

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, March 24, 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 54957(b)(1)
 - c. To Discuss Public Employee Evaluation
Pursuant to Government Code Section 54957
Position: Personnel Director
- IV. Report of Action taken in Closed Session
- V. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, April 7, 2021
Closed Meeting 12:30 p.m.
Open Meeting 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, March 24, 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. Review and Approve the Minutes of the Closed and Open Meetings of March 10, 2021
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
- V. Establishment of New Technology Services Job Classifications, Information Technology Series (Case 3929)
 - a. Approve the Establishment of the New Classifications of Assistant Technology Services Specialist, Technology Services Specialist, and Supervising Technology Services Specialist
 - b. Approve the Salary Allocation for the New Classifications of Assistant Technology Services Specialist, Technology Services Specialist, and Supervising Technology Services Specialist
 - c. Approve the Class Description for the New Classifications of Assistant Technology Services Specialist, Technology Services Specialist, and Supervising Technology Services Specialist
 - d. Approve the Examination Authorization for the New Classifications of Assistant Technology Services Specialist, Technology Services Specialist, and Supervising Technology Services Specialist with an Open and Promotional (Dual Certification) Field of Competition
- VI. Salary Reallocations for Classes in the Technology Service Desk Group, Information Technology Series (Case 3930)
- VII. Revision to Personnel Commission Rule 667, GENERAL EMPLOYMENT REQUIREMENTS (Tentative Approval) (Case 3934)
- VIII. Revision to Personnel Commission Rule 578, SALARY STEP ADVANCEMENT WITHIN CLASS FOR REGULAR EMPLOYEES (Final Approval) (Case 3931)
- IX. Revision to Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION (Final Approval) (3933)
- X. Correspondence

- XI. Notice of Anticipated Items: Classification Study: Admissions and Records Assistant, EN 1055569, Admissions and Records Office, Valley (AFT); Revision to Personnel Commission Rule 667, GENERAL EMPLOYMENT REQUIREMENTS (Final Approval)
- XII. Hear Non-Agenda Speakers/Open Forum
- XIII. Reconvene into Closed Session
- XIV. Reconvene into Open Session
- XV. Report of Actions Taken in Closed Session
- XVI. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, April 7, 2021
Closed Meeting 12:30 p.m.
Open Meeting 1:00 p.m.
Via Teleconference

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**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
Wednesday, March 10, 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, Chair
Diva Sanchez Trevino

Staff: Ronald Delahoussaye, Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** - None
- 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 54957(b)(1)
- IV. **Report Out Actions Taken in Closed Session** - Mr. Iwata reported that no action was taken in closed session.
- V. **Correspondence** – No correspondence was received.
- VI. 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.

Date

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, March 10, 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 OPEN MEETING

Present:

Commissioners:

David Iwata, Chair

Diva Sanchez Trevino

Staff:

Ronald 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 and Selection Analyst

Guests:

Carmen Lidz, Vice Chancellor/ Chief Information Officer, Educational Services Center

Faith Colt, Lead Support Services Assistant, Los Angeles Mission College

Randall Sparks, Computer & Network Support Specialist, Los Angeles Pierce College

Tuan Nguyen, Computer & Network Support Specialist, East Los Angeles College

Loralyn Frederick, Student Health Center Assistant, Los Angeles Pierce College

Jerry Garcia, Assistant Computer & Network Support Specialist, Los Angeles Mission College

Mauricio Zelaya, Computer & Network Support Specialist, Los Angeles Trade-Technical College

Sean Kao, Data Communications Specialist, Los Angeles Trade-Technical College

Richard Flowers, Computer & Network Support Specialist, West Los Angeles College

Holly Hagan, College Store Buyer, Los Angeles Pierce College

Victor Hugo Ortiz, Software Systems Engineer, Educational Services Center

Gennady Sadovsky, Computer & Network Support Specialist, Los Angeles Mission College

Brian Silk, Administrative Analyst, Los Angeles Pierce College

Babak Haverim, Computer & Network Support Specialist, Los Angeles Pierce College

Alex Chen, Computer & Network Support Specialist, West Los Angeles College

Shirin Herrington, Computer & Network Support Specialist, Los Angeles Valley College

Sol Limon, Assistant Computer & Network Support Specialist, Los Angeles City College

Julie Pepe, Assistant Computer & Network Support Specialist, Los Angeles Mission College

Christian Burkhardt, Computer & Network Support Specialist, Educational Services Center

Julio Ortiz, Assistant Computer & Network Support Specialist, East Los Angeles College

Jerry Tzeng, Assistant Computer & Network Support Specialist, Educational Services Center

Narbeh Minassian, Web Architect, Los Angeles Mission College
Jorgee Tamargo, Computer & Network Support Specialist, Los Angeles Pierce College
Dominique Aquino, Computer Laboratory Assistant, Los Angeles Trade- Technical College
Kristine Ayvazyan, Admissions & Records Assistant, Los Angeles Pierce College
Zaw Tun, Computer & Network Support Specialist, Los Angeles City College
Gil Salas, Senior Office Assistant, Los Angeles Pierce College
Arnel Arenas, Computer & Network Support Specialist, West Los Angeles College
James Ferrer, Computer & Network Support Specialist, Los Angeles Southwest College
Michael Tesfai, Computer & Network Support Specialist, West Los Angeles College
Jose Torres, Instructional Media Technician, Los Angeles Valley College
Jeff Gilbert, Computer & Network Support Specialist, Los Angeles City College
Ramish Rambaran, Computer & Network Support Specialist, Los Angeles Trade-Technical College
Cha-Zette Smith, Senior Office Assistant, West Los Angeles College
Hoon Cho, Senior Computer & Network Support Specialist, Los Angeles Pierce College
Perdana Anwar, Web Designer, Los Angeles Mission College
John Millhone, Computer & Network Support Specialist, Los Angeles Pierce College
Eduardo Jarquin, Computer & Network Support Specialist, Educational Services Center
Luyen Phan, Computer & Network Support Specialist, Los Angeles Pierce College
Cassandra Walker, Academic Scheduling Specialist, Los Angeles Southwest College
Vera Tylecek, Administrative Operations Technician, Los Angeles City College
Alan Hovsepian, Assistant Computer & Network Support Specialist, Los Angeles Pierce College
Hagop Hadjinian, Assistant Computer & Network Support Specialist, East Los Angeles College
Tamara Washington, Administrative Operations Technician, West Los Angeles College
Lizbeth Martinez, Office Assistant, Los Angeles Valley College
Carlos Garcia, Senior Computer & Network Support Specialist, Los Angeles Mission College
Darrell Roberson, Student Services Assistant, West Los Angeles College
Jesse Saucedo, Instructional Assistant, Assistive Technology, West Los Angeles College
Phil Gompertz, Computer & Network Support Specialist, Los Angeles Pierce College
Ayman Nasr, Senior Network Engineer, Los Angeles Valley College
Ben Valdez, Instructional Assistant, Information Technology, Los Angeles City College
Abraham Jarquin, Computer & Network Support Specialist, Los Angeles City College
Linda Rodriguez, Secretary, West Los Angeles College
Yovanna Campos, Office Assistant, Los Angeles City College
Catherine Fleming, Administrative Operations Technician, Los Angeles Pierce College
Aubrey Xie, Senior Computer & Network Support Specialist, Los Angeles Valley College
David Cameron, Senior Computer & Network Support Specialist, Los Angeles Valley College
Kimberly Davillier, Executive Assistant, Educational Services Center
Cherimin Cudiamat, Computer & Network Support Specialist, East Los Angeles College
Promise Williams, Office Assistant, East Los Angeles College
Garrett Sasahara, Network Engineer, Los Angeles Southwest College
Mario Perez, Data Communications Specialist, Los Angeles Mission College
Rosalba Villalobos, Student Services Assistant, East Los Angeles College
Rowena Smith-Kersaint, Student Services Specialist, East Los Angeles College

