

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, August 25, 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, September 1, 2021
Closed Session 12:30 p.m.
Open Session 1:00 p.m.
Via Teleconference

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

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disability Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof.

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION MEETING

Wednesday, August 25, 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 July 28, 2021 and August 11, 2021
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
- V. Title Change and Salary Reallocation for the class of Chief Financial Officer/Treasurer (Case 4004)
- VI. Revision to Personnel Commission Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES (Tentative Approval) (Case 4005)
- VII. Notice of Outstanding Work Performance for Caritia Hughes, Senior Personnel Assistant, Risk Management, Educational Services Center
- VIII. Correspondence
- IX. Notice of Anticipated Items: Salary Reallocation and Title Change for the class of Software Systems Engineering Manager (CMA); Re-activation for the Class of Computer and Network Operations Manager (CMA)
- 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, September 1, 2021
Closed Session 12:30 p.m.
Open Session 1:00 p.m.
Via Teleconference

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

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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, July 28, 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 1:00 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, July 28, 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
Neely Miller, Executive Assistant (Confidential)
Deborah Tsai, Assistant Personnel Analyst
Patrick Sung, Assistant Personnel Analyst
Justin L’Hommedieu, Assessment & Selection Analyst

Guests:
Sam Arambegedara, Accounting Manager, Educational Services Center
Peggy M. Quijada de Franke, Director of Facilities, Planning, and Development,
Educational Services Center
Chris Kim, Accountant, Los Angeles Trade-Technical College
Robert Mix, SEIU Local 721
Jo-Ann Haywood, AFT 1521A
Hazel Alonzo, President, 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 no action was taken in closed session.
- III. **Review and Approve the Minutes of the Closed and Open Meetings of July 14, 2021** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the minutes for the closed and open sessions of July 14, 2021, as presented.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**
 - a. **Classified Employment Opportunities Bulletin**
 - b. **Strictly Classified Employee Bulletin**

Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the Classified Employment Opportunities Bulletin and Strictly Classified Employee Bulletins. Ms. Singer was unable to vote due to losing her connection to the meeting.

- V. **Revision to Personnel Commission Rule 588, SALARY DIFFERENTIAL FOR EMPLOYEES USING BILINGUAL SKILLS (Final Approval) (Case 4003)** - Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted final approval to the rule noted above, as presented.
- VI. **Classification Study for EN 1069703, Public Information Officer, East Los Angeles College (Case 4000)** - Upon motion by Ms. Singer, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the reclassification noted above, as presented.
- VII. **Class Description Revisions for:**
- a. **General Counsel**
 - b. **Vice President, Administrative Services**
 - c. **Facilities Project Manager**
 - d. **Accountant**
 - e. **Senior Accountant**
- Upon motion by Ms. Sanchez Trevino, seconded by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the revisions to the class descriptions noted above, as presented.
- VIII. **Correspondence** – No correspondence was received.
- IX. **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: Revision to Personnel Commission Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES (Tentative Approval)
- X. **Hear Non-Agenda Speakers/Open Forum** – None.
- XI. **Reconvene into Closed Session**
- XII. **Reconvene into Open Session**
- XIII. **Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.
- XIV. **Adjourn** – The meeting adjourned at 1:11 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
PERSONNEL COMMISSION

Wednesday, August 11, 2021 – 12:45 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

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, August 11, 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

Staff:
Ronald Delahoussaye, Personnel Director
Neely Miller, Executive Assistant (Confidential)
Ryan Pennock, Personnel Analyst
Denise McGee, Personnel Analyst
Deborah Tsai, Assistant Personnel Analyst

Guests:
Jo-Ann Haywood, AFT 1521A
Hazel Alonzo, President, 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 no action was taken in closed session.
- III. **Miscellaneous Personnel Commission Activities and Announcements**
 - a. **Classified Employment Opportunities Bulletin**

Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the Classified Employment Opportunities Bulletin and Strictly Classified Employee Bulletins.
- IV. **Change in the Exam Authorization for the Class of Construction Inspector, Construction Inspection Group, Administration Series (Case 4006)**- Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the change in exam authorization noted above, as presented.
- V. **Notice of Outstanding Work Performance for Carlos Garcia, Supervising Technology Services Specialist, Los Angeles Mission College**- Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission congratulated the employee noted above on their outstanding work.

