

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING  
Wednesday, November 3, 2021 –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, November 17, 2021  
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, November 3, 2021 – 1:00 p.m.  
Via Teleconference:  
<https://laccd.zoom.us/j/5603717342>  
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ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Approve the Minutes of the Closed and Open Meetings of the Personnel Commission from October 6, 2021
- IV. Miscellaneous Personnel Commission Activities and Announcements
  - a. Classified Employment Opportunities Bulletin
  - b. Strictly Classified Employee Bulletin
- V. Revisions to Personnel Commission Rule 763, EMPLOYMENT OF RETIRED MEMBERS OF THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (Tentative Approval) (Case 4026)
- VI. Class Study: EN 789592, Payroll Assistant, Administrative Services-Finance, Los Angeles City College (Case 4020)
- VII. Claims for Temporary Work Out of Classification for EN 1051542 (Case 4018-1)
- VIII. Claims for Temporary Work Out of Classification for EN 1046185 (Case 4024)
- IX. Claims for Temporary Work Out of Classification for EN 1060519 (Case 4025)
- X. Class Description Revisions for:
  - a. Catering Event Coordinator
  - b. College Public Relations Manager
  - c. Instructional Assistant, Nursing
- XI. Correspondence
- XII. Notice of Anticipated Items: Claims for Temporary Work Out of Classification for EN 1051542 (AFT); Claims for Temporary Work Out of Classification for EN 1060185 (AFT); Revisions to Personnel Commission Rule 763, EMPLOYMENT OF RETIRED EMPLOYEES (Final Approval)
- XIII. Hear Non-Agenda Speakers/Open Forum
- XIV. Reconvene into Closed Session

- XV. Reconvene into Open Session
- XVI. Report of Actions Taken in Closed Session
- XVII. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, November 17, 2021  
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.

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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](mailto: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

Wednesday, October 6, 2021 – 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  
Diva Sanchez Trevino  
Hope Singer

Staff: Ron Delahoussaye, Personnel Director

- 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
  - 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 1:01 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.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**Wednesday, October 6, 2021 – 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:

Tamara Washington, Administrative Operations Technician, Administrative Services, West Los Angeles College

Anna Salazar, Registrar, East Los Angeles College

Angela Torres, Admissions and Records Office Supervisor, Los Angeles Southwest College

Daniel Herrera, Custodian, Los Angeles Valley College

Irene Butler, Custodian, Los Angeles Valley College

Colonda Hawkins, Senior Admissions and Records Office Supervisor, West Los Angeles College

James Kidd, Local 99

James Bradley, Local 99

Christzann Ozan, Local 99

Troylinn Lamar, Local 99

Hazel Joy Alonzo, President, AFT 1521A

Gloria Moreno, AFT 1521A

Troy Pierce, AFT 1521A

Yovanna Campos, AFT 1521A

**I.** The Chair convened the regular meeting at 1:02 p.m.

**II.** **Report of Actions Taken in Closed Session** – Mr. Iwata reported the Personnel Commission voted to continue virtual meetings, per the Governor’s emergency declaration and AB 361.

### **III. Miscellaneous Personnel Commission Activities and Announcements**

#### **a. Classified Employment Opportunities Bulletin**

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

### **IV. Establishment of a New Classification of Custodian (Sub and Relief) and Salary Reallocations for Custodial Operation Classifications, Facilities Series (Case 3956)**

- a. Approve the Establishment of the New Classification of Custodian (Sub & Relief)**
- b. Approve the Salary Allocation for the New Classification of Custodian (Sub & Relief)**
- c. Approve the Class Description for the New Classification of Custodian (Sub & Relief)**
- d. Approve the Examination Authorization for the New Classification of Custodian (Sub & Relief) on a Continuous Basis with an Open Only Field of Competition**
- e. Approve Salary Reallocations for Custodial Operations Classifications**

Representatives of SEIU Local 99 spoke in favor of withdrawing the item for further discussion with their members. Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission withdrew the item above with the agreement that it be placed on the next personnel commission agenda.

### **V. Salary Reallocations and Master Salary Schedule Adjustments for Select Local 99 Job Classes (Case 3957)**

Representatives of SEIU Local 99 spoke in favor of withdrawing the item for further discussion with their members. Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission withdrew the item above with the agreement that it be placed on the next personnel commission agenda.

### **VI. Claims for Temporary Work Out of Classification for EN 1051542 (Case 4018)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the Claims for Temporary Work Out of Class, as presented.

### **VII. Reissue Personnel Commission Rule 812, VACATION LEAVE (Case 4013)** - Upon motion by Ms. Sanchez Trevino, seconded by, and concurred with by the Chair, the Personnel Commission approved the reissue of Personnel Commission Rule 812, as presented.

### **VIII. Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Tentative Approval) (Case 4017)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted tentative approval to Personnel Commission Rule 600, as presented.

### **IX. Revision to Personnel Commission 816, PAID HOLIDAYS (Final Approval) (Case 4014)** - 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 816, as presented.

**X. Class Description Revisions for:**

- a. Admissions & Records Office Supervisor**
- b. Senior Admissions & Records Office Supervisor**

Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted approval to the class specifications above, as presented.

**XI. Notices of Outstanding Work Performance for:**

- a. Albert Askew, Stock Control Supervisor, Facilities, Los Angeles Harbor College**
- b. Salvador Gallegos, Stock Control Aide, Facilities, Los Angeles Harbor College**

Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission congratulated the employees above on their outstanding work.

**XII. Correspondence – None.**

**XIII. Notice of Anticipated Items - Revision to Personnel Commission Rule 682, HEALTH EVALUATIONS (Tentative Approval); Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval) Class Study: EN 1069685, Office Assistant, Continuing Education and Workforce Development, East Los Angeles College (AFT)**

**XIV. Hear Non-Agenda Speakers/Open Forum – None.**

**XV. Reconvene into Closed Session**

**XVI. Reconvene into Open Session**

**XVII. Report of Actions Taken in Closed Session – Mr. Iwata announced that no decision was made during closed session.**

**XVIII. Adjourn – The meeting adjourned at 2:11 p.m.**

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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.

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Date

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David Iwata, Chair

## LOS ANGELES COMMUNITY COLLEGE DISTRICT

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Revision to Personnel Commission Rule 763, EMPLOYMENT OF RETIRED MEMBERS OF THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM (Tentative Approval) (Case 4026)

This rule was reviewed and amended last year in May. Due to some process changes initiated by CalPERS for retired annuitant assignments, staff reviewed all relevant California Government and Education Codes, as well as the CalPERS guide to employment after retirement. California Government Code Section 21221 has been added to the rule. Editorial changes have been made to the rule for clarity and consistency purposes.