Richard Nwaogu, Computer & Network Support Specialist, Los Angeles Pierce College
Derrick Williams, SEIU Local 721
Bruce Hicks, President, SEIU Local 721
Suleman Ishaque, President, AFT 1521A
Gloria Moreno, AFT 1521A
Troy Pierce, AFT 1521A
Abraham Horowitz, AFT 1521A
Hazel Joy Alonzo, AFT 1521A
Jo-Ann Haywood, AFT 1521A
Anna Salazar, President, Classified Management Association

- I. The Chair convened the regular meeting at 1:02 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took no action during closed session.
- III. **Review and Approve the Minutes of the Closed and Open Meetings of February 24, 2021** - Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission approved the minutes for the February 24, 2021 open and closed meetings of the Personnel Commission.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**
 - a. **Classified Employment Opportunities Bulletin**
 - b. **Strictly Classified Employee Bulletin**

Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the Classified Employment Opportunities Bulletin.
- V. **Establishment of New Technology Services Job Classifications, Information Technology Series (Case 3929)** – After discussions between the Personnel Commission, District staff, and members of the bargaining units present, a motion was put forward by Ms. Sanchez Trevino, and the Chair concurred, to withdraw the item for further discussions and bring it back at the next Personnel Commission meeting.
- VI. **Salary Reallocations for Classes in the Technology Service Desk Group, Information Technology Series (Case 3930)** – A motion was made by Ms. Sanchez Trevino, and concurred with by the Chair, to withdraw the item to allow for further discussions and bring it back at the next Personnel Commission meeting.
- VII. **Establishment of the New Class of Vice Chancellor of Human Resources (Case 3932)** - Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted approval to the establishment of the new class noted above, as presented.
- VIII. **Correspondence** – No correspondence was received.
- IX. **Notice of Anticipated Items** – Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Revision to Personnel Commission Rule 667, GENERAL EMPLOYMENT REQUIREMENTS (Tentative Approval); Revision to Personnel Commission Rule 578, SALARY STEP ADVANCEMENT WITHIN CLASS

FOR REGULAR EMPLOYEES (Tentative Approval); Revision to Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION (Tentative Approval)

- X. **Hear Non-Agenda Speakers/Open Forum** – None.
- XI. **Reconvene into Closed Session**
- XII. **Reconvene into Open Session**
- XIV. **Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.
- XV. **Adjourn** – The meeting adjourned at 2:24 p.m.

Ronald 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

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Establishment of New Technology Services Job Classifications, Information Technology Series (Case 3929)

Recommendations:

- I. It is recommended that the Personnel Commission establish the following new classes; that the class descriptions for the new classes be adopted; that the new classes be placed in the indicated occupational group (New) and series; and that the new classes be allocated to the indicated salary schedules and salary setting-bases, effective March 24, 2021.

Job Classification	Occupational Group/Series	Salary Schedule and Steps	Salary Setting-Basis (Step = 5.5%)
Supervising Technology Services Specialist	Technology Services Group/Information Technology Series	<u>7584.67</u> \$7,584.67 \$8,001.83 \$8,441.93 \$8,906.23 \$9,396.08	8 steps above Assistant Technology Services Specialist
Technology Services Specialist	Technology Services Group/Information Technology Series	<u>6122.47</u> \$6,122.47 \$6,459.21 \$6,814.46 \$7,189.26 \$7,584.67	4 steps above Assistant Technology Services Specialist
Assistant Technology Services Specialist	Technology Services Group/Information Technology Series	<u>4942.16</u> \$4,942.16 \$5,213.98 \$5,500.75 \$5,803.29 \$6,122.47	Direct alignment with Computer User Support Specialist benchmark, OES Survey, U.S. Dept of Labor, Bureau of Labor Statistics

- II. It is recommended that the Personnel Commission authorize examinations for the new classes of Supervising Technology Services Specialist and Technology Services Specialist with an Open and Promotional (Dual Certification) field of competition and Assistant Technology Services Specialist with a Promotional and Open field of competition.
- III. It is recommended that the employees included in this study, as identified in Exhibit A, be reclassified as indicated, effective March 24, 2021.
- IV. It is recommended that the classes of Assistant Computer and Network Support Specialist, Computer and Network Support Specialist, and Senior Computer and Network Support Specialist be abolished effective July 1, 2021.

- VI. It is recommended that the seniority rights of the employees identified in Exhibit A in their reclassified positions be computed from the date of their earliest entrance into regular service in their former classes of Assistant Computer and Network Support Specialist, Computer and Network Support Specialist, and Senior Computer and Network Support Specialist.

Bases of Recommendations:

1. The establishment of the new job classes is based on the District’s reorganization plan of the enterprise network infrastructure based on the recommendations from Huron Consulting Group. These proposed new classes will facilitate the District in effectively providing user support for technologies and applications used at the colleges and the Educational Services Center as well as facilitate the transition of current staff into the proposed enterprise network structure. A chart is included in this report to illustrate how the new positions fit in with the District’s organizational structure.
2. An incumbent in the new class of Assistant Technology Services Specialist will perform technical support duties of entry to moderate level difficulty, complexity, and scope related to the installation, configuration, update, repair, replacement, and operation of a wide range of technology such as computer software, computer hardware, smart classroom technology, assistive technology, multimedia technology, security technology and related peripheral equipment.

In establishing salaries for new classes, it has been the District’s policy to compare our 5th step to third quartile salary survey data. The salary range resulting from external data is then further refined by evaluating internal salary relationships. Final salary recommendations are typically based on external and internal alignment considerations.

External salary data for Computer User Support Specialists was obtained from the U.S. Department of Labor, Bureau of Labor Statistics compensation database. The benchmark description is as follows: “Provide technical assistance to computer users. Answers questions or resolve computer problems for clients in person, or via telephone, or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.” The OES survey- Los Angeles-Long Beach-Anaheim area, for this benchmark produced the following salary results (sample size of 24,030 employees):

Q1	Median	Average	Q3	
\$3,883.85	\$4,855.25	\$5,138.97	\$6,122.47	Monthly
\$46,606.20	\$58,263.00	\$61,667.64	\$73,469.64	Annual

Staff is proposing direct alignment with the benchmark as the salary setting basis for the proposed new class. The proposed recommendation is also consistent with internal alignment considerations with the job class of Technology Service Desk Technician which also provides technical support to computer users. This results in an upward salary reallocation of 2.56% for reclassified incumbents tied to this benchmark.

3. An incumbent in the new class of Technology Services Specialist will perform journey-level technical support duties related to the installation, setup, and repair of computer hardware

including smart classroom technology; software installation, granting user access, and providing user training on common application software and computer equipment operations.

The recommended salary for this new class is based on a four-step differential above the key class of Assistant Technology Services Specialist. This proposed differential is intended to recognize the more advanced technical knowledge applied by incumbents in this class.

- An incumbent in the new class of Supervising Technology Services Specialist will supervise and actively participate in the work of a technology team engaged in providing technical support functions such as software installation, the repair/replacement of computer hardware and adjustment of computer equipment, setting-up and configuring smart classroom equipment, granting user access, and providing user training at an assigned location.

The recommended salary for this new class is based on an eight-step differential above the key class of Assistant Technology Services Specialist. This provides for a full supervisory differential above the highest subordinate class of Technology Services Specialist.

- The recommended titles for the new classes are descriptive of the level and type of duties that are assigned to the classes.

Status of Incumbents

No employee is required to participate in an examination process to be eligible for appointment to his/her reclassified position.