- VI. **Correspondence** – No correspondence was received.
- VII. **Notice of Anticipated Items** – Upon motion by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Classification Study for EN 785952, Payroll Assistant, Los Angeles City College (AFT)
- VIII. **Hear Non-Agenda Speakers/Open Forum** – None.
- IX. **Reconvene into Closed Session**
- X. **Reconvene into Open Session**
- XI. **Report of Actions Taken in Closed Session** – Mr. Iwata announced that no decision was made during closed session.
- XII. **Adjourn** – The meeting adjourned at 1:11 p.m.

Ronald Delahoussaye, Personnel Director

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

Date

David Iwata, Chair

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Title Change and Salary Reallocation for the class of Chief Financial Officer/Treasurer (Case 4004)

Recommendations:

- I. It is recommended that the class of Chief Financial Officer/Treasurer be retitled to Vice Chancellor/Chief Financial Officer; and that the revised class description be adopted.

- II. It is recommended that the salary for the class of Chief Financial Officer/Treasurer (retitled to Vice Chancellor/Chief Financial Officer) be reallocated from salary schedule 16023.50 to salary schedule 17236.37 and be based on direct alignment with the class of Vice Chancellor, Human Resources.

Salary Schedule 16023.50

Step 1	Step 2	Step 3	Step 4	Step 5	
\$16,023.50	\$16,904.80	\$17,834.56	\$18,815.46	\$19,850.31	Monthly
\$192,282	\$202,857.6	\$214,014.72	\$225,785.52	\$238,203.72	Annually

Salary Schedule 17236.37

Step 1	Step 2	Step 3	Step 4	Step 5	
\$17,236.37	\$18,184.37	\$19,184.51	\$20,239.65	\$21,352.83	Monthly
\$206,836.44	\$218,212.44	\$230,214.12	\$242,875.80	\$256,233.96	Annually

- III. It is the recommended that the class of Chief Financial Officer/Treasurer (retitled to Vice Chancellor/Chief Financial Officer) be moved from the Accounting Group to the Administration Group, Administration Series.

- IV. It is recommended that the position occupied by EN 606226 in the class of Chief Financial Officer/Treasurer be reclassified for purposes of title change only to Vice Chancellor/Chief Financial Officer.

- V. It is the recommended that class of Vice Chancellor of Finance and Business Services be inactivated.

Bases of Recommendations:

- 1. The Chancellor requested a review of the position of Chief Financial Officer/Treasurer position as a result of the District’s reorganization of some of the business management functions. It was requested that executive oversight of the District’s risk management and procurement functions be added to the class description of this position. Another change in the functions overseen by this position occurred several years back when oversight of

the District's Internal Audit Unit was removed from this position and taken over by the Deputy Chancellor.

2. In conjunction with the reorganization of business functions that impacted the subject class, staff also reviewed the current salary allocation for the class to assure a competitive salary allocation for the class. External data was collected for a comparable class from all California community college districts. 8 California multi-college community college districts identified a comparable class, Multi-college districts are those with an organizational structure most like that of the District with colleges and a district office.

The survey data produced a salary range of \$15,710.83 to \$25,924.00 per month and a survey average of \$21,405.27 per month at the maximum step.

Internally, staff considered the salary schedule of the Vice Chancellor, Human Resources, which is also placed on the same salary schedule as the academic vice chancellors of the District, and proposed direct alignment with this class as the final salary setting basis. The recommended salary allocation (\$17,236.37 to \$21,352.83/mo) also falls within close proximity of the survey average noted above.

3. The recommended title change is consistent with the titles used within the internal class structure for chief executive positions as well as aligns with the titles used for comparable positions at other multi-campus community college districts.
4. Since there has been a significant overlap of the business functions assigned to the subject class and the class of Vice Chancellor of Finance and Business Services, staff is recommending that the class of Vice Chancellor of Finance and Business Services be abolished as a result of this latest reorganization.

Status of Incumbent

A regular incumbent whose salary is reallocated will have his/her salary allocated to the new salary schedule in accordance with the provisions of Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION, paragraph A. This paragraph states that whenever the schedule for an entire class is changed, the step of each continuing regular incumbent in a position shall be adjusted to the numbered step in the new schedule that corresponds to his/her numbered step on the previous schedule.

VICE CHANCELLOR/CHIEF FINANCIAL OFFICER/TREASURER

DEFINITION

Serves as the executive head over ~~all~~-financial and business management operations of the District including directing the development and implementation of ~~financial~~-strategies, policies, programs, models, controls, and standards to insure the financial integrity and sound business performance of the colleges and support of the overall operational and strategic missions of the District.

TYPICAL DUTIES

Develops an overall financial plan and business services plan for the District and provides high-level financial analysis consistent with the District's vision and long-range plans ~~by~~.

