LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, October 21, 2020 – 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
            Position: Personnel Director

        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, November 4, 2020
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 positing 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, October 21, 2020 – 1:00 p.m.
Via Teleconference:
https://laccd.zoom.us/j/5603717342
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+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 Minutes of the Closed and Open Meetings of October 7, 2020

IV. Miscellaneous Personnel Commission Activities and Announcements

   a.   Classified Employment Opportunities Bulletin
   b.   Strictly Classified Employee Bulletins

V. Establishment of Personnel Commission Rule 509, PERSONNEL COMMISSION
MEMBERSHIP (Final Approval) (Case 3910)

VI. Title Changes for Select Classifications in the Systems and Programming Group, Information
Technology Series (Case 3911)

VII.   Correspondence

VIII. Notice of Anticipated Items: Class Description Revisions for: Facilities Program Manager -
Central Plant and Utilities (CPU) (CMA), Foundation Development Officer (CMA), Assistant
SAP ABAP Programmer (AFT), SAP ABAP Programmer (CMA), Senior SAP ABAP
Programmer (CMA), Team Leader, SAP ABAP Programming (CMA)

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, November 4, 2020
Closed Meeting 12:30 p.m.
Open Meeting 1:00 p.m.
Via Teleconference

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LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
Wednesday, October 7, 2020 – 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: <u>Commissioners:</u>
David Iwata, Chair
Henry Jones, Vice-Chair
Diva Sanchez Trevino

Staff: Ronald Delahoussaye, Personnel Director

I.   Roll Call

II.   <u>**Requests to Address the Personnel Commission on Closed Session Matters**</u> **-** None

III.   <u>**Convene in Closed Session**</u>

    a. <u>**To Discuss Public Employment**</u>
    Pursuant to Government Code Section 54957

    b. <u>**Conference with Legal Counsel – Anticipated Litigation**</u>
    Pursuant to Government Code Section 54957(b)(1)

IV.   <u>**Report Out Actions Taken in Closed Session**</u> - Mr. Iwata reported that no action was taken in closed session.

V.   <u>**Correspondence**</u> – No correspondence was received.

VI.   <u>Adjourn.</u> 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, October 7, 2020 – 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
Henry Jones, Vice Chair
Diva Sanchez Trevino

Staff:
Ronald Delahoussaye, Personnel Director
Ute Severa, Assistant Personnel Director
Neely Miller, Executive Assistant (Confidential)
Ryan Pennock, Personnel Analyst
Deborah Tsai, Assistant Personnel Analyst
Patrick Sung, Assistant Personnel Analyst
Sarah Hur, Senior Personnel Assistant

Guests:
Lorena Lopez, Registrar, Los Angeles Pierce College
Danielle Jack, Executive Assistant, Educational Planning and Institutional
Effectiveness, Educational Services Center
Jacqueline Garcia-Bravo, Executive Assistant (Confidential), Educational Services
Center
Michael Griggs, Student Services Aide (Restricted), Student Success, Los Angeles
Mission College
Yovanna Campos, Office Assistant, Los Angeles City College
Suleman Ishaque, President, AFT 1521A
Jo-Ann Haywood, AFT 1521A
Troy Pierce, AFT 1521A
Anna Salazar, Classified Management Association

I.   The Chair convened the regular meeting at 1:01 p.m.

II.   **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel
Commission took action during the second closed session of the September 2, 2020
meeting on the matter of the appeal of Easy ID No. Mar-27-6831. The appellant will be
contacted directly regarding the commissioners' decision.

III. **Review and Approve Minutes of the Closed and Open Meetings on September 23, 2020 -** Upon motion by Mr. Jones, second by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the minutes for the September 23, 2020 Open and Closed meetings of the Personnel Commission.

IV. **Miscellaneous Personnel Commission Activities and Announcements**
    a. Classified Employment Opportunities Bulletin

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

Mr. Delahoussaye recognized Steven Butcher for his work done on behalf of the classified staff of the District during his tenure with the AFT 1521A Staff Guild and wished him the best in his future endeavors.

V. **Establishment of Personnel Commission Rule 509, PERSONNEL COMMISSION MEMBERSHIP (Tentative Approval) (Case 3910) -** Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission granted tentative approval to the establishment of new Personnel Commission Rule 509, as presented.

VI. **Classification Study: Student Services Aide (Restricted), EN 1075251, Student Success, Los Angeles Mission College (Case 3906) -** Upon motion by Ms. Sanchez Trevino, seconded by Mr. Jones, and concurred with by the Chair, the Personnel Commission approved the reclassification of EN 107251, as presented.

IX. **Class Description Revisions for:**
    a. Director of Facilities Planning and Development

Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the class description revision noted above, as presented.