LOS ANGELES COMMUNITY COLLEGE DISTRICT
Organizational Chart
Information Technology Division
-College/ESC Technology Services-

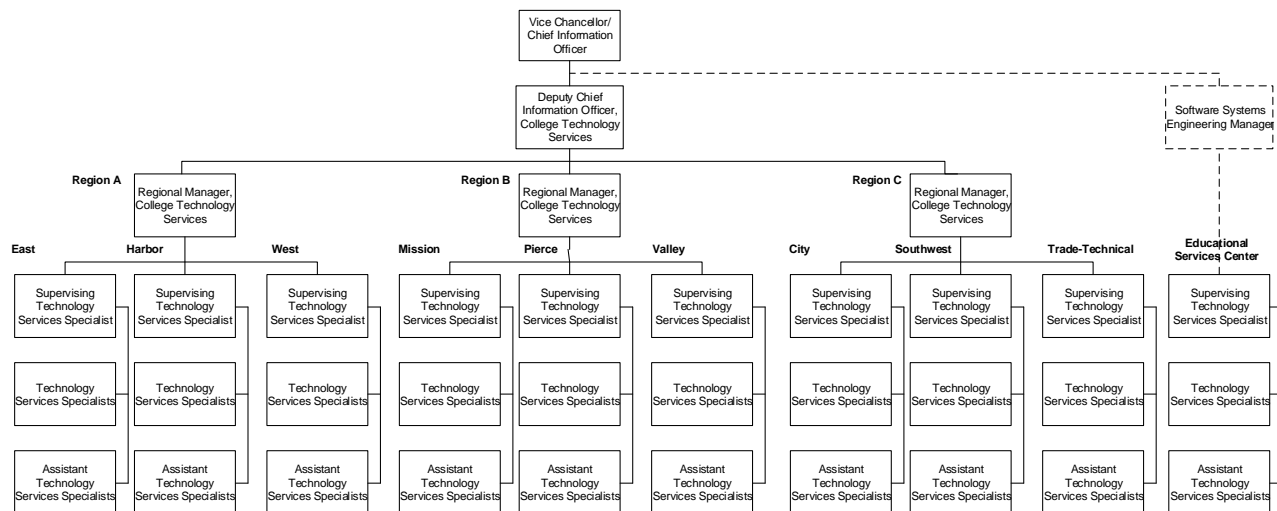


EXHIBIT A

Summary of Incumbents

Sort by Job Classification

No.	Name	EN	Loc	Current Classification	New Classification	Action	Exam ?
1.	S. Limon	1018061	City	Assistant Computer and Network Support Specialist	Assistant Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
2.	Z. Tun	1030129	City	Assistant Computer and Network Support Specialist	Assistant Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
3.	H. Hadjinian	1007881	East	Assistant Computer and Network Support Specialist	Assistant Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
4.	J. Ortiz	800319	East	Assistant Computer and Network Support Specialist	Assistant Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
5.	C. Stychinsky	803232	East	Assistant Computer and Network Support Specialist	Assistant Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
6.	J. Yang	1035108	East	Assistant Computer and Network Support Specialist	Assistant Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
7.	C. Tzeng	1074706	ESC	Assistant Computer and Network Support Specialist	Assistant Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
8.	H. Garcia	709532	Mission	Assistant Computer and Network Support Specialist	Assistant Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
9.	J. Pepe	782877	Mission	Assistant Computer and Network Support Specialist	Assistant Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
10.	A. Hovsepien	1055065	Pierce	Assistant Computer and Network Support Specialist	Assistant Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
11.	K. Dudley	762927	Trade-Technical	Assistant Computer and Network Support Specialist	Assistant Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
12.	A. Carrubba	809169	City	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary	No

No.	Name	EN	Loc	Current Classification	New Classification	Action	Exam ?
						Reallocation (Upward)	
13.	J. Gilbert	1067151	City	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
14.	A. Jarquin	1069704	City	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
15.	J. Vidal	758912	City	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
16.	C. Cudiamat	818987	East	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
17.	L Kunnaragthai	800854	East	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
18.	T. Lin	1012859	East	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
19.	T. Nguyen	782132	East	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
20.	C. Burkhardt	1058177	ESC	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
21.	E. Jarquin	1069709	ESC	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
22.	H. Kotelyan	793010	Harbor	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
23.	M. Nguyen	1005431	Harbor	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
24.	E. Rettke	755827	Mission	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
25.	G. Sadovsky	802426	Mission	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No

No.	Name	EN	Loc	Current Classification	New Classification	Action	Exam ?
26.	A. Arenas	797184	Pierce	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
27.	P. Gompertz	762094	Pierce	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
28.	B. Haverim	1059383	Pierce	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
29.	J. Millhone	800152	Pierce	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
30.	R. Nwaogu	1060886	Pierce	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
31.	L. Phan	1059384	Pierce	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
32.	R. Sparks	1012054	Pierce	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
33.	J. Tamargo	1057939	Pierce	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
34.	J. Ferrer	769804	Southwest	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
35.	R. Rambaran	803157	Trade-Technical	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
36.	M. Zelaya	768133	Trade-Technical	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
37.	R. Dawson	802640	Valley	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
38.	D. Fitzgerald	1069542	Valley	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
39.	S. Herrington	806865	Valley	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary	No

No.	Name	EN	Loc	Current Classification	New Classification	Action	Exam ?
						Reallocation (Upward)	
40.	O. Moradkhani	790026	Valley	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
41.	S. Mosqueda	767433	Valley	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
42.	C. Chen	808684	West	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
43.	R. Flowers	801596	West	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
44.	M. Tesfai	789980	West	Computer and Network Support Specialist	Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
45.	S. Kao	801721	Trade-Technical	Data Communications Specialist	Supervising Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
46.	M. Haproff	1056467	City	Senior Computer and Network Support Specialist	Supervising Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
47.	H. Vu	794129	City	Senior Computer and Network Support Specialist	Supervising Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
48.	V. Wong	764081	East	Senior Computer and Network Support Specialist	Supervising Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
49.	R. Agrawal	1019962	ESC	Senior Computer and Network Support Specialist	Supervising Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
50.	P. Thai	1034699	Harbor	Senior Computer and Network Support Specialist	Supervising Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
51.	C. Garcia	780103	Mission	Senior Computer and Network Support Specialist	Supervising Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
52.	H. Cho	1036046	Pierce	Senior Computer and Network Support Specialist	Supervising Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No

No.	Name	EN	Loc	Current Classification	New Classification	Action	Exam ?
53.	A. Guerrero	806434	Southwest	Senior Computer and Network Support Specialist	Supervising Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
54.	D. Cameron	1066832	Valley	Senior Computer and Network Support Specialist	Supervising Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
55.	H. Xie	789789	Valley	Senior Computer and Network Support Specialist	Supervising Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No
56.	M. Anaya	1061893	West	Senior Computer and Network Support Specialist	Supervising Technology Services Specialist	Reclassification; Salary Reallocation (Upward)	No

*Note: Two positions consisting of one Senior Computer and Network Support Specialist (occupied by EN 770680) and one Computer and Network Support Specialist (occupied by EN 805535) are assigned to the District's Central Financial Aid Unit, which is outside of the District's IT structure. EN 805535 has taken the SRP and will be retiring on June 30, 2021 while EN 770680's position will be addressed before June 30, 2021.

Note: This item was withdrawn from the March 10, 2021 PC meeting agenda at the request of the collective bargaining unit representatives.

ASSISTANT TECHNOLOGY SERVICES SPECIALIST

DEFINITION

Provides technical support of entry to moderate level difficulty, complexity, and scope involving the installation, configuration, update, repair, replacement, and operation of a wide range of technology such as computer software, computer hardware, and related peripheral equipment; guides users on the appropriate uses of technology; and ensures user satisfaction with technology solutions and customer service.

TYPICAL DUTIES

Installs, configures, and troubleshoots a limited range of technology including computer software, computer hardware, printers, and related peripheral devices and equipment.

Installs, upgrades, and maintains local, non-enterprise software applications and suites; ensures compliance with license agreements and copyright requirements.

Responds to the needs and inquiries of users; implements solutions; and follows up with users to assure the stability and functionality of District issued end user systems.

