

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING

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

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, May 19, 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, 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

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 520, EXECUTIVE SECRETARIES TO CHANCELLOR AND BOARD OF TRUSTEES (Final Approval) (Case 3940)
- V. Classification Study: Administrative Assistant to the Board of Trustees, EN 767806, Board of Trustees Office, Educational Services Center (Case 3941)
- VI. Class Description Revisions for:
 - a. Executive Assistant/Executive Assistant (Confidential)
 - b. Executive Assistant to the Chancellor
- VII. Correspondence
- VIII. Notice of Anticipated Items: Classification Study: EN 1060460, Student Services Aide, Transfer Center, Mission College (AFT)
- IX. Hear Non-Agenda Speakers/Open Forum
- X. Reconvene into Closed Session
- XI. Reconvene into Open Session
- XII. Report of Actions Taken in Closed Session
- XIII. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, May 19, 2021
Closed Meeting 12:30 p.m.
Open Meeting 1:00 p.m.
Via Teleconference

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: The Personnel Commission

FROM: Ron Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 520, EXECUTIVE SECRETARIES TO CHANCELLOR AND BOARD OF TRUSTEES (Final Approval) (Case 3940)

Personnel Commission Rule 520 states that the Personnel Commission may, upon majority vote of the Board of Trustees, exempt two executive secretarial positions from the normal selection requirements of the classified service. The positions that may be exempted in this fashion are one executive secretary reporting directly to the Board of Trustees and one executive secretary reporting directly to the Chancellor.

On April 14, 2021, the Board of Trustees approved by a unanimous vote that the aforementioned exemption be made for the class of Executive Assistant to the Board of Trustees, which is currently vacant. The Deputy Chancellor requested that the Personnel Commission accept the request for the exemption of this class and make the necessary rule amendments. Staff added a new paragraph to the rule requesting that the Personnel Commission certify the class of Executive Assistant to the Board of Trustees as an exempt executive secretary position. Any new hire to this position will henceforth be subject to the provisions of Rule 520.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

520

LAW AND RULES

April 15, 2020-May 5, 2021

520 EXECUTIVE SECRETARIES TO CHANCELLOR AND BOARD OF TRUSTEES

Education Code Sections

~~**88017. Notice of Layoff Due to Expiration of Specially Funded Program or Bona Fide Reduction or Elimination of Service.**~~ (a) When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of the school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than 60 days prior to the effective date of their layoff.

- (b) When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified employees shall be subject to layoff for lack of work, affected employees shall be given notice of layoff not less than 60 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.
- (c) (1) A classified employee may not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. This subdivision does not create a 60-day layoff notice requirement for any individual hired as a short-term employee, as defined in Section 88003, for a period not exceeding 60 days.
- (2) This subdivision does not apply to the retention of a short-term employee, as defined in Section 88003, who is hired for a period not exceeding 60 days after which the short-term service may not be extended or renewed.
- (d) This section does not preclude the governing board of a community college district from implementing either of the following without providing the notice required by subdivisions (a) or (b):
 - (1) A layoff for a lack of funds in the event of an actual and existing financial inability to pay the salaries of classified employees.
 - (2) A layoff for a lack of work resulting from causes not foreseeable or preventable by the governing board.
- (e) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were part of Article 3 (commencing with Section 88060) of this chapter.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

520

LAW AND RULES

~~April 15, 2020~~ May 5, 2021

88091. ~~Vacancies in classified service; promotional applicants; exemptions.~~ (a) All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination. Applicants shall be placed on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

(b) (1) Upon the request of a majority of the members of the governing board of a community college district, the commission may exempt two executive secretarial positions from the requirements of this section. Exemptions authorized under this subdivision shall be limited to one executive secretary position reporting directly to members of the governing board, and one executive secretary position reporting directly to the chancellor.

(2) Any person employed in an exempt executive secretarial position shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except he or she shall not attain permanent status in an executive secretarial position. Positions of executive secretary shall be filled from an unranked list of eligible employees who have been found to be qualified for the positions as determined by the district chancellor or superintendent and determined by the personnel commission. Any person whose services in an executive secretarial position are discontinued for a cause other than a cause for disciplinary action specified in this code or in a rule of the commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission. This subdivision shall apply only to the employees hired on or after January 1, 1988.

