

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, December 1, 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, December 15, 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, December 1, 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

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 November 3, 2021
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
 - b. Strictly Classified Employee Bulletin
- V. Receive Personnel Commission Schedule of Meetings for January – June 2022
- VI. Title Change for the Class of Senior Facilities Assistant (Case 4031)
- VII. Title Changes for the Classes of Personnel Assistant, Senior Personnel Assistant, and Senior Personnel Technician (Case 4032)
- VIII. Class Description Revisions for:
 - a. Instructional Assistant, Assistive Technology
- IX. Correspondence
- X. Notice of Anticipated Items: Claims for Temporary Work Out of Classification for EN 1051542; Annual Report on Classes to be Inactivated; Annual Report on Re-Issued Class Descriptions; 2021 Legislative Report Summary
- XI. Hear Non-Agenda Speakers/Open Forum
- XII. Reconvene into Closed Session
- XIII. Reconvene into Open Session
- XIV. Report of Actions Taken in Closed Session
- XV. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, December 15, 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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LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Wednesday, November 3, 2021 – 12:00 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 – 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 1:00 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.

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, October 20, 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

Deborah Tsai, Assistant Personnel Analyst

Patrick Sung, Assistant Personnel Analyst

Justin L’Hommedieu, Assessment & Selection Analyst

Sarah Oda, Administrative Intern

Guests:

Virginia Wynne, Instructional Assistant, Nursing, East Los Angeles College

Shaena Engle, College Public Relations Manager, Los Angeles City College

Tamara Washington, Administrative Operations Technician, West Los Angeles College

Jo-Ann Haywood, AFT 1521A

Yovanna Campos, AFT 1521A

Gloria Moreno, AFT 1521A

VictorHugo Ortiz, AFT 1521A

- I. The Chair convened the regular meeting at 1:00 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that, per AB 361 and in the interest of public health and safety, the commissioners voted unanimously in favor of continuing Personnel Commission meetings via teleconference.
- III. **Review and Approve the Minutes of the Closed and Open Meetings of October 6, 2021** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the minutes for the closed and open sessions of October 6, 2021, as presented.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**

- a. **Classified Employment Opportunities Bulletin**
- b. **Strictly Classified Employee 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 and 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)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted tentative approval to the Personnel Commission rule noted above, as presented.
- VI. **Class Study: EN 789592, Payroll Assistant, Administrative Services-Finance, Los Angeles City College (Case 4020)** – Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the study noted above was withdrawn from the agenda for further study and will be brought back at the next Personnel Commission meeting.
- VII. **Claims for Temporary Work Out of Classification for EN 1051542 (Case 4018-1)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the claims for temporary work out of classification noted above, as presented.
- VIII. **Claims for Temporary Work Out of Classification for EN 1046185 (Case 4024)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the claims for temporary work out of classification noted above, as presented.
- IX. **Claims for Temporary Work Out of Classification for EN 1060519 (Case 4025)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the claims for temporary work out of classification noted above, as presented.
- X. **Class Description Revisions for:**
 - a. **Catering Event Coordinator**
 - b. **College Public Relations Manager**
 - c. **Instructional Assistant, Nursing**

Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission the class description revisions noted above as a consent item.

- XI. **Correspondence** – None.
- 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** – None.
- XIV. **Reconvene into Closed Session**

XV. Reconvene into Open Session

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

XVII. Adjourn – The meeting adjourned at 1:18 p.m.

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.

Date

David Iwata, Chair

PERSONNEL COMMISSION

Schedule of Meetings -- January - June 2022

January			
Wednesday	5*	Closed	12:30 p.m.
		Open	1:00 p.m.
Wednesday	19	Closed	12:30 p.m. TELECONFERENCE
		Open	1:00 p.m.

February			
Wednesday	2*	Closed	12:30p.m.
		Open	1:00p.m.
Monday	16	Closed	12:30p.m. TELECONFERENCE
		Open	1:00p.m.

March			
Wednesday	2*	Closed	12:30p.m.
		Open	1:00p.m.
Wednesday	16	Closed	12:30p.m. TELECONFERENCE
		Open	1:00p.m.

April			
Wednesday	6*	Closed	12:30p.m.
		Open	1:00p.m.
Wednesday	20	Closed	12:30p.m. TBD
		Open	1:00p.m.

May			
Wednesday	4*	Closed	12:30p.m.
		Open	1:00p.m.
Wednesday	18	Closed	12:30p.m. TBD
		Open	1:00p.m.

June			
Wednesday	1*	Closed	12:30p.m.
		Open	1:00p.m.
Wednesday	15	Closed	12:30p.m. TBD
		Open	1:00p.m.

* Review and vote on State of Emergency teleconference option - first meeting of the month

LOS ANGELES COMMUNITY COLLEGE DISTRICT

To: The Personnel Commission
From: Ronald Delahoussaye
Subject: Title Change for the Class of Senior Facilities Assistant (Case 4031)

Recommendation:

It is recommended that the class of Senior Facilities Assistant be retitled to Facilities Operations Technician, effective December 1, 2021.