Responds to help desk ticket referrals concerning locally-based problems with hardware, software, and networking, and other computer related technologies; deploys solutions and follows up.

Installs, configures, and troubleshoots smart classroom technology and equipment such as panel control systems; video data projectors; document cameras; digital presenters, interactive whiteboard or smart board, and integrations to the overall technology environment at an assigned location.

Interfaces with technology peers, support staff, and vendors to coordinate activities, exchange information, and solve technology issues and concerns.

Assists in the delivery, setup, and teardown of presentation and technology equipment for indoor and/or outdoor events.

Sets-up user access to local file sharing and learning management systems.

Writes routine operating instructions, training materials, and manuals and guides users on software and hardware use.

Keeps users informed and gathers critical feedback to improve processes and relationships.

Tracks assigned technology inventory, controls access to server rooms and data closets, monitors software such as antivirus and MDM; assists in data capture for asset management software and continuously updates the asset management software as inventory changes.

Creates and maintains records and documentation to support building the team knowledge base.

Attends assigned training programs and activities in order to maintain current knowledge of technological advances and changes.

May provide entry to moderate level technical support involving assistive technology, multimedia technology, and security technology as needed.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Assistant Technology Services Specialist** performs technical support duties of entry to moderate level difficulty, complexity, and scope related to the installation, configuration, update, repair, replacement, and operation of a wide range of technology such as computer software, computer hardware, printers, and related peripheral devices and equipment.

A **Technology Services Specialist** performs journey-level technical support duties related to the installation, setup, and repair of computer hardware; software installation, granting user access, and providing user guidance with common application software and computer equipment operations.

A **Supervising Technology Services Specialist** supervises and actively participates in the work of a technology team engaged in providing technical support functions such as software installation, the repair/replacement of computer hardware and adjustment of computer equipment, setting-up and configuring smart classroom equipment, granting user access, and providing user training at an assigned location.

SUPERVISION

Immediate supervision is received from a Supervising Technology Services Specialist. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Capabilities, set-up, operation, and maintenance requirements of computers and peripheral equipment

Smart classroom technology including but not limited to panel control systems; video data projectors; document cameras; digital presenters, interactive whiteboard or smart board

Techniques used to troubleshoot equipment and software malfunctions

Operation and functionality of computer software including, but not limited to, Microsoft applications, Microsoft Windows, Apple OS/iOS

Operating systems environments

Principles and techniques of inventory/property management including asset management software

Techniques of active listening

New trends and developments in computer and classroom technology

Principles and protocols of quality customer service

Basic principles of training

Skill in:

Use of Microsoft Office Suite

Ability to:

Diagnose and resolve routine technical problems involving software, computer hardware, and related technology and peripheral equipment

Provide routine technical assistance in configuring and troubleshooting smart classroom equipment

Utilize diagnostic test procedures and instruments

Meet established priorities and project schedules

Provide guidance to computer users in the use of a wide variety of common computer and academic instructional software and equipment

Write instructions in a manner that can be understood by computer users with different levels of computer literacy

Write clear and logical documentation

Actively contribute to a culture of constructive collaboration and innovation with colleagues

Maintain high levels of customer service and satisfaction

Build rapport with users and maintain a professional demeanor while handling user issues

Respond professionally, effectively, and efficiently with technology staff, users, students, and vendors

Maintain a focus on details, quality, and precision in the performance of duties

Maintain confidentiality of work-related sensitive information and materials

Maintain current knowledge of a wide range of computer technologies and applications

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

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. An associate degree or its equivalent from a recognized college or university with a major in computer information systems, computer science, computer engineering, mathematics, or a related field.

OR

- B. Graduation from high school or its equivalent **AND** two years of recent, full-time, paid technical computer experience, preferably in heterogeneous (Mac and Windows, mobile devices, desktops, laptops) environments.

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.

TECHNOLOGY SERVICES SPECIALIST

DEFINITION

Provides technical support involving installation, configuration, update, repair, replacement, and operation of a wide range of technology such as computer software, computer hardware, data storage, servers, virtualization, and related peripheral equipment; guides users on the appropriate uses of technology; and ensures user satisfaction with technology solutions and customer service.

TYPICAL DUTIES

Installs, configures, and troubleshoots computer equipment, data storage, servers, virtualization, and related technology and peripheral devices, and makes appropriate connections and disconnections of cabling.

Installs, configures, and troubleshoots smart classroom technology and equipment such as panel control systems; video data projectors; document cameras; digital presenters, interactive whiteboard or smart board, and integrations to the overall technology environment at an assigned location.

Performs installation, upgrades, and maintenance of local software applications and suites; ensures compliance with license agreements and copyright requirements.

Responds to the needs and inquiries of users explains Information Technology issues, deploys solutions including office and lab technology, and follows up with users to assure the stability and functionality of District issued end user systems.

Responds to help desk ticket referrals locally-based problems with hardware, software, and networking, and other computer related technologies; deploys solutions and follows up.

Interfaces with technology peers, support staff, and vendors to coordinate activities, exchange information, and solve technology issues and concerns.

Participates in the delivery, setup, and teardown of presentation and technology equipment for indoor and/or outdoor events.

Sets-up user access to local file sharing and learning management systems.

Writes operating instructions, training materials, and manuals.

Consults with faculty and/or staff to develop solutions for office and lab technology; consults with vendors and District personnel to develop and implement security standards and technology policy.

Provides recommendations to the team lead concerning enhancements to the hardware and software inventory.

Guides users on software and hardware use.

Collaborates with District personnel in the design and development of system configurations and software.

Keeps users informed and gathers critical feedback to improve processes and relationships.

Assists Information Technology staff of the Educational Services Center with troubleshooting problems related to technical operations and services related to network equipment and operations.

Maintains, corrects, and troubleshoots assigned location network equipment as needed.

Refers local service outages to appropriate personnel.

Tracks assigned technology inventory, controls access to server rooms and data closets, monitors software such as antivirus and MDM; assists in data capture for asset management software and continuously updates the asset management software as inventory changes.

Creates and maintains records and documentation to support building the team knowledge base.

Attends assigned training programs and activities in order to maintain current knowledge of technological advances and changes.

May provide technical support involving assistive technology, multimedia technology, and security technology as needed.

May provide guidance, training, and instruction to lower-level technology staff and student assistants.

May assist with the technology budget for computer equipment, software acquisitions and support; requests quotes from vendors for equipment and software.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Technology Services Specialist** performs journey-level technical support duties related to the installation, setup, and repair of computer hardware; software installation, granting user access, and providing user guidance with common application software and computer equipment operations.

A **Supervising Technology Services Specialist** supervises and actively participates in the work of a technology team engaged in providing technical support functions such as software installation, the repair/replacement of computer hardware and adjustment of computer equipment, setting-up and configuring smart classroom equipment, granting user access, and providing user training at an assigned location.

An **Assistant Technology Services Specialist** performs technical support duties of entry to moderate level difficulty, complexity, and scope related to the installation, configuration, update, repair, replacement, and operation of a wide range of technology such as computer software, computer hardware, printers, and related peripheral devices and equipment.

SUPERVISION

General supervision is received from a Supervising Technology Services Specialist. Technical assistance is received from Division of Information Technology staff. Work direction may be provided to lower-level technical staff.