(c) (1) Upon the request of a majority of the members of the governing board of a community college district, the personnel commission may exempt designated senior classified administrative positions from the requirements of this section. A "senior classified administrative employee" means a classified employee who acts as the chief business, fiscal, facilities, or information technology adviser or administrator for the district chancellor or superintendent or a college president, as determined by the governing board and certified by the personnel commission.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

520

LAW AND RULES

~~April 15, 2020~~ May 5, 2021

(2) Any person employed in an administrative position exempted under this subdivision shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except that he or she shall not attain permanent status in that administrative position. A vacancy in an administrative position that is exempted under this subdivision shall be filled from an unranked list of eligible persons who have been found to be qualified for the positions as determined by the district chancellor or superintendent and the personnel commission. Any person whose services in an administrative position exempted under this subdivision are discontinued for any reason other than for cause as specified in this code or in a rule of the personnel commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission.

(3) This subdivision shall apply only to employees hired on or after January 1, 2001.

(d) Nothing contained in this section shall authorize the selection of eligible candidates in circumvention of the affirmative action programs of any community college district.

A. The Board of Trustees may, by majority vote, request that the Personnel Commission exempt one executive secretary position reporting directly to members of the Board of Trustees and one executive secretary position reporting directly to the Chancellor from the provisions of the merit system selection process specified in Education Code Section 88091.

B. The Personnel Commission has certified the following position as an exempt executive secretary position:

Executive Assistant to the Board of Trustees

~~BC. The~~ Under the provisions of this rule, exempted executive secretary positions shall be filled from an unranked alphabetical list of persons who have been found to be qualified for the position as determined by the District Chancellor and Personnel Commission.

~~CD.~~ Employees serving in an exempted executive secretary position shall be afforded all of the rights, benefits, and burdens of any other classified employee, except that he or she shall not attain permanent status in the exempted executive secretary position.

~~DE.~~ If an exempted executive secretary position is abolished or the District elects not to continue the employment of a classified administrative employee, the employee shall be given written notice thereof by the District at least 60 days in advance of his/her release from employment.

~~EF.~~ An exempted executive secretary who has been released from employment for any reason other than cause may request:

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

520

LAW AND RULES

~~April 15, 2020~~ May 5, 2021

1. Placement in a position in a class to which the employee holds bumping rights, as provided in Rule 740, LAYOFF AND REEMPLOYMENT.
2. Transfer or voluntary demotion to a class to which the employee would be entitled if he/she had not been designated as an exempted executive secretary.

FG. The provisions of this rule shall apply only to employees who have been hired after the establishment of this rule on January 16, 2003.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Classification Study: Administrative Assistant to the Board of Trustees, EN 767806, Board of Trustees Office, Educational Services Center (Case 3941)

Recommendation:

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

From:
Administrative Assistant to the
Board of Trustees
(\$5295.30 – 6559.94/month)

To:
Executive Assistant to the
Board of Trustees
(\$6559.94 – 8126.62/month)

Location:
Board of Trustees Office
Educational Services Center

Incumbent:
G. Orozco (EN 767806)

Effective Date: April 6, 2021

Bases of Recommendation:

1. The request to study the employee's position was initiated by the Administrative Officer to the Chancellor, the employee's immediate supervisor. It was requested that the position be reclassified to Executive Assistant to the Board of Trustees because the employee has been performing the higher-level administrative support duties for the members of the Board of Trustees.
2. Staff audited the position and found that the employee performs the following primary duties:
 - Acts as a liaison between members of the Board of Trustees and District administrative staff on matters related to the status of information requests, the scheduling of meetings and events, and the coordination of other staff/Board of Trustees activities.
 - Explains and provides information regarding Board of Trustees rules, Board of Trustees actions, regulations, policies, procedures, and precedents to staff, representatives of other jurisdictions, and the public.
 - Attends meetings of the Board of Trustees throughout the District to coordinate set-up, recording equipment, take roll calls, motions, and votes, attend to requests from the public, and provide administrative assistance to Board members.
 - Assists in the preparation of the Board of Trustees regular, special, and committee agendas by proofreading and reviewing item vote options. Posts official notices of meetings in a timely manner in accordance with the Ralph M. Brown Act.

