

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, March 2, 2022 –12:30 p.m.
Via Teleconference:
<https://laccd.zoom.us/j/5603717342>
Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 560 371 7342

ORDER OF BUSINESS-CLOSED SESSION MEETING

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

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, March 16, 2022
Closed Session 12:30 p.m.
Open Session 1:00 p.m.
Via Teleconference

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

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

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION MEETING

Wednesday, March 2, 2022 – 1:00 p.m.

Via Teleconference:

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve the Minutes from the Open and Closed Meetings of February 16, 2022
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities
 - b. Strictly Classified Employee Bulletins
- V. Reissue of Personnel Commission Rule 805, PEACE CORPS OF THE UNITED STATES, AMERICAN RED CROSS, OR UNITED STATES MERCHANT MARINE LEAVE OF ABSENCE (Case 4052)
- VI. Reissue of Personnel Commission Rule 618, VETERANS' CREDIT (CASE 4059)
- VII. Revisions to Personnel Commission Rule 701, PROBATIONARY AND PERMANENT STATUS (Tentative Approval) (Case 4058)
- VIII. Revisions to Personnel Commission Rule 664, WITHHOLDING NAMES FROM ELIGIBILITY LISTS OR FROM CERTIFICATION (Tentative Approval) (Case 4060)
- IX. Ratification of Proposed Amendments to the Entrance Qualifications for the Class of Facilities Project Manager, Central Plant and Utilities (CPU) (Case 4064)
- X. Title Change for the Class of Database Systems Specialist, Systems and Programming Group, Information Technology Series (Case 4054)
- XI. Classification Study: Senior Office Assistant, EN 1026504, International Students, East Los Angeles College (Case 4037)
- XII. Classification Study: Assistant Administrative Analyst, EN 1060807, Administrative Services, Los Angeles Trade-Technical College (Case 4055)
- XIII. Class Description Revisions for:
 - a. SFP Program Specialist
 - b. SFP Program Technician
 - c. Sports Information Specialist

XIV. Correspondence

XV. Notice of Anticipated Items: Revisions to Personnel Commission Rule 701, PROBATIONARY AND PERMANENT STATUS (Final Approval); Revisions to Personnel Commission Rule 664, WITHHOLDING NAMES FROM ELIGIBILITY LISTS OR FROM CERTIFICATION (Final Approval) Classification Study: Online Technical Support Assistant, EN 1057314, Distance Education, East Los Angeles College (AFT); Classification Study: Custodial Supervisor, EN 820739, Plant Facilities-Operations, West Los Angeles College (Local 721); Classification Study: Lead Gardener, EN 1009349, Plant Facilities-Operations, West Los Angeles College (Local 99)

XVI. Hear Non-Agenda Speakers/Open Forum

XVII. Reconvene into Closed Session

XVIII. Reconvene into Open Session

XIX. Report of Actions Taken in Closed Session

XX. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, March 16, 2022
Closed Session 12:30 p.m.
Open Session 1:00 p.m.
Via Teleconference

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LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Wednesday, February 16, 2022 – 12:30 p.m.

Via Teleconference

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

MINUTES OF THE REGULAR MEETING – CLOSED SESSION

Present: Commissioners:
David Iwata, Chair
Diva Sanchez Trevino, Vice-Chair
Hope Singer

Staff: Ron Delahoussaye, Personnel Director

Guest: Martha Jimenez

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** – None.
- III. **Convene into Closed Session**
 - a. **To Discuss Public Employment**

Pursuant to Government Code Section 54957

 - i. In the Matter of the Appeal of Easy ID No. JIM-45-2741, Debarment
 - ii. Employee Evaluation
Position: Personnel Director
 - b. **Conference with Legal Counsel – Anticipated Litigation**

Pursuant to Government Code Section 54957(b)(1)
- IV. **Correspondence** – No correspondence was received.
- V. Adjourn – The meeting adjourned at 1:08 p.m.

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

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, February 16, 2022– 1:00 p.m.

Via Teleconference

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

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

MINUTES OF THE REGULAR MEETING – OPEN SESSION

Present: Commissioners:

David Iwata, Chair

Diva Sanchez Trevino, Vice Chair

Hope Singer

Staff:

Ron Delahoussaye, Personnel Director

Ute Severa, Assistant Personnel Director

Neely Miller, Executive Assistant (Confidential)

Ryan Pennock, Personnel Analyst

Denise McGee, Personnel Analyst

Deborah Tsai, Assistant Personnel Analyst

Patrick Sung, Assistant Personnel Analyst

Guests:

Jo-Ann Haywood, AFT 1421A

Troy L. Pierce, AFT 1521A

Yovanna Campos, AFT 1521A

- I. The Chair convened the regular meeting at 1:09 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took action in the matter of the appeal from debarment of Easy ID No. JIM-45-2741. The appellant will be contacted directly regarding the Personnel Commission’s decision.
- III. **Review and Approve the Minutes of the Closed and Open Meetings of February 2, 2021** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the minutes for the closed and open sessions of February 2, 2022, as presented.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**
 - a. **Classified Employment Opportunities**

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

- V. **Revisions to Personnel Commission Rule 740, LAYOFF AND REEMPLOYMENT (Final Approval) (Case 4040)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted final approval to Personnel Commission Rule 740, as presented.
- VI. **Reissue of Personnel Commission Rule 621, Seniority Credit on Promotional Examinations (Case 4053)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the reissue of Personnel Commission Rule 621, as presented.
- VII. **Classification Study: Administrative Operations Technician, EN 1060888, Academic Affairs-Curriculum, Los Angeles City College (Case 4051)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the voted that the EN 1060888 is properly classified.
- VIII. **Correspondence** – None.
- IX. **Notice of Anticipated Items** - Classification Study: EN 1026504, Senior Office Assistant, International Students, ELAC (AFT); Classification Study: Assistant Administrative Analyst, EN 1060807, Administrative Services, Los Angeles Trade-Technical College (AFT); Revisions to Personnel Commission Rule 805, PEACE CORPS OF THE UNITED STATES, AMERICAN RED CROSS, OR UNITED STATES MERCHANT MARINE LEAVE OF ABSENCE (Tentative Approval); Class Description Revisions for: SFP Program Technician (AFT); SFP Program Specialist (AFT); Sports Information Specialist (AFT)
- X. **Hear Non-Agenda Speakers/Open Forum** – None.
- XI. **Reconvene into Closed Session**
- XII. **Reconvene into Open Session**
- XIII. **Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.

XIV. Adjourn – The meeting adjourned at 1:26 p.m.

Ron Delahoussaye, Personnel Director

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

Date

David Iwata, Chair

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: The Personnel Commission

FROM: Ron Delahoussaye

SUBJECT: Reissue of Personnel Commission Rule 805, PEACE CORPS OF THE UNITED STATES, AMERICAN RED CROSS, OR UNITED STATES MERCHANT MARINE LEAVE OF ABSENCE (Case 4052)

Personnel Commission Rule 805 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched the procedures for leaves of absence due to service in the Peace Corps of the United States, American Red Cross, or the United States Merchant Marine at the other five merit system-based community college districts of California, as well as at both the Los Angeles Unified School District and Long Beach Unified School District. Most of the surveyed agencies had provisions relating to such leaves of absence. No substantive changes have been recommended.

805 PEACE CORPS OF THE UNITED STATES, AMERICAN RED CROSS, OR UNITED STATES
MERCHANT MARINE LEAVE OF ABSENCE

Military and Veterans Code Section

395.2. ~~Non-certificated School Employees in Active Military Service; Return to Position.~~ Any employee of a board of school trustees or board of education in a position not requiring certification qualifications who enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of, or to, any branch of such military service created or authorized as such auxiliary by the Congress of the United States of America or by the Legislature of the State of California, or in the full time paid service of the American Red Cross, during any period of National emergency declared by the President of the United States of America or during any war in which the United States of America is engaged, shall regain all rights to his position and shall be reinstated thereto upon his application at any time within six months of the termination of that service, but in any event within one year from the date of a treaty of peace terminating the hostilities in which the United States is now engaged. The provisions of this act shall apply to service in the Merchant Marine as that phrase is now defined in any Federal statute relating to reemployment rights of persons in service in the Merchant Marine.