Act~~s~~ing as the District's top finance and business expert by recommending management decisions related to long and short-range ~~general~~and financial and business management objectives, plans, policies, and actions.

Direct~~s~~ing the analysis of financial, budget,~~and~~ accounting, risk management, and procurement data, reports and activities to measure current and forecast future performance levels, deficiencies and requirements which may affect the ability of the District to meet financial, regulatory and operational performance standards and goals.

Develop~~s~~ing projections of revenue and expenditures, and constructing alternative financial models for use in financial planning.

Participat~~e~~ing in the development of performance measures designed to provide timely communication to operating departments regarding their financial performance and achievement of financial and business management goals and objectives.

Provid~~e~~ing technical advice and assistance to executives of the District on complex problems related to financial planning, general and special funds accounting, payroll, student financial aid management, investment activities and internal controls, procurement, and risk management.

Develop~~s~~ing and/or reviews proposals for new or revised legislation, funding mechanisms, regulations, and controls affecting ~~all~~-financial and business activities of the District.

Represent~~s~~ing the District's financial position and business interests before federal, state and local legislative and administrative bodies, with the financial community at large, and other educational institutions.

Plans, develops, directs, evaluates and controls the District's treasury operations which include cash management, investment management, risk management and tax management ~~by~~.

Analyz~~e~~ings projects and implementing cash management strategies based upon projected income.

Conduct~~s~~ings studies of cash on hand and cash flow requirements to determine investment schedules.

Manages the District's investment portfolio.

Analyzes and monitors the market status of current and proposed investments.

Represents the District in securing investment bonds from underwriters.

Ensures availability of funds for debt service payments and proper accounting for bond funds.

Oversees maintenance of accounting records of investments, including forecasting and apportioning investment income.

Advises College Presidents on the appropriate investment of local funds.

~~Provides administrative direction to the District' internal audit and special investigation unit which includes, but is not limited to complex audits of financial, operational, compliance, internal control, illegal/improper/unethical activities investigations, and high risk information system related issues by:~~

~~Directing the development and implementation of a multi year audit plan based on systematic and on going risk assessment conducted in coordination with senior and operational management and the external auditors.~~

Recommending internal control policies, guidelines, and procedures for business, financial and general operational activities of the District.

Representing the District with external auditors and representatives of financial and regulatory institutions and agencies.

Serves as a member of the Chancellor's executive cabinet; advised the Chancellor and other District executives on a wide range of finance and business administration matters that impact District and college planning and operations.

Directs the development and maintenance of computerized management information systems and controls related to assigned responsibilities. Explores, assesses the feasibility, and implements information systems technology to support the business and financial management of the District.

Integrates operations and drives collaboration among District and college operational units engaged in business and financial management activities.

Directs the selection, training, and supervision of assigned unit personnel to ensure proficient performance and a productive environment.

Directs and/or prepares correspondence, reports, and presentations related to assigned areas.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Vice Chancellor/Chief Financial Officer/Treasurer, is the executive head over all the District's financial and business management operations of the District and its colleges which include treasury, general and special funds accounting, budget, payroll, tax, ~~audit~~, risk management, procurement, and related activities. The

VICE CHANCELLOR/CHIEF FINANCIAL OFFICER/TREASURER

2/26/13

8/25/21

Incumbent in this class is also responsible for directing the establishment of financial and accounting system controls and standards and ensuring timely financial and statistical information for management and/or Board use.

A **Director of Budget and Management Analysis** is responsible for planning, developing, implementing, managing and evaluating the District's budget and financial resources.

A **Director of Accounting** plans, organizes, coordinates, evaluates, and directs the District's general and special funds accounting, payroll, and related operations.

SUPERVISION

General direction is received from the Chancellor. General supervision is exercised over management, professional, and supervisory staff assigned to the functional areas of responsibility of the District's Budget and Management Analysis, Accounting and Disbursement, and Internal Audit Departments.

CLASS QUALIFICATIONS

Knowledge of:

Principles, theories and concepts of financial management

Principles, methods, and techniques of budgeting

Principles, methods, techniques of accounting and cost accounting with an emphasis on governmental accounting

Principles, theories and concepts of fund management, investment, and debt administration

Principles and practices of banking institutions and financial markets

~~Principles, practices and procedures of auditing~~

Principles and practices of governmental procurement and contracting

Principles, concepts, and practices of risk management

Principles, concepts, and practices related to business insurance

Research, statistical, and forecasting methods used in financial analysis and management

Sources and bases of funding for post-secondary educational institutions and programs in the State of California

Federal, state and local laws, ordinances, codes, and regulations related to financial management of a community college

