

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING

Wednesday, May 19, 2021 – 12:30 p.m.

Via Teleconference:

<https://laccd.zoom.us/j/5603717342>

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

ORDER OF BUSINESS-CLOSED SESSION MEETING

- I. Roll Call
- II. Requests to Address the Personnel Commission on Closed Session Matters
- III. Convene in Closed Session
 - a. To Discuss Public Employment
Pursuant to Government Code Section 54957
 - b. Conference with Legal Counsel-Anticipated Litigation
Pursuant to Government Code Section 54956.9
- IV. Report of Action taken in Closed Session
- V. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, May 26, 2021
Special Public Meeting on the
Personnel Commission Budget
10:00 a.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, May 19, 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 April 21, 2021 and May 5, 2021
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
- V. Informative Report on the Results of the Annual Classification Survey (Case 3945)
- VI. Classification Study: EN 1060460, Student Services Aide, Transfer Center, Mission College (Case 3936)
- VII. Revision to Personnel Commission Rule 510, PERSONNEL DIRECTOR AND PERSONNEL COMMISSION EMPLOYEES (Tentative Approval) (Case 3943)
- VIII. Revision to Personnel Commission Rule 512, ORAL PRESENTATIONS TO THE PERSONNEL COMMISSION (Tentative Approval) (Case 3944)
- IX. Correspondence
- X. Notice of Anticipated Items: Public Meeting of the Personnel Commission Budget for 2021-2022
- XI. Hear Non-Agenda Speakers/Open Forum
- XII. Reconvene into Closed Session
- XIII. Reconvene into Open Session
- XIV. Report of Actions Taken in Closed Session
- XV. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, May 26, 2021
Special Public Meeting on the
Personnel Commission Budget
10:00 a.m.
Via Teleconference

In compliance with Government Code Section 54957.5 (b), documents made available to the Personnel Commission after posting of the agenda that relate to an upcoming public session item will be made available by posting on the District's official bulletin board located in the lobby of the Educational Services Center located at 770 Wilshire Boulevard, Los Angeles, California 90017. Members of the public wishing to view the material will need to make their own parking arrangements at another location.

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To make a request for disability-related modification or accommodation, including auxiliary aids or services, please contact the Personnel Commission Office at PersComm@laccd.edu no later than 12 p.m. (noon) on the Monday prior to the Personnel Commission meeting.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Wednesday, April 21, 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 1:00 p.m.

This is to certify that these are the full and correct minutes of the Closed Session meeting of the Personnel Commission of the Los Angeles Community College District.

Date

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, April 21, 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
Hope Singer

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:

Andra Hoffman, Trustee, Los Angeles Community College District
Carmen V. Lidz, MS, Vice Chancellor/Chief Information Officer, Educational Services Center
Andrew Duran, SAP/ERP Manager, Educational Services Center
Siva Shanmugam, Senior SAP Functional Business Analyst, Educational Services Center
Ben Horowitz, Senior SAP ABAP Programmer, Educational Services Center
Hazel Juanico, SAP Functional Business Analyst, Educational Services Center
Sanjay Kulkarni, SAP Functional Business Analyst, Educational Services Center
Julio Ortiz, Assistant Computer and Network Support Specialist, Educational Services Center
Caritia Hughes, Senior Personnel Assistant, Educational Services Center
Lisa Gallardo, Student Recruitment Coordinator, Educational Services Center
Sheila Jeter Williams, Senior Administrative Assistant, West Los Angeles College
Venkat Pandian, Student Recruitment Coordinator, Educational Services Center
Tina Truong, Student Support Services Representative, East Los Angeles College
Cecilia Cruz, Student Services Assistant, East Los Angeles College
Victor Hugo Ortiz, Software Systems Engineer, Educational Services Center
Brent Wilson, Instructional Assistant, East Los Angeles College
Valerie Piñon, Child Development Center Assistant, East Los Angeles College
Karen Bustamante, Life Sciences Lab Technician, East Los Angeles College
Yolanda Lira, Office Assistant, East Los Angeles College
Irene Mah Y Busch, Administrative Assistant, East Los Angeles College
Promise Williams, Office Assistant, East Los Angeles College

