

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR R-310</b>
		<b>SELECTION AND ASSIGNMENT OF PROFESSIONAL EXPERT AND COMMUNITY REPRESENTATIVE</b>
<b>ISSUE DATE:</b> October 14, 2008	<b>SERVICE:</b> <input type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> <u>Legacy Personnel Guides:</u> B518 B532	<b>CHANGES:</b> Update Legacy Personnel Guides	

## I. POLICY

It is the policy of the District to ensure that unclassified professional expert and community representative positions are established to meet Education Code and District requirements.

## II. DEFINITIONS

- **Community Representative** is an unclassified assignment for employment in an advisory or consulting capacity and for the duration of not more than 90 working days in a fiscal year.
- **Professional Expert** is an unclassified assignment for employment in a professional and expert capacity for a specific limited-term project.
- **Unclassified Employees** are part-time at-will employees assigned to positions that are exempt from Academic and Classified Services as specified in California Education Code § 88076; Part-time Recreation (Playground) positions; full-time students employed part-time; part-time students employed part-time in any college work-study program or in a work experience education program conducted by a community college financed by state or federal funds; apprenticeship positions; professional experts.

## III. REQUIREMENTS

A. ***Authorization for Employment*** of professional experts in positions established for a temporary basis for a specific project is provided to school districts by Education Code § 88076. In addition, Education Code § 88078 provides authorization for school districts to establish positions for the employment of community representatives in advisory or consulting capacities for not more than 90 working days in a fiscal year. In accordance with Education Code § 88076 and § 88078, professional expert and community representative positions shall be exempt from the classified service.

### B. Assignment Limitations

1. ***Professional Expert*** assignments cannot exceed 150.80 hours per pay period and are to terminate on or before June 30 of the same academic year in which the service is to be performed, provided that:

- their authorized duties are not those normally assigned to a class of positions in the classified service;
- the authorized duties are approved by the personnel commission in advance of employment; and
- no regular classified employee of the Community College District shall receive a concurrent appointment to such a classified position.

2. **Community Representatives** must be employed in advisory or consulting capacities for not more than 90 working days in a fiscal year, provided that:

- their authorized duties are not those normally assigned to a class of positions in the classified service;
- the authorized duties are approved by the personnel commission in advance of employment; and
- no regular classified employee of the Community College District shall receive a concurrent appointment to such a classified position.

C. **Recruitment and Selection** of professional experts and community representatives is the responsibility of the college president or division head for assignment at his or her location. This responsibility includes compliance with all federal, state, and district equal employment opportunity and diversity laws, regulations, guidelines and policies that apply to the district. Professional expert assignments must be limited to persons who are experts in a recognized profession and on a temporary basis for a specific project. Additionally, community representative assignments are limited to the performance of service in an advisory or consulting capacity for not more than 90 working days in a fiscal year.

D. **Job Classifications and Salary Rates** for professional expert and community representative assignments are determined by the Board of Trustees, upon the recommendation of the Chancellor as submitted by the Senior Associate Vice Chancellor, Human Resources. Table R-310 details the salary guidelines for assigning professional experts.

<b>TABLE R-310A PROFESSIONAL EXPERT SALARY RATES</b>	
<b>PROFESSIONAL EXPERT CLASSIFICATION</b>	<b>SALARY GUIDELINE</b>
Professional Expert A	Persons assigned as speakers at various rates of \$150 or more per session
Professional Expert B	Persons assigned as speakers at various rates less than \$150 per session
Professional Expert C	Persons assigned as specialized resource personnel at various rates of \$30 or less per assigned hour
Professional Expert D	Persons assigned as specialized resource personnel at various rates of \$30 or less per assigned hour
Professional Expert E	Persons who are assigned to direct and conduct and/or participate and assist in a special project of the District at various rates of \$6,000 or more per project. Such assignments shall be reported to the Board as non-routine items.
Professional Expert F	Persons who are assigned to direct and conduct and/or participate and assist in a special project of the District at various rates of less than \$6,000 per project.

Assignments for Professional Expert E, which is defined as persons who are assigned to direct and conduct and/or participate and assist in a special project of the District at various rates of \$6,000 or more per project, shall have their assignments reported to the Board as non-routine

items. The limit in effect for reporting to the Board Professional Expert E assignments shall be increased at a rate proportionate to the increase of the highest salary base rate on the salary schedule for regular full-time faculty members. (See Board Rule 101104.10 for current salary rates for professional experts.) Recommendations for changes to existing unclassified service job classifications or salary rates and requests for new job classifications should be submitted to the Human Resource Council through one of the vice-presidents' councils or the Chancellor's Cabinet.

- E. **Hours of Service and Assignment** for professional experts and community representatives is limited to .87 FTE or 37.70 hours per week in all Unclassified Service concurrent assignments. Academic and Classified employees may accept Unclassified Assignments within the parameters specified in [HR Guide HR P-130](#), Additional Assignment and applicable collective bargaining contract provisions.
- F. **Documents Required for Employment** for unclassified assignments can be found in the Unclassified Service Employees packet on the New Employees page of the LACCD website. Table R-310B lists the forms required, the form number and the due date for each form.