- Acts as an administrator for BoardDocs with responsibility for setting up new user accounts and providing training and guidance to new users.
 - Prepares or edits the prepared minutes of the Board of Trustees regular, special, and committee meetings.
 - Prepares and edits resolutions, correspondence, and other related materials.
 - Makes transportation, hotel, business, and social arrangements for members of the Board of Trustees traveling on District business and prepares and processes expense reimbursement claims for members of the Board of Trustees.
 - Screens telephone calls, emails, and visitors to the Board of Trustees Office for urgency and nature of business; refers individuals to appropriate staff/offices or personally responds to routine inquiries.
 - Receives office mail and reviews items for nature of business and urgency; directs items to members of the Board of Trustees and/or appropriate staff or personally responds to routine matters.
 - Schedules appointments, meetings, conferences, and other commitments for individual members of the Board of Trustees.
 - Prepares and processes accounting, budgeting, and purchasing documents related to the operations and activities of the Board of Trustees Office.
 - Maintains the time-keeping records of the members of the Board of Trustees.
 - Submits a statement of Board of Trustees appointment(s) to the Secretary of State when new appointments are made; assists in orienting new members of the Board of Trustees; assists in the training and provides guidance to the student member of the Board of Trustees.
3. The classification concept for the incumbent's current class of Administrative Assistant to the Board of Trustees is based on assisting in providing a variety of specialized and confidential administrative support duties for members of the Board of Trustees and providing recording and transcribing support at the proceedings of the Board of Trustees and other meetings; and preparing the minutes of the Board of Trustees regular, special, and committee meetings. The classification concept of the recommended class of Executive Assistant to the Board of Trustees requires an incumbent to perform a variety of highly responsible and confidential administrative support duties for the members of the Board of Trustees. An incumbent is required to use a considerable degree of independence, discretion, and tact, and exercise sound judgment in the performance of duties. After a thorough analysis of the duties assigned to the employee's position, staff found that the employee's position meets the class concept of an Executive Assistant to the Board of Trustees because she acts as the primary administrative support staff person to members of the Board of Trustees that is responsible for all administrative details applicable to the Board Office's clerical operations.

STATUS OF INCUMBENT

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, staff found that the incumbent has not met the requirement of gradual accretion of duties over the course of two or more years of regular service in her position and therefore is required to compete for the reclassified position. However, once her reclassified position of Executive Assistant to the Board of Trustees has been certified exempt by the Personnel Commission from the provisions of the merit system selection process as specified in Education Code Section 88091, the reclassified position of the incumbent may be filled from an unranked list of candidates who have been found to be qualified for the position as determined by the District Chancellor and the Personnel Commission.

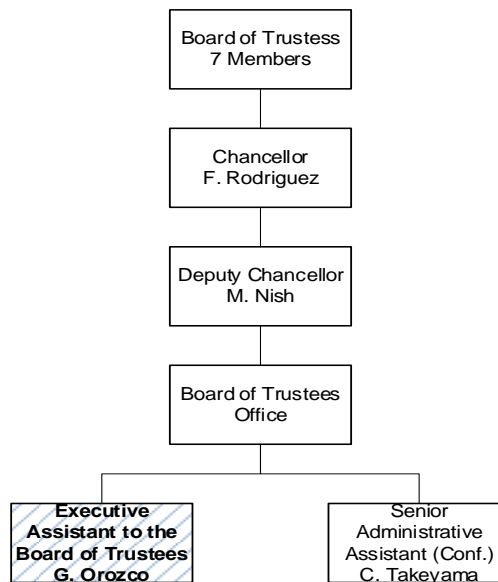
Date of Last Performance Evaluation: August 12, 2020

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



LOS ANGELES COMMUNITY COLLEGE DISTRICT ORGANIZATIONAL CHART

EDUCATIONAL SERVICES CENTER *-Board of Trustees Office-*



EXECUTIVE ASSISTANT
EXECUTIVE ASSISTANT (CONFIDENTIAL)

DEFINITION

Performs a variety of highly responsible administrative support duties to relieve a College President or District Office executive of administrative details relative to the business operations of the assigned organizational unit. An incumbent is required to use a considerable degree of independence and discretion, and exercise sound judgment in the performance of the assigned duties.