Bases of Recommendation:

1. The recommended title change was proposed by staff and supported by the Vice Chancellor/Chief Facilities Executive as it was determined to be more descriptive of the level and scope of duties that are assigned to the class. It is also anticipated that the title change will assist in successfully recruiting candidates as the District prepares to fill a vacant position in the subject class as a result of the latest SRP program.
2. There are no incumbents in the class of Senior Facilities Assistant (retitled to Facilities Operations Technician) that will be affected by the recommended title change.

SENIOR FACILITIES OPERATIONS TECHNICIAN ASSISTANT

DEFINITION

Performs ~~a variety of~~ specialized paraprofessional staff duties in the District's Facilities Planning and Development department, which includes processing various documents related to the operational activities of the department as well as assisting in developing and implementing procedures for the processing of facilities related documents in a computerized project management system.

TYPICAL DUTIES

Maintains liaison with and provides assistance to college facilities maintenance staff regarding implementation of budget controls, funding, bid specifications, change orders, administrations of various contracts, inspection, and close out of DSA and other projects.

Prepares and processes various operational documents such as Construction Contracts, Professional Service Agreements, Facilities Order Forms, Change Orders, Amendments, Notices of Completion, and Board items involving major District construction projects.

Prepares and processes formal bidding documents for major District construction projects including advertisements for construction projects for Trade Journals and the District's website, notices to bidders, preparing and disseminating bidders lists, clocking and opening bids at public bid opening, verifying contractor's license, bond and insurance to determine responsiveness, preparing bid abstracts for Facilities Project Managers, and notifying the successful bidder.

Interprets and explains rules, regulations, codes, policies, processes, and procedures related to construction contracts to District personnel, prospective bidders, and representatives from other agencies.

Assists in the development of computerized project management systems to ensure facilities related documents are executed and expenditures can be tracked.

Inputs "blended fund" project records in computerized project management system, tracking state and local funds when the project is managed by contract project management firms.

Assists in orienting staff of the college facilities departments on the use of facilities forms on a computerized project management system.

Creates, receives, verifies, inputs, and maintains computerized vendor forms.

Answers inquiries from college staff, contractors, and Surety/Bonding Insurance Agencies regarding project status, payments processed, expenditures, and other related matters involving major construction projects.

Prepares and processes invoices for payments for major construction contracts and professional service agreements.

Receives requests for services such as hazardous material removal, arranges for the services, and processes the invoices.

Monitors and maintains various construction project accounts on a district-wide basis including funding source and timelines.

Assists in the development of training manuals for bidding and contracting procedures and processes and participates in training sessions for college staff on this topic.

Prepares and processes property lease documents and use permits.

Obtains property space information and selects predetermined standards for lease agreements.

Maintains liaison with District staff, property owners, and the public regarding the leasing of facilities and use of District property.

Prepares correspondence, board reports, miscellaneous reports, bulletins, and memoranda in relation to assigned projects and may review and edit material, prepared by others, for accuracy and compliance with guidelines and procedures.

Searches records and obtains information and/or documents from offices and agencies such as the Division of the State Architect, the Los Angeles County Recorder's Office, the California Community College Chancellor's Office, and the State Contractors' License Board.

Prepares and processes purchasing documents for construction projects, and the facilities planning and development department.

Processes payroll and personnel documents for the assigned department.

Maintains an archive of blueprints and specifications for buildings of the District, including electronic vault, implementation, maintenance and assignment of project numbers, and checks out materials.

Provide work direction and training to assigned clerical staff.

Disseminates new laws, regulations, and procedures to the facilities planning and development staff as well as the colleges as they may effect project executions.

Sets up and maintains office records, contracts files, facilities lease files, and project files.

Attends various meetings on-site and off-site to answer questions about procedural matters relative to assigned areas of responsibilities.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A ~~Senior Facilities Operations Technician Assistant~~ provides specialized paraprofessional staff assistance to the District's Facilities Planning and Development department at the District Office, which includes responsibilities for processing various documents related to District-wide facilities planning and major construction projects, programs and budgets as well as assisting in developing and implementing procedures for the processing of facilities related documents in a computerized project management system. Construction

projects processed by this office typically exceed \$175,000. A working knowledge of facilities planning and development administrative procedures, codes, rules, and policies is continuously applied in performing the duties of this class.

~~A **Facilities Assistant** provides paraprofessional staff assistance to a plant facilities department, which includes responsibilities for processing various documents related to facilities planning and construction projects, programs and budgets. Construction projects processed by the office do not exceed \$175,000. A working knowledge of administrative procedures, rules, and policies related to construction projects is continuously applied in performing the duties of this class.~~

An **Administrative Operations Technician** applies 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. May perform lead duties. Use of computers and advanced software applications is an integral aspect of the duties.

