

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION

519

LAW AND RULES

December 3, 2009

Article I. 519 SENIOR ADMINISTRATIVE POSITIONS AND EMPLOYEES

Education Code Section 88091

**Vacancies in classified service; promotional applicants; exemptions.** (a) All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination. Applicants shall be placed on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

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

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

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

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(2) Any person employed in an administrative position exempted under this subdivision shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except that he or she shall not attain permanent status in that administrative position. A vacancy in an administrative position that is exempted under this subdivision shall be filled from an unranked list of eligible persons who have been found to be qualified for the positions as determined by the district chancellor or superintendent and the personnel commission. Any person whose services in an administrative position exempted under this subdivision are discontinued for any reason other than for cause as specified in this code or in a rule of the personnel commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission.

(3) This subdivision shall apply only to employees hired on or after January 1, 2001.

(d) Nothing contained in this section shall authorize the selection of eligible candidates in circumvention of the affirmative action programs of any community college district.

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- A. A “senior classified administrative employee” is defined as a classified employee who acts as the chief business, fiscal, facilities, or information technology adviser or administrator for the District Chancellor or a College President.
- B. The Board of Trustees may, by majority vote, request that the Personnel Commission certify positions as senior classified administrative positions.
- C. The Personnel Commission has certified the following positions as senior administrative positions.
1. Chief Information Officer
  2. Chief Financial Officer/Treasurer
  3. Executive Director of Facilities Planning and Development
  4. Vice President, Administrative Services
- D. If multiple positions exist for the classes listed in paragraph C., the Personnel Commission shall evaluate each position in the applicable class in order to determine if the criteria for a senior administrative position is met.

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- E. Senior classified administrative positions shall be filled from an unranked alphabetical list of persons who have been found to be qualified for the position as determined by the District Chancellor and Personnel Commission.
- F. Employees serving in a position designated as a senior classified administrative position shall be afforded all of the rights, benefits, and burdens of any other classified employee, except that he or she shall not attain permanent status in the senior administrative position.
- G. If a senior classified administrative position is abolished or the District elects not to continue the employment of a classified administrative employee, the employee shall be given written notice thereof by the District at least 45 days in advance of his/her release from employment.
- H. A senior classified administrative employee who is released from employment for any reason other than for cause and has underlying status in the classified service may exercise bumping rights in any equal or lower class in which they hold seniority credit greater than that of the least senior incumbent in the class or may accept a transfer, a voluntary demotion or a voluntary reduction in status or assigned time as determined by the Personnel Commission. Such employee shall not have the right to return to a position in the senior administrative class, except as provided in Paragraph J., below.
- I. Any senior classified administrative employee who has resigned in good standing or been released from employment for any reason other than for cause and has completed at least 260 days in active on the job service shall be eligible for interview and selection to a position in his/her former senior classified administrative class without further competitive examination for a period of 39 months from his/her last day of paid service in the senior administrative class.

If selected and assigned to a new senior classified administrative position, the time between the individual's resignation or release from service and his/her selection for a new senior classified administrator position, shall not be considered a break in service.

- J. The provisions of this rule shall apply only to employees hired on or after January 1, 2001 into senior classified administrative positions.