Education Code Section

89513. (a) Every employee who has entered or who hereafter enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of, or to, any branch of such military service created or authorized as such auxiliary by the Congress of the United States of America or by the Legislature of the State of California, or in the full-time paid service of the American Red Cross, during any period of national emergency declared by the President of the United States of America or during any war in which the United States of America is engaged, shall be deemed to have been entitled or shall be entitled to absent himself from his duties.

Within six months after such employee honorably leaves such service or has been placed on inactive duty he shall be entitled to return to the position held by him at the time of his entrance into such military service, at the salary to which he would have been entitled had he not absented himself from his duties.

(b) If the provisions of this section are in conflict with the provisions of a memorandum of understanding reached pursuant to Chapter 12 (commencing with Section 3560) of Division 4 of Title 1 of the Government Code, the

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memorandum of understanding shall be controlling without further legislative action, except that if such provisions of a memorandum of understanding require the expenditure of funds, the provisions shall not become effective unless approved by the Legislature in the annual Budget Act.

- A. A regular classified employee may be granted a leave of absence to serve in the Peace Corps of the United States for a period up to 27 months.

During any period of national emergency declared by the President of the United States of America or during any war in which the United States of America is engaged an American Red Cross or United States Merchant Marine leave shall be granted to any regular classified employee who enters the full-time paid service of the American Red Cross or the service of the United States Merchant Marine in accordance with provisions of the Military and Veterans Code and the Education Code.

- B. The following conditions, rights, and privileges shall govern leaves of absence granted under this rule:

1. Vacation and Illness Privileges

Vacation and illness privileges already earned, but not taken, may be granted either prior to or after return from Peace Corps of the United States, American Red Cross, or United States Merchant Marine leave in accordance with the vacation and illness policy in effect at the time the vacation or illness leave is taken. No vacation or illness leave privileges shall accrue during such leaves.

2. Seniority Credit

An employee absent from service to the District because of a Peace Corps of the United States, American Red Cross, or United States Merchant Marine leave prior to July 1, 1971 shall continue to accrue seniority credit for purposes of examination and layoff during such absence. On or after July 1, 1971, no seniority credit for purposes of examination and layoff shall accrue during such absences unless negotiated by a collective bargaining agreement.

3. Return to Position

An employee returning from a Peace Corps of the United States leave shall be returned to a position in his/her classification if such a position exists and:

- a. Service with the Peace Corps of the United States did not exceed 27 months.
- b. Request to return is submitted within one month of termination of service with the Peace Corps of the United States.

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An employee returning from an American Red Cross or United States Merchant Marine leave shall be returned to a position in his/her classification in accordance with pertinent provisions of the Military and Veterans Code if such a position exists and:

A request to return is submitted within one year after the termination of war emergency or within six months of termination of the service with the American Red Cross or the United States Merchant Marine.

Vacancies caused by the granting of a Peace Corps of the United States, American Red Cross, or United States Merchant Marine leave may be filled by regular appointment. Upon completion of such leave, employees shall have bumping rights to a position in the employee's prior class or a class in which he/she held regular status. If the employee has exhausted his/her bumping rights, the employee's name shall be placed on a reemployment list for a period not to exceed 39 months from the date of application to return.

4. Eligibility to Take Examinations

An employee shall be eligible to take examinations for which otherwise qualified during the time of service with the Peace Corps of the United States, American Red Cross, or the United States Merchant Marine. An employee on Peace Corps of the United States, American Red Cross, or United States Merchant Marine leave whose name appears on an eligibility list shall be certified for assignment to a position in the class during the life of any such list when and if his/her name is reached. In the event the employee accepts the appointment, he/she shall be granted a continuation of the leave in the new position.

5. Placement on Eligibility List

An employee returning from a leave in accordance with subparagraph 3. above, shall be granted a special examination administration for any class if:

An active eligibility list exists for which the employee was unable to take the examination due to his/her service with the Peace Corp of the United States, American Red Cross, or United States Merchant Marine, provided the employee met the requirements for such examination on the date it was originally conducted.

The same tests of fitness and examination standards applied in the original examination shall be used in the special administration. The existing eligibility list shall be amended to include successful candidates. The change resulting from the addition of a name shall not serve to invalidate any appointment made in accordance with law and rules or to extend the life of the list.

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6. Compensation

No person shall be paid any salary or compensation as an employee of the District while on a Peace Corps of the United States, American Red Cross, or United States Merchant Marine leave. However, upon return to the District an employee rendering satisfactory service in the Peace Corps of the United States, American Red Cross, or the United States Merchant Marine shall be granted credit for salary step advancement on the same basis as if he/she were in active service with the District. Acceptable verification of satisfactory service during a Peace Corps of the United States, American Red Cross, or the United States Merchant Marine leave must be received prior to granting a salary step advancement.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: The Personnel Commission

FROM: Ron Delahoussaye

SUBJECT: Reissue of Personnel Commission Rule 618, VETERANS' CREDIT (Case 4059)

Personnel Commission Rule 618 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. In addition to researching applicable sections of the California Education Code and US Code of Regulations, staff researched provisions regarding added credit for disabled and non-disabled veterans at the other five merit system-based community college districts of California, as well as at both the Los Angeles Unified School District and Long Beach Unified School District. All of the surveyed agencies had similar provisions related to veterans' credit. No substantive changes have been recommended.

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618 VETERANS' CREDIT

Education Code Section(s)

88113. "Veteran" as used in this article means any person who has served in the United States armed forces in time of war, or national emergency declared by the President of the United States of America, and who has been discharged or released under conditions other than dishonorable, proof of which shall be submitted to the commission at the time of the examination. "Armed forces" means the United States Air Force, Army, Navy, Marine Corps, or Coast Guard.

88114. "Disabled Veteran" as used in this article means any veteran, as defined in Section 88113, who is currently declared by the United States Veterans Administration to be 10 percent or more disabled as a result of service in the armed forces. Proof of disability shall be deemed conclusive if it is of record in the United States Veterans Administration.

88115. ~~Additional credits for veterans' entrance examinations.~~ In the case of all entrance examinations, veterans with 30 days or more of service who become eligible for appointment by attaining the passing mark established for the examination, shall be allowed an additional credit of five points and disabled veterans shall be allowed an additional credit of 10 points, which shall be added to the percentages attained in the examinations by the veterans. Veterans shall be placed on eligible lists and be eligible for appointment in the order and on the basis of the percentages attained by them in examinations after the credit of five points, or 10 points in the case of disabled veterans, is added.

88116. ~~Right to take equivalent examination for position placed within classified service while employee in military service, Military Reserve or National Guard.~~ (a) Whenever, during the absence of an employee of a community college district or student body association operating under Sections 76060 to 76065, inclusive, in the active military service of the United States of America during any period of national emergency declared by the President of the United States of America, or during any war in which the United States of America is engaged, the position held by that employee at the time of his or her entrance into that military service is placed within the classified service of the district and an eligible list is established for that position through competitive examination, the employee shall, at his or her request made within six months after leaving the active military service under honorable conditions, be given immediately an examination of substantially the same character and scope as the competitive examination through which the original eligibility list was established. The grade secured by that employee in that examination shall be deemed to be the grade the employee would have secured had he or she taken the competitive examination as a veteran, and the employee shall be placed on the original eligibility list accordingly with all the rights and privileges to which he or she would have been entitled had he or she had that place on the original eligibility list at the time of its establishment.

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(b) Notwithstanding subdivision (a), any member of the Military Reserve or the National Guard who is called to active duty, either voluntarily or involuntarily, during any period of national emergency declared by the President of the United States of America, or during any war in which the United States of America is engaged, shall be entitled to any rights, in addition to the rights accorded under subdivision (a), that are accorded that member under the federal Veterans' Reemployment Rights Law or any other applicable provision of federal law.

