

**Los Angeles Community College District
Personnel Commission**

Request for Certification

CONTACTS

Requests for Certification are emailed to:

Kathleen Tucker Senior Personnel Assistant (213) 891-2050 tuckerke@email.laccd.edu	Assigned Locations East, Pierce, Southwest, Trade-Tech, Valley & District Office
Emmanuel Nuno Administrative Aide (213) 891-2263 enuno@email.laccd.edu	Assigned Locations City, Harbor, Mission & West
Ute Severa, Supervising Personnel Analyst (213) 891-2268 severaul@email.laccd.edu	Problem Resolution Only

REQUIRED INFORMATION

- Job title: SFP-Program Technician
- Class Code: C5998
- Position Number: T008216/80003220
- PSA/ESG: CTA3/S2 'SF'
- FTE/Workschedule: 1 FTE/40 0800 MTWTF8
- Bs/Hr/Sh: A8A
- Location: Trade
- Office: Workforce and Economic Development
- Rpl/IPO/New: RPL Dana Brown, EN783856

[Sample Request for Certification](#)

TIMELINE

You will receive certification within 24 hours, if all information submitted in the request is correct

DOS AND DON'T'S

- Do not make a request for certification until the position is accurately reflected in SAP
- Make sure you are requesting certification for the right position if multiple positions exist in the same organizational unit
- Make sure the position has an approved restricted hiring freeze form--if applicable