<b>TABLE R-310B PRE-EMPLOYMENT PROCESSING DOCUMENT CHECKLIST</b>		
Information Certification	HR-1	First Day
Personal Data Self Disclosure	HR-2	First Day
Oath of Allegiance/Oath of Support	HR-3	First Day
Report of Convictions	HR-4	First Day
Address and Warrant(s) Recipient Designation	HR-5	First Day
Retirement System Information (and election forms in applicable)	HR6U	First Day
Statement Concerning Your Employment in a Job Not Covered by Social Security <ul style="list-style-type: none"> <li>• Temporary Assignments Only</li> <li>• Unless a PERS member</li> </ul>	HR-13	First Day
Terms of Employment	HR-23	First Day
Acknowledgement of Document Receipt	HR-14U	First Day
Employee Withholding Certificate <ul style="list-style-type: none"> <li>• Webpage: <a href="http://www.irs.gov/pub/irs-pdf/fw4.pdf">www.irs.gov/pub/irs-pdf/fw4.pdf</a></li> </ul>	W-4	First Day
Employment Eligibility Verification <ul style="list-style-type: none"> <li>• Webpage: <a href="http://www.uscis.gov/files/form/i-9.pdf">www.uscis.gov/files/form/i-9.pdf</a></li> </ul>	I-9	Within three (3) business days
Personnel Action: New Hire/Employee Copy <ul style="list-style-type: none"> <li>• Your Supervisor or Location Personnel Office will provide this form upon input of your assignment into the District's computer system.</li> </ul>	PCR Form	First Day
Fingerprinting : Complete and return processed form to Personnel Office.	LiveScan	First Day
LACCD Direct Deposit Authorization	Recommended	Anytime
<b>Child Development Center Assignments Only<sup>1</sup>:</b> Tuberculosis Examination Compliance Certification <ul style="list-style-type: none"> <li>• Employee Tip Sheet: Meeting TB Exam Requirements</li> <li>• CDC Handout: Tuberculosis: Get the Facts</li> </ul>	HR-11	Within five (5) business days*
<sup>1</sup> <b>Medical and/or Tuberculosis Examination Certification not required for employment in the Unclassified Service except for Child Development Center Assignments</b>		
<sup>2</sup> <b>Form must be submitted by due date. When it is not, your assignment cannot be finalized.</b>		

G. **Request Procedure.** To request a professional expert or community representative assignment:

1. The college or division is to submit the LACCD Form C1101, Professional Expert or Community Representative Assignment Request Form, and supporting documentation to the Personnel Commission at least 48 hours before the requested effective date. The request should include the following information, upon which Personnel Commission will base its designation for exemption from classified service:
  - a. a description of the specific project to which the individual is to be assigned;
  - b. the duration of the project;
  - c. a description of the duties assigned to the position; and
  - d. evidence that the individual to be assigned to the position possesses qualifications which are recognized as both professional and expert in the case of professional expert services or, in the case of community representative services, the special qualifications of the individual to serve in an advisory or consulting capacity.
2. All requests for professional expert assignments will be reviewed for compliance with EC 88076 and district policies as follows:
  - a. The Personnel Commission will review the Professional Expert or Community Representative Assignment Request Form (LACCD Form C1101) to determine if the request is sufficiently justified, approval by appropriate campus administrator, and compliance with the requirements listed above in H1(a).
  - b. The administrator initiating the request will be notified by the Personnel Commission when a request is not approved.
  - c. A confirmation report will be sent to the location to authorize submission of time reports.

H. **Extension of Assignment** requests for professional expert and community representative are to be made using LACCD Form C1101, as indicated in item H.1. providing adequate information on the reasons for the extension and the anticipated completion date for the specific project.

Requests to extend community representative assignments may be made if there have not been 90 paid days during the initial assignment. The review and approval procedure for the extension of community representative assignments will be the same as that indicated in item H.2.

I. **Employee Forms**

- For an employee who has no other employment status in the district, see [HR Guide P-110 New Hire](#) for the listing of documents required for new unclassified employees.
- For a retired employee who is rehired for an unclassified assignment, see [HR Guide P-121 Rehire Retiree](#) for a listing of documents which may be required.

- For an employee who has any other active assignment in the district or upon the request to extend an unclassified assignment, the employee must check with their location Personnel Office within three (3) business days of the effective date of the assignment to determine which, if any, of the documents listed in [New Hire Form Packet](#) are require

**J. Assignment Coding**

**1. Job Codes:**

- U8151 Professional Expert
- U8191 Community Representative

**2. Personnel Sub Areas:** UTX1

**III. ADDITIONAL SOURCES**

**CALIFORNIA EDUCATIONAL CODE**

[Section 88076, Establishment of Classified Service; Definitions; Positions Excluded](#)  
[Section 88078, Exemptions from Classified Service; Community Representatives in Advisory or Consulting Capacities](#)

**LACCD BOARD RULES**

Chapter X, Human Resources  
[Article X, Unclassified Assignments](#)

**LACCD HUMAN RESOURCE GUIDE**

[HR P-100 Assign Employee](#)  
[HR P-110 New Hire](#)  
[HR P-111 Fingerprints](#)  
[HR P-121 Rehire Retiree](#)  
[HR P-130 Additional Assignment](#)  
[HR R-300 Unclassified Employees](#)

**PERSONNEL COMMISSION RULES**

[516 Classification Plan](#)  
[517 Positions Exempted from the Classified Service as "Professional Experts" and "Community Representatives"](#)  
[522 Class Titles and Descriptions](#)  
[544 Classification Policy](#)

**FORMS**

***Administrative***

[Professional Expert or Community Representative Assignment Request Form No. C1101](#)