SUPERVISION

General supervision is received from the Director of Facilities Planning and Development or his/her designee. Work direction may be exercised over assigned clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Policies, regulations, codes, procedures, and precedents applicable to major construction contracts

District policies and procedures related to general administrative and business transactions of the District

Organization and key staff of major operating units of the college and District

Computer software such as word-processing, spreadsheet, database management, and desktop publishing used in facilities planning and development

Computer systems used in facilities project management

Customer service techniques for public contact in person, ~~and~~ on the telephone, and in written communication

Basic research methods

Report and business correspondence formats

Proper business English, punctuation, spelling, and grammatical usage

The basics of blueprint reading

Organization and use of records and files

Skill in:

Use of computer equipment

Ability to:

Organize and coordinate the preparation and execution of assigned projects

Perform difficult technical assignments independently

Understand, interpret, apply, and explain facilities planning and development administrative procedures, codes, rules, and policies

Effectively utilize computer software to design records, create and maintain files, manipulate data, format reports and publish final documents

Critically review source data, detect, and correct errors

Gather and compile data in written, tabular, and graphic form

Evaluate work methods and efficiency

Perform mathematical computations of moderate difficulty

Effectively communicate orally and in writing

Write clear and effective reports, correspondence, and informational materials

Meet schedules and critical time lines

Trains others in the practices and procedures pertinent to the office

Provide technical assistance to others

Establish and maintain effective relationships with administrators, staff, and the public

Maintain a variety of logs, files, and records

Travel to off-site meetings

Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate's degree, or its equivalent, from a recognized college or university preferably with a major in computer applications and office technology (CAOT), business administration, construction management, project management, architecture, engineering, or a related field **AND** ~~four~~ three years of full-time, paid experience in providing administrative ~~assistance~~ support in the construction field, which included processing documents related to construction or maintenance contracts. Two years of additional qualifying experience may be substituted for the degree requirement.

OR

~~B. Graduation from high school or its equivalent **AND** two years of full-time, paid specialized clerical experience **AND** four years of full-time, paid experience in providing administrative assistance in the construction field, which included processing documents related to construction or maintenance contracts. College level course work in computer applications and office technology (CAOT) or business administration, and experience in the use of computer equipment and software is desirable.~~

Special:

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

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.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Title Changes for the Classes of Personnel Assistant, Senior Personnel Assistant, and Senior Personnel Technician (Case 4032)

Recommendations:

- I. It is recommended that the Personnel Commission approve title changes and class description revisions for the following classes, effective December 1, 2021:

Current Title	Proposed Title
Personnel Assistant	Human Resources Assistant
Senior Personnel Assistant	Senior Human Resources Assistant
Senior Personnel Technician	Senior Human Resources Technician

- II. It is recommended that the occupational grouping for the classes of Personnel Assistant, Senior Personnel Assistant, and Senior Personnel Technician be retitled from Personnel Assistance Group to Human Resources Assistance Group in the Office Administration Series, effective December 1, 2021.

- III. It is recommended that all positions in the classes of Personnel Assistant, Senior Personnel Assistant, and Senior Personnel Technician be reclassified for purposes of title change only to the respective new titles of Human Resources Assistant, Senior Human Resources Assistant, and Senior Human Resources Technician, effective December 1, 2021.

- IV. It is recommended that the eligibility lists, dated 6/24/21, established for the classes of Senior Personnel Assistant and Senior Personnel Technician be retitled to Senior Human Resources Assistant and Senior Human Resources Technician respectively, effective December 1, 2021.

Bases of Recommendations:

1. A review of the titles of the clerical/technical classes of the Personnel Assistance Group was triggered by recruitment difficulties experienced for the classes of Senior Personnel Assistant and Senior Personnel Technician. The current recruitment for Senior Personnel Assistant revealed that a large portion of applicants did not associate the title of this position with a human resources support position. As a result, staff is proposing title changes for the classes of Personnel Assistant, Senior Personnel Assistant, and Senior Personnel Technician that are more consistent with the titles found in the U.S. Department of Labor job database and at other local public educational agencies for comparable classes. It is anticipated that the proposed title changes will aid in targeted recruitments and increase the applicant pools for these positions.
2. There are currently 9 filled Personnel Assistant positions, 12 filled Senior Personnel Assistant positions, and 5 filled Senior Personnel Technician positions that will be affected by the recommended title changes.

HUMAN RESOURCES PERSONNEL ASSISTANT

DEFINITION

Prepares and processes a variety of ~~personnel~~ employment transactions ~~pertaining~~ related to recruitment, selection, certification, assignment, ~~employment~~ hire processing, compensation, and other related areas. Interacts with a wide variety of ~~people~~ customers to request information or explain ~~personnel~~ employment procedures.