CLASS QUALIFICATIONS

Knowledge of:

Capabilities, set-up, operation, and maintenance requirements of computers, networks, and peripheral equipment

Techniques used to troubleshoot equipment and software malfunctions

Data storage technology including SAN, NAS, and RAID

Operation and functionality of computer software including, but not limited to, Microsoft applications, Microsoft Windows, Apple OS/iOS, network and network protocols

Smart classroom technology including but not limited to panel control systems; video data projectors; document cameras; digital presenters; interactive whiteboard or smart board

Principles and techniques of server management

Principles and techniques of inventory/property management including asset management software

Techniques of active listening

Principles and protocols of quality customer service

New trends and developments in computer and classroom technology

Basic principles of training

Skill in:

The use of Microsoft Office suite

Ability to:

Diagnose and resolve a wide range of technical problems involving software, computer hardware, networks, servers, and related technology and peripheral equipment

Utilize diagnostic test procedures and instruments

Prioritize and manage multiple tasks, projects, and demands

Provide guidance to computer users in the use of a wide variety of common computer and academic instructional software and equipment

Provide technical assistance in configuring and troubleshooting smart classroom equipment

Write instructions in a manner that can be understood by computer users with different levels of computer literacy

Write clear and logical documentation

Actively contribute to a culture of constructive collaboration and innovation with colleagues

Maintain high levels of customer service and satisfaction

Maintain a focus on details, quality, and precision in the performance of duties

Build rapport with users and maintain a professional demeanor while handling complex user issues

Respond professionally, effectively, and efficiently with technology staff, users, students, and vendors

Maintain confidentiality of work-related sensitive information and materials

Maintain current knowledge of a wide range of computer technologies and applications

Learn the characteristics of new computer systems, networks, servers, software, and hardware and update technical skills to adapt to changing technology

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate degree or its equivalent from a recognized college or university with a major in computer information systems, computer science, computer engineering, mathematics, or a related field **AND** one year of recent, full-time, paid technical computer experience, preferably in heterogeneous (Mac and Windows, mobile devices, desktops, laptops) environments.

OR

B. Graduation from high school or its equivalent **AND** twenty-four semester units in computer information systems, computer science, computer engineering, or a related subject from a recognized college or university **AND** two years of recent, full-time, paid technical computer experience, preferably in heterogeneous (Mac and Windows, mobile devices, desktops, laptops) environments.

OR

C. Graduation from high school or its equivalent **AND** three years of recent, full-time, paid technical computer experience, preferably in heterogeneous (Mac and Windows, mobile devices, desktops, laptops) environments.

Certification:

The following certifications or an equivalent must be obtained within six months of employment and remain current thereafter:

Comp TIA A+
ITIL Foundation

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.

SUPERVISING TECHNOLOGY SERVICES SPECIALIST

DEFINITION

Plans, organizes, facilitates, supervises and participates in the work of a team engaged in the installation, configuration, update, repair, replacement, and operation of a wide range of technology such as computer software, computer hardware, assistive technology, audiovisual technology, security technology, data storage, servers, virtualization, and related peripheral equipment; guides users on the appropriate use of technology which may include academic instructional support software; and ensuring user satisfaction with technology solutions and customer service.

TYPICAL DUTIES

Supervises and participates in the installation, configuration, and troubleshooting of a wide variety of technology including computer software, computer hardware, smart classroom technology, assistive technology, multimedia technology, security technology, data storage, servers, virtualization, and related equipment at an assigned location.

Prioritizes, and assigns duties and tasks to team members; inspects completed work for compliance with work standards and policies; ensures customer satisfaction with solutions and service.

Provides technical support and assistance to users; serves as the primary contact for and resolves related issues and concerns; responds to inquiries and provides information concerning system operations, projects, malfunctions, equipment, upgrades, practices, procedures, and related software applications.

Installs, maintains, and upgrades various operating systems and software packages across disparate platforms.

Functions as a liaison between the network administrators and support technicians to ensure standards and protocols are maintained; assists in coordinating activities with help desk, network services, or other information systems staff.

Provides direction to team members regarding work priorities and technical solutions; personally, resolves the more difficult and complex Information Technology issues and challenges.

Implements District and/or college policies, procedures, and standards related to Information Technology operations and staff.

Evaluates hardware and software technologies and advises department management on appropriate choices and improvements.

Confers with Information Technology staff of the Educational Services Center on problems related to technical operations and services related to network equipment and operations.

Participates in the development of on-the-job programs by: identifying trending problems and learning issues; recommending training approaches; writing training materials; and training users, individually and in small groups.

Interfaces with vendors regarding software applications and equipment specifications, repairs, and replacements.

Oversees the maintenance of an up-to-date inventory of technology related equipment; tracks and follows-through with required actions related to equipment registration and warranties.

Conducts regular appraisals of team member performance; issues timely performance evaluations; and devises strategies and plans to improve performance, as required.

Documents equipment inventories, software inventories, and repairs.

Writes reports, correspondence, documentation, and presentations containing descriptive, analytical, and evaluative content including the preparation of projections, conclusions, and recommendations for technology support services.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Supervising Technology Services Specialist** supervises and actively participates in the work of a technology team engaged in providing technical support functions such as software installation, the repair/replacement of computer hardware and adjustment of computer equipment, setting-up and configuring smart classroom equipment, granting user access, and providing user training at an assigned location.

A **Regional Manager, College Technology Services** plans, coordinates, and manages the operational planning, execution, and evaluation of day-to-day technology services for colleges within a region of the District, including computer software, computer hardware, smart classroom technology, assistive technology, multimedia technology, security technology and related peripheral equipment; liaison with college administration regarding the needs and status of local technology issues; and ensures satisfaction with technology solutions and customer service.

A **Technology Services Specialist** performs journey-level technical support duties related to the installation, setup, and repair of computer hardware; software installation, granting user access, and providing user guidance with common application software and computer equipment operations.

SUPERVISION

General supervision is received from a Regional Manager, College Technology Services at a college or a technical manager at the ESC. Technical assistance is received from Division of Information Technology staff. Immediate supervision is exercised over Technology Services Specialists and Assistant Technology Services Specialists.

CLASS QUALIFICATIONS

Knowledge of:

Capabilities, set-up, operation, and maintenance requirements of computers, networks, and peripheral equipment

Advanced techniques used to troubleshoot equipment and software malfunctions

Operation and functionality of computer software including, but not limited to, Microsoft applications, Microsoft Windows, Apple OS/iOS, network and network protocols

Smart classroom technology including but not limited to automated control systems; video data projectors; document cameras; digital presenters, interactive whiteboard or smartboard

Data storage technology including SAN, NAS, and RAID

Principles and techniques of server management

Principles and techniques of inventory/property management including asset management software

Principles of supervision and training

Principles of organization and time management

Techniques of active listening

Principles and protocols of quality customer service

New trends and developments in computer and classroom technology

Skill in:

The use of Microsoft Office Suite

Ability to:

Plan, prioritize, organize, facilitate, and supervise the flow of the day-to-day projects and activities of a technology support team.

Create staff work schedules to provide adequate IT support during assigned location business hours.

Provide technical direction, instructions, and guidance to team members

Effectively assess the strengths and weakness of staff; delegate work appropriately; and evaluate staff and team outcomes

Effectively communicate with staff, colleagues, and a broad range of other individuals with varying levels of computer literacy

Diagnose and resolve a wide range of technical problems involving software, computer hardware, networks, servers, and related technology and peripheral equipment

Provide technical assistance in configuring and troubleshooting smart classroom equipment

Utilize diagnostic test procedures and instruments

Perform lifecycle planning and technology refresh installation services for desktop and laptop computers across the environment.

Provide guidance to computer users in the use of a wide variety of common computer and academic instructional software and equipment

Write clear, comprehensive, and concise documentation, reports, correspondence, instructions, and training materials

Actively contribute to a culture of constructive collaboration and innovation with colleagues

Build rapport with users and maintain a professional demeanor while handling complex user issues.

Maintain high levels of customer service and satisfaction

Maintain a focus on details, quality, and precision in the performance of duties

Maintain a focus on strong performance culture

Respond professionally, effectively, and efficiently with technology staff, users, students, and vendors

Maintain confidentiality of work-related sensitive information and materials

Maintain current knowledge of a wide range of computer technologies and applications

Learn the characteristics of new computer systems, networks, servers, software, and hardware and update technical skills to adapt to changing technology

ENTRANCE QUALIFICATIONS

Education and Experience:

A. A bachelor's degree from a recognized college or university with a major in computer information systems, computer science, computer engineering, mathematics, or a related field which included or is supplemented by a completed college-level course in supervision or management.