The following substantive changes to the rule are being proposed:

- Paragraph A.1. has been updated to include examples of when a retired employee can be hired for an assignment.
- Paragraph A.5. has been added to include an exception on the hiring of retired persons into a “vacant position” in accordance with California Government Code Section 21221.
- Paragraph C. has been removed and new paragraph D. has been added to provide clarification on compensation for retired persons as provided in California Government Code Sections 21221 and 21229.



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**Education Code Section**

**88034.** Notwithstanding the provisions of subdivision (c) of Section 88033, a retired classified school employee may be employed by a community college district, but only in accordance with the provisions of Article 5 (commencing with Section 21150) of Chapter 8 of Part 3 of Division 5 of Title 2 of the Government Code.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.

**Government Code Sections**

**21221.** A retired person may serve without reinstatement from retirement or loss or interruption of benefits provided by this system, as follows:

(a) As a member of any board, commission, or advisory committee, upon appointment by the Governor, the Speaker of the Assembly, the President pro Tempore of the Senate, director of a state department, or the governing board of the contracting agency. However, the appointment shall not be deemed employment within the meaning of Division 4 (commencing with Section 3200) and Division 4.5 (commencing with Section 6100) of the Labor Code, and shall not provide a basis for the payment of workers' compensation to a retired state employee or to his or her dependents.

(b) As a school crossing guard.

(c) As a juror or election officer.

(d) As an elective officer on and after September 15, 1961. However, all rights and immunities which may have accrued under Section 21229 as it read prior to that section's repeal during the 1969 Regular Session of the Legislature are hereby preserved.

(e) As an appointive member of the governing body of a contracting agency. However, the compensation for that office shall not exceed one hundred dollars (\$100) per month.

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(f) Upon appointment by the Legislature, or either house, or a legislative committee to a position deemed by the appointing power to be temporary in nature.

(g) Upon employment by a contracting agency to a position found by the governing body, by resolution, to be available because of a leave of absence granted to a person on payroll status for a period not to exceed one year and found by the governing body to require specialized skills. The temporary employment shall be terminated at the end of the leave of absence. Appointments under this section shall be reported to the board and shall be accompanied by the resolution adopted by the governing body.

(h) Upon interim appointment by the governing body of a contracting agency to a vacant position during recruitment for a permanent appointment and deemed by the governing body to require specialized skills or during an emergency to prevent stoppage of public business. A retired person shall only be appointed once to this vacant position. These appointments, including any made concurrently pursuant to Section 21224 or 21229, shall not exceed a combined total of 960 hours for all employers each fiscal year. The compensation for the interim appointment shall not exceed the maximum monthly base salary paid to other employees performing comparable duties as listed on a publicly available pay schedule for the vacant position divided by 173.333 to equal an hourly rate. A retired person appointed to a vacant position pursuant to this subdivision shall not receive any benefits, incentives, compensation in lieu of benefits, or any other forms of compensation in addition to the hourly rate. A retired annuitant appointed pursuant to this subdivision shall not work more than 960 hours each fiscal year regardless of whether he or she works for one or more employers.

(i) Upon appointment by the Administrative Director of the Courts to the position of Court Security Coordinator, a position deemed temporary in nature and requiring the specialized skills and experience of a retired professional peace officer.

**21229.** (a) A retired person may serve without reinstatement from retirement or loss or interruption of benefits provided by this system upon appointment by a school employer or by the Trustees of the California State University either during an emergency to prevent stoppage of public business or because the retired person has specialized skills needed in performing work of limited duration. These appointments shall not exceed a combined total of 960 hours for all employers each fiscal year. The compensation for the appointment shall not exceed the maximum monthly base salary paid to other employees performing comparable duties as listed on a publicly available pay schedule

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divided by 173.333 to equal an hourly rate. A retired person appointed pursuant to this section shall not receive any benefits, incentives, compensation in lieu of benefits, or other forms of compensation in addition to the hourly rate. A retired annuitant appointed pursuant to this section shall not work more than 960 hours each fiscal year regardless of whether he or she works for one or more employers.

(b) (1) This section shall not apply to a retired person otherwise eligible to serve without reinstatement from retirement, if during the 12-month period prior to an appointment described in this section, that retired person receives unemployment insurance compensation arising out of prior employment subject to this section with the same employer.

(2) A retired person who accepts an appointment after receiving unemployment insurance compensation as described in this subdivision shall terminate that employment on the last day of the current pay period and shall not be eligible for reappointment subject to this section for a period of 12 months following the last day of employment. The retired person shall not be subject to Section 21202 or subdivision (b) of Section 21220.

**21232.** On and after January 1, 2013, a person who has retired for disability and has not attained the mandatory age for retirement for persons in the employment in which he or she will be employed, and whom the board finds is not disabled for that employment, may be so employed by any employer without reinstatement from retirement if the position is not the position from which this person retired or a position in the same member classification. The person's disability retirement pension shall be reduced during this employment to an amount that, when added to the compensation received, equals the maximum compensation earnable by a person holding the position that he or she held at the time of retirement. This employment shall terminate upon the person's attainment of the mandatory retirement age for persons in that employment. A person employed under this section shall not be concurrently employed under this article.

**21233.** (a) A person who has retired for disability shall not be employed, pursuant to this article or Section 7522.56, by any employer without reinstatement from retirement if the position is either of the following:

(1) The position from which the person retired.

(2) A position that includes duties or activities that the person was previously restricted from performing at the time of their retirement.

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(b) If a person who has retired for disability is employed by an employer without reinstatement pursuant to this article or Section 7522.56, the employer shall provide the board, in a form and manner determined by the board, the nature of the employment and the duties and activities of the position for which the person retired for disability will be employed.

(c) This section shall not apply to a person employed by an employer pursuant to Section 21232.

**7522.56** (a) This section shall apply to any person who is receiving a pension benefit from a public retirement system and shall supersede any other provision in conflict with this section.

(b) A retired person shall not serve, be employed by, or be employed through a contract directly by, a public employer in the same public retirement system from which the retiree receives the benefit without reinstatement from retirement, except as permitted by this section.

(c) A person who retires from a public employer may serve without reinstatement from retirement or loss or interruption of benefits provided by the retirement system upon appointment by the appointing power of a public employer either during an emergency to prevent stoppage of public business or because the retired person has skills needed to perform work of limited duration.

(d) Appointments of the person authorized under this section shall not exceed a total for all employers in that public retirement system of 960 hours or other equivalent limit, in a calendar or fiscal year, depending on the administrator of the system. The rate of pay for the employment shall not be less than the minimum, nor exceed the maximum, paid by the employer to other employees performing comparable duties, divided by 173.333 to equal an hourly rate. A retired person whose employment without reinstatement is authorized by this section shall acquire no service credit or retirement rights under this section with respect to the employment unless he or she reinstates from retirement.