State legislative processes and procedures

Capabilities of computer systems and applications and hardware in the management of financial systems applicable to assigned areas of responsibilities

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

Principles and practices of organization and management

Principles and practices of business and public administration

Principles of supervision and training

Ability to:

Formulate a clear organizational vision and appropriate operational goals and objectives for the management of fiscal programs and assigned business functions

Direct the financial planning, investment, and assigned business services internal-audit activities of the District in a manner that is data and principle driven, manages risk and insures compliance

Formulate long and short-range financial plans

Support business needs and innovation in a diverse array of financial and business programs and activities through the use of information technology systems

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

Develop and implement operating policies and procedures for assigned functional areas to ensure institutional effectiveness and compliance with performance standards and goals

Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations

~~Design and manage effective control, information and documentation systems~~

Interpret and apply laws, rules, regulations, and policies related to financial planning and internal audit operations

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

Act independently and promptly to situations and events

Integrate technology into business decisions and operations

Effectively utilize computer systems and software in the performance of duties

Prepare effective written communications, reports, and presentations

Maintain high levels of professional integrity, judgement, and commitment

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

Effectively communicate highly technical information concisely and in understandable terms

~~Provide leadership and technical assistance to others~~

~~Motivate, direct, train, and develop others~~ Evaluate program operations and personnel

Stimulate teamwork and promote cohesiveness to achieve branch and District goals

Establish and maintain effective relationships with District personnel and representatives of government agencies and various private organizations

Travel to offsite meetings and events

ENTRANCE QUALIFICATIONS

Education and Experience:

~~A Well Qualified Candidate will have:~~

A bachelor's degree from a recognized university preferably with a major in finance, accounting, business administration, economic, public administration, or a closely related field. An advanced degree in a related field is desirable.

AND

~~Five~~ Ten years of recent full-time, paid, professional-level experience in a senior management position responsible with responsibility for corporate/entity wide the financial operations of a medium to large scale public agency an organization employing 500 or more employees. Qualifying experience must have also included experience with risk management and procurement as well as the supervision of professional-level staff. Experience with a public educational institution is highly desirable.

Special:

A valid Class "C" California driver's license must be obtained within ~~60~~ 10 days of ~~appointment~~ of obtaining residency in the State of California.

Travel to locations throughout the District ~~may be~~ is required.

Must meet the requirements for bonding

Reasonable Accommodation

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

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES (Tentative Approval) (Case 4005)

The proposed amendments to Personnel Commission Rule 702 are part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched the procedure for performance evaluations at the other five merit-system based community college districts in California as well as from both the Los Angeles Unified School District and Long Beach Unified School District. All districts have procedures outlining the performance evaluation process, including when evaluations are to be made, who makes the evaluations, and that evaluation meetings are to take place. General updates have been made to the rule for clarity purposes and to account for procedural changes as the performance evaluation process has moved from using a hardcopy format to electronic submission.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

**DRAFT
LAW AND RULES**

702
June 21, 2016-August 25, 2021

**702 PERFORMANCE EVALUATION FOR PROBATIONARY AND
PERMANENT CLASSIFIED EMPLOYEES**

Education Code Sections

~~88080. Power of personnel commission to prescribe, amend and interpret rules.~~ (a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

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

~~88081. Subjects of Rules.~~ (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

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

A. Applicability of this Rule

This Rule applies to management, confidential, and other non-represented employees. Procedures for represented employees are contained in their respective bargaining agreements.

B. Administration of Performance Evaluation Process and Distribution of Forms

1. The Human Resources Division shall be responsible for the overall administration of ~~administer~~ the performance evaluation process, ~~and~~ The distribution of ~~distribute~~ the applicable performance evaluation forms for probationary and permanent classified employees is done electronically in accordance with the provisions of this Rule.

2. The Human Resources Division shall ensure that ~~provide~~ instructions are provided to supervisory/management staff regarding for the performance evaluation procedures to ~~supervisory/management personnel.~~

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

**DRAFT
LAW AND RULES**

702
June 21, 2016 August 25, 2021

C. Time lines for Performance Evaluations

1. Employees shall be evaluated in accordance with the following schedule:
 - a. Probationary employees in executive and administrative classes, as defined in Rule 596, OVERTIME, Paragraph F., shall be evaluated during the fourth and ninth months of their probationary period.
 - b. Probationary employees in classes other than executive and administrative shall be evaluated during the second and fourth months of their probationary period.
 - c. Permanent employees shall be evaluated during the period of May 1 through June 30, for the preceding fiscal year.
2. Supervisors may make additional performance evaluations for employees at any time at his/her discretion.