OR

B. An associate degree or its equivalent from a recognized college or university with a major in computer information systems, computer science, computer engineering, mathematics, or a related field **AND** two years of recent, full-time, paid technical computer experience, preferably in heterogeneous (Mac and Windows, mobile devices, desktops, laptops) environments. 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.

Certification:

The following certifications or an equivalent must be obtained within six months of employment and remain current thereafter:

Comp TIA A+
ITIL Foundation

Special:

A valid Class "C" California driver's license may be required for some positions.
Travel to locations throughout the District may be required for some positions.

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: Salary Reallocations for Classes in the Technology Service Desk Group, Information Technology Series (Case 3930)

Recommendation:

It is recommended that the Personnel Commission approve the following salary reallocations for the classes in the Technology Service Desk Group, Information Technology Series, effective March 24, 2021:

Job Classification	Current Monthly Salary Schedule and Steps	Proposed Monthly Salary Schedule and Steps
Technology Service Desk Manager	<u>8532.45</u> \$8,532.45 \$9,001.73 \$9,496.83 \$10,019.16 \$10,570.21	<u>8441.92</u> \$8,441.92 \$8,906.23 \$9,396.07 \$9,912.85 \$10,458.06
Senior Technology Service Desk Technician	<u>5559.74</u> \$5,559.74 \$5,865.52 \$6,188.14 \$6,528.48 \$6,887.54	<u>5500.75</u> \$5,500.75 \$5,803.29 \$6,122.47 \$6,459.21 \$6,814.46
Technology Service Desk Technician	<u>4995.16</u> \$4,995.16 \$5,269.90 \$5,559.74 \$5,865.52 \$6,188.14	<u>4942.16</u> \$4,942.16 \$5,213.98 \$5,500.75 \$5,803.29 \$6,122.47

Basis of Recommendation:

Staff is proposing a slight salary adjustment to the salary allocations for the classes in the Technology Service Desk occupational grouping, which includes Technology Service Desk Technician, Senior Technology Service Desk Technician, and Technology Service Desk Manager. These classifications were established on October 24, 2018 as part of the District’s reorganization plan to create a centralized service desk center to support all technologies and applications supported by the District and its colleges and to ensure consistent quality technical support.

The salary setting basis for the benchmark class of this occupational grouping, the Technology Services Desk Technician, is based on direct alignment with external salary data for Computer User Support Specialists obtained from the U.S. Department of Labor (DOL), Bureau of Labor Statistics compensation database. Upon a recent review of this benchmark in conjunction with the establishment of the new classifications in the Technology Services Group, it was found that the salary for this benchmark had slightly decreased since the technology service desk classifications were established in 2018 (-1.06%).

This minor adjustment is recommended to maintain the appropriate internal alignment within the new technology services support class structure, whose classifications are based on the same DOL benchmark.

Status of Incumbents

There are currently no incumbents in the classes of Technology Service Desk Technician, Senior Technology Service Desk Technician, and Technology Service Desk Manager.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 667, GENERAL EMPLOYMENT REQUIREMENTS (Tentative Approval) (Case 3934)

Personnel Commission Rule 667 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. An update has been made to Paragraph C. to reflect the District's current practice for fingerprinting new employees.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

667

LAW AND RULES

~~March 8, 2016~~ March 24, 2021

667 GENERAL EMPLOYMENT REQUIREMENTS

Education Code Section(s)

~~88011. Prohibition against requiring classified employees to reside within district.~~—No community college district may adopt or maintain any rule or regulation which requires a candidate for a position in the classified service to be a resident of the district or to become a resident of the district, or which requires that an employee maintain residency within the district; nor may a district grant preferential points or other preferential treatment to those candidates or employees who are residents of the district. This section shall not apply to restricted positions as provided for in Sections 88005 and 88008.

The Legislature in enacting this section recognizes that the public school system of this state is the property of all its citizens, and that all qualified candidates for positions in the classified service, regardless of residence, should be granted the opportunity to compete for and obtain such positions based solely on merit and fitness.

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.

~~88024. Use of personal identification cards to ascertain conviction of crime.~~

The governing board of any community college district, within 10 working days of date of employment, shall require each person to be employed, or employed in, a nonacademic position to have two 8"× 8" fingerprint cards bearing the legible rolled and flat impressions of that person's fingerprints together with a personal description of the applicant or employee, as the case may be, prepared by a local public law enforcement agency having jurisdiction in the area of the district, which agency shall transmit the cards, together with the fee hereinafter specified, to the Department of Justice; except that a district, or districts with a common board, having a full-time equivalent student of 60,000 or more may process the fingerprint cards if the district so elects. "Local public law enforcement agency," as used in this section and in Section 88025, includes a community college district with full-time equivalent students of 60,000 or more. Upon receiving the identification cards, the Department of Justice shall ascertain whether the applicant or employee has been arrested or convicted of any crime insofar as that fact can be ascertained from information available to the department and shall forward that information to the local public law enforcement agency submitting the applicant's or employee's fingerprints at the earliest possible date. The Department of Justice may forward one copy of the fingerprint cards submitted to any other bureau of investigation it may deem necessary in order to verify any record of previous arrests or convictions of the applicant or employee.

The governing board of each district shall forward a request to the Department of Justice indicating the number of current employees who have not completed the requirements of this section. The Department of Justice shall direct when the cards are to be forwarded to it for processing. Districts that previously have submitted identification cards for current employees to either the Department of Justice or the Federal Bureau of Investigation shall not be required to further implement the provisions of this section as it applies to those employees.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

667

LAW AND RULES

~~March 8, 2016~~ March 24, 2021

A plea or verdict of guilty, or a finding of guilt by a court in a trial without a jury or forfeiture of bail, is deemed to be a conviction within the meaning of this section, irrespective of a subsequent order under Section 1203.4 of the Penal Code allowing the withdrawal of the plea of guilty and entering of a plea of not guilty, or setting aside the verdict of guilty, or dismissing the accusations or information.

The governing board shall provide the means whereby the identification cards may be completed and shall charge a fee determined by the Department of Justice to be sufficient to reimburse the department for the costs incurred in processing the application. The amount of the fee shall be forwarded to the Department of Justice with two copies of applicant's or employee's fingerprint cards. The governing board may collect an additional fee not to exceed two dollars (\$2) payable to the local public law enforcement agency taking the fingerprints and completing the data on the fingerprint cards. The additional fees shall be transmitted to the city or county treasury. If an applicant is subsequently hired by the board within 30 days of the application, the fee may be reimbursed to the applicant. Funds not reimbursed to applicants shall be credited to the general fund of the district. If the fingerprint cards forwarded to the Department of Justice are those of a person already in the employ of the governing board, the district shall pay the fee required by this section, which fee shall be a proper charge against the general fund of the district, and no fee shall be charged the employee.

Notwithstanding the foregoing, substitute and temporary employees, employed for less than a school year, may be exempted from these provisions. This section shall not apply to a district, or districts with a common board, that has an average daily attendance of 400,000 or greater, or to a community college district wholly within a city and county, unless the governing board of the district or districts, by rule, provides for adherence to this section.