TYPICAL DUTIES

A Human Resources ~~Personnel~~ Assistant may perform an assigned combination of the following and/or related duties:

Processes various ~~personnel~~ employment transactions ~~pertaining~~ related to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, new positions, position changes, bilingual position requests, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and/or recruitment, examination, and certification matters.

Effectively utilizes computer information systems and office software application to process ~~personnel~~ employment related transactions.

Contacts the public, applicants, eligibles, employees, supervisors, administrators, and other district staff ~~personnel~~ in the processing of applications and the evaluation, placement, and assignment of employees.

Provides standardized information and answers inquiries regarding policies and procedures of the Board of Trustees, the Personnel Commission, and collective bargaining agreements as related to examination, assignments, compensation, and other ~~personnel~~ employment related transactions.

Codes and inputs assignment data into a human resources ~~personnel~~ /payroll information system.

Interprets codes and other information on information systems screens and related records in order to obtain and verify requested employee and applicant information.

Reviews various ~~personnel~~ employment related transactions for compliance with rules and regulations.

Troubleshoots problems related to recruitment, selection, certification, assignment, employment processing, compensation, and other ~~personnel~~ employment related transactions and assists in resolving problems within established rules and policies.

Reviews applications, licenses, and credentials to determine if applicants meet entrance qualifications.

Processes candidates for employment, by providing and explaining the purpose of various employment forms, verifying health and other clearances, and obtaining and scanning necessary employment documents.

Compiles and prepares correspondence, bulletins, and reports pertinent to assigned area.

Maintains and scans specialized and other personnel files.

Processes financial credit verifications and service verifications.

May provide work direction to student employees.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Human Resources Personnel Assistant** performs specialized clerical duties related to the processing of a wide variety of ~~personnel employment~~ transactions ~~pertaining related~~ to recruitment, selection, certification, assignment, ~~employment-hire~~ processing, compensation, and other related areas. Incumbents in this classification apply a working knowledge of the rules, regulations, policies, and procedures of the Board of Trustees and Personnel Commission as well as applicable provisions of the collective bargaining agreements.

A **Senior Human Resources Personnel Assistant** organizes and performs duties related to the preparation and processing of a wide variety of ~~personnel employment~~ transactions ~~pertaining related~~ to recruitment, selection, examination, compensation, employee health benefits, and/or assignment of academic, classified, and/or unclassified employees. May act as a lead person over a small clerical ~~personnel~~ unit. Incumbents in this classification apply a working knowledge of the rules, regulations, policies, and procedures of the Board of Trustees and Personnel Commission as well as applicable provisions of the collective bargaining agreements.

SUPERVISION

Immediate supervision is received from a classified supervisor. May provide work direction to student employees.

CLASS QUALIFICATIONS

Knowledge of:

~~Personnel~~ Employment related rules, practices, and procedures

Office practices and procedures

Customer service techniques for public contact in person, on the telephone, and in written communication

Letter, memorandum, and report formats

Correct use of business English, punctuation, spelling, and grammar

Recordkeeping procedures

Capabilities of computer systems, hardware, and software used in assigned area

Skill in:

Use of computer and standard office equipment

Ability to:

Prepare and process a variety of ~~personnel~~ employment related documents

Give clear and concise instructions

Meet, interview, and inform the public and employees regarding ~~personnel~~ employment related matters

Effectively utilize computer equipment in the performance of duties

Code, input, and retrieve data from a computerized information system

Apply a code system

Work effectively under the pressures of recurrent deadlines with frequent interruptions

Critically review source data, detect, and correct errors

Keep information confidential

Verify and input data accurately

Make arithmetical computations and assemble statistical data

Spell, punctuate, use correct grammar, and proofread

Deal tactfully and effectively with employees and the public

Keep accurate and detailed records

Learn specialized software applications and systems used in assigned area

Learn merit system and affirmative action principles and procedures

Learn and interpret Board of Trustees Rules, Personnel Commission Laws and Rules, Human Resources Guides, and collective bargaining agreements

Learn various classes of positions and entrance qualifications of the District

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or its equivalent.

Experience:

None is required. One year of full-time, paid general clerical experience which included the use of computer equipment and public contact 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.

SENIOR HUMAN RESOURCES PERSONNEL ASSISTANT

DEFINITION

Organizes and performs duties related to the preparation and processing of a wide variety of employment personnel transactions related ~~pertaining~~ to recruitment, selection, examination, compensation, employee health benefits, and/or assignment of academic, classified, and/or unclassified employees. May act as a lead person over a small clerical ~~personnel~~ unit.

TYPICAL DUTIES

Depending on assignment, duties may include the following:

Organizes and performs duties related to the preparation and processing of employment ~~personnel~~ transactions involving employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, employee health benefits eligibility and selection, new positions, position changes, bilingual position requests, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and/or recruitment, examination, and certification matters.