- A. All veterans who have achieved an overall passing score on an entrance examination and are eligible to be placed on an open eligibility list and are eligible for veteran's credit shall have five points added to their final score. In the case of veterans with a service-incurred disability, ten points shall be added to their final score. Veterans' credit shall not be applied in examinations in which dual certification procedures are invoked.
- B. To be eligible for Veterans' credit, a veteran must have been released or discharged under conditions other than dishonorable and must have served on active duty in the armed forces of the United States (U.S. Air Force, Army, Navy, Marine Corps, or Coast Guard only) during one of the following periods:
1. During a war, defined as follows:
 - a. World War II (minimum 30-day active duty service between December 7, 1941 – December 31, 1946.)
 - b. Korean Conflict (minimum 30-day active duty service between June 27, 1950 and January 31, 1955)
 - c. Vietnam (minimum 30-day active duty service between February 28, 1961 and May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during the time period and between August 5, 1964 and May 7, 1975 in all other cases)
 - d. Persian Gulf War (August 2, 1990 through date to be prescribed by Presidential proclamation or law) *
 2. During the period April 28, 1952 through July 1, 1955 (minimum 30-day active duty service within this period)
 3. A period of more than 180 consecutive days, any part of which occurred after January 31, 1955 and before October 15, 1976
 4. In a campaign or expedition for which a campaign medal has been authorized (any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti qualifies for preference) *
 5. During the period August 2, 1990 through January 2, 1992 *

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6. A period of more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001 and ending on the date prescribed by Presidential proclamation or by law as the last date of Operation Iraqi Freedom *

*All veterans entering active military service after September 7, 1980, shall have completed 24 months of continuous active duty service, or the full period for which he or she was called or ordered to active duty (may be less than 24 months), in order to receive veteran's credit.

Additional eligibility may be granted based on future changes to the law and verification from the Veteran's Administration.

- C. In order to receive veteran's credit as a disabled veteran, a veteran must be currently declared by the United States Veteran's Administration to be 10% or more disabled as a result of service in the armed forces and must meet the requirements for veteran's credit in Paragraph B. above.
- D. Proof of Active Duty Service: Any candidate who claims credit as a veteran must present evidence of active service to the Personnel Commission. Documents such as discharge papers DD Form 214, DD Form 217A, or other records from the United States Veteran's Administration are acceptable evidence if they include date of active service, the character of discharge or separation, and are dated on or after the day of separation or discharge from active service.
- E. Proof of Service-Incurred Disability: Any candidate who claims credit as a disabled veteran must provide evidence to the Personnel Commission of the present existence of a service-incurred disability. Recent certification (6 months) from the United States Veteran's Administration which indicates the present existence of a service-incurred disability of 10% or greater shall be considered acceptable proof of disability.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 701, PROBATIONARY AND PERMANENT STATUS (Tentative Approval) (Case 4058)

Staff is proposing some amendments to this rule to further clarify the provisions related to cases where an active employee returns to his/her former class beyond the 39-month time limit in place for return to former class in-service transaction requests. Staff researched the procedures for probationary and permanent status at the other five merit system-based community college districts of California, as well as the Los Angeles Unified School District and Long Beach Unified School District. None of the surveyed agencies had provisions that would address this unique scenario. Educational Code section 88120 was updated and a new provision is being added to the rule under paragraph G. to clarify the probationary and permanent status of employees that return to their former class beyond the 39-month time limit and are appointed off an eligibility list. Some additional clarifying language was added under paragraph C.3.

701 PROBATIONARY AND PERMANENT STATUS

Education Code Sections

~~88088. Persons Deemed in Permanent Classified Service.~~ Any person who has been continuously employed in a position defined as a position in the classified service for a period of six months immediately preceding the date on which the procedure set forth in this article is adopted shall be deemed to be in the permanent classified service. No layoff or suspension of service during the time when the schools of the district are not in session shall count as an interruption of continuous service.

~~88089. Persons Deemed Under Probationary Classification.~~ All persons who have been continuously employed by a community college district for less than six months immediately proceeding the date on which the procedure set forth in this article is adopted shall be deemed to hold their positions under probationary classification.

~~88120. Probationary Period for Entry into Permanent Classified Service.~~

(a) A person who has served an initial probationary period in a class not to exceed six months or 130 days of paid service, whichever is longer, as prescribed by the rules of the commission shall be deemed to be in the permanent classified service, except that the commission may establish a probationary period in a class not to exceed one year for classes designated by the commission as executive, administrative, or police classes. To receive permanent classified service status, each full-time peace officer and public safety dispatcher employed by a community college district operating a dispatch center certified by the Commission on Peace Officer Standards and Training shall serve in a probationary status for a period not less than one year from their date of appointment to that full-time position.

(b) ~~No~~ An employee shall not attain permanent status in the classified service until ~~he or she~~ that employee has completed a probationary period in a class. In any case, the rules of the commission may provide for the exclusion of time while employees are on a leave of absence. The rights of appeal from disciplinary action ~~prior~~ before ~~to~~ attainment of permanent status in the classified service shall be in accordance with Section 88124.

(c) To the extent that this section, as amended by Assembly Bill 275 of the 2021–22 Regular Session, conflicts with a provision of a collective bargaining agreement entered into by a public school employer and an exclusive bargaining representative before January 1, 2022, pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, the changes made to this section by Assembly Bill 275 of the 2021–22 Regular Session shall

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not apply to the community college district until expiration or renewal of that collective bargaining agreement.

- A. A regular employee, except for an employee serving in a “restricted” position pursuant to Personnel Commission Rule 518, POSITIONS CLASSIFIED AS “RESTRICTED,” or an employee serving in a senior management position pursuant to Personnel Commission Rule 519, SENIOR ADMINISTRATIVE POSITIONS AND EMPLOYEES, shall attain permanent status in the Classified Service after he/she has successfully completed a probationary period in a class.
- B. A regular employee who serves an initial probationary period in a class shall acquire permanent status according to the following conditions:
1. If the employee is assigned to a position in a class not designated as Executive or Administrative, in Rule 596, OVERTIME, he/she shall acquire permanent status in the class provided that:
 - a. the employee has received pay in that class for 130 days.
 - b. the days served in probationary status in that class constitute at least 75 percent of the days during which the employee could have been employed under his/her particular assignment basis code.
 2. If the employee is assigned to a position in a class designated as Executive or Administrative in Rule 596, OVERTIME, he/she shall acquire permanent status in the class provided that:
 - a. the employee has received pay in that class for 260 days.
 - b. the days served in probationary status in that class constitute at least 75 percent of the days during which the employee could have been employed under his/her particular assignment basis code.
- C. Any employee who is assigned to a regular position in a class in which he/she does not have permanent status shall be required to serve a probationary period in that class. The following provisions apply:
1. An employee who is subject to a new probationary period must serve at least 75 percent of the required 130 or 260 days in paid status in active on-the-job performance of the duties of a position in the class. Completion of the probationary period will not occur until the on-the-job percentage requirement has been met.
 2. A former employee reinstated as a permanent employee in a related lower class in which he/she has not previously completed a probationary period shall be required to serve a probationary period in that class.
 3. A former employee who is not reinstated or reemployed, but is appointed from an eligibility list must serve a probationary period in the same manner as a new employee.

