

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING

Wednesday, April 7, 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)
- IV. Report of Action taken in Closed Session
- V. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

**Wednesday, April 21, 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, April 7, 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. Miscellaneous Personnel Commission Activities and Announcements
  - a. Classified Employment Opportunities Bulletin
  - b. Strictly Classified Employee Bulletin
- IV. Revision to Personnel Commission Rule 667, GENERAL EMPLOYMENT REQUIREMENTS (Final Approval) (Case 3934)
- V. Revision to Personnel Commission Rule 513, HEARINGS AND INVESTIGATIONS (Tentative Approval) (Case 3935)
- VI. Establishment of New Job Classification of Legislative and Governmental Relations Officer (Case 3924)
  - a. Approve the Establishment of the New Classification of Legislative and Governmental Relations Officer
  - b. Approve the Salary Allocation for the New Classification of Legislative and Governmental Relations Officer
  - c. Approve the Class Description for the New Classification of Legislative and Governmental Relations Officer
  - d. Approve the Examination Authorization for the New Classification of Legislative and Governmental Relations Officer with an Open (Unranked) Field of Competition
- VII. Establishment of New Class of Vice Chancellor of Human Resources (Case 3932-1)
- VIII. Correspondence
- IX. Notice of Anticipated Items: Revision to Personnel Commission Rule 513, HEARINGS AND INVESTIGATIONS (Final Approval); Class Description Revisions for: Student Recruiter (AFT), Student Recruitment Coordinator (AFT), Executive Assistant to the Board of Trustees (Conf.), Administrative Assistant to the Board of Trustees (Conf.); Establishment of the New Class of College Human Resources Officer; Establishment of New SAP Functional Business Analyst Job Classifications
- X. Hear Non-Agenda Speakers/Open Forum
- XI. Reconvene into Closed Session

- XII. Reconvene into Open Session
- XIII. Report of Actions Taken in Closed Session
- XIV. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

**Wednesday, April 21, 2021**  
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**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Revision to Personnel Commission Rule 667, GENERAL EMPLOYMENT REQUIREMENTS (Final 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

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LAW AND RULES

~~March 8, 2016~~ April 7, 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.

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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 513, HEARINGS AND INVESTIGATIONS (Tentative Approval) (Case 3935)

In order to provide more clarity to the processes in place for hearings and investigations conducted by the Personnel Commission under the provision of this rule, staff is proposing to add some additional language to paragraphs A. and C. Editorial changes are being recommended to paragraph G.

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LAW AND RULES

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**513 HEARINGS AND INVESTIGATIONS**

**Education Code Section(s)**

**88130.** The commission may conduct hearings, subpoena witnesses, require the production of records or information pertinent to investigation, and may administer oaths. It may, at will, inspect any records of the governing board that may be necessary to satisfy itself that the procedures prescribed by the commission have been complied with. Hearings may be held by the commission on any subject to which its authority may extend as described in this article.

**88131.** The commission may authorize a hearing officer or other representative to conduct any hearing or investigation which the commission itself is authorized by this article to conduct. Any such authorized person conducting such hearing or investigation may administer oaths, subpoena and require the attendance of witnesses and the production of books or papers, and cause the depositions of witnesses to be taken in the manner prescribed by law for like depositions in civil cases in the superior court of this state under Title 4 (commencing with Section 2016.010) of Part 4 of the Code of Civil Procedure. The commission may instruct such authorized representative to present findings or recommendations. The commission may accept, reject or amend any of the findings or recommendations of the said authorized representative. Any rejection or amendment of findings or recommendations shall be based either on a review of the transcript of the hearing or investigation or upon the results of such supplementary hearing or investigation as the commission may order.

The commission may employ by contract or as professional experts or otherwise any such hearing officers or other representatives and may adopt and amend such rules and procedures as may be necessary to effectuate this section.

**88132.** (a) Except as provided in subdivision (b), the legal counsel of the governing board shall aid and represent the commission in all legal matters. If the legal counsel does not respond to a written request by the commission for aid or representation within 15 working days of receipt of the written request, the legal counsel is deemed to have refused to aid or represent the commission in that matter.