(e) (1) Notwithstanding subdivision (c), any retired person shall not be eligible to serve or be employed by a public employer if, during the 12-month period prior to an appointment described in this section, the retired person received any unemployment insurance compensation arising out of prior employment subject to this section with a public employer. A retiree shall certify in writing to the employer upon accepting an offer of employment that he or she is in compliance with this requirement.

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(2) A retired person who accepts an appointment after receiving unemployment insurance compensation as described in this subdivision shall terminate that employment on the last day of the current pay period and shall not be eligible for reappointment subject to this section for a period of 12 months following the last day of employment.

(f) A retired person shall not be eligible to be employed pursuant to this section for a period of 180 days following the date of retirement unless he or she meets one of the following conditions:

(1) The employer certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed and the appointment has been approved by the governing body of the employer in a public meeting. The appointment may not be placed on a consent calendar.

(2) (A) Except as otherwise provided in this paragraph, for state employees, the state employer certifies the nature of the employment and that the appointment is necessary to fill a critically needed state employment position before 180 days have passed and the appointment has been approved by the Department of Human Resources. The department may establish a process to delegate appointing authority to individual state agencies, but shall audit the process to determine if abuses of the system occur. If necessary, the department may assume an agency's appointing authority for retired workers and may charge the department an appropriate amount for administering that authority.

(B) For legislative employees, the Senate Committee on Rules or the Assembly Rules Committee certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed and approves the appointment in a public meeting. The appointment may not be placed on a consent calendar.

(C) For employees of the California State University, the Trustees of the California State University certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed and approves the appointment in a public meeting. The appointment may not be placed on a consent calendar.

(3) The retiree is eligible to participate in the Faculty Early Retirement Program pursuant to a collective bargaining agreement with the California State University that existed prior to January 1, 2013, or has been included in subsequent agreements.

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(4) The retiree is a public safety officer or firefighter hired to perform a function or functions regularly performed by a public safety officer or firefighter.

(g) A retired person who accepted a retirement incentive upon retirement shall not be eligible to be employed pursuant to this section for a period of 180 days following the date of retirement and subdivision (f) shall not apply.

(h) This section shall not apply to a person who is retired from the State Teachers' Retirement System, and who is subject to Section 24214, 24214.5, or 26812 of the Education Code.

(i) This section shall not apply to (1) a subordinate judicial officer whose position, upon retirement, is converted to a judgeship pursuant to Section 69615, and he or she returns to work in the converted position, and the employer is a trial court, or (2) a retiree of the Judges' Retirement System I or the Judges' Retirement System II who is assigned to serve in a court pursuant to Section 68543.5.

**7522.57** (a) This section shall apply to any retired person who is receiving a pension benefit from a public retirement system and is first appointed on or after January 1, 2013, to a salaried position on a state board or commission. This section shall supersede any other provision in conflict with this section.

(b) A person who is retired from a public retirement system may serve without reinstatement from retirement or loss or interruption of benefits provided that appointment is to a part-time state board or commission. A retired person whose employment without reinstatement is authorized by this subdivision shall acquire no benefits, service credit, or retirement rights with respect to the employment. Unless otherwise defined in statute, for the purpose of this section, a part-time appointment shall mean an appointment with a salary of no more than \$60,000 annually, which shall be increased in any fiscal year in which a general salary increase is provided for state employees. The amount of the increase provided by this section shall be comparable to, but shall not exceed, the percentage of the general salary increases provided for state employees during that fiscal year.

(c) A person who is retired from the Public Employees' Retirement System shall not serve on a full-time basis on a state board or commission without reinstatement unless that person serves as a nonsalaried member of the board or commission and receives only per diem authorized to all members of the board or commission. A person who serves as a nonsalaried member of a

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board or commission shall not earn any service credit or benefits in the Public Employees' Retirement System or make contributions with respect to the service performed.

(d) A person retired from a public retirement system other than the Public Employees' Retirement System who is appointed on a full-time basis to a state board or commission shall choose one of the following options:

(1) The person may serve as a nonsalaried member of the board or commission and continue to receive his or her retirement allowance, in addition to any per diem authorized to all members of the board or commission. The person shall not earn service credit or benefits in the Public Employees' Retirement System and shall not make contributions with respect to the service performed.

(2) (A) The person may suspend his or her retirement allowance or allowances and instate as a new member of the Public Employees' Retirement System for the service performed on the board or commission. The pensionable compensation earned pursuant to this paragraph shall not be eligible for reciprocity with any other retirement system or plan.

(B) Upon retiring for service after serving on the board or commission, the appointee shall be entitled to reinstatement of any suspended benefits, including employer provided retiree health benefits, that he or she was entitled to at the time of being appointed to the board or commission.

(e) Notwithstanding subdivisions (c) and (d), a person who retires from a public employer may serve without reinstatement from retirement or loss or interruption of benefits provided by the retirement system upon appointment to a full-time state board pursuant to Section 5075 of the Penal Code or Section 1718 of the Welfare and Institutions Code.

A. Any employee who retired as a member of the Public Employees' Retirement System (PERS) may be employed in accordance with Government Code Sections 21221, 21229, 7522.56, and 7522.57 provided that:

1. The assignment of the retired person is approved and certified as ~~to~~ a critical need by the requesting division head or college president who requests the assignment. For the purpose of this rule, critical need shall be defined as either an emergency situation which would prevent the college or division from conducting necessary classroom education or providing vital services necessary to the educational process or the retired employee possesses specialized knowledges, skills, and abilities essential to the performance of work of a limited duration. Assignments can provide coverage for work of limited duration such as work to eliminate a backlog, work on a

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special project, and work that is in excess of what regular staff can do. Furthermore, assignments can also provide coverage for a vacant position where an active recruitment for a permanent replacement is in progress.

2. Requests for the employment of a retiree shall be submitted on PC Form 763 to the Personnel Director for final approval.

3. The retired person certifies that he/she understands that employment is limited to a maximum of 120 full-time working days or 960 hours in a fiscal year with the District and any other employer subject to the provisions of Government Code Sections 21221, 21229, 7522.56, and 7522.57 and that employment is discretionary with the authority who makes the assignment.

4. The assignment does not commence within 180 days of the retired person's date of retirement unless one of the following conditions is met:

a. The District certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days has passed, and the appointment has been approved by the District's governing body in a public meeting.

b. The retiree was already employed as a retired annuitant prior to January 1, 2013.

A retired person who accepts a retirement incentive upon retirement shall not be eligible for employment within the 180-day waiting period ~~without exception~~.

5. A retired person hired in a "vacant position" in accordance with government code section 21221 paragraph (h) shall only be appointed once to that vacant position.

B. Retired persons who are employed by the District shall be compensated as follows:

1. A retired person who is employed in the class from which he or she last held permanent status shall be placed on:

a. The flat rate of the class, if applicable, or

b. The step of the schedule attained at the time of retirement, or

c. The hiring step for the class, whichever is higher.