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LAW AND RULES

September 27, 2017 March 2, 2022

4. A laid-off employee who is appointed to a position from a most appropriate reemployment list and does not satisfactorily complete the required probationary period of the position, shall be eligible to keep his/her name on the reemployment list for the class from which he/she was laid-off.
 5. An employee who serves in a position in the classes of SFP Program Director, SFP Program Specialist, SFP Program Technician, or SFP Program Office Assistant and is appointed to an equal or related lower SFP position shall be required to serve a new probationary period in that class.
- D. A probationary employee who promotes to a higher regular or limited-term position and later returns to his/her lower class shall not have the paid days served in the higher class applied towards completion of the probationary period in the lower class. The days previously served in the lower class shall be counted towards the days required to gain permanency in that lower class.
- E. A probationary part-time employee who is temporarily assigned to a full-time position and later returns to his/her part-time position shall have the paid days served in the temporary full-time position counted towards completion of the probationary period in the part-time position. The days previously served in the part-time position shall be counted towards the days required to gain permanency in the regular part-time position's class.
- F. An employee who has been reclassified for purposes other than a title change shall be required to serve a new probationary period in his/her reclassified position. The period shall begin on the effective date of the Personnel Commission action.
- G. An employee who accepts a position in a former class after 39 months have lapsed since the employee ended his/her latest assignment in the former class shall be required to serve a new probationary period in the position.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: The Personnel Commission

FROM: Ron Delahoussaye

SUBJECT: Revisions to Personnel Commission Rule 664, WITHHOLDING NAMES FROM ELIGIBILITY LISTS OR FROM CERTIFICATION (Tentative Approval) (Case 4060)

Personnel Commission Rule 664 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched the procedures for the subject area of the other five merit system-based community college districts of California, as well as the Los Angeles Unified School District and Long Beach Unified School District. Most of the surveyed Districts have provisions in place related to the subject area. Education Code sections have been updated and general updates have been made to the rule for clarification purposes.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

664

LAW AND RULES

~~February 22, 2017~~ March 2, 2022

**664 WITHHOLDING NAMES FROM ELIGIBILITY LISTS OR FROM
CERTIFICATION**

Education Code Section (s)

~~88080. Power of Personnel Commission to Prescribe and Amend Rules.~~ (a) The commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to ensure 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.

~~This section shall remain in effect only until January 1, 1989, and as of that date is repealed, unless a later enacted statute, which is chaptered before January 1, 1989, deletes or extends that date.~~

~~88081. Subjects of Rules.~~ (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

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

A. Withholding Names from an Eligibility List

1. The Personnel Commission may withhold ~~from an eligibility list~~ the name of a candidate who achieved a passing score in an examination from an eligibility list, pending final determination that the candidate meets the examination and/or employment requirements.
2. Notification to the candidate of the withholding action will take place at the same time eligibles are being notified of their respective ranks ~~places~~ on the eligibility list.

B. Withholding Certification of Eligibles

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

664

LAW AND RULES

~~February 22, 2017~~ March 2, 2022

1. The Personnel Commission may withhold certification of a name from ~~an~~ ~~on~~ the eligibility list for appointment, pending an investigation of the necessity for removal of the name from ~~the~~ ~~an~~ eligibility list for the reasons ~~causes~~ set forth in Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES.

2. Except when an appeal is to be heard by the Personnel Commission, no name shall be tentatively withheld from certification for more than 30 calendar days without an explanation in writing to the eligible, with a copy provided to the Personnel Commission. In no case shall an eligible's name be withheld from certification longer than necessary to clear up matters in doubt. The reason for any action under this rule which results in a person not being certified when his/her place on the eligibility list has been reached will be clearly set forth in the eligibility list records.

C. Availability of Eligibles

1. An eligible on a reemployment list or ~~an~~ eligibility list may refuse two offers of interview (or regular full-time appointment if no interview is to be held) within the limits of the eligibles's availability as to location, shift, basis, time, and status and retain active status on such list. After the third refusal of offers, no more offers need be made. All offers and refusals ~~shall~~ may be recorded by the Personnel Commission and made a part of the eligibility list record.

2. After failure to respond within a reasonable amount of time to a written communication involving a possible regular appointment, an eligible may be passed over until he/she has submitted an acceptable explanation of failure to respond.

3. No act or omission with respect to an offer of limited-term employment will adversely ~~affect~~ ~~adversely~~ the right of any person on a reemployment list or an eligibility list to certification for a regular position.

4. Employees with limited-term status only may decline offered assignments and may absent themselves from duty without losing their rights to future assignments when the declination or absence is the result of illness, as attested certified by ~~the~~ ~~certificate~~ of a licensed physician. It shall be within the discretion of the Personnel Commission to permit such employees for ~~stated~~ reasons stated other than illness to decline not more than three consecutive offers of assignments, ~~terminate a tour of~~ absent themselves from duty, or waive certification. ~~Neither illness, declinations, nor waivers shall prolong the allowable interval between assignments.~~

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Ratification of Proposed Amendments to the Entrance Qualifications for the Class of Facilities Project Manager, Central Plant and Utilities (CPU) (Case 4064)

Recommendation:

It is recommended that the Personnel Commission ratify the proposed amendments to the entrance qualifications for the class of Facilities Project Manager, Central Plant and Utilities (CPU), effective February 28, 2022.

Bases of Recommendation:

1. Due to a current examination for the class of Facilities Project Manager, Central Plant and Utilities (CPU), there was an urgent need to further amend the entrance qualifications for this class to increase the pool of qualified candidates. A current vacancy exists at the Educational Services Center.
2. The proposed class description amendments are intended to make the entrance qualifications of the subject class broader to include additional education degree major options and add an additional desirable license, which is anticipated to increase the pool and quality of candidates in this specialized field.
3. There are currently no incumbents in the subject class whose positions are impacted by the proposed changes.

FACILITIES PROJECT MANAGER – CENTRAL PLANT AND UTILITIES (CPU)

DEFINITION

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

TYPICAL DUTIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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

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

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

SUPERVISION

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

CLASS QUALIFICATIONS

Knowledge of:

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

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

Relevant State and local building codes and regulations and review procedures

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

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

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

Principles of budgetary planning and management including cost-benefit analysis

Principles of construction scheduling

Project review/approval processes

Change management techniques

Close out requirements and processes

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

Ability to:

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

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

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

Maintain focus and quality under distracting working conditions and high workload

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

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

Read and interpret architectural plans and specifications

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

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

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

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

Travel to locations, meetings, and venues throughout the District

ENTRANCE QUALIFICATIONS

Education and Experience:

A bachelor's degree from a recognized college or university with a major in mechanical, electrical, or controls engineering, or a related field. Possession and maintenance of a Professional Engineer (PE) license and certification as a Project Management Professional (PMP) is are desirable-AND

Experience:

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

Special:

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

Travel to locations throughout the District is required

Reasonable Accommodation

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

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Title Change for the Class of Database Systems Specialist, Systems and Programming Group, Information Technology Series (Case 4054)

Recommendations:

- I. It is recommended that the class of Database Systems Specialist, in the Systems and Programming Group, Information Technology Series, be retitled to Database Administrator, effective March 2, 2022.
- II. It is recommended that all the positions in the class of Database Systems Specialist be reclassified for the purpose of title change only to Database Administrator, effective March 2, 2022.

Bases of Recommendations:

1. The recommended title change was proposed by the Systems Engineering Manager and supported by the Vice Chancellor/Chief Information Officer as it was determined to be a more commonly used job title in the information technology industry. It is anticipated that the title change will aid in increasing the pool of qualified candidates in the current examination administration of Database Systems Specialist (retitled to Database Administrator) vacancy.
2. There is currently one incumbent in a Database Systems Specialist (retitled to Database Administrator) position that will be affected by the recommended title change.

DATABASE ADMINISTRATOR SYSTEMS SPECIALIST

DEFINITION

Analyzes, designs, implements, and maintains the District's integrated database management systems.

TYPICAL DUTIES

Analyzes, designs, implements, maintains, and modifies integrated database management systems for the District.

Plans, organizes, and schedules the activities necessary to implement and maintain database management systems.

Integrates the database with existing software applications, portals, storage devices, analytics, and new cloud storage technologies.

Assists with the set up and development of Disaster Recovery sites and with Business Continuity Plans.

Analyzes applications programs and systems to determine their data elements and the interrelationships and commonality of the database management system and the controls necessary for access to the data elements of the system.

Monitors the database activities for performance, security and reliability.

Assists with database maintenance management and troubleshooting activities.

Assists with applying patches and updates.

Defines the various data elements of the database in standard terminology and assembles, compiles, and updates the dictionary as necessary.