(b) (1) The legal counsel shall refuse to represent the commission in circumstances in which the legal counsel knows, or has reason to know, that at the time the request is made a conflict exists between the interests of the commission and the interests of the governing board or the community college district.

(2) Notwithstanding any other provision of this article, a member of the commission may also declare that a conflict exists between the interests of the commission and the interests of the governing board or the community college district. A conflict shall not be found pursuant to this paragraph unless approved by a majority vote of the members of the commission.

(c) If the legal or the commission finds that a conflict exists, or if the legal counsel otherwise refuses to aid or represent the commission in a legal matter, the commission may employ its own attorney, and the reasonable cost of the



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attorney shall constitute a legal charge against the general funds of the community college district.

- A. All requests for investigation of personnel problems related to alleged violations of Merit System law or Personnel Commission rules shall be made in writing to the Personnel Commission and shall include specific pertinent facts.
1. Upon receipt of a request for investigation, except as provided under provision A.4., the Personnel Director will conduct an investigation which may include reviewing or auditing departmental records, determining departmental and merit system practices, interviewing relevant parties, reviewing related merit system publications, and applying relevant merit system Rules, policies, and procedures.
  2. Every effort shall be made by staff to correct or resolve matters informally. If informal resolution is not possible or the findings require formal action(s), an investigatory staff report with findings and recommendations will be presented to the Personnel Commission for determination.
  3. A final ~~letter~~ notification of determination will be sent to all parties.
  4. If the allegations in a request for investigation implicate the Personnel Director, the ~~request shall be referred to the Personnel Commission who~~ shall appoint an independent investigator to perform the duties of the Personnel Director in carrying out the provisions of Paragraph A.1 through 3., above.
- B. The Personnel Commission may appoint a hearing officer to conduct any hearing or investigation which the Personnel Commission is authorized to conduct.
- C. In the conduct of a hearing, the hearing officer may administer oaths, request the issuance of subpoenas, and cause the depositions of witnesses to be taken. The Personnel Director Commission will designate a staff member that is responsible for assisting the hearing officer in providing staff support in areas such as: establishing and maintaining a file of pertinent documents related to an employee's appeal; issuing subpoenas; and arranging for hearing facilities.
- D. The hearing officer shall render written findings, conclusions, and the recommendation(s) within 30 calendar days of the termination of a hearing, if practicable. The findings, conclusions, and recommendations shall be submitted to the Personnel Commission for adoption, amendment, or

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rejection. Any rejection or amendment of the findings or recommendations of the hearing officer will be based on a review of the transcript of the hearing or investigation or upon the results of such supplementary hearing or investigation as the Personnel Commission may order.

- E. The decision adopted by the Personnel Commission will specify the corrective action, if applicable, including "back-pay" eligibility, effective date, and any seniority benefits and/or burdens of a permanent employee.
- F. Following the Personnel Commission's decision to adopt, amend, or reject the hearing officer's recommendation(s), a copy of the hearing officer's report of findings and the Personnel Commission's decision will be sent to the employee or his/her designated representative, the administration's representative, and the college president or division head involved.
- G. Representation for the Personnel Commission in all legal matters shall be provided in accordance with the provisions of Education Code Section 88132. This section stipulates that the General Counsel of the Board of Trustees shall aid and represent the Personnel Commission in all legal matters, unless the General Counsel or the Personnel Commission finds that a conflict exists, or the General Counsel does not respond to a written request for representation within 15 working days of receipt, in which case the Personnel Commission may employ its own attorney.

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Establishment of New Job Classification of Legislative and Governmental Relations Officer (Case 3924)

**Recommendations:**

- I. It is recommended that the Personnel Commission establish a new class of Legislative and Governmental Relations Officer; that the class description for the new class be adopted; that the new class be placed in the Legislative and Governmental Relations Group, Administration Series; that the new class be allocated to salary schedule 10265.89; that the salary-setting basis for the new class be on an eight-step differential above the key class of Personnel Analyst; and that the examination authorization for the class be Open and Promotional (Dual Certification), effective April 7, 2021.