D. Instructions for Performance Evaluations

1. Performance evaluations shall be made by those persons who are immediately responsible for the employee's work. The evaluator either oversees, reviews, and checks the daily work performance of the employee being evaluated or is the one who is most closely acquainted with the employee's daily work performance. The performance evaluation made by such a first-line supervisor may be supplemented by a separate evaluation by a technical specialist who exercises functional supervision, when such an evaluation appears to be desirable. The work performance of permanent employees shall be evaluated by each supervisor under whom the employee has worked for 90 working days during the performance evaluation period.
2. Performance evaluations shall be made on the prescribed forms ~~prescribed by the Personnel Commission~~. Steps to be followed and factors to be evaluated by supervisors in completing performance evaluation forms shall be on the form or supplements thereto.
3. An individual evaluation conference shall be held with each employee during which the presentation of the completed evaluation and discussion of the following will occur:
 - a. The reasons for performance evaluation

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- b. Job duties and responsibilities
 - c. The kind of work performance expected
 - d. The basis for the evaluation given
 - e. Areas where work performance may be improved
 - f. The goals and objectives to be accomplished during the next evaluation period
4. As part of the evaluation conference, the employee and the supervisor should compare the duties being performed by the employee with the typical duties listed in the employee's current class specification. If either the supervisor or employee believes that the employee spends a significant portion of time performing duties inappropriate to the class, he/she shall indicate this on the evaluation form and attach a statement listing the duties and responsibilities considered inappropriate. In classes where the use of a particular skill is the primary basis for classification, the lack of use of that skill is sufficient reason to question the classification (for example, an employee working as a Paralegal (Litigation) ~~Senior Secretary (Stenographic)~~ is not properly classified if he/she is never required to assist in litigation matters ~~take dictation~~, even if all the other duties are appropriate to the class).
5. Employees and evaluators are encouraged to arrive at a mutual understanding and acceptance of the evaluation during the conference. If the employee feels that the evaluation is improper, he/she may communicate with the evaluator's immediate supervisor to resolve differences. No regular employee shall be denied this privilege.
- The employee may attach a written statement to the evaluation form if he/she does not agree with the evaluation's content. If a permanent classified employee who has been evaluated as not meeting work performance standards in one or more areas remains dissatisfied, he/she may seek an adjustment of complaints in accordance with Rule 893, PROCEDURE FOR THE ADJUSTMENT OR GRIEVANCES OF CLASSIFIED PERSONNEL.
6. Review of the performance evaluation by the next higher level of administrative authority is optional. Any comments made by the reviewer shall be signed and shown to the supervisor who made the evaluation and to the employee.
7. Completed performance evaluation forms ~~and duty statement attachments, if applicable,~~ shall be sent forwarded to the applicable Vice President or division head or college president for review and signature and uploaded to the electronic performance evaluation tracking system ~~forwarding to the Human Resources Division. The Human Resources Division shall then forward any p~~Performance evaluation forms that indicate that an employee is performing

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duties inappropriate to his/her class shall be forwarded to the Personnel Commission in a timely manner.

8. A supervisor who believes that an employee's work performance has been noteworthy should complete a "Notice of Outstanding Work Performance." The outstanding work performance described may have occurred on a day-to-day basis or in an unusually difficult and/or emergency situation. All-Notices of Outstanding Work Performance should~~shall~~ be reviewed and signed by the employee's college president or division head. Employees shall be provided a copy of any written comments made by the reviewer.



Name _____
Last First

Employee Number _____

College/Division _____

Classification _____

The employee named above is commended for outstanding work performance for the period beginning _____ and ending _____. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

[Empty box for providing specific examples or explanatory comments of the outstanding work performance of the employee.]

Leo Costantino

Signature of Supervisor

Title

Date

Cait Hfs

Sr. Personnel Assist

7/26/2021

Signature of Employee

Title

Date

Mercedes Gutierrez

Signature of Reviewer (Optional)

Title

Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

1. **Reasons for Awarding a Notice of Outstanding Work Performance:** To provide an official record of commendation for:
 - a. Outstanding, day-to-day performance of an employee
 - b. Outstanding work performance in unusually difficult and/or emergency situations.
2. **When:** Outstanding service may be awarded as often as the supervisor considers appropriate.
3. **Who:** Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
4. **How:** The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:

Quantity of work	Quality of work	Work habits and attitudes
Dependability	Relationships with people	Supervisory ability
5. **Awarding the Notice of Outstanding Service:**
 - a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
 - b. Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
 - c. Forward a copy to the Personnel Commission Office.