



# WHAT'S NEW

No. 10

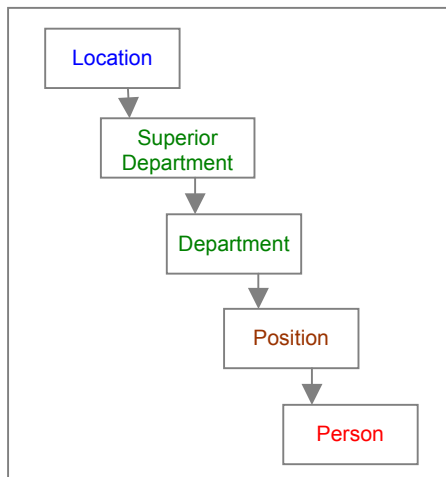
OCTOBER 1, 2004

## WHERE IS MY ASSIGNMENT IN THE NEW SYSTEM?

"I did not get paid right." Three years ago, 27 percent of Los Angeles Community College District employees uttered those words each month. Today, while the number of employees experiencing paycheck problems is down to seven percent, it is still not good enough. A major reason employees did not, and still do not, get paid correctly, is quite candidly, because someone somewhere in the "approve and process" line delays sending a required document to the next person in the processing chain. Two years ago, the electronic Request for Personnel System (eRPA) was introduced and electronically routed transactions to each individual designated to handle a transaction. While eRPA speeded up the process, it still involved a lot of steps, usually 4 to 6 people approved the transaction. The new system will rely on a very simple electronic routing system based on the organizational hierarchy involving only three steps: your department head, his or her manager, and your location's personnel office. To do this, we needed to create an organization chart for the entire district. A basic understanding of how the Human Resource system is structured will help you know where your assignment is. This issue of "What's New" explains the process.

### Four Basic Components

The new system consists of four interconnected components: location, department & superior department, position and person. This structure is pictured as follows:



NEW  
LACCD  
HUMAN  
RESOURCE  
SYSTEM  
COMPONENTS

Each component is defined as follows:

- **Location:** one of the colleges, the District Office, or Instructional Television (ITV).
- **Departments:** organizational units consisting of multiple positions reporting to a common position (department head), having a common purpose (usually stated in the name of the department), and also having unique cost center(s).

Department heads are assumed by the software to be responsible for initiating/approving personnel actions. Departments are arranged in a hierarchy of reporting relationships with the "President's Office" at the top of the hierarchy for each college which in turn reports to the "Chancellor's Office" at the District Office. The

organizational chart of the entire district is built based on the departmental hierarchy.

- **Position:** A unique sets of duties, responsibilities, tasks, and work schedule. Each position has several attributes such as department, job, personnel sub-area, employee sub-group, authorizations, and cost center, each of which will be explained in subsequent newsletters.
- **Person:** When a person is assigned to a position for the first time, he or she becomes an employee of the LACCD.

### Position is Key



In the new system, "position" is the key to how transactions are routed and approved.

For example, a position belongs to a department that reports to another department. In terms of the overall system, all assignments and pay are routed through a position's department head to the department head's manager for final approval. All routing is based on the location's organizational chart. Each location determines its own organizational chart.

In the new system, the location personnel office functional specialists will be the final stop in the process and will resolve issues that arise at the location level. In sum, employees will no longer need to "search" for "who handles what" as that information will be available at every step in each process.

➤ **What's New #11: How much am I going to be paid?**

**Project MAESTRO is about change.** "What's New" and other Project MAESTRO communications are sent primarily through email. Until all employees have computer access, hard copy will also be posted on the LACCD Bulletin Boards at each location.

To send a comment email: [MAESTROeditor@laccd.edu](mailto:MAESTROeditor@laccd.edu)