Step 1	Step 2	Step 3	Step 4	Step 5	
\$10,265.89	\$10,830.52	\$11,426.20	\$12,054.64	\$12,717.64	Monthly
\$123,190.68	\$129,966.24	\$137,114.40	\$144,655.68	\$152,611.68	Annual

- II. It is recommended that Rule 596, OVERTIME, be amended to designate the new class of Legislative and Governmental Relations Officer as Administrative for the purposes of overtime.
- III. It is recommended that the Personnel Commission approve the reclassification of M. Veloz (EN 1062166), an Administrative Officer to the Chancellor (\$9,223.42 to \$11,426.20/month), to the new class of Legislative and Governmental Relations Officer, effective April 7, 2021.

**Bases of Recommendations:**

1. The Chancellor requested the establishment of a new class that provides professional-level expertise and strategic planning in support of the District's legislative affairs and governmental relations. It was determined that the business need specific to legislative affairs and governmental relations warranted the creation of a specialized position separate from the existing, more general purviews of institutional advancement and external/community relations.

The job description has been reviewed and approved by the Chancellor. An organizational chart is included that illustrates how the new position fits in with the District's organizational structure.

2. The class concept for the new class is as follows:

A Legislative and Governmental Relations Officer plans, develops, and manages strategic legislative affairs and governmental relations for the District to promote advocacy and legislative priorities for District programs, services, and activities with federal, state and local public agencies.

It is also anticipated that the establishment of a position dedicated to oversee the District's legislative affairs and governmental relations will facilitate more adequate coordination and oversight of the various lobbyists and lobbying firms hired by the District.

3. The recommended salary for the new class of Legislative and Governmental Relations Officer is based on internal and external salary considerations. Staff conducted a salary survey of external public agencies within California but did not find an adequate sample size for a comparable position. Internally, staff considered the benchmark of Personnel Analyst as the appropriate key class, and proposed an eight-step differential above the class as the final salary setting basis. Staff considered this differential appropriate given the advisory role of this position to the Chancellor and the Board of Trustees on strategic legislative affairs and governmental relations as well as its oversight functions over the District lobbyists and lobbying firms.
4. Personnel Commission Rule 596, OVERTIME, defines an Administrative class as one where the primary duties and responsibilities consist of the administration of an organizational unit at the Branch level, or its equivalent, and encompass the following characteristics:
  - Customarily and regularly plan, organize, direct, and review the work of other employees.
  - Customarily establish procedures regarding the operations of the assigned unit.
  - Customarily and regularly exercise discretionary powers and sanctions.
  - Customarily and regularly do not include the performance of duties similar to those of subordinates.
  - Customarily and regularly direct the activities of the assigned unit through subordinate supervisory employees.
  - Customarily establish policies regarding the operations of the unit.
  - Customarily and regularly review recommendations and decisions of subordinates which significantly impact the District.

The new class of Legislative and Governmental Relations Officer meets the primary criteria noted above.

5. The recommended title for the new class is descriptive and reflects the level and nature of duties and responsibilities to be assigned to the position.

6. Staff reviewed the duties of EN 1062166 and found she has been performing duties consistent with the class concept of the new class of Legislative and Governmental Relations Officer. Under the supervision of the Chancellor, the employee is responsible for planning, developing, and managing the District's legislative and governmental relations. This includes strategic planning as well as oversight of various lobbyist firms.

## **STATUS OF INCUMBENT**

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, M. Veloz (EN 1062166) may be appointed to her reclassified position without participating in an examination process.