Contacts the public, insurance agencies or carriers, insurance brokers, employees, prospective employees, retirees, administrators, supervisors, and other district staff to obtain or impart information pertaining to recruitment, examination, selection, salary allocation, salary differentials, employee health benefits, and/or assignment of academic, classified and/or unclassified employees.

Applies interpretations of collective bargaining agreements as well as the rules and regulations of the Personnel Commission and the Board of Trustees to the daily processing of employment related ~~personnel~~ transactions.

Answers inquiries regarding policies and procedures of the Board of Trustees, the Personnel Commission, and collective bargaining agreements in relation to examinations, selection, assignments, salary allocation, employee health benefits, and other employment related ~~personnel~~ transactions.

Provides information to employees and retirees regarding insurance plans offered, enrollment procedures, employee/retiree eligibility, conversion privileges, claims, and service complaints.

Compiles and prepares correspondence, bulletins, and reports pertaining to areas such as selection, staffing, assignments, provisional employees, status of examinations, eligibility lists, and employee health benefits.

Troubleshoots problems related to recruitment, examination, selection, assignments, salary allocation, degree and certificate differentials, reclassification, employee health benefits, and other employment related ~~personnel~~ transactions and assists in resolving problems within established rules and policies.

Effectively utilizes computer information systems and office software application to process employment related ~~personnel~~ transactions.

Interprets coded and other information on information systems screens and related records in order to obtain and verify requested employee and applicant information.

Determines salary schedule column and step placement for new academic employees and when salary columnar advancement requirements for academic employees have been met.

Reviews applications and verifies licenses, credentials, transcripts, coursework, program units, and degrees to determine if applicants meet minimum entrance qualifications for academic, classified and/or unclassified positions.

Evaluates applications from academic employees for the purpose of awarding salary points credits for courses taken at accredited or non-accredited institutions, for private instruction, and for military training, as well as determining salary allocation and advancement on the master salary schedule.

Sets up examination schedules and notifies candidates.

Contacts job applicants for employment interviews.

Assembles written tests according to detailed instructions.

Administers objectively scored examinations and assists in administering the more complex examinations, including performance tests.

Scores examinations, computes scores, and posts scores to applicants' and candidates' records.

Arranges for representatives from public agencies, private firms, and civic groups to serve as raters on examination panels.

Makes physical arrangements for examination rooms and is responsible for obtaining and assembling necessary supplies and equipment.

Assists in the development of new recruitment sources through contact with a variety of public, private, and community organizations.

Assists in the preparation and mailing of annual enrollment materials and announcements.

Evaluates faculty employees for eligibility to meet new qualifications for academic positions.

Evaluates instructors' preparations to teach minor subjects and prepares credential permits.

Processes new hires, including obtaining and scanning necessary employment documents, verifying citizenship status, and providing general employment, campus and/or District information.

Reviews various employment related ~~personnel~~ transactions for compliance with rules and regulations.

Audits assignment requests of classified employees for completeness, accuracy and consistency with Personnel Commission Laws and Rules and related policies and procedures.

Conducts post audit of assignment orders against approved requests for assignment to identify changes and discrepancies.

Provides technical support to District staff on issues of employee assignments or employee health benefits.

Obtains certification of eligibles for classified position vacancies.

Computes seniority and veterans' credits for employment lists, and makes other arithmetical computations.

Codes and inputs assignment data into the human resources personnel/payroll information system.

Codes and inputs evaluation summaries of candidates' qualification into computer system.

Codes and inputs health benefit data into an insurance agency/carrier computer information system.

Provides information regarding District employees for the purpose of employment verification and credit reference in accordance with prescribed procedures.

Prepares and distributes employment opportunities announcements.

Inputs and distributes Human Resources guides.

Maintains examination files, records, and materials to assure compliance with statutory and procedural requirements.

Maintains employee health benefits enrollment, eligibility, and payment files.

Oversees and participates in the maintenance of applicants files for academic positions and in the preparation of applicant folders.

Oversees and participates in the maintenance and scanning of central personnel records and files of the District, including live scan records, provisional and temporary assignments, disciplinary actions, grievances, unemployment requests, conviction records, and employment packets.

Trains and provides work direction to clerical employees personnel in the unit.

May post employment opportunities announcements on social media networks such as LinkedIn and Facebook.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior Human Resources Personnel Assistant** organizes and performs duties related to the preparation and processing of a wide variety of employment personnel transactions related to recruitment, selection, examination, compensation, employee health benefits, and/or assignment of academic, classified, and/or unclassified employees. May act as a lead person over a small clerical personnel unit. Incumbents in this classification apply a working knowledge of the rules, regulations, policies, and procedures of the Board of Trustees and Personnel Commission as well as applicable provisions of the collective bargaining agreements.