2. A retired person who is employed in a class lower than from which he or she last held permanent status shall be placed on:



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- a. The flat rate of the class, if applicable, or
- b. The step of the schedule that provides a rate equal to or next below the rate he or she would be entitled to if reinstated in the former class, or
- c. The hiring step for the class, whichever is higher.

Overtime work shall be compensated in accordance with the provisions of Rule 596, OVERTIME.

~~C. Retired persons assigned for limited periods shall be paid holiday benefits in accordance with the provisions of Paragraph A.2. of Rule 816, HOLIDAYS.~~

~~D.C.~~ Retired persons assigned under the provisions of this rule shall not be granted leaves, other than a paid industrial accident leave as provided in Paragraph B. of Rule 804, LEAVE RESULTING FROM INDUSTRIAL ACCIDENT OR INDUSTRIAL ILLNESS.

~~D.~~ Retired persons shall not receive any benefits, differentials, incentives, compensation in lieu of benefits, or other forms of compensation in addition to their hourly rate.

E. A retired person shall not be eligible for employment with the District if any unemployment insurance compensation arising out of prior employment with a public employer was received by the retired person during the previous 12-month period. If a retired person accepts an appointment after receiving unemployment insurance compensation, that employment must be terminated by the last day of the current pay period, and the retiree will not be eligible for reappointment thereafter for 12 months.

F. A person retired for disability who has not attained the mandatory age for retirement applicable to persons in the position in which he or she will be employed, and whom the District finds not disabled for that employment, may be employed without reinstatement from retirement in a position other than the classification from which he or she retired. The employment shall end upon the person meeting the mandatory retirement age for persons in the employed position.

G. A person retired for disability shall not be employed without reinstatement from retirement if the position in which he or she would be employed is either of the following:

1. The position from which the person retired.
2. A position that includes duties that the person was previously restricted from performing at the time of retirement.

This provision does not apply to persons employed in a manner as described under paragraph F.

H. Provisions of this rule outlined in paragraph A.3. and A.4. may be suspended under certain conditions by a Governor's executive order.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Classification Study: Payroll Assistant, EN 785952, Administrative Services-Finance, Los Angeles City College (Case 4020)

**Recommendation:**

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

**From:**

Payroll Assistant  
(\$3975.20– 4924.58/month)

**To:**

Administrative Operations Technician  
(\$4335.48 – 5370.90/month)

**Location:**

Administrative Services-Finance  
Los Angeles City College

**Incumbent:**

N. Sargsian (EN 785952)

**Effective Date:** April 16, 2021

**Bases of Recommendation:**

1. The request to study the employee's position was initiated by the College President. She requested that the employee's position be studied based on additional duties and responsibilities assigned including special projects and serving as the campus point of contact for workers' compensation and insurance claims and consider reclassifying the position to Administrative Analyst.
2. Staff audited the position and found that the employee is responsible for performing the following primary duties:
  - Acts in a lead capacity and participates in the work of a small unit comprised of two other Payroll Assistants engaged in time reporting and processing of payroll data and records for academic, classified, and unclassified employees of the college. This duty accounts for approximately 10% of the incumbent's time.
  - Reviews, collects, and compiles data files and warrants from SAP, Portal, PeopleSoft, computerized and non-computerized sources to verify accuracy and determine the causes of errors and discrepancies in data such as class assignments, FTE's, hourly rates, regular hours and overtime hours, payments, deductions, quota accruals and balances, service credit, seniority lists, overpayments and underpayments. This function also involves applying interpretations of the rules and regulations of the Personnel Commission, HR Guidelines, the Board of Trustees, and the District's collective bargaining agreements to the processing of personnel related documents. This duty accounts for approximately 10% of the incumbent's time.
  - Investigates and resolves difficult problems and non-routine issues referred by higher-level supervision, management and staff related to the work of the payroll, personnel, course discrepancies and responds to inquiries related to scheduling, payroll, personnel, different types of audits, workers compensation claims, other injury claims, retirement, scheduling, employment verification, disability verification, technological, and

operational activities of the administrative division. This duty accounts for approximately 20% of the incumbent's time.

- Performs work on assigned special projects from the AVP, VP, and the President such as assisting in preparing budget preparation and projection reports; assisting in preparing program review documents; and leading a task force on reviewing payroll systems in order to implement changes to improve payroll accuracy; writing instructions, procedures and manuals; and recommending and implementing changes to improve the payroll accuracy; and serving on committees such as the accreditation committee. This duty and the duty below account for approximately 20% of the incumbent's time.
  - Prepares correspondence, presentations, and reports related to the work of the payroll unit and other related areas of the administrative division upon request.
  - Conducts training to departments and individuals in payroll, personnel, institutional effectiveness, academic affairs regarding union contracts, HR guides, labor laws, workers compensation, and payroll procedures and processes. This duty accounts for approximately 10% of the incumbent's time.
  - Researches best practices of other public and private agencies to improve the operation of assigned areas in the administrative division such as payroll, workers compensation, and class scheduling. This duty accounts for approximately 10% of the incumbent's time.
  - Serves as the campus point of contact for workers' compensation and insurance claims. This function involves securing appropriate documentation required to generate claims; following up with claim adjusters, hospitals, medical groups, attorneys, collection agencies, employees and/or campus staff/supervisors to resolve issues related to worker's comp, visitors, students, and athletes claims; providing information, guidance, advice, and policy interpretation to campus administrators, employees, visitors, students on workers' compensation and student/visitor claims related matters; and attending workers' compensation annual meetings, settlement conferences, and hearing. This duty accounts for approximately 20% of the incumbent's time.
3. The classification concept for the employee's current classification of Payroll Assistant is based on performing specialized clerical duties related to the processing of payroll data and records for academic, classified, and unclassified employees of a college and providing coordination between the District Payroll Section and employees of a college in the resolution of payroll problems. Extensive public contact is also considered an essential function of this class. The classification concept for the Administrative Operations Technician class is based on applying a thorough knowledge of established procedures and policies in the areas of: budgeting, procurement and contracts, asset management, personnel, payroll, the production of a college's schedule of classes and catalog, and other centralized administrative activities for a major organizational unit. Proficiency in the methods, procedures, and policies utilized in the Los Angeles Community College District is of greater importance than a broad knowledge of the general principles and practices of office administration. An incumbent may perform lead duties and use of computers and advanced software applications is an integral aspect of the duties. 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 determined that the majority of her duties assigned most appropriately fall within the scope of responsibilities of Administrative Operations Technician because the employee applies a thorough knowledge of established procedures and policies in the areas of personnel, payroll, and other centralized administrative activities for Administrative Services such as worker's compensation and insurance claims while utilizing computers and advanced software applications as an integral aspect of her assigned duties. Therefore, the Administrative Analyst classification would not be the more appropriate job classification since she does not spend

the majority of her time on professional-level work analyzing and devising solutions to a variety of complex problems related to the business, technological, and operational activities of the Administrative Services office.