### **Rule Amendment**

596 Overtime

Education Code Section 88026

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A. \*\*\*

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F. \*\*\*

The District's current classes designated as Executive, Administrative, or Supervisory are as follows:

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Administrative Classes

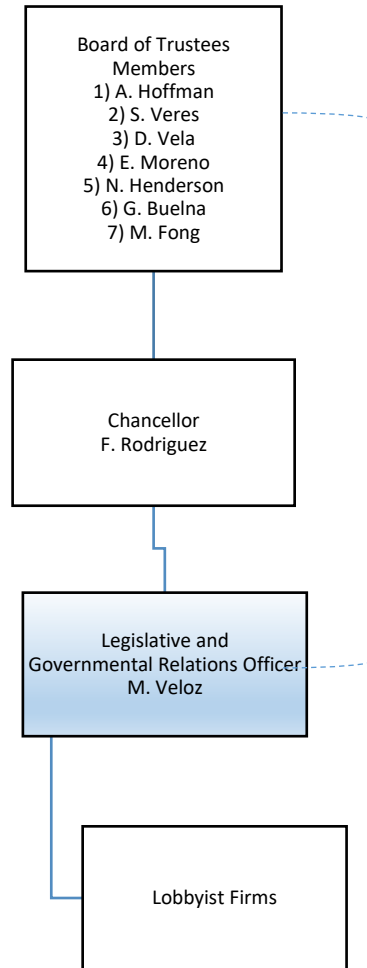
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Finance Project Manager – Bond and Special Funding  
Legislative and Governmental Relations Officer  
Procurement Manager



## LOS ANGELES COMMUNITY COLLEGE DISTRICT ORGANIZATIONAL CHART

### Educational Services Center -Legislative and Governmental Relations-



**LEGISLATIVE AND GOVERNMENTAL RELATIONS OFFICER**

**DEFINITION**

Plans, develops, and manages strategic legislative affairs and governmental relations for the District to promote advocacy and legislative priorities for District programs, services, and activities with federal, state and local public agencies.

**TYPICAL DUTIES**

Develops strategic plans for the District's governmental relations and legislative affairs, including: local, state, and federal legislation and its impact on the District; advocacy for the District, District programs, and for the District's legislative priorities; research data linked to proposed, pending or existing legislation; and informational programs and events for community leaders, industry leaders, elected officials and others regarding the District's contributions and priorities.

Oversees the activities and actions of federal, state, and local governmental lobbyists; facilitates interaction between administrative staff, the Board of Trustees, and appropriate staff with lobbyists, governmental officials, and other persons of influence related to District's short and long-term goals and objectives.

Directs and prepares testimony, statements, correspondence, reports, and presentations regarding legislative and governmental matters for the Chancellor and Board members.

Provides policy recommendations, technical assistance, and information to the Board of Trustees, Chancellor and executive management related to governmental and legislative affairs.

Monitors and tracks federal, state, and local legislation to assess the impact on District operations and facilitates the development of responses and recommendations.

Represents the District at meetings and events related to District legislative and governmental relation policies, priorities, and missions and related matters.

Fosters interest of legislative, political, interest, professional, employee, student, business and community groups and organizations in District programs, services, and activities.

Collaborates with internal stakeholders and external partners including advocacy organizations to build alliances that drive outcomes in public policy.

Establishes and maintains effective working relationships with internal and external constituent groups, private organizations, elected officials and their representatives.

Provides strategic and innovative advice to the Chancellor in the design, implementation, and continuous improvement for District-wide special projects, taskforces, and advisory committees; collects and gathers data for reports and inquiries.

Plans and coordinates annual advocacy visits to Washington, DC and Sacramento.

Directs and prepares a variety of correspondence, reports, and presentations regarding legislative and governmental relation matters.

May supervise and evaluate the work of assigned staff.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

A **Legislative and Governmental Relations Officer** is responsible for planning, developing, and managing strategic legislative affairs and governmental relations for the District to promote advocacy and legislative priorities for District programs, services, and activities with federal, state and local public agencies.

A **Director of Communications and External Relations** plans, develops, implements, and directs an effective and strategic communications, advertising, public relations, and external relations program for the District by making the public aware of the value and importance of the District, enhancing its image, and enlisting the public's support for the programs, projects, services, operations, and needs of the District.