Christine Yangok Chu, Instructional Assistant, East Los Angeles College
Carlos Figueroa Arroyo, SFP Program Office Assistant, East Los Angeles College
Betzy Ramirez, Admissions and Records Assistant, East Los Angeles College
Luci-Ellen Chun, Procurement Specialist, East Los Angeles College
Gloria Moreno, AFT 1521A
Troy Pierce, AFT 1521A
Hazel Joy Alonzo, AFT 1521A
Jo-Ann Haywood, AFT 1521A
Leila Menizies, Classified Managers Association
Anna Salazar, President, Classified Managers Association

- I. The Chair convened the regular meeting at 1:00 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took no action during closed session.
- III. **Swearing-In of Hope Singer as Personnel Commissioner** – Hope Singer was sworn in as Personnel Commissioner and Andra Hoffman, Trustee of the Los Angeles Community College District.
- IV. **Election of Officers** – Mr. Delahoussaye called for a volunteer to serve as Vice Chair of the Personnel Commission. Ms. Sanchez Trevino volunteered to serve. Ms. Singer seconded and the Chair concurred that Ms. Sanchez Trevino will serve as Vice Chair of the Personnel Commission.
- V. **Review and Approve the Minutes of the Closed and Open Meetings of March 24, 2021 and April 7, 2021** - Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission approved the minutes from the closed and open regular meetings of March 24, 2021 and April 7, 2021. Ms. Singer abstained, as she was not in attendance.
- VI. **Miscellaneous Personnel Commission Activities and Announcements**
 - a. **Classified Employment Opportunities Bulletin**

Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission received the Classified Employment Opportunities Bulletin.
- VII. **Revision to Personnel Commission Rule 513, HEARINGS AND INVESTIGATIONS (Final Approval) (Case 3935)** – Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission granted final approval to Personnel Commission Rule 513, as presented. Ms. Singer abstained, having not yet become a member of the commission during previous discussion.
- VIII. **Revision to Personnel Commission Rule 520, EXECUTIVE SECRETARIES TO CHANCELLOR AND BOARD OF TRUSTEES (Tentative Approval) (Case 3940)** - Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission granted tentative approval to Personnel Commission Rule 513, as presented. Ms. Singer abstained, having not yet become a member of the commission during previous discussion.
- IX. **Establishment of New Job Classification of College Human Resources Officer (Case 3940)**
 - a. **Approve the Establishment of the New Classification of College Human Resources Officer**

- b. **Approve the Salary Allocation for the New Classification of College Human Resources Officer**
- c. **Approve the Class Description for the New Classification of College Human Resources Officer**
- d. **Approve the Examination Authorization for the New Classification of College Human Resources Officer with an Open and Promotional (Dual Certification) Field of Competition**

Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission approved the establishment of the new classification noted above, as presented. Ms. Singer abstained, having not yet become a member of the commission during previous discussion.

X. Establishment of New SAP Functional Business Analyst Job Classifications, Administration Series (Case 3937) –

Discussion occurred between management and the Classified Managers Association. A motion was made by Ms. Sanchez Trevino to approve the establishments of the new classifications noted above. Ms. Singer then made a motion to table the item for further discussion between the employees, management, and labor representatives with the item to be brought back at the next meeting of the Personnel Commission. Citing the urgency of need for these new classifications as well as to ensure the incumbents would be eligible for the recruitment of the senior positions, Mr. Iwata seconded and concurred with Ms. Sanchez Trevino and the Personnel Commission approved the establishment of the new classes of SAP Functional Business Analyst, Senior SAP Functional Business Analyst, and SAP Functional Team Leader, as presented.

XI. Class Description Revisions for:

- a. **Student Recruiter**
- b. **Student Recruitment Coordinator**
- c. **Executive Assistant to the Board of Trustees**
- d. **Administrative Assistant to the Board of Trustees**
- e. **Administrative Assistant to the Chancellor**

Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission approved the class description revisions noted above. Ms. Singer abstained, having not yet become a member of the commission during previous discussion.