**STATUS OF INCUMBENT**

N. Sargsian, EN 785952 may be appointed to her reclassified position without participating in an examination process in accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES. .

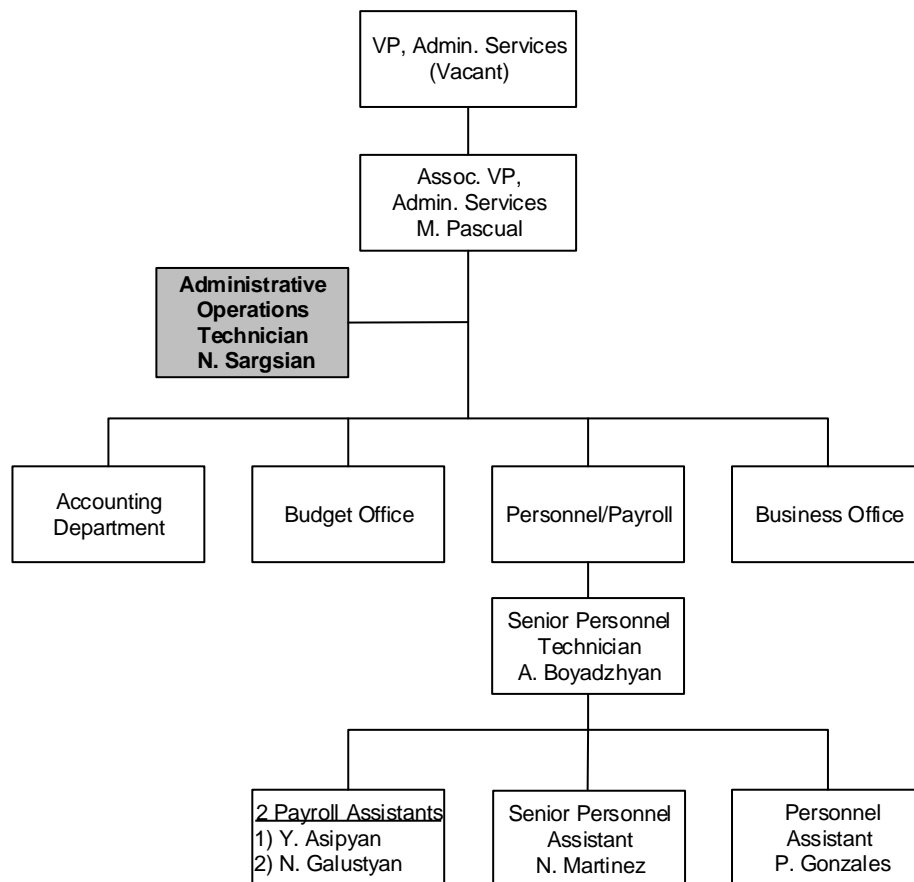
Date of Last Performance Evaluation: February 4, 2021

Classification of position check box was checked “No” by the employee and the immediate supervisor.



**LOS ANGELES COMMUNITY  
COLLEGE DISTRICT  
ORGANIZATIONAL CHART**

**LOS ANGELES CITY COLLEGE**  
*Administrative Services-Finance*



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Claims for Temporary Work Out of Classification for EN 1051542 (Case 4018-1)

**Recommendation:**

It is recommended that the Personnel Commission APPROVE payment for duties assigned to EN 1051542, as indicated below.

Pay Period	Dates	HRS	DIFFERENTIAL PER HOUR	TOTAL (HRS x PAY)
02.2021	July 16 – July 31, 2021	79.2	2.14	\$169.49
03.2021	August 1 – August 15, 2021	64.8	2.14	\$138.67
04.2021	August 16 – August 31, 2021	50.4	2.14	\$107.86
05.2021	September 1 – September 15, 2021	72	2.14	\$154.08
06.2021	September 16 – September 30, 2021	79.2	2.14	\$169.49
07.2021	October 1 – October 15, 2021	67.95	2.14	\$145.41
08.2021	October 16 – October 22, 2021	36	2.14	\$77.04
Est. Total		449.55		\$962.04

**Bases of Recommendation:**

1. This is the second in a series of work out of class reports pertaining to this employee to come before the Personnel Commission. On October 6, 2021, the Personnel Commission approved claims for temporary work out of class for EN 1051542, a Senior Administrative Assistant in the Facilities Planning and Development Department at the Educational Service Center, for additional work performed during the time period of December 14, 2020 to July 15, 2021 as a result of the retirement of a Senior Facilities Assistant. This second set of claims are for the time period of July 16, 2021 to October 22, 2021. The claims submitted by the employee were authorized by the Vice Chancellor/Chief Facilities Executive.
2. The regular Senior Facilities Assistant was intermittently absent from mid-December 2020 up until she officially retired on December 31, 2020. In accordance with Personnel Commission rule 550, Temporary Work Out of Classification, staff notes that the administration should have hired a substitute Senior Facilities Assistant through the customary selection process to appropriately address this staffing issue. However, it was uncertain whether or not the administration would receive approval to fill the vacant position at the time and therefore asked EN 1051542 to assume some additional responsibilities until the status of the Senior Facilities Assistant position was determined. Additionally, staff notes that EN 1051542 would have not been eligible for a provisional

appointment to the Senior Facilities Assistant position since she currently does not meet the entrance qualifications of the class. Since the administration has recently received approval to fill the vacant Senior Facilities Assistant position, staff has provided certification to fill the vacant position on a provisional basis.

While the selection process is underway, staff reviewed the claims submitted to date to determine if the employee would be owed compensation for the additional work she performed since the retirement of the Senior Facilities Assistant.

Staff found that during the time periods specified in the report, the employee spent 90% of her time on assigned responsibilities involving the preparation and processing of various operational documents including approximately 60 major Construction Contracts which includes inputting contracts into SAP, preparing Board agenda items, obtaining bond and insurance verification, and certifying the documents; preparing invoices for payments for major construction contracts and professional service agreements; creating, receiving, verifying inputs, and maintaining computerized vendor forms; providing project status updates involving major construction projects; and creating and maintaining records related to construction projects. After a careful review of the work performed by the employee, staff found that the employee was not performing the full range of duties typically assigned to a Senior Facilities Assistant. The full range of duties a Senior Facilities Assistant would also include the preparation and processing of formal bidding documents. This key responsibility has primarily been assumed by Project Managers and the Senior Administrative Analyst overseeing the vacant Senior Facilities Assistant position. The recommended differential of 7% falls between the salary schedules of the classes of Facilities Assistant and Senior Facilities Assistant and takes rules of promotion into account where an employee is typically guaranteed at least a 5% increase above his/her current schedule and step upon promotion to another class.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Claims for Temporary Work Out of Classification for EN 1046185 (Case 4024)