- A. Applicants, candidates, eligibles, and employees shall not be required to be a resident within the boundaries of the District, to become a resident of the District, or to maintain residency within the District as a condition of application, candidacy, or employment.
- B. All new employees shall be required to take and subscribe to and properly file the oath or affirmation required by Section 3, Article XX of the Constitution of the State of California when they enter upon the duties of their employment. In the case of substitute or other limited-term employment, such oath shall be effective for all successive periods of employment which commence within one calendar year from the date of such subscription.
- C. All new employees receiving an initial appointment to a regular or limited term position in the classified service shall electronically file one complete set of fingerprints of both hands with the Human Resources Division in advance of his/her start ~~within 10 working days of the date of employment with the Los Angeles Community College District.~~

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 578, SALARY STEP ADVANCEMENT
WITHIN CLASS FOR REGULAR EMPLOYEES (Final Approval) (Case 3931)

Personnel Commission Rule 578 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. No changes have been recommended other than the addition of Educational Code sections 88160 and 88162 that are applicable to this rule. Since this Education Code update does not result in a change in rule meaning or intent, this rule is being presented for final approval in accordance with Personnel Commission Rule 503, PERSONNEL COMMISSION RULES.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

578

LAW AND RULES

~~April 5, 2016~~ March 24, 2021

578 SALARY STEP ADVANCEMENT WITHIN CLASS FOR REGULAR EMPLOYEES

Education Code Sections

~~88080. Power of the personnel commission to prescribe, amend and interpret rules.~~

(a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

~~88081. Subjects of Rules.~~

(a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

~~88127. Layoff for Lack of Work or Lack of Funds.~~

Classified employees shall be subject to layoff for lack of work or lack of funds. Whenever a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in the reverse order of layoff.

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For purposes of this section, for service commencing or continuing after July 1, 1971, "length of service" means all hours in paid status, whether during the school year, a holiday, recess, or any period that a school is in session or closed, but does not include any hours compensated solely on an overtime basis as provided for in Section 88027. Nothing in this section shall preclude the governing board of a community college district from entering into an agreement with the exclusive representative of the classified employees that defines "length of service" to mean the hire date.

If a governing board enters into an agreement with the exclusive representative of classified employees that defines "length of service" to mean the hire date, the governing board may define "length of service" to mean the hire date for a classification of employee not represented by any exclusive bargaining unit. Nothing in this section shall preclude the granting of "length of service" credit for time spent on unpaid illness leave, or unpaid industrial accident leave. In addition, for military leave of absence, "length of service" credit shall be granted pursuant to Section 88116.

"Hours in paid status" shall not be interpreted to mean any service performed prior to entering into a probationary or permanent status in the classified service of the district except service in restricted positions as provided in this chapter.

88128. Reinstatement-

Any permanent classified employee of a community college district, who voluntarily resigns from his or her permanent classified position, may be reinstated or reemployed by the governing board of the district, within 39 months after the employee's last day of paid service and without further competitive examination, to a position in his or her former classification as a permanent or limited-term employee, or as a permanent or limited-term employee in a related lower class or a lower class in which the employee formerly had permanent status.

If the governing board elects to reinstate or reemploy a person as a permanent employee under this section, it shall disregard the break in service of the employee and classify him or her as, and restore to the employee all of the rights, benefits and burdens of, a permanent employee in the class to which he or she is reinstated or reemployed.

88160.

The governing board of any community college district, including city boards of education, shall fix and order paid the compensation of persons a part of the classified service and other nonacademic employees employed by the board unless otherwise prescribed by law.

88162.

(a) The governing board of any community college district shall, not later than the date prescribed by law for approval of the publication budget of every year, fix the annual salaries for the ensuing school year for all persons employed by the district in nonacademic positions. The governing board may, at the time, include an increase in those annual salaries, all or part of which increase is conditional upon the actual receipt by the district of anticipated revenue from all sources. If the revenue actually received is less than that anticipated, the governing board may, at any time during the school year, reduce those annual salaries by an amount not to exceed the amount which was granted subject to the receipt of such revenues.

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(b) The governing board of a community college district may, at any time during the school year, increase the salaries of persons employed by the district in nonacademic positions. The increase shall be effective on any date ordered by the governing board.

(c) A governing board may, at any time, increase the wages or salaries of classified employees if the board or, in a merit system district, the personnel commission approves a classification change in a position, a class of positions, or any or all of the positions or classes of positions a part of the classified service.

(d) The provisions of this section shall not be construed to permit a governing board to demote or dismiss an employee as a result of reclassification of a position or class of positions except as may otherwise be permitted by law.

(e) 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.

- A. Regular classified employees shall be advanced to the next higher step of the salary schedule for their regular class at follows:
1. Advancement from the first to the second step shall occur on the first day of the pay period that follows completion of 130 days in paid regular status in the class.
 2. Advancements to higher steps shall be made in successive years on the first day of the same pay period in which the employee received his/her previous step advancement provided the employee has completed at least 130 days in paid regular status in the class during the 12 months since the preceding step advancement.
 3. For purposes of this rule 130 days shall be defined as 130 times the average number of regularly assigned hours per day in a pay period for the employee. A day in paid status shall be defined as any day for which pay is received.
 4. In the event an employee does not meet the 130 day service requirement noted throughout this rule, step advancement shall be withheld until the first day of the pay period which follows fulfillment of the requirement.
- B. In the case of a promotion or reclassification which results in placement on other than the first step, step advancement shall be affected as follows:
1. If the employee completes 130 days in paid regular status in the new class as of the date a step advancement is due, no change in the cycle of step advancement shall occur.
 2. If the employee has not completed 130 days in paid regular status in the new class as of the date a step advancement is due, it shall become effective on the first day of the pay period which follows completion of the paid regular status requirement. A new cycle for subsequent step advancements will thus be established.

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3. An employee who is promoted and is subject to a new probationary period, must actively perform the duties of the new class at least 75 percent of the required 130 or 260 days probationary period. In the event an employee does not meet the service requirement noted above, step advancement shall be withheld until the first day of the pay period following completion of the 75 percent service requirement.
- C. The following actions shall not affect the employee's cycle of step advancement:
1. Reallocation
 2. Change to an equal or lower class
- D. Notwithstanding other provisions of this Rule, employees in classes on accelerated hiring rates or shortened salary ranges and employees who have been rated-in on a step higher than step one of the salary schedule for their class shall receive step advancement as follows:
1. An employee in a class for which an accelerated hiring rate or a shortened salary range has been authorized and who is on a step which is lower than the authorized hiring rate shall advance to the new hiring step on the effective date of the action to establish the accelerated hiring rate or shortened salary range. Advancement to higher steps shall be made in successive years on the first day of the same pay period in which the employee was advanced to the new hiring step provided that he/she has completed at least 130 days in paid regular status during the 12 months since the preceding advancement.
 2. A person initially employed in a class on an accelerated hiring rate or shortened salary range and persons who have been rated-in on a step higher than step one of the salary schedule for their class, shall step advance in successive years on the first day of the same pay period in which the employee was initially employed provided that the employee has completed at least 130 days in paid regular status during the 12 months since the preceding advancement. Subsequent advancements shall be based on the cycle thus established.
- E. An employee who changes from a flat hourly rate to a salary schedule shall receive initial step advancement on the first day of the pay period which follows the completion of 130 days in paid regular status in the class.
- Subsequent advancements shall take place in successive years as on the first day of the same pay period in which the employee received his/her previous step advancement provided that he/she has completed at least 130 days in paid regular status in the class during the 12 months since the preceding advancement. Subsequent advancements shall be based on the cycle thus established.
- F. A regular employee who is serving in a limited-term assignment in an equal or higher class shall receive credit toward step advancement for the full period of such service. If an employee becomes

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eligible for step advancement in his/her regular class while serving in a limited-term assignment, his/her step placement in the limited-term assignment shall be adjusted, if necessary, to insure that he/she is placed on the step of the salary schedule for the higher class which would apply upon promotion in accordance with Rule 585, COMPENSATION FOR EMPLOYEES IN LIMITED-TERM ASSIGNMENTS.