XII. Correspondence – No correspondence was received.

XIII. Notice of Anticipated Items – Upon motion by Ms. Sanchez Trevino and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Class description revisions for: Executive Assistant (AFT); Executive Assistant (Confidential); Executive Assistant to the Chancellor (Confidential); Revision to Personnel Commission Rule 520, EXECUTIVE SECRETARIES TO CHANCELLOR AND BOARD OF TRUSTEES (Final Approval); Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Tentative Approval); Revision to Personnel Commission Rule 550, COMPENSATION FOR INCONSISTENT DUTIES: TEMPORARY WORK OUT OF CLASSIFICATION (Tentative Approval)

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

XV. Reconvene into Closed Session

XVI. 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 2:34 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

DRAFT

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

Wednesday, May 5, 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, Vice Chair
Hope Singer

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 1:02 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, May 5, 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, Vice Chair
Hope Singer

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

Guests:
Oliva Ayala, Executive Assistant (Confidential) Los Angeles Mission College
Carita Hughes, Senior Personnel Assistant, Educational Services Center
Abraham Horowitz, AFT
Troy Pierce, AFT 1521A
Hazel Joy Alonzo, AFT 1521A
Jo-Ann Haywood, AFT 1521A

- I. The Chair convened the regular meeting at 1:00 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took no action during closed session.
- III. **Miscellaneous Personnel Commission Activities and Announcements**
 - a. **Classified Employment Opportunities Bulletin**
 - b. **Strictly Classified Employee Bulletin**

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

- IV. **Revision to Personnel Commission Rule 520, EXECUTIVE SECRETARIES TO CHANCELLOR AND BOARD OF TRUSTEES (Final Approval) (Case 3940)** - Upon motion by Ms. Sanchez

Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted final approval to Personnel Commission Rule 513, as presented.

V. **Classification Study: Administrative Assistant to the Board of Trustees, EN 767806, Board of Trustees Office, Educational Services Center (Case 3941)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the reclassification noted above, as presented.

VI. **Class Description Revisions for:**

- a. **Executive Assistant/Executive Assistant (Confidential)**
- b. **Executive Assistant to the Chancellor**

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

VII. **Correspondence** – No correspondence was received.

VIII. **Notice of Anticipated Items** – Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Classification Study: EN 1060460, Student Services Aide, Transfer Center, Mission College (AFT). Mr. Delahoussaye added revisions to the class description for General Counsel as an anticipated item for the next meeting.

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

X. **Reconvene into Closed Session**

XI. **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 1:17 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: Ron Delahoussaye

SUBJECT: Informative Report on Results of the Annual Job Classification Survey (Case 3945)

In August of 2006, the Personnel Commission adopted the Annual Job Classification Survey as a new procedure to afford classified employees an opportunity, each year in April, to request an informal review of the duties that he/she believes may be outside of his/her current job classification. The survey form does not require any review or input by an employee’s immediate supervisor and/or administration prior to submittal to the Personnel Commission.

In accordance with this implemented procedure, staff sent out the survey to all classified employees (totaling 2307) in April. A total of 9 employees (approximately 0.4%) participated in the survey. This year’s survey was not significantly hampered by the COVID-19 health emergency, as it was distributed and responses were collected just as in previous years via e-mail.

Staff carefully reviewed all survey responses and prepared a summary of the findings below.

Survey Finding	Number of Cases
Recommended initiation of formal class study	AFT members: 2 Local 721 members: 1
Position was properly classified	AFT members: 3 Local 99 members: 1 Local 721 members: 1
Duties were found to be outside of the Personnel Commission’s purview; employee was referred to the Human Resources Division	Unrepresented management: 1
Total number of survey responses in 2021	
	9 (less than 1% of total classified workforce)*
Total number of survey responses in 2020	
	35 (1.5% of total classified workforce)
Total number of survey responses in 2019	
	20 (less than 1% of total classified workforce)
Total number of survey responses in 2018	
	24 (1.1% of total classified workforce)
Total number of survey responses in 2017	
	7 (less than 1% of total classified workforce)
Total number of survey responses in 2016	
	21 (less than 1% of total classified workforce)
Total number of survey responses in 2015	
	16 (less than 1% of total classified workforce)
Total number of survey responses in 2014	
	27 (1.2% of total classified workforce)
Total number of survey responses in 2013	
	18 (less than 1% of total classified workforce)
Total number of survey responses in 2012	
	12 (less than 1% of total classified workforce)
Total number of survey responses in 2011	
	25 (1.2% of total classified workforce)
Total number of survey responses in 2010	
	25 (1.2% of total classified workforce)
Total number of survey responses in 2009	
	39 (1.8% of total classified workforce)
Total number of survey responses in 2008	
	25 (1.2% of total classified workforce)
Total number of survey responses in 2007	
	50 (2.5% of total classified workforce)

* This does not include the survey responses of 5 employees who responded that they were working in-class.