**Recommendation:**

It is recommended that the Personnel Commission **APPROVE** payment for duties assigned to EN 1046185, as indicated below:

<u>PAY PERIOD</u>	<u>DATES</u>	<u>HRS</u>	<u>DIFFERENTIAL PER HOUR</u>	<u>TOTAL (HRS X DIFF.)</u>
02.2021	July 16 – July 31, 2021	40	\$1.23	\$49.20
03.2021	August 1 – August 15, 2021	50	\$1.23	\$61.50
	OT	33	\$1.85	\$61.05
04.2021	August 16 – August 31, 2021	90	\$1.23	\$110.70
	OT	18.5	\$1.85	\$34.23
05.2021	September 1 – September 15, 2021	20	\$1.23	\$24.60
	OT	14	\$1.85	\$25.90
<b>Est. Total</b>		<b>265.5</b>		<b>367.18</b>

**Bases of Recommendation:**

1. On September 21, 2021, EN 1046185, a Cashier at Los Angeles Harbor College, began submitting the first series of claims for temporary work out of class and requested payment for the higher-level work he performed during the absence of a regular Accounting Assistant in the Fiscal Operations Department that was out on leave. The claims were approved by the interim College President.
2. During the time periods identified in this report, EN 1007029 was asked to temporarily perform routine clerical accounting duties. In accordance with Personnel Commission Rule 550, Temporary Work Out of Classification, staff notes that the college administration should have hired a substitute Accounting Assistant through the customary selection process to appropriately address this issue. However, the Accounting Assistant has since returned from her leave. In addition, the employee has also been temporarily reassigned to the Fiscal Operations Department while the Cafeteria, where the employee was regularly assigned, has been closed due to the COVID-19 pandemic. The Vice President, Administrative Services has asked for additional time while the new College Financial Administrator is brought on board so that she may reassess the organization and staffing needs of the office.

In an effort to not adversely impact the employee while the administration is sorting out the staffing issues, staff recommends the claims be accepted so that the employee can be compensated for the higher-level work he has performed.

It was estimated that the employee spent 100% of his time performing higher-level duties during the reported time period which consisted of the following:

- Collects money and issues receipts for goods and services such as childcare services and registration fees and reconciles cash collections with receipts.
- Counts, balances, records, and deposits large sums of cash for the swap meet, concession stand, and ticket sales.
- Totals currency, checks, and credit card vouchers; writes deposit slips; and packages deposits for bank transport.
- Compiles information from current college store and cafeteria accounts used to prepare standard accounting statements and reports.
- Answers inquiries from administrators, vendors, and students regarding encumbrances, expenditures, account balances, and accounting office procedures and policies.
- Assists students with use of scholarship money for eligible items.

3. The recommended differential considers the difference in salary between the classes of Cashier and Accounting Assistant and rules of promotion.

<b>Class</b>	<b>PSL 1</b>	<b>PSL 2</b>	<b>PSL 3</b>	<b>PSL 4</b>	<b>PSL 5</b>	
Cashier	\$3,151.28	\$3,324.60	\$3,507.46	\$3,700.38	<b><u>\$3,903.90</u></b>	Monthly
Accounting Assistant	\$3,506.58	\$3,699.44	\$3,902.92	<b><u>\$4,117.58</u></b>	\$4,344.04	Monthly

Upon promotion, in the classified service, an employee shall be paid that rate of the higher salary range, which provides an increase of at least 5% over the employee’s current schedule and step. Therefore, in this case, a typical comparison would be made between the employee’s step placement in his position of Cashier and the step on the Accounting Assistant salary schedule which represents at least a salary increase of 5%. Based on these factors, the recommended salary differential for EN 1046185 is approximately 5.5% above his salary rate in the Cashier position.



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Claims for Temporary Work Out of Classification for EN 1060519 (Case 4025)

**Recommendation:**

It is recommended that the Personnel Commission **APPROVE** payment for duties assigned to EN 1060519, as indicated below:

<u>PAY PERIOD</u>	<u>DATES</u>	<u>HRS</u>	<u>DIFFERENTIAL PER HOUR</u>	<u>TOTAL (HRS X DIFF.)</u>
02.2021	July 16 – July 31, 2021	40	\$1.23	\$49.20
03.2021	August 1 – August 15, 2021	80	\$1.23	\$98.40
	OT	16	\$1.85	\$29.60
04.2021	August 16 – August 31, 2021	96	\$1.23	\$118.08
	OT	8	\$1.85	\$14.80
05.2021	September 1 – September 15, 2021	32	\$1.23	\$39.36
	OT	6	\$1.85	\$11.10
<b>Est. Total</b>		<b>278</b>		<b>\$360.54</b>

**Bases of Recommendation:**

1. On September 21, 2021, EN 1060519, a Cashier at Los Angeles Harbor College, began submitting the first series of claims for temporary work out of class and requested payment for higher-level work she performed as a result of the retirement of an Accounting Technician in the Fiscal Operations Department. The claims were approved by the interim college President.
2. The regular Accounting Technician retired on June 30, 2021. In accordance with Personnel Commission Rule 550, Temporary Work Out of Classification, staff notes that the college administration should have hired a regular Accounting Technician through the customary selection process to appropriately address this issue. However, the Vice President, Administrative Services wanted to provide the new College Financial Administrator additional time as she is brought on board so that she may reassess the organization and staffing needs of the office. In addition, the employee has also been temporarily reassigned to the Fiscal Operations Department while the Cafeteria, where the employee was regularly assigned, has been closed due to the COVID-19 pandemic.

In an effort to not adversely impact the employee while the administration sorts out the staffing issues, staff recommends the claims be accepted so that the employee can be compensated for the higher-level work she has performed.

Staff found that during the time periods specified in the report, the employee spent 100% of her time performing the following higher-level duties:

- Verifies the accuracy and completeness of accounting data for scholarship account.
- Totals scholarship account entries and summarizes balance.
- Closes and balances scholarship account.
- Researches scholarship accounts, reports, statements, and source documents for specified information.
- Distributes checks for scholarships to students by preparing letters and summaries on eligible items students may use the scholarship money for.
- Reviews scholarship accounts to verify their accuracy and adequacy of supporting documents.
- Answers inquiries from administrators and students regarding encumbrances, expenditures, account balances, and account procedures and policies.
- Collects money and issues receipts for goods and services such as childcare services and registration fees and reconciles cash collections with receipts.

3. The recommended differential considers the difference in salary between the classes of Cashier and Accounting Technician and rules of promotion.