X. Notice of Outstanding Work Performance for:

    a. Danielle Jack, Executive Assistant, Educational Programs and Institutional Effectiveness, Educational Services Center
    b. Rosa Aguirre, Custodian, Facilities-Operations Department. Los Angeles Southwest College
    c. Sidney Teran, Gardener, Facilities-Operations Department, Los Angeles Southwest College

Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission accepted the Notices of Outstanding Work Performance noted above and offered their congratulations to the employees.

XI.   <u>**Correspondence**</u> – No correspondence was received.

XII.   <u>**Notice of Anticipated Items**</u> – Upon motion by Mr. Jones, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Class Description Revisions for: Assistant Programmer Analyst (AFT), Programmer Analyst (AFT), Senior Programmer Analyst (Local 721), Supervising Systems and Programming Analyst (CMA), along with the addition of Establishment of Personnel Commission Rule 509, PERSONNEL COMMISSION MEMBERSHIP (Final Approval).

XIII.   <u>**Hear Non-Agenda Speakers/Open Forum**</u> – None.

XIV.   <u>**Reconvene into Closed Session**</u>

XV.   <u>**Reconvene into Open Session**</u>

XIV.   <u>**Report of Actions Taken in Closed Session**</u> – Mr. Iwata announced that no decision was made during closed session.

XV.   <u>**Adjourn –**</u> The meeting adjourned at 1:19 p.m.

_____
Ronald Delahoussaye, Personnel Director

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

_____   _____
          Date   David Iwata, Chair

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Establishment of Personnel Commission Rule 509, PERSONNEL COMMISSION MEMBERSHIP (Final Approval) (Case 3910)

In January of 2020, the AFT College Staff Guild filed a petition under Education Code Section 88069 to change the method by which the three Personnel Commissioners of the Los Angeles Community College District are appointed. The process for the Personnel Commission appointment process in place during that time was outlined in Board of Trustees Rules 11300, 11301, 11302, 11303, 11304, 11305, 11306, and 11307. Under this process all constituent groups comprised of a Personnel Commission member, a Board of Trustee member, a college president, a Vice President (Academic Affairs, Administrative Services, or Student Services), and labor group representatives participated in the selection process and recommended a nominee to the Board of Trustees for consideration and adoption at an open meeting. This applied to every seat on the Personnel Commission.

The Office of General Counsel conducted the election process for the petition between March and August of 2020. The results of the election were publicly announced at a Board of Trustees meeting on September 2, 2020, with the majority of classified employees that participated in the election voting for a change in the Personnel Commissioners appointment process. Under the new process one Personnel member of the Personnel Commission shall be appointed by Board of Trustees, one member by the classified bargaining unit with the largest number of members (AFT College Staff Guild), and one member by the other two Personnel Commissioners.

Due to this change in process, staff is recommending the establishment of a new Personnel Commission rule which outlines all provisions pertinent to a membership of the Personnel Commission. The recommended provisions follow applicable Education Code sections and the guidelines for Personnel Commission Recruitment and Appointment procedures of the State Chancellor of California Community Colleges.

509   PERSONNEL COMMISSION MEMBERSHIP

Education Code Sections

88064. (a) To be eligible for appointment or reappointment to the commission, a person shall meet both of the following requirements:

(1) Be a registered voter and resident within the territorial jurisdiction of the community college district.

(2) Be a known adherent to the principle of the merit system.

(b) No member of the governing board of any community college district or a county board of education shall be eligible for appointment, reappointment, or continuance as a member of the commission. During his or her term of service, a member of the commission shall not be an employee of the district.

(c) As used in this section, "known adherent to the principle of the merit system," with respect to a new appointee, shall mean a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. As used in this section, "known adherent to the principle of the merit system," with respect to a candidate for reappointment, shall mean a commissioner who has clearly demonstrated through meeting attendance and actions that he or she does, in fact, support the merit system and its operation.

88065. One member of the commission shall be appointed by the governing board of the district and one member, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those two members shall, in turn, appoint the third member.

As used in this section, "classified employees" shall mean an exclusive representative which represents the largest number of classified employees in a unit or units within the district. If there is no such exclusive representative within the district the governing board shall, by written rule, prescribe the method by which the recommendation is to be made by its classified employees.

In any community college district which has a five-member personnel commission, two members of the commission shall be appointed by the governing board of the district and two members, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those four members of the personnel commission shall, in turn, appoint the fifth member to the commission.

88066. (a) Within 30 days after adoption of the system the governing board shall publicly announce its intended appointee, and the appointee or appointees, as appropriate, nominated by its classified employees. As soon after their appointment as practicable but within 30 days, the appointed members shall announce their intended appointee for the third or fifth member, as appropriate. They may consider the recommendations of the governing board, the classified employees, or other concerned citizens. If these members do not announce their intended appointee within the 30-day period, the Chancellor of the California Community Colleges shall make the appointment.