Monitors and manages control logs, and archive logs and other database parameters.

Coordinates the development, installation, and revision of database management systems with applications and software systems and programming staff.

Administers the implementation, maintenance, modification, and utilization of database management systems.

Develops and is responsible for the security and system integrity to protect the database elements from unauthorized access, use, change, or removal.

Provides technical assistance to system users in detecting and resolving problems related to the database.

Develops and maintains database documentation including directories, architecture diagrams, glossaries, and cross reference listings.

Participates in the evaluation and selection of data storage and retrieval equipment and systems software.

Plans, organizes, schedules, and participates in the training and orientation of staff relative to the requirements and utilization of the integrated database management system.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Database Administrator Systems Specialist is responsible for the integration of database elements into a common system for the purpose of improving data processing efficiency and maintenance related to applications and storage. An employee of this class analyzes many systems for discrete and common elements and integrates these elements into an operable system which satisfies the needs of all systems while maintaining the data integrity and security of each system.

A Software Systems Engineering Manager is responsible for planning, managing, and evaluating the work of technical staff engaged in analyzing, installing, customizing, optimizing, troubleshooting, and monitoring large scale, complex application and system software for the District.

SUPERVISION

General supervision is received from a Software Systems Engineering Manager. Work direction may be exercised over assigned technical staff.

CLASS QUALIFICATIONS

Knowledge of:

Characteristics and capabilities of data processing equipment

Principles and methods of database integration

Database systems such as Oracle/Rdb, In Memory Database, Access, SQL Server, etc.

Concepts of Disaster Recovery and Business Continuity architecture and requirements

Principles and techniques of database systems analysis, design, and programming

Principles and procedures of database systems documentation

Principles, procedures, and methods used in data acquisition, storage, structuring, retrieval and cross system interdependencies and relationships

Data warehousing technologies such as MS SQL Server, etc.

Principles and techniques of data security in complex environments

Data warehouse concepts and applications including extraction, transformation, load concepts, modeling, cleansing, and query tuning

Enterprise Resource Planning (ERP) systems such as SAP, Peoplesoft, Oracle, etc.

Query and reporting tools

Information technology concepts and capabilities

New trends and developments in computer concepts, methodology, and technology

Characteristics of systems software

Principles of training

English usage, punctuation, and spelling

Ability to:

Design, analyze, implement and maintain integrated database management systems

Integrate data from a wide variety of systems into database management systems

Analyze large quantities of data for discrete and common components

Analyze and interpret detailed database systems and procedures

Define database elements in an effective manner

Cope with novel and difficult problems

Recognize significant factors and relationships

Provide technical assistance to users and staff members with lower-level skills

Respond to database systems problems accurately and take appropriate action

Train data processing employees in the application of new concepts related to integration of data elements

Communicate highly complex technical concepts both orally and in writing

Write clear and comprehensive reports and instructions

Meet project schedules and deadlines

Consistently use and promote professional standards and practices related to assignments

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

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

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

Maintain high levels of customer service and satisfaction

Maintain confidentiality of work-related information and materials

Work effectively and cooperatively with District staff

Learn and apply new concepts in information technology

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

ENTRANCE QUALIFICATIONS

Education and Experience:

A bachelor's degree from a recognized college or university, with a degree in computer information systems, management information systems, computer science, computer engineering, or a related field **AND** four years of recent, full-time, paid experience in business applications analysis, design and programming for medium or large scale, multi-programmed computers, including two years of experience in database analysis and management. Experience with an Enterprise Resource Planning (ERP) system 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.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Classification Study: Senior Office Assistant, EN 1026504, International Students, East Los Angeles College (Case 4037)

Recommendation:

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

From:	Senior Office Assistant (\$3,696.70-\$4,579.58/mo)	To:	Student Services Assistant (\$4,413.04-\$5,466.98/mo)
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Location:	International Students East Los Angeles College	Incumbent:	L. Thong (EN 1026504)
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Effective Date: July 28, 2021

Bases of Recommendation:

1. The request to study the employee's position was initiated by the submission of the incumbent's performance evaluation, dated July 28, 2021, in accordance with the provisions of Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES, as well as Paragraph D. of the agreement between the Los Angeles Community College District and AFT College Staff Guild. The performance evaluation was accompanied by a description of the employee's duties. Staff notes that due to a delay in the customary process between the Personnel Commission office and the Human Resources Division, staff received the evaluation form on November 16, 2021. The employee requested that her position be reclassified to Student Services Assistant because she feels she has assumed higher-level responsibilities for the International Students program following the retirement of the previous Student Services Assistant in December of 2020. The administration was in support of this request.
2. Staff audited the position and determined that the incumbent assists the Dean of Student Services with administration and day-to-day oversight of the International Students program at East Los Angeles College. Aside from the dean and the employee, the program consists of a Counselor assigned to help international students with their academic planning, as well as an hourly recruiter who assists the employee with promotion of the program to international student recruitment agencies.

The duties performed by the employee are as follows:

Percentages	Duties
40%	<ul style="list-style-type: none"> Reviews international student applications for eligibility, issues I-20s for qualifying students, monitors their visa status, and ensures that students maintain GPA and credit minimums
35%	<ul style="list-style-type: none"> Provides guidance and information to prospective and current international students Liaises with agencies that represent international students regarding potential new enrollments and to answer inquiries Processes verification letters, approvals for Optional Practical Training, and paperwork for IMED health insurance
15%	<ul style="list-style-type: none"> Assists the dean with programmatic review by collecting, organizing, and presenting data, including assessments and recommendations, on an annual basis Controls program expenditures in the form of purchase orders and payroll timesheets for student workers
10%	<ul style="list-style-type: none"> Attends college and districtwide meetings related to international student programs as the primary representative for East Los Angeles College

3. The classification concept for the employee’s current class of Senior Office Assistant is based on performing complex clerical duties, applying a thorough knowledge of a highly specialized office function while assisting in the daily operation of an assigned office or department, and exercising initiative and independent judgment in applying established practices to specific cases. The classification concept for the class that the employee requested (Student Services Assistant) requires an incumbent to participate in the development, promotion, operation, and evaluation of student services programs.

After a thorough analysis of the employee’s assigned duties, staff determined that the majority of duties of the employee described in this report fall within the scope of responsibilities of the class of Student Services Assistant. The employee provides assistance to the dean in program promotion, administration, and evaluation.

STATUS OF INCUMBENT

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, L. Thong (EN 1026504) must participate in an examination process and place in the top three ranks to be eligible for the reclassified position.