- G. An employee who has been promoted, but returns to a lower class before completing his/her probationary period in the higher class, shall receive credit toward step advancement in the lower class for the full period of service in the higher class. If the pay period in which the employee would have received a step advancement has passed while he/she was serving in the higher class, the employee will receive a step advancement when assigned to the lower class. Future step advancement shall take place on the first day of the same pay period in successive years.
- H. Time spent by an employee on leaves resulting from an industrial accident or an industrial illness, temporary military leave, military leave other than temporary, Peace Corps leave, Red Cross leave, or Merchant Marine leave shall be credited as time in paid status for purposes of step advancement.
- I. Employees who are allowed to take vacation during periods which are excluded from their regular assignment periods shall receive credit towards step advancement for the time they are in paid status during such periods.
- J. An employee who is reemployed in accordance with Section 88127 or reinstated in accordance with Section 88128 of the Education Code shall have time in paid status prior to separation and subsequent to reemployment or reinstatement combined to meet the paid status requirement for step advancement.
- K. When step advancement, reallocation, or reclassification of a class, become effective on the same date as promotion or demotion, incumbents affected by more than one action shall receive salary adjustment for each action in accordance with the following priority:
1. Step advancement
 2. Increase or decrease due to reallocation or reclassification of the class
 3. Increase or decrease due to promotion or demotion
- L. Nothing in this rule shall prevent the Board of Trustees from granting or withholding step advancement. The attention of the Board of Trustees shall be called to this rule by the Personnel Commission not later than June fifteenth of each year.

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TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION (Final Approval) (Case 3933)

Personnel Commission Rule 591 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. No changes have been recommended other than the addition of Educational Code sections 88160 and 88162 that are applicable to this rule. Since this Education Code update does not result in a change in rule meaning or intent, this rule is being presented for final approval in accordance with Personnel Commission Rule 503, PERSONNEL COMMISSION RULES.

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Education Code Section(s)

~~88080. Power of the personnel commission to prescribe, amend and interpret rules.~~

(a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

~~88081. Subjects of Rules.~~

(a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

88160.

The governing board of any community college district, including city boards of education, shall fix and order paid the compensation of persons a part of the classified service and other nonacademic employees employed by the board unless otherwise prescribed by law.

88162.

(a) The governing board of any community college district shall, not later than the date prescribed by law for approval of the publication budget of every year, fix the annual salaries for the ensuing school year for all persons employed by the district in nonacademic positions. The governing board may, at the time, include an increase in those annual salaries, all or part of which increase is conditional upon the actual receipt by the district of anticipated revenue from all sources. If the revenue actually received is less than that anticipated, the governing board may, at any time during the school year, reduce those annual salaries by an amount not to exceed the amount which was granted subject to the receipt of such revenues.

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(b) The governing board of a community college district may, at any time during the school year, increase the salaries of persons employed by the district in nonacademic positions. The increase shall be effective on any date ordered by the governing board.

(c) A governing board may, at any time, increase the wages or salaries of classified employees if the board or, in a merit system district, the personnel commission approves a classification change in a position, a class of positions, or any or all of the positions or classes of positions a part of the classified service.

(d) The provisions of this section shall not be construed to permit a governing board to demote or dismiss an employee as a result of reclassification of a position or class of positions except as may otherwise be permitted by law.

(e) 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.

-
- A. When an entire class is reallocated to a higher salary schedule, the step of each continuing regular incumbent shall be adjusted to the numbered step in the new schedule that corresponds to his/her numbered step in the previous schedule. A change in an employee's rate resulting solely from a change in the length of his/her pay period or the structure of the salary schedule to which his/her class is allocated shall not affect the employee's eligibility for step advancement, except as provided under Rule 578, SALARY STEP ADVANCEMENT WITHIN CLASS FOR REGULAR EMPLOYEES, and Rule 582, ALLOCATION TO APPROPRIATE SALARY STEP, Paragraph K.

In situations where the financial impact of a reallocation or reclassification study jeopardizes the implementation of the study, the District may request that the step of each continuing regular incumbent be adjusted to the numbered step of the new schedule which equals or next exceeds the dollar rate of the employee's current salary step. The dollar rate shall include differentials if the differentials will not continue upon implementation of the reallocation or reclassification action.

- B. When an entire class is reclassified downward, an incumbent in the class shall be allocated to the step of the lower class which corresponds to the dollar rate of the incumbent's current step if that rate is within the schedule of the lower class. If downward reclassification is to a class which does not include the rate of the incumbent's current step on the schedule, he/she shall be placed on that step of the new class which is next lower than the rate attained by the incumbent prior to the reclassification.

If the rate prior to reclassification is above the maximum of the lower class, the incumbent shall receive the highest step of the lower class unless a starred rate is authorized in accordance with Paragraph C.4., below.

- C. When a portion only of the positions within a class is reclassified in such a manner that a new salary schedule or hourly rate becomes applicable to that portion, incumbents shall be compensated as follows:
1. In the case of an upward reclassification of a portion only of the positions within a class, incumbents who are regularly appointed to their reclassified positions through a competitive examination process, shall be compensated in accordance with Rule 582, ALLOCATION TO APPROPRIATE SALARY STEP, paragraph C. Incumbents who are being reclassified without a competitive

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examination requirement shall be allocated in the same manner as though they had been regularly appointed from a promotional eligibility list.

2. When an incumbent's upward reclassification is dependent upon his/her successful completion of a competitive examination requirement, he/she shall also be compensated in accordance with Rule 582, ALLOCATION TO APPROPRIATE SALARY STEP, paragraph C.

The salary allocation in the higher class shall begin on the effective date of the reclassification action and shall continue until one of the following actions occurs:

- a. the employee is regularly appointed to the position;
- b. the duties and responsibilities upon which the reclassification was based are changed;

or

- c. the employee leaves the position.

If the incumbent subsequently qualifies by competitive examination procedures and is appointed to his/her reclassified position, his/her seniority in the higher class shall begin on the effective date of the reclassification action.

When a position in a nonexempt class is reclassified to a class exempt from overtime payment, all applicable provisions of Rule 596, OVERTIME, and Rule 812, VACATION, shall apply to the incumbent of the position in the same manner as if he/she had been regularly assigned to the exempt class.

3. When a portion of positions within a class are reclassified downward, incumbents shall be placed on the step of the new class's salary schedule that provides the same salary rate as the one achieved in the higher class. If the salary schedule of the new class does not include the incumbent's prior salary rate, the incumbent shall be placed on the step on the new schedule that provides the least reduction in pay.

Layoff and voluntary demotion procedures to the extent to which they are applicable shall determine the eligible persons who are to occupy those positions which have been reclassified downward.

4. By specific action of the Personnel Commission in the case of a reallocation to a lower salary schedule of all or a portion of the positions within a given class where incumbents are currently compensated above the maximum of the new schedule to which the position is allocated, continuing regular incumbents of such positions may be placed on starred rates with no reduction in compensation regardless of the fact that no such rate may exist within the schedule to which their class is reallocated.

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Employees who are reassigned to lower-level classes as a result of their positions being abolished due to technological or organization changes may also be placed on starred rates. If the employee initiated the reassignment, he or she shall not be placed on a starred rate.

Any such starred rate shall be in effect only as long as the incumbent remains in the same position and until the starred rate falls within the schedule of the class to which reallocated by virtue of future upward salary movement or for a period equal to the time the employee served in the higher class from which he/she was reassigned, whichever is the shorter period, with the total protected time not to exceed 39 months. Upon termination of a starred rate, the employee shall be placed on the highest step of the salary schedule or on the flat rate of the applicable class, whichever applies.

- D. Conversion from flat hourly rates to schedules shall be made by multiplying the hourly rate by 2088 hours and dividing by 12. Once the monthly rate has been thus established, each continuing regular incumbent shall be placed on the numbered step of the new schedule which equals or next exceeds the calculated monthly dollar rate.
- E. When step advancement, reallocation, or reclassification of a class, promotion or demotion from or within such class become effective on the same date, incumbents affected by more than one action shall receive salary adjustment for each action in accordance with the following priority:
1. Step advancement.
 2. Increase or decrease due to reallocation or reclassification of the class.
 3. Increase or decrease due to promotion or demotion.