Given the results of this year's survey, staff comes to the same conclusion as during previous surveys: the overwhelming majority of classified employees do not appear to have concerns with the proper classification of their positions. Staff feels confident that classified employees are knowledgeable of the classification study and temporary work out of classification process due to:

- access to Personnel Commission staff to get questions answered about classification, compensation, and other matters within the purview of the Personnel Commission
- informational bulletins published on a regular basis by the Personnel Commission office
- information provided on the Personnel Commission website

<ul style="list-style-type: none"> Refers students to various campus departments and other student services programs for specialized assistance. 	10%
<ul style="list-style-type: none"> Assists in compiling data and coordinating intra-staff events on behalf of the Vice President, Student Services. 	10%
<ul style="list-style-type: none"> Maintains confidential student records and documents. 	5%

The classification concept for the employee’s current class of Student Services Aide is based on applying a working knowledge of the requirements and procedures of student services programs in the performance of a variety of specialized clerical duties, such as obtaining and imparting program information and providing basic guidance and referral services. The classification concept for the requested class (Student Services Assistant) is based on participating in the development, promotion, coordination, and evaluation of a student services program. A thorough knowledge of program requirements and procedures is continuously applied in performing the duties of this class.

After a thorough analysis of the employee’s assigned duties, staff determined that the primary duties of the employee described in this report fall within the scope of responsibilities of the class of Student Services Assistant, because the primary work assigned to the employee involves providing assistance in the development, promotion, coordination, and evaluation of the Transfer Center and its processes. Under the auspices of the Counselor and the Vice President of Student Services, the employee performs a wide variety of paraprofessional duties to ensure that Mission College’s transfer program both maintains program standards and provides a high degree of support to current and potential transfer applicants.

STATUS OF INCUMBENT

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, A. Rizhavskeya (EN 1060460) may be appointed to her reclassified position without participating in an examination process.

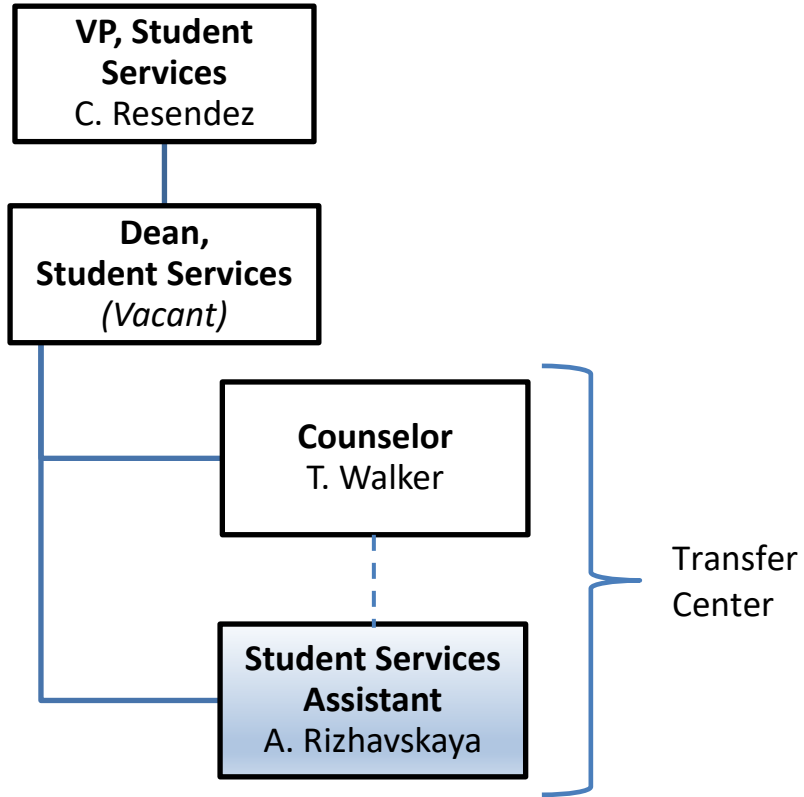
Date of Last Performance Evaluation: December 15, 2020

Classification of Position section was marked “Yes” by both the employee and the supervisor.