<b>Class</b>	<b>PSL 1</b>	<b>PSL 2</b>	<b>PSL 3</b>	<b>PSL 4</b>	<b>PSL 5</b>	
Cashier	\$3,151.28	\$3,324.60	\$3,507.46	\$3,700.38	<b>\$3,903.90</b>	Monthly
Accounting Technician	\$3,902.92	<b><u>\$4,117.58</u></b>	\$4,344.04	\$4,582.96	\$4,835.04	Monthly

Upon promotion, in the classified service, an employee shall be paid that rate of the higher salary range, which provides an increase of at least 5% over the employee’s current schedule and step. Therefore, in this case, a typical comparison would be made between the employee’s step placement in her position of Cashier and the step on the Accounting Technician salary schedule which represents at least a salary increase of 5%. Based on these factors, the recommended salary differential for EN 1060519 is approximately 5.5% above her salary rate in the Cashier position.

## CATERING EVENT COORDINATOR

### DEFINITION

Plans, designs, and coordinates catering event activities of a college in conjunction with a culinary arts program and department.

### TYPICAL DUTIES

Designs, creates, implements, and evaluates an operational format for catering events of a college which focus on front of the house operations.

Promotes catering services campus-wide and to the community at large, which involves developing public relations and promotional and marketing materials for offered catering services.

Meets and consults with clients to inform of all services provided and to establish the catering requirements of the events.

Reviews scheduled catering event requests to determine ordering needs, prepares requests for products and equipment to be ordered, and schedules staff appropriately.

Coordinates, with food service and building service staff, the food and beverage requirements, delivery, set-up and break down of events, staffing, etc.

Creates catering event menus for a variety of clients.

Provides hospitality industry training to food service management students for catering events.

Ensures that safety policies and rules are followed during catering events.

Oversees and participates in the booking, set-up, operation, and break down of catering events.

Supervises and schedules the work of catering staff.

Produces quotes and invoices for the client and collects and reports the revenues and expenses generated from each event.

Maintains records and prepares reports of catering events.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A **Catering Event Coordinator** plans, designs, and coordinates catering event activities of a college in conjunction with a culinary arts program and department.

An **Instructional Assistant, Culinary Arts**, applies knowledge of culinary arts, food preparation and production to a broad range of duties related to the day-to-day operations of a culinary arts or food management production department which include: preparation of supplies, material and equipment; maintenance of facilities and equipment; restaurant management of food production; demonstration of culinary arts skills, storekeeping functions; and proper and safe use of equipment and materials.

## **SUPERVISION**

General supervision is received from an academic administrator or classified manager. Immediate supervision is exercised over catering event staff.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Food and beverage and banquet style services

Catering menu planning and development

Special event coordination and catering

Rate quote development, delivery processes, and techniques for catering events

Health and safety regulations pertinent to catering events

Principles of public relations and marketing

Principles of customer service

Principles of business management

Principles of supervision and training

Capabilities of computer applications, systems, and hardware used in the assigned area

Recordkeeping procedures

### **Ability to:**

Coordinate, promote, and schedule college catering events in conjunction with a culinary arts program and department.

Design individual catering events

Provide hospitality industry training to students

Give clear and concise instructions

Communicate effectively orally and in writing

Resolve client complaints and concerns

Track expenditures and revenues for catering events

Train and supervise others

Meet deadlines and schedules

Prepare reports

Maintain accurate records

Establish and maintain effective relationships with administrators, faculty, students, community members, staff, and vendors

Effectively use computer equipment in the performance of duties

Learn specialized computer applications

## **ENTRANCE QUALIFICATIONS**

### **Education and Experience:**

A. An associate's degree or its equivalent from a recognized college or university including or supplemented by at least 18 semester units in hospitality, hotel, restaurant management, culinary arts, or ~~el~~osely related fields **AND** two years of full-time, paid experience in coordinating catering events.

**OR**

B. Graduation from high school or its equivalent **AND** four years of full-time, paid experience in coordinating catering events. College-level course work in hospitality, hotel, restaurant management, culinary arts, or ~~el~~osely related fields 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.

**COLLEGE PUBLIC RELATIONS MANAGER**

**DEFINITION**

Plans, develops, implements, and manages a comprehensive and effective public relations program for a college through strategic marketing programming, branding, internal and external publications, and information dissemination.

**TYPICAL DUTIES**

Plans, develops, implements, and manages a comprehensive and effective public relations program for a college by:

Formulating and recommending a strategic marketing plan, advertising and public relations campaigns, and branding strategies that will increase public awareness and enhance the image and funding sources of a college.

Enlisting the support of community and business leaders as advocates for the causes of a college.

Establishing and maintaining effective working relationships with representatives of local news media, community and college organizations, business and industry partners, and governmental agencies.

Advising college administrators, faculty, and staff in the effective use of messaging and other mediums to enhance the awareness and support for college programs and services.

Developing and maintaining standards for campus communications, including publications, web site and social media platforms, photography, and policies affecting college communication channels.

Collecting, developing, and organizing information for dissemination to college and community groups through a variety of media including radio, television, newspaper, magazines, newsletters, social media platforms, podcasts, email, and Web pages.

Writing and editing news releases, feature articles, special articles, speeches, postings, scripts, reports, and other communications, which describe and highlight college programs and activities including educational opportunities, accomplishments, athletics, recreation, theatre arts media, and fine arts media.

Developing internal informational materials newsletters, bulletins, web site postings, and related materials for college employees concerning policy and organizational changes, special programs, staff achievements, awards, and news of general interest to employees.

Coordinating the dissemination of information and materials regarding college programs and activities to representative of the news media, business and college community.

Monitoring issues and trends in the community and advising senior administrators on appropriate communications strategies.

Evaluating the effectiveness and efficiency of internal information, media relations, and community relation programs and making recommendations on appropriate modifications; assisting administrators with the creation and implementation of an effective communications plan and strategy.

Obtaining feedback from the public and college and District staff through surveys, public opinion studies, and/or group meetings concerning college programs, policies, services and actions, summarizing findings, and making recommendations.

Managing and creating the design and layout for publications including brochures, newsletters, posters, catalogs, web site ~~structure and~~ content, and other publications.

Assuring that public relations and marketing goals are met in the content management of web pages and various social media platforms on behalf of the college ~~such as LinkedIn, Facebook, and Twitter.~~

Supervising the work of staff assigned to the office.

Developing and maintaining the public relations program budget.

Conferring with college administrators in the evaluation of ~~potentially harmful~~ sensitive communications and in the management of media relations during crisis situations; facilitating public safety information during an emergency or natural disasters.

Coordinating publication activities by ensuring that specifications and production schedules have been met.

Representing the college at internal and external events, and serving as the spokesperson on designated public relations matters.

Attending and participating in various administrative and committee meetings on-site and off-site to gather information and identify publicity goals for a college.

Arranging the logistics of press conferences, ceremonies, meetings, special events, and itineraries for college officials and official visitors.

Planning, coordinating, scheduling, publicizing, and attending special college and community relations events.

Coordinating photo and/or video coverage of special events and distributing photos and/or videos to appropriate publications and sources.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A **College Public Relations Manager** plans, develops, implements, and manages a comprehensive and effective college marketing and public relations program designed to promote the services and programs of a college and to enhance its image. An incumbent in this class serves as an advisor to senior administrators on campus relations and communication matters and acts as the primary liaison to internal and external stakeholders.