TYPICAL DUTIES

Assists a College President or District Office executive by assuming responsibility for administrative details involving a combination of the following duties:

Answers inquiries and explains policies and procedures related to the business operations of the assigned organizational unit and speaks for an executive in personal and telephone contacts and meetings.

Acts as a liaison between the supervisor and District administrative staff and representatives from other agencies by coordinating activities and projects, conferring on matters requiring the supervisor's input or action, and relaying the supervisor's directives and instructions.

Establishes and maintains the clerical processes and procedures of the assigned office.

Prepares correspondence, agendas, minutes, brochures, reports, tables, organizational charts, bulletins, memoranda, and other related materials using a variety of software applications ~~on computer equipment~~ and may review and edit material, prepared by others, for accuracy and compliance with guidelines.

Keeps supervisor apprised of office activities, approaching deadlines, status of pending operational documents and other requested information.

Compiles and reviews statistical, financial, and other information related to the activities of the assigned organizational unit and prepares data summaries.

Compiles the office budget and supporting data, maintains controls on expenditure accounts, and recommends or initiates adjustments in accounts.

Prepares and processes various operational documents related to the business operations of the assigned organizational unit including activities such as purchasing, contracts, personnel assignments, and timekeeping payroll.

Schedules and arranges meetings, appointments, and conferences for the supervisor.

Receives, posts, and distributes information and materials involving the business operations of the assigned organizational unit.

Coordinates the processing and/or production of documents in accordance with established time lines.

Searches records and obtains information from other offices and agencies.

Develops and maintains databases and maintains a variety of other files and records related to the activities of the assigned organizational unit using computerized and manual filing systems.

Trains and provides work direction to clerical ~~staff-employees~~ assigned to the office.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Executive Assistant** provides a variety of highly responsible administrative support duties to a College President or District Office executive in executing his/her administrative responsibilities related to the business operations of the assigned organizational unit. Work assignments require the incumbent to use a high degree of independence and discretion; and exercise sound judgment. Use of computer equipment and advanced software applications is an integral aspect of the duties. The class of **Executive Assistant (Confidential)** is distinguished from the class of **Executive Assistant** because the employee, in the regular course of his or her duties, is required to have access to, or possess information relating to, employee and labor relations matters ~~the District's employer-employee relations~~.

A **Senior Administrative Assistant** performs a variety of responsible administrative support duties for a senior administrator in executing his/her administrative responsibilities over the business areas of the assigned organizational unit. An incumbent serves in a primary administrative support position and work assignments require him/her to be able to work independently and use a considerable degree of discretion and sound judgment. The **Senior Administrative Assistant (Confidential)** is distinguished from the class of **Senior Administrative Assistant** because of the requirements of the employee to have access to, or possess information relating to, employee and labor relations matters. The class of **Senior Administrative Assistant (Stenographic/Confidential)** is distinguished from the class of **Senior Administrative Assistant** because of the requirements for the employee to (a) have access to, or possess information relating to, employee and labor relations matters, and (b) take dictation and transcribe notes.

An **Administrative Assistant** performs a variety of responsible administrative support duties for an administrator or manager. An incumbent is required to be able to work independently and use discretion and sound judgment. Use of computer equipment and software applications is an integral aspect of the duties. An **Administrative Assistant (Confidential)** is distinguished from the class of **Administrative Assistant** because of the requirements of the employee to have access to, or possess information relating to, employee and labor relations matters.

~~An **Administrative Assistant, Administrative Services**, provides paraprofessional staff assistance to a Vice President, Administrative Services, in executing his/her administrative responsibilities over the areas of budgeting, purchasing, personnel, payroll, contracts, and other centralized administrative activities of a college. Work assignments require the incumbent to be able to work independently and use good judgment and apply reasoning skills. Use of computer equipment and advanced software applications is an integral aspect of the duties.~~

~~An **Administrative Operations Technician** applies a thorough knowledge of established procedures and policies in the areas of: budgeting, procurement and contracts, asset management, personnel, payroll, the~~

~~production of a college's schedule of classes and catalog, and other centralized administrative activities for a major organizational unit. Proficiency in the methods, procedures, and policies utilized in the Los Angeles Community College District is of greater importance than a broad knowledge of the general principles and practices of office administration. May perform lead duties. Use of computers and advanced software applications is an integral aspect of the duties.~~

