Services office.

TYPICAL DUTIES

Explains and interprets procedures and eligibility requirements for program services to students, staff, and the public.

Communicates with students to obtain and impart pertinent information necessary for provision of program services.

Provides individuals and groups with information related to financial aid, job placement, career, and educational planning.

Assists students with disabilities in accessing a variety of services by providing support services such as test proctoring, note-taking, reader services, tutoring special parking, registration assistance, mobility assistance, etc.

Refers students to various campus departments and community organizations for further information and assistance regarding specialized programs and services.

Effectively utilizes standard office software applications to prepare correspondence concerning specialized programs and services.

Reviews and processes various forms, records, and applications by checking them for completeness, accuracy, and compliance with program requirements and verifies data through a variety of sources such as academic records.

Operates a computer terminal to input and update student data and verify student information.

Assists in the preparation and submission of mandated reports and documents.

Maintains the security of files and records containing confidential data on program participants.

Contacts campus, community, and governmental representatives and organizations to obtain information regarding available resources, to inform agencies of services offered, to encourage participation in specialized services and programs, and to obtain periodic information regarding the progress of individuals participating in the program.

Schedules appointments for students with counselors, tutors, and/or other office support staff.

May proctor placement and interest tests.

May assist in writing copies of bulletins, brochures, and news releases to publicize various services.

May maintain an inventory of office supplies and order, receive, stock, and distribute supplies.

May provide work direction to student employees.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Special Services Assistant** performs a variety of specialized clerical and limited support functions related to the provision of services for students in the Disabled Student Programs and Services office. A working knowledge of the program requirements and procedures is applied in performing the duties of the class.

A **Student Services Assistant** participates in the development, promotion, coordination, and evaluation of a student services programs. A thorough knowledge of program requirements and procedures is continuously applied in performing the duties of the class.

SUPERVISION

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

CLASS QUALIFICATIONS

Knowledge of:

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

Correct use of business English, punctuation, spelling, and grammar

Letter, memorandum, and report formats

Basic requirements of Federal and State laws concerning persons with disabilities

Recordkeeping procedures

Capabilities of computer systems, software, and hardware common to student services programs

Ability to:

Interface effectively with individuals from various educational, socioeconomic, ethnic, and special needs backgrounds

Understand, interpret, and apply laws, rules, and procedures pertaining to Disabled Student Services and Programs

Tactfully and accurately impart and secure information pertaining to special services

Assist students in filling out appropriate forms and applications

Interface effectively with administrators, employees, and representative of public and private organizations

Effectively utilize computer equipment in the performance of duties

Give clear and concise information

Prepare routine correspondence and reports

Use proper spelling, punctuation, and grammar

Keep information confidential

Keep accurate records and files

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or its equivalent.

Experience:

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

Reasonable Accommodation

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

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

INSTRUCTIONAL ASSISTANT, ADMINISTRATION OF JUSTICE

DEFINITION

Monitors and maintains one or more instructional administration of justice laboratories used in the administration of criminal justice public agencies' affiliated educational programs; assists students and faculty with instructional activities; and orders, issues, receives, and stores classroom materials and supplies.

TYPICAL DUTIES

Schedules and oversees the use of one or more instructional administration of justice laboratories by students, faculty and staff.

Explains to students the established instructional laboratory policies and use of equipment and orients students to established policies within the instructional laboratory.

Assists instructors and students with instructional activities, including crime scene analysis and other activities related to the educational programs.

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

~~Advises~~ Assists instructional staff by providing them with observations regarding ~~of~~ problems encountered ~~with the educational program or with the~~ and progress being made ~~of~~ by individual students using the laboratory as part of their educational program.

Reports equipment and system malfunctions and needed maintenance to technical personnel when appropriate and maintains records of service calls.

~~Advises and r~~ Responds to student inquiries regarding course requirements and ~~advises~~ provides information to students regarding specific Administration of Justice degree and certificate program requirements.

Cross-references course titles and subject matter related to courses completed previously to current affiliated education requirements and coordinates with staff to award appropriate course and certificate credit.

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

Maintains laboratory attendance and progress records for instructional staff.

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

Prepares certificates for ~~certain~~ courses as needed.

TYPICAL DUTIES

May provide training and work direction to student employees.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Administration of Justice** applies knowledge of the fundamentals of criminal justice public agencies' affiliated educational programs in assisting students and faculty with instructional activities and is responsible for the day-to-day operations of instructional laboratories, which include: preparation of equipment, materials, and supplies; storekeeping functions; and proper use of equipment and materials.

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

SUPERVISION

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

CLASS QUALIFICATIONS

Knowledge of:

Principles of administration of justice and/or fire technology

General terminology common to administration of justice and/or fire technology field

Basic principles of evidence identification and handling

Supplies, materials, tools, and equipment used in a forensics laboratory

Office practices and procedures

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

Recordkeeping procedures

Ability to:

Provide instructional assistance to students and instructional staff

Operate, explain, and demonstrate the proper and safe use of a variety of tools and equipment

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

Effectively utilize computer hardware and software of assigned instructional laboratories

Ability to:

Perform minor repairs and adjustments to a variety of laboratory equipment

Follow complex instructions in the preparation and construction of supplies and equipment setups

Secure and store supplies

Maintain an inventory of tools and equipment

Communicate effectively both orally and in writing

Effectively utilize computer hardware and software

Give clear and concise instructions

Prepare study aids for student use

Keep detailed and accurate records

Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate degree or its equivalent from a recognized college or university with a major in administration of justice or a ~~closely~~ related field.

OR

B. An associate degree or its equivalent from a recognized college or university AND completion of a certificate in administration of justice or a ~~closely~~ related field.

OR

C. Graduation from high school or its equivalent **AND** two years of full-time, paid experience in the field of law enforcement or a ~~closely~~ related field.

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.