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.

A **Director of Communications and External Relations** plans, develops, implements, and maintains an effective and strategic communications, public relations, and external relations program for the District by

making the public aware of the value and importance of the District, enhancing its image, and enlisting the public's support for the programs, projects, services, operations, and needs of the District.

## **SUPERVISION**

General supervision is received from a classified or academic administrator. Immediate supervision is exercised over clerical and technical staff.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles and techniques of public relations, promotion, publicity, marketing, branding, and advertising

Methods and techniques of writing, composition, layout, and production for mass media

Communications media sources and their most effective uses, including print, broadcast, web, and social media

Goals, objectives and functions of a college's public relations program

Mission, philosophy, and goals of a college

Objectives and interests of community groups, professional organizations, employee associations, and the associated student organizations

Principles of conflict resolution and crisis management

Research methods and techniques used in the field of public relations

Capabilities of computer applications, systems, and hardware used in the field of public relations including content management systems

Principles and techniques of supervision and training

### **Skill in:**

Interpersonal relationships

Presenting concepts effectively verbally and in writing

Achieving the understanding and support of individuals or groups with indifferent or opposing points of view

Desktop publishing using Adobe InDesign, Adobe Photoshop, Microsoft Office Publisher, or similar software

### **Ability to:**

Plan, develop, implement, and manage a multi-discipline marketing and public relations program of a college

Identify and craft multiple creative means of delivering positive messages about a college to various constituencies



Strategize marketing and communications programs and activities

Obtain, organize, and develop information material for audiences of varied interests

Exercise judgment in the release of information and materials to the public and communications media

Write and edit news releases, articles, reports, and speeches for distribution through appropriate communications media

Communicate and present information effectively both orally and in writing

Independently plan and organize work projects

Plan, schedule, coordinate, publicize, and travel to public relations events

Establish and maintain positive relationships with college administrators, staff, business and community leaders, and representatives of communications media, and governmental agencies

Draft crisis and emergency communication plans and assure ~~its~~ their effective execution

Evaluate the public relations value of information

Anticipate conditions, plan ahead, establish priorities, and meet schedules

Select, motivate, train, and supervise assigned staff

Effectively coordinate the use of ~~the World Wide Web~~ websites and social media platforms to promote the college and its District programs

Travel to off-site events and meetings

Learn specific computer applications

## **ENTRANCE QUALIFICATIONS**

### **Education and Experience:**

A bachelor's degree from a recognized college or university preferably with a major in public relations, journalism, communications, marketing, or a related field **AND** four years of full-time, paid, professional-level experience in the planning and implementation of a public relations and/or marketing programming and marketing. Experience in an institution of higher learning is desirable.

### **Special:**

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

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.

## INSTRUCTIONAL ASSISTANT, NURSING

### DEFINITION

Schedules and monitors the use of one or more nursing laboratories and assists students to improve their knowledge of nursing and skill in performing clinical procedures associated with the treatment and care of obstetrical, psychiatric, surgical and acutely ill medical patients.

### TYPICAL DUTIES

Schedules and oversees the use of equipment, supplies, and facilities in one or more nursing laboratories.

Assists in instructional demonstrations and helps students with correctly applying to perform nursing procedures such as ambulating patients, dressing wounds, taking blood pressure, temperature, pulse, and respiration readings, and administering injections, intravenous feedings, tracheal suction, and colostomy irrigations.

Sets up supplies and equipment and assists in conducting classroom demonstrations.

Serves as a resource to students and instructional staff during laboratory sessions.

Explains to students established instructional laboratory and equipment policies and ensures student compliance with lab policies, procedures, and safety precautions.

Issues and receives materials and equipment for student use in laboratory and classroom assignments; keeps records and effects the return of materials and equipment checked out to students.

Maintains an index of reference books, resource materials, and software modules located in the Nursing Department.

Assists instructors in the design and development of instructional and study aids.

~~Advises~~ Assists instructional staff by providing them with observations of ~~regarding~~ common problems encountered and progress being made by students using a laboratory as part of their educational program.

Assists students in the operation of a wide variety of instructional media equipment and related hardware, including Patient Care Simulators.

Maintains and makes minor adjustments and repairs to instructional media and hospital equipment such as projectors, video cameras, respirators, breathing apparatus, and sterilizers.

Maintains records of supplies and equipment and prepares requisitions as needed.

Receives, inspects, stores, and secures supplies and equipment and keeps storerooms and working areas orderly and clean.

Maintains records of student attendance and laboratory utilization statistics.

May participate with faculty in the evaluation of student study skills competencies.

May administer written examinations.

May provide training and work direction to student employees.

May be assigned to perform other duties in the Nursing Department during peak workload periods and in the absence of assigned staff.

May assist in the operations of a patient care simulation laboratory.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

An **Instructional Assistant, Nursing**, applies knowledge of nursing principles, procedures and techniques in assisting students with problems related to their assignments, and is responsible for the day-to-day scheduling and operations of one or more nursing laboratories.

**Instructional Assistants** in other academic disciplines are responsible for the day-to-day operations of instructional laboratories and apply their specialized knowledge to a broad range of duties related to the day-to-day operations of their academic departments.

## **SUPERVISION**

General supervision is received from an ~~Department Chair~~ academic supervisor. Functional supervision is received from instructional staff. Work direction may be provided to clerical staff and student employees.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Current concepts, principles, and practices of nursing, clinical procedures associated with the treatment and care of obstetrical, surgical, psychiatric, and acutely ill medical patients

Basic anatomy and physiology

Basic principles of microbiology

Basic principles of nutrition

Basic principles of health physics

Basic principles of pharmacology

Medical terminology

Capabilities and features of multimedia equipment used in nursing laboratory

Specialized computer software used in the nursing and allied health professions

Capabilities of computer systems, software, and hardware common to instructional laboratories

Basic inventory and material storage procedures

Recordkeeping procedures

**Skill in:**

Operating a wide variety of hospital equipment

**Ability to:**

Explain and demonstrate complex nursing concepts, practices and procedures to students

Plan and organize work to meet schedules and timelines

Effectively utilize computer hardware and software

Follow complex instructions and procedures

Work effectively, cooperatively, and collaboratively with nursing faculty, staff and students

Communicate effectively both orally and in writing

Take initiative and work independently

Give clear and concise instructions

Keep detailed and accurate records

Learn to operate and train students in the operation of media equipment found in an instructional laboratory

Learn patient simulator technologies and applications

## **ENTRANCE QUALIFICATIONS**

### **Education and Experience:**

Current licensure by the State of California as a registered nurse.

### **Special:**

Current and valid certifications in Basic Life Support, Advanced Cardiac Life Support and Advanced Trauma Life Support are 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.