SUPERVISION

General supervision is received from a College President or District Office executive. ~~Functional supervision~~
Work direction may be provided ~~exercised over~~ assigned to clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Policies, regulations, procedures, and precedents applicable to the assigned administrative office ~~to which assigned~~

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

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

Computer software such as word-processing, spreadsheet, database management, and desktop publishing

Fundamentals of budgetary processes and procedures

Office organization, management, and functions

Business vocabulary and terminology

Customer service techniques for public contact in person, on the telephone, and through electronic communications ~~Principles and techniques of public relations~~

Basic research methods

Report and business correspondence formats

~~Proper b~~ Business English, spelling, grammar, syntax, and punctuation, spelling, and grammatical usage

~~Organization and use of records and files~~ Principles and procedures of record storage, control, retrieval and management

Principles of training

Skill in:

Operating ~~Use of computer and standard office~~ equipment

Interpersonal contacts and communications

Ability to:

Provide highly responsible administrative assistance to an executive

Organize and prioritize work assignments related to the business operations of the assigned unit

Understand, interpret, apply, and explain District rules, guidelines, and procedures

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

Critically review source data, and detect, and correct errors

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

Assess ~~Analyze~~ situations accurately and adopt an effective course of action

Evaluate work methods and efficiency

Effectively communicate orally and in writing

Write clear and effective reports, correspondence, minutes, and informational materials

Exercise initiative and independent judgment within established guidelines

Meet schedules and time lines

Establish and adjust to changing priorities

Work independently with little direction

Train and provide work direction to others

Work effectively under pressure

Maintain confidentiality of work

Use tact and discretion when dealing with the public

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

Maintain high level of professionalism in all communications

Maintain high level of collegiality in all interactions with District staff

Perform mathematical computations of moderate difficulty

Maintain a variety of logs, files and records

Learn specialized software applications and systems used in the assigned unit

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate's degree or its equivalent from a recognized college or university preferably with a major in computer applications and office technology (CAOT), business administration, or a related field **AND** three years of full-time, paid experience in providing administrative assistance to an executive or administrator. Qualifying experience must have also included use of computer software such as word-processing and spreadsheet.

OR

~~B. Graduation from high school or its equivalent **AND** five years of full-time, paid experience in providing administrative assistance to an executive or administrator. Qualifying experience must have also included use of computer software such as word processing and spreadsheet.~~

Special:

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

Travel to locations throughout the District may be required.

Reasonable Accommodation

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

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

EXECUTIVE ASSISTANT TO THE CHANCELLOR

DEFINITION

Performs a variety of specialized, complex, and confidential administrative ~~assistance~~ support duties of the highest level of responsibility, confidentiality, and sensitivity for the Chancellor and manages the clerical operations of the Chancellor's Office.

TYPICAL DUTIES

Maintains the Chancellor's calendar; schedules appointments, meetings, and other commitments; assists the Chancellor in managing his/her time effectively.

Acts as a liaison between the Chancellor and the senior staff of the District on matters related to scheduling of meetings, events, and other commitments, status of information requests, and other designated administrative support projects.

Manages the clerical operations of the Chancellor's Office.

Responds to inquiries made by Board Members that are directed to the Chancellor's Office and require administrative assistance.

Reviews outgoing correspondence, reports, publications, and other materials for grammar, sentence structure, format, attachments, and compliance with applicable laws, rules, procedures, and directives of the Chancellor.

~~Obtains~~ Searches records, compiles, and organizes a wide variety of information requested by the Chancellor ~~on a wide variety of District matters.~~

Contacts Board Members, city and state officials, College Presidents and their assistants, executives and administrative staff of the District, representatives of other agencies, and both business and community leaders for the purpose of providing information and coordinating assigned activities.

Explains Board of Trustees rules, laws, administrative regulations, policies, procedures, and precedents to individuals directed to the Chancellor's Office for assistance.

Develops and implements procedures for preparing, receiving, and processing official documents and correspondence in accordance with legal requirements, Board of Trustees rules and policies, and administrative deadlines.

Screens telephone calls and visitors to the Chancellor's Office for urgency and nature of business; refers calls not requiring the Chancellor's attention to appropriate staff/office or personally responds to inquiries.

~~Drafts and/or edits correspondence such as~~ Prepares letters, correspondence, memoranda, personal acknowledgements, agendas, minutes, bulletins, reports, and other materials ~~based on verbal instructions or own initiative~~ using word processing, spreadsheet, and desktop publishing software.