A **Senior Human Resources Personnel Technician** supervises, plans, coordinates, and participates in the work of a clerical personnel unit involved in the preparation and processing of a variety of employment personnel documents related to recruitment, selection, examination, compensation, employee health benefits, and/or assignment of academic, classified, and/or unclassified employees. Incumbents in this classification apply a thorough knowledge of Board of Trustees and Personnel Commission rules, regulations, policies, and procedures as well as applicable provisions of the collective bargaining agreements.

A ~~Human Resources Personnel Assistant~~ performs specialized clerical duties related to the processing of a wide variety of ~~employment-personnel~~ transactions ~~related-pertaining~~ to recruitment, selection, certification, assignment, ~~employment-hire~~ processing, compensation, and other related areas. Incumbents in this classification apply a working knowledge of the rules, regulations, policies, and procedures of the Board of Trustees and Personnel Commission as well as applicable provisions of the collective bargaining agreements.

SUPERVISION

General supervision is received from a classified supervisor or administrator. Work direction may be exercised over ~~Human Resources Personnel~~ Assistants and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

Office practices and procedures

Personnel Commission Laws and Rules, Board of Trustees Rules, District's collective bargaining agreement provisions, and Education Code Sections pertinent to recruitment, examination, compensation, employee assignments, and/or employee health benefits

Various classes of positions and entrance qualifications of the District

Minimum eligibility qualifications for faculty positions

Reporting and processing procedures for various ~~employment related-personnel~~ documents

Basic merit system and affirmative actions principles and procedures

Organizational structure and key ~~staff-personnel~~ of the District

Customer service techniques for public contact in person, on the telephone, and in written communication

Report, memorandum, and letter formats

Correct use of business English, punctuation, spelling, and grammar

Recordkeeping procedures

Capabilities of computer systems, hardware, and software used in assigned area

Skill in:

Use of computer and standard office equipment

Ability to:

Organize and perform duties related to the preparation and processing of a wide variety of ~~employment related-personnel~~ transactions

Understand, interpret, and apply Board of Trustees Rules, Personnel Commission Laws and Rules, Human Resources Guides, Education Code Sections, and collective bargaining agreements pertinent to the assigned area

Train others in the work of the assigned area

Provide technical assistance to others

Prepare clear and comprehensive reports and correspondence

Critically review source data and detect and correct errors

Code, input, and retrieve data from a computerized information system

Make arithmetical computations and assemble statistical data

Apply a code system

Effectively use computer equipment and software in the performance of duties

Work independently

Communicate clearly and concisely, both verbally and in writing

Keep accurate and detailed records

Meet, interview, and inform the public and employees regarding complex employment related ~~personnel~~ matters

Work under pressure of periodic deadlines and frequent interruptions

Keep information confidential

Deal tactfully and effectively with employees and the public

Learn specialized software applications and systems used in assigned area

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent **AND** two years of full-time, paid clerical ~~personnel~~ experience in a human resources related department. Nine (9) semester units at a college level or its equivalent in computer applications and office technology, business administration, and/or related fields may be substituted for one year of the required experience.

Special:

A valid Class “C” California driver’s license may be required for some positions.

Travel to locations throughout the District may be 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.

SENIOR HUMAN RESOURCES-~~PERSONNEL~~ TECHNICIAN

DEFINITION

Supervises, plans, coordinates, and participates in the work of a clerical-~~personnel~~ unit involved in the preparation and processing of a wide variety of employment-~~personnel~~ transactions related-~~pertaining~~ to recruitment, selection, examination, compensation, employee health benefits, and/or assignment of academic, classified, and/or unclassified employees.

TYPICAL DUTIES

Depending on assignment, duties may include the following:

Supervises, plans, coordinates, and performs specialized and general clerical procedures involved in the recruitment, selection, examination, compensation, employee health benefits, and/or assignment of academic, classified, and/or unclassified employees.

Coordinates the work flow between areas such as Human Resources, Insurance, Information Technology, District colleges, and insurance carriers to insure uniformity of standards and the completion of work according to schedule.

Supervises the preparation and processing of employment-related-~~personnel~~ transactions such as employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, employee health benefits eligibility and selection, new positions, position changes, bilingual position requests, leaves of absence, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and/or recruitment, examination, and certification matters.

Contacts the public, insurance agencies or carriers, insurance brokers, employees, prospective employees, retirees, administrators, supervisors, and other district staff to obtain or impart information pertaining to recruitment, examination, selection, salary allocation, salary differentials, employee health benefits, and/or assignment of academic, classified and/or unclassified employees.

Applies interpretations of the rules and regulations of the Personnel Commission, the Board of Trustees, and the District's collective bargaining agreements to the daily processing of employment-related-~~personnel~~ documents.

Answers non-routine inquiries regarding policies and procedures of the Board of Trustees, the Personnel Commission, and the District's collective bargaining agreements related to examinations, selection, assignments, employee health benefits, salary allocation, and other employment-related-~~personnel~~ transactions.