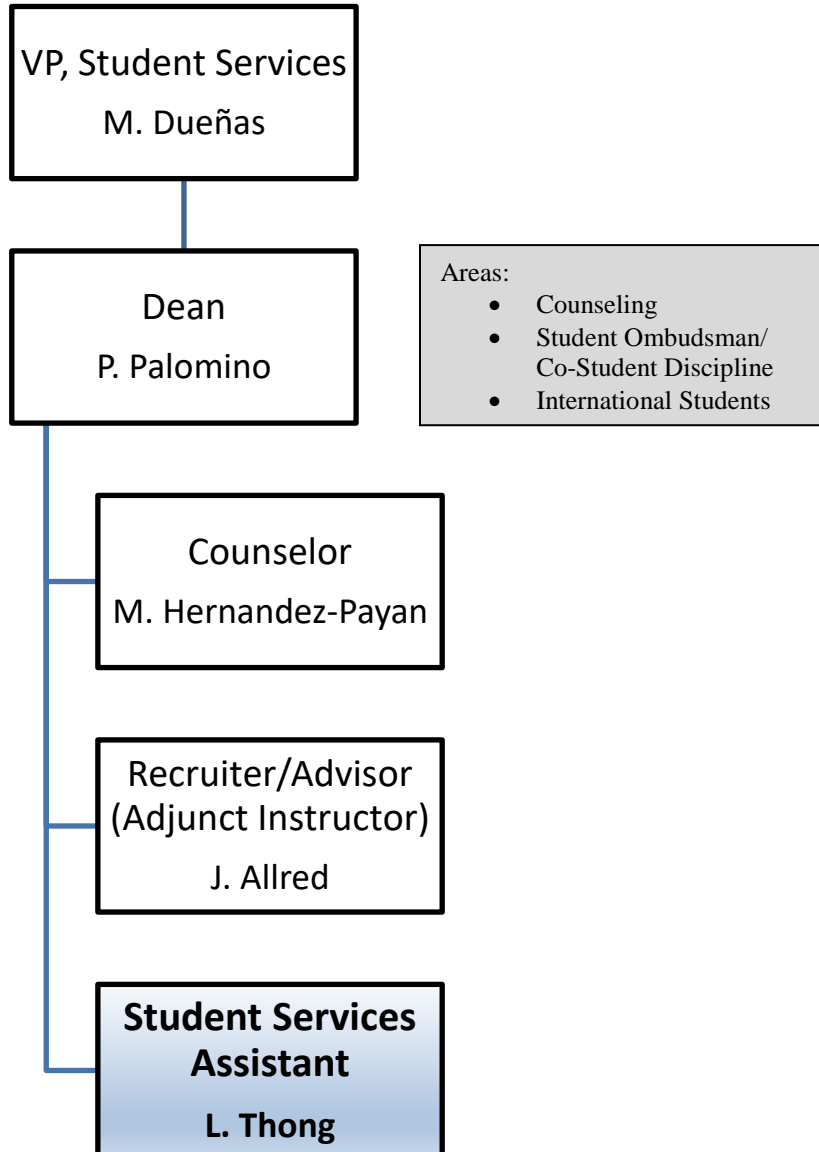
Date of Last Performance Evaluation: 7/28/2021

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



**LOS ANGELES COMMUNITY COLLEGE DISTRICT
ORGANIZATIONAL CHART**

East Los Angeles College – International Students



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Classification Study: Assistant Administrative Analyst, EN 1060807, Administrative Services, Los Angeles Trade-Technical College (Case 4055)

Recommendation:

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

From:

Assistant Administrative Analyst
(\$5,673.43 – \$7,028.38/month)*

To:

Administrative Analyst
(\$7,028.38 – \$8,706.94/month)

Location:

Administrative Services
Los Angeles Trade-Technical College

Incumbent:

J. Cascio (EN 1060807)

Effective Date: November 17, 2021

*Salary includes an anticipated 5.07% COLA increase for FY 21/22

Bases of Recommendation:

1. The request to study the employee's position was initiated by the Associate Vice President, Administrative Services, the employee's immediate supervisor. She requested that the employee's position be reclassified to Administrative Analyst based on complex studies assigned including the establishment of a centralized procurement approval system as well as administrative SFP program compliance which requires more complex tasks and greater autonomy of the incumbent. The Administration is in support of this request.
2. Staff audited the position and found that the employee is responsible for performing the following primary duties:
 - Conducts complex studies analyzing administrative services procedures, processes, procurement, SFP programs, campus CAL-Card program, and other areas within the division and provides recommendations based upon findings in reports, written and oral presentations, and other communications to college executives, area personnel, and applicable campus committees.
 - Analyzes the possible effects of proposed laws and regulations, codes, and ordinances that may impact administrative services policies, procedures, and/or related activities and reports out findings and recommendations to campus administration.
 - Resolves difficult problems and discrepancies and responds to non-routine inquiries related to administrative services procedures/processes involving procurement, SFP programs, and CAL-Card compliance.
 - Analyzes and makes preliminary recommendations on budget requests and prepares budget proposals for CFA review.

- Writes instructions, procedures, guides, and manuals involving administrative services.
 - Provides training and technical assistance to college staff and faculty related to college procurement, budget, and SFP program and CAL-Card compliance.
3. The classification concept for the employee's current classification of Assistant Administrative Analyst is based on performing professional-level staff work of moderate complexity related to the analysis of and solution of problems involving systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency in a major administrative division. Employees are continuing to learn skills in preparation for promotion, but are expected to work without continuous review and supervision. The classification concept for the requested class of Administrative Analyst is based on analyzing and devising solutions to complex problems related to the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency in a major administrative division. Employees in this class work at a journey-level and are expected to work independently and without immediate supervision. After a thorough analysis of the employee's assigned duties, staff found that the duties the employee performs falls within the higher-level class of Administrative Analyst because the employee independently analyzes and devises solutions to complex business problems related to college procurement, budget, and SFP program and CAL-Card compliance. This includes providing sound solutions in written and oral presentations to college executives, area personnel, and various campus committees.

STATUS OF INCUMBENT

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, J. Cascio, EN 1060807, must participate in an examination process and place in the top three ranks to be eligible for the reclassified position. The incumbent is currently within the top three ranks on an eligibility list for the class of Administrative Analyst, dated February 1, 2022; therefore, the incumbent can immediately be appointed to the reclassified position.

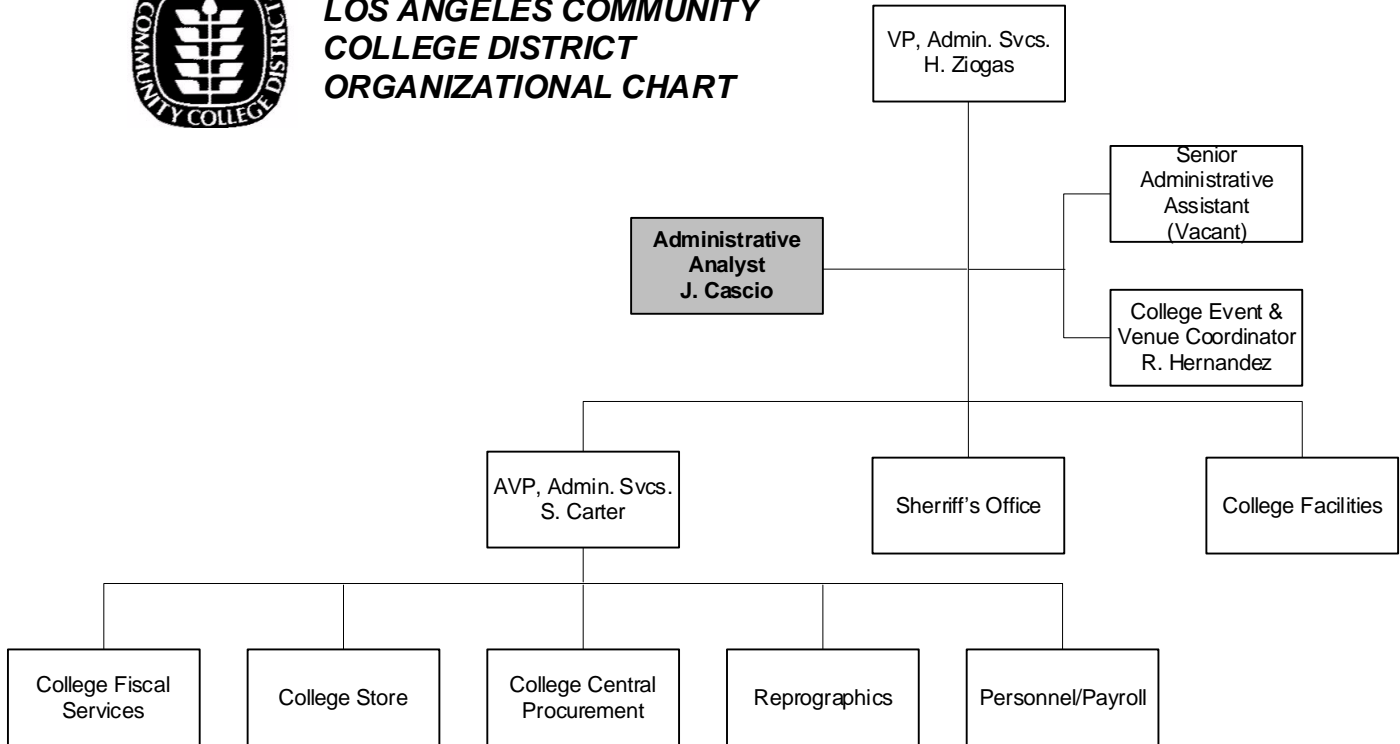
Date of Last Performance Evaluation: July 30, 2021

Classification of position check box was marked "yes" by the immediate supervisor and left blank by the employee.