**LOS ANGELES COMMUNITY COLLEGE DISTRICT
ORGANIZATIONAL CHART**

Los Angeles Mission College – Transfer Center



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 510, PERSONNEL DIRECTOR AND PERSONNEL COMMISSION EMPLOYEES (Tentative Approval) (Case 3943)

Personnel Commission Rule 510 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Updates have been made to Paragraph D. to clarify the Personnel Director's role as a secretary of the Personnel Commission, which includes responsibility for preparing an annual report and an added exception in conjunction with the updates made to Personnel Commission Rule 513, HEARINGS AND INVESTIGATIONS. The Education Code references made in paragraphs D. and E. of the rule have been replaced with references to the applicable Personnel Commission Rules for clarity.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

510

LAW AND RULES

~~May 24, 2016~~ May 19, 2021

510 PERSONNEL DIRECTOR AND PERSONNEL COMMISSION EMPLOYEES

Education Code Section(s)

~~88084. Commission's Appointment of Personnel Director and Other Employees.~~ The commission shall appoint a personnel director within 90 days after the adoption of a merit system from an eligibility list established from a competitive examination given under the auspices of the commission. The commission shall appoint all employees paid from funds budgeted for the support of the commission and shall supervise the activities of those employees that are performed as a part of the functions of the commission. These employees shall be appointed from eligibility lists established pursuant to the provisions of this article, be classified employees of the community college district and shall be accorded all the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, including representation by the appropriate exclusive representative, if any.

~~88086. Duties of Personnel Director.~~ (a) The personnel director shall be responsible to the commission for carrying out all procedures in the administration of the classified personnel in conformity with this article and the rules of the commission, and shall be free of prejudice or bias in order to ensure the impartiality of the commission. He or she shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the commission to the governing board.

(b) A personnel director shall not advise or make recommendations to the commission regarding any disciplinary action appealed to the commission under Section 88124, if the personnel director is the party who brought the action against the employee.

- A. All Personnel Commission employees shall be appointed from eligibility lists established in the same manner as for all other classified employees. An eligibility list for Personnel Director shall be established under the auspices of the Personnel Commission.
- B. All Personnel Commission employees shall be subject to supervision, performance evaluation, and disciplinary action by the Personnel Commission as to their activities that are performed as part of the functions of the Personnel Commission.
- C. Personnel Commission employees shall have the status of employees of the Los Angeles Community College District and shall have all the rights, benefits, and burdens of classified employees of the District, including representation by an exclusive representative.
- D. The Personnel Director shall act as secretary of the Personnel Commission and shall prepare, or cause to be prepared, an annual report which shall be shared by the Personnel Commission with the Board of Trustees. The Personnel Director shall have authority to receive all documents addressed to the Personnel Commission and to issue subpoenas in accordance with the provisions of Personnel Commission Rule 513, HEARINGS AND INVESTIGATIONS pursuant to Education Code Section 88130, except as it relates to investigations into allegations that may implicate the Personnel Director.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

510

LAW AND RULES

~~May 24, 2016~~ May 19, 2021

- E. The Personnel Director shall not advise or make recommendations to the Personnel Commission regarding any disciplinary action appealed to the Personnel Commission ~~under in~~ accordance with the provisions of Personnel Commission 735, CAUSES AND PROCEDURES FOR SUSPENSION, DEMOTION, AND DISMISSAL ~~Education Code Section 88124~~, if he or she is the party who brought the action against the employee. The Personnel Director, as authorized by the Personnel Commission, may make the necessary arrangements for a hearing officer or other representative to conduct any hearing or investigation which the Personnel Commission itself is authorized to conduct.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 512, ORAL PRESENTATIONS TO THE PERSONNEL COMMISSION (Tentative Approval) (Case 3944)

The proposed amendments to Personnel Commission Rule 512 are part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Government Code Section 54954.3 has been updated in accordance with legislative changes. This necessitated changes in Paragraphs B.2 and B.3 of the rule which permits speakers at a Personnel Commission meeting twice the amount of time to address the Commission should they utilize a translator.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

512

LAWS AND RULES

~~May 24, 2016~~ May 19, 2021

512 ORAL PRESENTATIONS TO THE PERSONNEL COMMISSION

Government Code Section

54954.3. (a) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2. However, the agenda need not provide an opportunity for members of the public to address the legislative body on any item that has already been considered by a committee, composed exclusively of members of the legislative body, at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item, unless the item has been substantially changed since the committee heard the item, as determined by the legislative body. Every notice for a special meeting shall provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item.