Troubleshoots and resolves non-routine problems related to recruitment, examination, selection, assignments, salary allocation, degree and certificate differentials, reclassification, employee health benefits, and other employment-related-~~personnel~~ transactions.

Answers inquiries from applicants, employees, and administrators regarding application evaluation, salary evaluation, and salary point credits for academic positions.

Coordinates the screening of applicants or candidates for academic, classified, and/or unclassified positions to ensure that applicants or candidates meet minimum entrance qualifications for employment.

Participates in determining salary schedule column and step placement for new academic employees and when salary columnar advancement requirements for academic employees have been met.

Acts as resource to groups such as the academic senate, departmental discipline committees and academic hiring committees on matters related to the eligibility of applicants for academic employment.

Participates in the evaluation of applications from academic employees for the purpose of awarding salary points credits for courses taken at accredited and non-accredited institutions, for private instruction, and for military training, as well as determining salary allocation and advancement on the master salary schedule.

Interprets coded and other information on information systems screens and related records in order to obtain and verify requested employee and applicant information.

Effectively utilizes the capabilities and functions of standard office software applications such as data management, spreadsheet, presentation, and word processing in completing assigned duties.

Coordinates the preparation and mailing of employment opportunities announcements.

Coordinates the preparation and mailing of annual enrollment materials and announcements.

Prepares correspondence, presentations, and reports related to the work of the unit.

Trains and reviews the work of employees assigned to the unit.

Develops and maintains office rules and procedures of assigned unit.

Supervises and participates in the maintenance of office files.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior Human Resources Personnel Technician** supervises, plans, coordinates, and participates in the work of a clerical-~~personnel~~ unit involved in the preparation and processing of a variety of employment-personnel documents related-pertaining to recruitment, selection, examination, compensation, employee health benefits, and/or assignment of academic, classified, and/or unclassified employees. Incumbents in this classification apply a thorough knowledge of Board of Trustees and Personnel Commission rules, regulations, policies and procedures as well as applicable provisions of the collective bargaining agreements.

A **Senior Human Resources Personnel Assistant** organizes and performs duties related to the preparation and processing of a wide variety of employment personnel transactions related-pertaining to recruitment, selection, examination, compensation, employee health benefits, and/or assignment of academic, classified, and/or unclassified employees personnel. May act as a lead person over a small clerical personnel unit. Incumbents in this classification apply a working knowledge the rules, regulations, policies, and procedures of the Board of Trustees and Personnel Commission as well as applicable provisions of the collective bargaining agreements.

SUPERVISION

General supervision is received from a classified supervisor or administrator. Immediate supervision is exercised over Senior Human Resources Personnel Assistants, Human Resources Personnel Assistants, and other clerical staff of the unit.

CLASS QUALIFICATIONS

Knowledge of:

Practices and procedures of office management

Personnel Commission Laws and Rules, Board of Trustees Rules, District's collective bargaining agreement provisions, and Education Code Sections pertinent to recruitment, examination, compensation, employee health benefits, and/or employee assignments

Various classes of positions and entrance qualifications of the District

Minimum eligibility qualifications for faculty positions

College programs and credits applicable for study courses

Course content, credit, and equivalencies

Employee Personnel-assignment and payroll procedures

District's human resources personnel/payroll computer system

Merit system and affirmative action principles and procedures

Organizational structure and key staff personnel of the District

Customer service techniques for public contact in person, on the telephone, and in written communication

Principles of supervision and training

Recordkeeping procedures

Letters, memorandum, and report formats

Correct use of business English, punctuation, spelling, and grammar

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

Skill in:

Use of computer and standard office equipment

Ability to:

Plan, coordinate, and supervise a group of clerical ~~staff~~ ~~personnel~~

Interpret and apply Board of Trustees Rules, Personnel Commission Laws and Rules, provisions of the District's collective bargaining agreements, Human Resources Guides, and Education Code Sections pertinent to assigned area

Critically review source data and detect and correct errors

Effectively utilize computer systems and software in the performance of duties

Apply a code system

Make arithmetical computations and assemble statistical data

Give clear and concise instructions

Evaluate work methods and performance

Effectively communicate orally and in writing

Provide information to the public and employees regarding complex ~~employment-related~~ ~~personnel~~ matters

Establish and maintain effective working relations with District administrators, staff, and the public

Work under pressure of periodic deadlines and frequent interruptions

Trains others in specialized ~~employment-related~~ ~~personnel~~ practices and procedures

Prepare clear and comprehensive reports, correspondence, and presentations

Keep information confidential

Learn specialized software applications and systems used in the assigned unit

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate degree or its equivalent from a recognized college or university in computer applications and office technology (CAOT), business administration, or a related field **AND** two years of full-time, paid clerical-~~personnel~~ experience in a human resources related department. One year of the required experience must have been in a lead or supervisory capacity. A successfully completed college-level course in supervision or management may substitute for the required one year of experience in a lead or supervisory capacity.