LOS ANGELES TRADE-TECHNICAL COLLEGE
-Administrative Services-



**LOS ANGELES COMMUNITY
COLLEGE DISTRICT
ORGANIZATIONAL CHART**



SFP-PROGRAM SPECIALIST

Location:____ **GL:** ____ **WBS:**____ **FUND:**____

Special Note: This position is only used for the duration of a specially funded program and will be terminated when the program funding ends.

DEFINITION

Develops, promotes, implements, and evaluates a small specially funded program, or a portion of a larger ~~specially funded program, or performs a variety of technical computer support duties in support of the office operations of a specially funded program.~~

TYPICAL DUTIES

Depending on the assigned program, an incumbent may perform a combination of the following duties:

Develops, promotes, implements, and evaluates an assigned specially funded program or area.

Establishes program standards and goals and evaluates results of an assigned program or area.

Attends and participates in program-related community activities, professional conferences, and meetings concerned with the development and implementation of specially funded programs and/or projects.

Speaks to high school assemblies, community organizations, college fairs, adult schools, and at special events regarding specially funded program(s) and services offered.

Establishes and maintains relationships with community leaders, organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with existing specially funded programs and activities.

Provides assistance to students in areas such as educational and career goal development, job search skills, job placement, and other services provided by the assigned specially funded program or area.

Plans and organizes outreach activities targeting economically disadvantaged students eligible for special assistance and/or services.

Promotes outreach activities among faculty, and staff to elicit ideas, support and participation in specially funded program.

Designs and develops comprehensive training and development programs for assigned specially funded program.

Conducts training and informational sessions using lectures, small group exercises, audiovisual materials, and other methods related to assigned specially funded program.

Develops job opportunities for program participants in general and specialized occupational fields.

Develops and conducts in-service training for assigned specially funded program staff.

Effectively utilizes computer software to create, edit, and translate data into reports and graphic formats.

Gathers, compiles, and analyzes a variety of data related to the assigned specially funded program or area and makes recommendations based on these analyses.

~~Performs a variety of technical computer support, webpage design and maintenance, and multimedia creation duties for an assigned specially funded program.~~

Prepares budget and reviews and controls expenditures of assigned specially funded program or area.

Estimates and justifies financial, staffing, facilities, and equipment requirements based on specially funded program(s) and activities.

Prepares correspondence, presentations, and detailed comprehensive reports related to assigned specially funded program or area.

Prepares news releases, brochures, bulletins, and public service announcements to promote specially funded programs.

Supervises and participates in the maintenance of specially funded program file records.

Selects, trains, and supervises assigned program staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **SFP-Program Specialist** develops, implements, promotes, and evaluates an assigned small specially funded program, ~~or a portion of a larger specially funded program, or performs a variety of technical computer support duties in support of the office operations of a specially funded program.~~

An **SFP-Program Director** plans, organizes, administers, promotes, supervises, and evaluates a large, multi-faceted specially funded program.

An **SFP-Program Technician** performs a variety of specialized technical duties related to the implementation and day-to-day administration of a specially funded program.

SUPERVISION

General supervision is received from an academic or classified supervisor or administrator. Immediate supervision may be exercised over assigned program staff.

CLASS QUALIFICATIONS

Depending on the assigned duties, an incumbent is required to possess a combination of the following qualifications:

Knowledge of:

Current trends in the design, implementation, and evaluation of specially funded programs services

Mission, objectives, and goals of assigned specially funded program or area

Fundamentals of budgetary preparation and control

Principles of business and personnel management

Training principles and methods for varied learning styles

Methods and techniques of writing, composition, layout, and production of training materials

Techniques of job placement and job development

Job search and interview skills

Principles of public relations, publicity, and marketing

Principles and techniques of research

Federal, state, and local laws, regulations, codes, and District administrative rules, regulations, and policies governing assigned specially funded program or area

Community resources, organizations, and services common to community colleges

Educational and vocational advisory techniques

Interests and needs of a wide variety of community members including minorities, the elderly, people with disabilities, and young people

Computer software such as word-processing, spreadsheet, database management, and desktop publishing

Methods of statistical analysis and presentation

Principles of work direction and training

Organization and management of records

~~Operation and application of a wide variety of multimedia software and development tools~~

~~Basic techniques used to troubleshoot computer equipment and software malfunctions~~

~~Basic website design and maintenance~~

Computer systems, software, and hardware used in the management of a specially funded program

Ability to:

Formulate and coordinate an assigned specially funded program or area

Develop innovative specially funded program(s) and services to meet diverse needs and interests of program participants

Establish realistic standards and goals and evaluate results of assigned specially funded program or area

Interpret and apply laws, rules, and procedures pertaining to assigned specially funded program or area

Analyze problems accurately and take effective action

Gather and ~~analyze~~ assess data pertaining to assigned specially funded program or area and make recommendations based on findings

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

Establish and maintain effective and cooperative working relationships with administrators, District staff, students, and representatives of other educational institutions, agencies and the public

~~Create multimedia used for assigned specially funded program area~~

~~Analyze and diagnose problems related to computer software and equipment and resolve routine computer hardware and software problems~~

Effectively utilize computer equipment and applications in the performance of duties

Effectively handle diverse interpersonal and inter-group relationships

Prepare clear and comprehensive correspondence, reports, presentations, and publicity materials

Provide work direction and training to assigned staff

Provide technical assistance to others

Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the required knowledge and abilities would be:

A. An associate's degree or its equivalent from a recognized college or university preferably with coursework in adult education, business administration, public administration, sociology, psychology, counseling, public relations, marketing, communications, law, statistics, mathematics, ~~computer science~~, or a related field **AND** two years of full-time, paid experience related to the assigned duties of the position.

OR

B. A bachelor's degree from a recognized college or university **AND** one year of full-time, paid experience related to the assigned duties of the position. Coursework in adult education, business administration, public administration, sociology, psychology, counseling, public relations, marketing, communications, law, statistics, mathematics, ~~computer science~~, or a related field is desirable.

Special:

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

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

Reasonable Accommodation

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

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

Draft 2/15/22

SFP-PROGRAM TECHNICIAN

Location: ___ GL: ___ WBS: ___ FUND: ___

Special Note: This position is only used for the duration of a specially funded program and will be terminated when the program funding ends.

DEFINITION

Performs a variety of specialized technical duties related to the office operations of a specially funded program.

TYPICAL DUTIES

Depending on the assigned program, an incumbent may perform a combination of the following duties:

Assists in establishing program standards and goals and in the evaluation of program results.

Assists students in identifying and developing educational, career and/or vocational needs and goals; provides support services to students in assigned program areas.

Makes presentations to college students, local high schools, parents, and community groups about programs offered by the college.

Processes program participant cases including conducting intake screening and interviews to obtain information used in determining initial and continuing eligibility for various programs and services; providing information about and making referrals to programs and services in areas such as child care, job placement, career and educational counseling, housing, and financial aid: preparing case notes, progress reports, and student verifications.

Maintains liaison with community agencies to promote programs and services.

Effectively utilizes computer software to create, edit, and translate data into reports and graphic formats.

Collects data, reconciles discrepancies, and prepares descriptive, statistical, and evaluative reports related to assigned program areas.

Attends various meetings, job fairs, and outreach events to provide students or potential students with information regarding occupational training, educational programs, and program policies, procedures, and requirements.

Assists in the coordination and production of student events, programs, training workshops, publications, special services, and/or other related functions.

Oversees the operations of one or more instructional laboratory(ies) including the set up and maintenance of equipment in assigned laboratories and providing instructional assistance to students.