Researches and prepares documents for review and presentation by Chancellor, Board of Trustees, and committees.

Makes transportation, hotel, and business arrangements for the Chancellor; prepares and processes expense reimbursement claims.

Establishes and maintains clerical processes and procedures in the Chancellor's Office.

Reviews incoming correspondence for nature of business and urgency; highlights items of special interest to the Chancellor's Office; directs items to appropriate staff or personally responds to routine matters.

Prepares and processes accounting, budgeting, and purchasing documents related to the operations of the Chancellor's Office.

Trains and provides work direction to clerical staff in the Chancellor's Office.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Executive Assistant to the Chancellor** performs administrative ~~assistance~~ support duties of the highest level of responsibility, confidentiality, and sensitivity for the Chancellor and manages the clerical operations of the Chancellor's Office. Work assignments require the incumbent to use a high degree of independence, discretion, and tact, and exercise sound judgement.

An **Executive Assistant to the Board of Trustees** performs administrative ~~assistance~~ support duties of a highly responsible, confidential, and sensitive nature for members of the Board of Trustees. Work assignments require the incumbent to use a high degree of independence, discretion; and tact, and exercise sound judgement.

An **Administrative Assistant to the Chancellor** assists in providing specialized, complex, and confidential administrative support duties to the Chancellor's Office. Work assignments require the incumbent to work independently and use discretion, tact, and sound judgment.

SUPERVISION

General supervision is received from the Administrative Officer to the Chancellor. Work direction is provided to clerical staff in the Chancellor's Office.

CLASS QUALIFICATIONS

Knowledge of:

Laws, policies, rules, regulations, and procedures related to major functions of the District

~~Principles and practices of office management~~

Objectives, priorities, and goals of the Chancellor

Organizational structure, functions, and key staff of the District

Basic understanding of the legislative process and procedures

~~Proper~~ Business English usage, spelling, grammar, syntax, and punctuation

~~English and business composition~~

Report and business correspondence formats

Office organization, management, and functions

Business vocabulary and terminology

Computer software such as word processing, spreadsheet, database management, and desktop publishing

Fundamentals of budgetary processes and procedures

Principles and procedures of record storage, control, retrieval, and management

Principles of training

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

Skill in:

Operating computer and standard office equipment

Proficient use of the Microsoft Office Suite

Interpersonal contacts and oral and written communications

Ability to:

Plan, manage, and perform highly responsible administrative support work of the Chancellor's Office

Organize and Prioritize work with respect to importance and to meet recurring and critical deadlines

Interpret, apply, and explain pertinent laws, rules, administrative regulations, policies, procedures, and directions

~~Apply correct clerical, business, and District procedures to assigned work~~

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

Compose, edit, and/or format complex business correspondence, reports, minutes, and publications,

Multi-task and meet deadlines in a fast-paced environment

Communicate the content, intent, and spirit of information accurately

Evaluate work methods and efficiency

Exercise good judgement and discretion in working with and on behalf of the Chancellor

Exercise initiative

Anticipate conditions and establish and adjust to changing priorities

Assess situations accurately and adopt an effective course of action

Maintain the confidentiality of work

Critically review source data and detect and correct errors

Work effectively under pressure

Establish and maintain cooperative and effective working relationships with administrators and staff of the District, representatives of educational, business, community organizations, and members of the public

Exercise professional demeanor and actions when dealing with students, staff, faculty, and the general public who wish to communicate their concerns directly to the Chancellor

Interface effectively with individuals of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy and courtesy

Travel to offsite meetings and events

Train and provide work direction to others

Learn specialized software applications and systems used in the Chancellor's Office

ENTRANCE QUALIFICATIONS

Education and Experience:

An ~~associate~~ bachelor's degree or its equivalent from a recognized college or university preferably with a major in ~~computer applications and office technology (CAOT)~~, business administration, communications, or a related field **AND** five years of full-time paid experience providing administrative assistance to an executive or administrator. Qualifying experience must have also included use of computer software such as word processing and spreadsheet. ~~Two years of additional qualifying experience may be substituted for the degree requirement.~~

Special:

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

Travel to locations throughout the District is required.

Reasonable Accommodation

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