OR

B. Graduation from high school or its equivalent **AND** four years of full-time, paid clerical-~~personnel~~ experience in a human resources related department. One year of the required experience must have been in a lead or supervisory capacity. A successfully completed college-level course in supervision or management may substitute for the required one year of experience in a lead or supervisory capacity. Courses in human resources-~~personnel~~ management, computer applications and office technology (CAOT), and business administration 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.

INSTRUCTIONAL ASSISTANT, ASSISTIVE TECHNOLOGY

DEFINITION

Provides technical assistance, training, and support to students with disabilities in the use of alternate media and assistive computer technology to meet accessibility needs of a college; and assists in the coordination and implementation of access to alternate media and distance education for students with disabilities.

TYPICAL DUTIES

Assists in providing technical assistance to faculty and staff in the design and redesign of educational and informational media to ensure that the California Community College Chancellor's Offices access guidelines are met.

Assists in the development and implementation of processes to meet Braille and captioning needs, including methods for providing educational and informational materials in alternate formats.

Assists in providing information, training, and coordination in regard to electronic technology (EIT), alternate media formats, and distance learning to meet accessibility requirements.

Assists in the creation and promotion of a positive and supportive college-wide instructional climate for students with disabilities who use assistive technology by providing assistance to faculty and staff in diagnosing and resolving problems associated with supportive services.

Assists in monitoring activities associated with system enhancements and new systems development efforts to ensure they are accessible to people that use assistive technology.

Develops and maintains a resource bank of access strategies for various types of disabilities and related instructional alternative media and assistive and adaptive technologies such as distance learning, Internet, tele-courses, and electronic-text.

Provides assistance in the installation, configuration, and maintenance of college assistive technology.

Assists in the training and work direction of assigned student employees.

Provides assistance in troubleshooting activities regarding problems that may arise in the area of assistive technology and alternate media college-wide.

Provides technical assistance to campus instructional and technology committees on accessibility requirements for persons with disabilities.

Schedules and monitors the use of one or more instructional computer facilities by faculty, staff, and students.

Performs software installations and updates of programs.

Assists in the maintenance of inventory records of equipment, parts, spare parts, and supplies as well as records for state reporting and institutional purposes.

Serves as liaison between college faculty, staff, and students with disabilities and the DSPS program in matters pertaining to access to electronic and print media and assistive technology related to instruction.

Makes suggestions regarding purchases of assistive and/or access software and technology to DSPS Coordinator.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Assistive Technology**, assists student with disabilities and faculty with assistive technology as it relates to accessibility issues including access technology, alternate media, and compliance regulations in the pertinent instructional setting.

An **Instructional Assistant, Information Technology**, applies knowledge of computer programming, application software and computer operations to assist students with problems related to the computer laboratory assignments, familiarizes students with the operation of computers and ancillary equipment and is responsible for the day-to-day operations of one or more instructional computer laboratories.

SUPERVISION

General supervision is received from an academic supervisor and/or DSP&S Coordinator. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

Pertinent legislation and regulations relevant to information access for people with disabilities

Capabilities and operation of assistive technology equipment and software

Access strategies and resources for various types of electronic and print information, including distance education, web pages, alternate media formats, and general computer technology

Techniques for designing and modifying instructional and informational media to make them accessible to people with disabilities in an electronic and/or print format

Recordkeeping procedures

Ability to:

Effectively Operate a variety of access technology devices and machines including computer and peripheral equipment

Utilize assistive technology software appropriately based upon individual student needs

Explain and demonstrate the proper utilization of assistive technology software and computer equipment

Understand and implement guidelines for producing accessible electronic media

Diagnose problems related to malfunctions of assistive technology software and computer equipment

Perform minor repairs on assistive technology computer equipment

Communicate effectively both orally and in writing

Work effectively and cooperatively with students, instructional staff, and other staff

Stay current with new assistive technology equipment and software

Train and provide technical assistance to others

Produce materials in alternate formats

Have sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of people with disabilities

Prepare and maintain a variety of records, ~~schedules~~, and reports

Meet schedules and time lines

Give clear and concise instructions

Secure and store supplies

Learn the characteristics of new computer systems, software, and hardware related to assistive technology and update technical skills to adapt to changing technology.

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate's degree or its equivalent from a recognized college or university with a major in computer information technology or a closely related field, which included or was supplemented ~~including or supplemented~~ by at least one college-level course related to assistive technology.

OR

B. Graduation from high school or its equivalent **AND** successful completion of a recognized assistive technology certification training program or its equivalent **AND** one year of recent full-time paid experience in the field of assistive technology, which required the use of assistive technology software and equipment.

OR

C. Graduation from high school or its equivalent **AND** two years of recent full-time paid experience in the field of assistive technology, which required the use of assistive technology software and equipment.

OR

D. Any equivalent combination of A., B. or C. above.

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.