Schedules and monitors a variety of test programs utilized in academic achievement, vocational, or interest assessments; scores and provides input in the evaluation of test instruments; maintains records of individual and group test results.

Designs questionnaires, selects samples, and conducts surveys among community populations to assess needs, interests, relevant background information, and resources for special interest programs.

Assists in coordinating and participating in orientation and counseling programs by presenting and distributing informational materials, conducting or arranging for tours, scheduling student/counselor conferences, and arranging for presentations by faculty members.

Participates in the design and writing of bulletins, brochures, news releases, and other materials to publicize or provide information on college programs and services.

Prepares and processes operational documents related to budgeting, purchasing, personnel, payroll, contracts, and other administrative activities including inputting and reconciling invoices, purchase orders, and contracts and processing budget transfers and reimbursements in compliance with established District policies and procedures and subject to approval by fiscal office administrators.

Monitors and verifies the accuracy of budget expenditures; reviews records and source documents to identify discrepancies and determine corrective entries to account balances that meet established compliance standards and are subject to approval by fiscal office administrators; assists in the preparation of the annual budget of assigned program.

Classifies accounting transactions and records account entries and maintains, reconciles, and closes accounts associated with program budget that meet established compliance standards and are subject to approval by fiscal office administrators.

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

Assists in the selection, orientation, and training of clerical program staff.

Assists in the maintenance of program participants' files and records.

Assists in college transfer procedures and the scheduling of classes.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **SFP-Program Technician** performs a variety of specialized technical duties related to the implementation and day-to-day administration of a specially funded program.

An **SFP-Program Specialist** develops, implements, promotes, and evaluates an assigned small specially funded program, ~~or a portion of a larger specially funded program, or performs a variety of technical computer support duties in support of the office operations of a specially funded program.~~

An **SFP-Program Office Assistant** performs general and/or specialized clerical duties in support of the daily office operations of a specially funded program.

SUPERVISION

General supervision is received from an academic or classified supervisor or administrator. May provide work direction to assigned program staff.

CLASS QUALIFICATIONS

Depending on the assigned duties, an incumbent is required to possess a combination of the following qualifications:

Knowledge of:

Mission, objectives, and goals of assigned program area

Eligibility requirements of assigned program area

Community resources, organizations, and services common to community colleges

Basic educational and vocational advisory techniques

District policies and procedures related to general administrative and business transactions

Basic elementary descriptive statistics

Educational subject matter of assigned area

Basic public relations and marketing techniques

Computer software such as word-processing, spreadsheet, database management, and desktop publishing

Standard accounting codes, classification, and terminology

Methods used in maintaining accounts

Principles of business English, punctuation, spelling, and grammatical usage

Recordkeeping procedures

Capabilities of computer, systems, software, and hardware used in the management of a specially funded program

Ability to:

Understand, interpret, and apply laws, regulations, and procedures pertaining to assigned program

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

Gather and impart program related information tactfully and accurately

Effectively utilize computer equipment in the performance of duties

Prepare clear, comprehensive, and effective reports, correspondence, publicity materials, and oral presentations

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

Provide technical assistance to others

Apply various accounting practices and procedures

Perform arithmetical computations accurately

Gather and compile statistical and financial data

Keep information confidential

Maintain a variety of logs, files, and records

Meet schedules and deadlines

Critically review source data and detect and correct errors

Give clear and concise instructions

Learn basics of budget preparation and maintenance

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge, and abilities would be qualifying. A typical way to obtain the required knowledge and abilities would be:

A. An associate's degree or its equivalent from a recognized college or university with coursework in sociology, psychology, counseling, adult education, business administration, computer applications and office technology (CAOT), public relations, ~~computer science~~, or a related field.

OR

B. Graduation from high school or its equivalent **AND** two years of full-time, paid experience related to the assigned duties of the position.

Special:

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

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

Reasonable Accommodation

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SPORTS INFORMATION SPECIALIST

DEFINITION

Performs a variety of paraprofessional and technical public relation duties designed to publicize, promote, and document inter-collegiate athletic programs, games, events, and athletics at a college, build campus spirit, and enhance the visibility of the athletic program with local media outlets and the public

TYPICAL DUTIES

Compiles information and prepares media guides, new releases, game notes, feature stories, and other materials for assigned sports teams, programs, and activities.

Updates the athletic website; monitors user feedback and provides appropriate responses.

Implements a comprehensive, multi-platform social media plan ~~using outlets such as Twitter, Facebook and Instagram~~ to share program, game, and athlete information and to develop a fan base and sense of community amongst followers.

Attends college and community events to represent and promote inter-collegiate athletic program.

Computes and reports game results, statistics, and other relevant data and information to governing bodies, conferences, and the National Collegiate Athletic Association (NCAA) as required by the California Community College Athletic Association (CCCAA).

Coordinates activities with staff of the college's public information, graphic design, and computer information departments.

Maintains, organizes and secures athletic team data, records, and documents that have been designed for permanent or long-term preservation in accordance with the District and conference requirements.

Arranges photo shoots, takes photos and/or video records games and athletic events, edits and distributes photos and/or videos to appropriate sources.

Attends inter-collegiate games throughout California as assigned; coordinates facilities and equipment arrangements related to assigned duties, provides athlete oversight, and exercises work direction over student and recreational employees.

Provides day-to-day and special event operational support related to Athletic Department activities such as recruitment, athlete orientations, parent relations, fundraising, and hall of fame events.

Attends and participates in sport association activities and professional growth seminars, workshops and conferences.

Effectively utilizes standard office software in the performance of duties.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Sports Information Specialist** performs a variety of paraprofessional and technical work in implementing an effective public and media relations program to promote and publicize inter-collegiate athletic programs, games, events, and athletes at a college through the use of conventional, on-time, and social media informational materials/posts and approaches.

A **Public Information Officer** performs a variety of journey-level staff work in support of a public relations program of a college or the District which includes developing various informational materials to promote and publicize programs, services, activities, and events, providing support with the effective presentation of program information, services, and activities, and assisting with media relations.

SUPERVISION

General supervision is received from an academic or classified manager or administrator. Functional and technical supervision may be received from a College Public Relations Manager, ~~Public Relations~~. Work direction may be exercised over student and community recreation employees.

CLASS QUALIFICATIONS

Knowledge of:

Principles and methods of sports writing and reporting

Publication design and photo editing software

Style and formatting requirements for various sports media outlets

Contemporary sSocial media platforms and their use such as Twitter, Facebook and Instagram

User-based techniques for web maintenance

Playing rules and terminology related to a variety of sports played at the community college level

Mathematical and statistical computations used for statistical reporting in sports

NCAA, conference and institutional rules and policies related to sports information

Basic techniques, materials, and equipment used in photography, graphic arts and video recording

Proper business English, punctuation, spelling and grammatical usage

Organization and use of records and files

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

Skill in:

Utilizing standard and specialized software systems related to work assignments such as StatCrew and PrestoSports

Ability to:

Implement effective communication strategies and initiatives to publicize the athletic programs, teams, participants, and achievements at a college

Obtain, organize, and prepare informational material for audiences with varied sport interests

Maintain strong relationships with local and regional media representatives

Communicate effectively, both orally and in writing

Compute sports statistics and maintain accurate records and archives

Maintain accurate and current athletic website and web pages

Adhere to all institution, conference and NCAA rules and regulations

Plan, organize, and coordinate assignments independently

Meet schedules and critical deadlines

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

Establish and maintain effective and cooperative working relationships administrators, staff, representatives from other institutions, and the public

Provide work direction to student and recreational employees

Work non-traditional hours, including nights and weekends

Travel to locations throughout the District and California with assigned teams

Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. A bachelor's degree from a recognized college or university with a major in sports journalism, journalism, public relations, marketing communications, or a related field.

OR

B. An associate's degree from a recognized college or university preferably with a major in sports journalism, public relations, marketing communications, or a related field **AND** two years of full-time, paid experience in sports information or journalism which included experience in website management.

Special:

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

Travel to locations throughout the District and California is required.

Reasonable Accommodation

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

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