(b) (1) The legislative body of a local agency may adopt reasonable regulations to ensure that the intent of subdivision (a) is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.

(2) Notwithstanding paragraph (1), when the legislative body of a local agency limits time for public comment, the legislative body of a local agency shall provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency.

(3) Paragraph (2) shall not apply if the legislative body of a local agency utilizes simultaneous translation equipment in a manner that allows the legislative body of a local agency to hear the translated public testimony simultaneously.

(c) The legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.

A. Purpose

The purpose of this rule is to establish guidelines which allow members of the public the right to freely express their views and discuss items within the jurisdiction of the Personnel Commission while at the same time preserving an appropriate degree of decorum and respect for all persons in attendance.

B. Presentations at Personnel Commission Meetings

Presentations before the Personnel Commission shall be governed by the following rules:

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

512

LAWS AND RULES

May 24, 2016-May 19, 2021

1. Any person in attendance at a regular meeting shall be provided an opportunity to address the Personnel Commission. To facilitate meeting proceedings, it is suggested that a person planning to address the Personnel Commission notify the Personnel Director or a designee, on the working day prior to the meeting, of his/her intent to address the Personnel Commission and the agenda item or subject to be addressed.
2. A speaker will be permitted up to five minutes to address each item on the Personnel Commission's Order of Business, except speakers utilizing a translator will be permitted twice the amount of time. This time limit may be extended or reduced at the discretion of a majority of the Personnel Commission.
3. A speaker will be permitted up to five minutes to address non-agenda items at the conclusion of the Personnel Commission's Order of Business, except speakers utilizing a translator will be permitted twice the amount of time. Non-agenda items may include any matter of interest to the public which is within the subject matter jurisdiction of the Personnel Commission. This time limit may be extended or reduced at the discretion of a majority of the Personnel Commission.
4. No member of the audience may speak without recognition of the Chair of the Personnel Commission.
5. Speakers are not to engage in extemporaneous verbal exchanges with Personnel Commission members and staff.
6. Remarks or discussion in public meetings on subjects scheduled for consideration in closed session are out of order.
7. While the right to speak includes the right to criticize the policies, procedures, programs, services, and acts/omissions of the Personnel Commission, it should not be used to disrupt public meetings by excessively loud address and boisterous conduct or to defame or slander anyone.
8. Defamatory allegations against any officer or employee of the Personnel Commission or District and public disclosures of private facts in violation of the right of privacy of any employee, regardless of whether or not the person is identified in the presentation by name or by any other reference which tends to identify the person, are out of order. Charges, complaints, or allegations against an officer or employee of the Personnel Commission shall be processed under the provisions of Personnel Commission Rule 513. Charges, complaints, or allegations against any officer or employee of the District shall be processed under appropriate Board Rules.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

512

LAWS AND RULES

May 24, 2016-May 19, 2021

C. Standards of Decorum

Persons engaging in any of the following conduct shall be ruled out of order.

1. Profanity, obscenity, abusive or other offensive language.
2. Physical violence and/or threats of physical violence directed towards any person or property.
3. Remarks that reflect adversely upon the political, religious, ethnic, or economic views, character, or motives of any person.

D. Withdrawal of Right to Address the Personnel Commission

Any person who engages in conduct which he/she knows or should know is in violation of any provision of this Rule may be denied the opportunity to speak to the Personnel Commission pursuant to the following procedures:

1. Notice of this rule must be communicated to the person;
2. Following such notice, any person whose conduct continues to violate any provisions of this Rule may be directed by the Chair to cease such conduct;
3. Following such direction, any person whose conduct continues to violate any provision of this Rule may be denied the opportunity to address the Personnel Commission for the remainder of the meeting.
4. Before suspending a person's right to address the Personnel Commission, the Commission shall make a finding that the person is in violation of Personnel Commission Rule 512, which the person knew or should have known, and that the conduct was intentional. Such a finding shall be made by a vote of the Personnel Commission.