## **SUPERVISION**

General direction is received from the Chancellor or his/her designee. General supervision may be exercised over professional and other support staff.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Principles, practices and methods of governmental affairs, education policy, and advocacy

Local, state, and federal laws and regulations pertinent to assigned area of responsibility

Government departments and industry organizations responsible for expanding District organization, operations, and objectives

Organization, functions, and leadership of state and higher education committees

Organization, functions, and inter-relationships of operating units and programs of the District

Local, regional, statewide, and national trends in higher education

Principles of public and community relations

Principles of research and data analysis to support policy development and decision-making

Principles of business management and public administration

Leadership, team building, and relationship management skills

Capabilities of computer systems and applications applicable to legislative and governmental relations



**Ability to:**

Develop and implement political engagement strategy with local, state, and federal government officials and lobbyists

Effectively communicate, both orally and in writing, with diverse constituencies within and outside the District

Interpret, apply, and explain applicable District policies and procedures and local, state, and federal laws and regulations

Successfully navigate, collaborate, and thrive in a multi-institution context through integrity, persuasion, consensus, and effective communication

Foster trust and confidence, earn support from internal and external constituencies

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

Recognize the critical elements of various issues, develop and evaluate data, and determine solutions

Prepare and present effective oral and written communications, presentations, and reports

Exercise the authority of the position with diplomacy, tact, and courtesy

Exercise initiative, discretion, and critical judgement

Establish and maintain effective working relationships with District executives, administrators, staff, and business and community leaders

Travel to locations within and outside the District

**ENTRANCE QUALIFICATIONS**

**Education and Experience:**

A bachelor's degree from a recognized college or university, preferably with a major in political science, public administration, communications, or a related field **AND** five years of recent, full-time, paid, professional-level experience in managing the governmental relations, policy, and/or legislative affairs of a public or private agency. A master's degree in the aforementioned disciplines is desirable. Experience in higher education is desirable.

**Special:**

A valid Class "C" California driver's license must be obtained within 10 days of establishing residency in the State of California.

Travel to locations throughout the District is required.

## **Reasonable Accommodation**

Our class specification generally describes the duties, responsibilities, and requirements characteristic of the position(s) within this job class. The duties, responsibilities, and requirements of a particular position within this class may vary from the duties of other positions within the class.

In accordance with the Americans with Disabilities Act (ADA), the Los Angeles Community College District provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. If an individual is in doubt about his or her ability to perform the duties and responsibilities of a position or possession of any other requirement noted in a class specification or job announcement, he or she should always apply for a position and request reasonable accommodation at the appropriate time.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** The Personnel Commission

**FROM:** Ron Delahoussaye

**SUBJECT:** Establishment of New Class of Vice Chancellor of Human Resources (Case 3932-1)

**Recommendations:**

- I. It is recommended that the Personnel Commission approve the removal of the designation of the new class of Vice Chancellor of Human Resources as a classified senior administrative position, as defined in Personnel Commission Rule 519.
- II. It is recommended that the Personnel Commission change the field of competition previously authorized for the new class of Vice Chancellor of Human Resources from Open (unranked) to Open and Promotional (Dual Certification).

**Bases of Recommendations:**

1. On March 10, 2021, the Personnel Commission approved the creation of the class of Vice Chancellor, Human Resources in the Classified Service. Prior to this date, the class existed for several years in the Academic Service. The Deputy Chancellor and Chancellor have since reconsidered the senior administrative position designation for the class and requested that the designation be removed due to concerns that it may have a negative impact on the upcoming recruitment for the position. In accordance with Rule 519, it is within the District administration's purview to decide if executive positions reporting to the Chancellor be designed as senior administrative positions.
2. The removal of the senior administrative position designation for the class of Vice Chancellor of Human Resources also triggered a change in the previously approved examination authorization for the class. An Open (unranked) field of competition is no longer applicable and staff recommends an Open and Promotional (Dual Certification) examination authorization, which is the customary field of competition for executive level job classifications that are not designed as senior administrative positions.

**Rule 519, Senior Administrative Positions and Employees**

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\* \* \*

C. The Personnel Commission has certified the following positions as senior administrative positions.

1. Chief Financial Officer/Treasurer
2. General Counsel
3. Vice Chancellor/Chief Facilities Executive
4. Vice Chancellor/Chief Information Officer
5. Vice Chancellor of Finance and Business Services
- ~~6. Vice Chancellor of Human Resources~~
7. Vice President, Administrative Services

\* \* \*