"Adoption of the system" means, in the case of Section 88051, the day on which a successful election is certified to the governing board or, in the case of Section 88054, the day the governing board approves a motion, order, or resolution to adopt the system regardless of the date specified for operational commencement of the system.

(b) Where a system is already in existence and a vacancy will exist on December 1, by not later than September 30:

(1) The governing board shall publicly announce the name of the person it intends to appoint or reappoint, if the vacancy is its appointee.

(2) The appointee or appointees, as appropriate, of the governing board and the appointee or appointees of the classified employees shall publicly announce the name of the person they intend to appoint, if the vacancy is their appointee.

If the governing board and the classified employees of the district are unable to agree upon a nomination by September 30, the Chancellor of the California Community Colleges shall make the appointment within 30 days.

(c) Where a system is already in existence and a vacancy in a position nominated by the classified employees will occur, the classified employees shall submit the name of its nominee to the governing board at least 30 days prior to the date on which the vacancy will occur and the governing board shall appoint that nominee to be effective on the date on which the vacancy would occur.

(d) At a board meeting to be held after 30 and within 45 days of the dates specified in subdivision (a) and paragraph (1) of subdivision (b), as the case may be, the governing board in open hearing shall provide the public and employees and employee organizations the opportunity to express their views on the qualifications of those persons recommended by the governing board for appointment.

The board at the time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

In the case of the nominees of the classified employees, the board shall appoint the nominee, unless the classified employees voluntarily withdraw the name of the nominee and submit the name of a new nominee. In the latter case, the board shall then appoint the new nominee.

(e) In the event a vacancy exists because of a failure of the classified employees to agree on a nominee, the board may make an emergency appointment as authorized in subdivision (b) of Section 88065. If there is no personnel director, the board may nevertheless make an emergency interim appointment under this subdivision.

(f) At the next regularly scheduled personnel commission meeting to be held after 30 days from adoption of the system, as specified in subdivision (a), or at the next regularly scheduled personnel commission meeting to be held after 30 days from the day the intended appointee is announced, as specified in paragraph (2) of subdivision (b), as the case may be, the appointee or appointees of the governing board and the appointee or appointees nominated by the classified employees shall, in an open hearing, provide the public and employees and employee organizations the opportunity to express their views on the qualifications of each candidate recommended for the vacancy. Each candidate shall be invited to this meeting.

The appointee or appointees of the governing board and the appointee or appointees nominated by the classified employees may make their appointment or may make a substitute appointment or recommendation without further notification or public hearing.

(g) A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed, but for no more than 90 calendar days. This subdivision shall become operative on January 1, 1994.

88067. Appointees to a commission in a district which has newly adopted the system shall take office upon receipt of notification of the appointment but the term of office shall run from noon of the first day of December next succeeding.

In community college districts with a three-member personnel commission, the initial appointee of the governing board shall serve a three-year term, and the term of the appointee recommended by classified employees and the third member selected by the other two members shall be for two years and one year respectively.

In community college districts which have elected to establish a five-member personnel commission, one of the initial appointees of the governing board, and one of the initial appointees nominated by the classified employees shall serve three-year terms. The term of the other initial appointee of the governing board and the other initial appointee nominated by the classified employees of the district, shall be for two years, and the term of the appointee selected by the other members of the commission shall be for one year.

Subsequent terms shall be for three years commencing at noon the first day of December.

A three-member commission may perform any act authorized or required by law when two members have been appointed.

A five-member commission may perform any act authorized or required by law when three members have been appointed.

88068. (a) Appointment to vacancies occurring subsequent to the initial appointment shall be made by the original appointing authority either for a new full term or to fill an unexpired term. The procedures required in Sections 88065 and 88066 shall be followed in the appointment and recommendation for appointment to fill vacancies occurring subsequent to the initial appointments.

(b) Notwithstanding subdivision (a) the governing board at the request of the personnel director shall declare that an emergency exists and shall make an interim appointment to fill a vacancy or vacancies to insure the continuance of the functions of the personnel commission. An interim appointment shall terminate on the date the notification of permanent appointment is received by the appointee.

(c) An interim appointee must meet the requirements of Section 88064 and be free of the restrictions contained therein.

(d) An interim appointment in no event shall be valid for more than 60 days.

88069. (a) (1) After January 1, 2001, the classified employees of any community college district that has already adopted this article on September 17, 1965, may, in accordance with this article, petition the governing board to request that the process to determine how personnel commission members are appointed be determined by a majority vote of the classified employees entitled to vote. That petition shall read substantially as follows:

"We, the undersigned classified employees of the ____ (name of community college district), constituting 15 percent or more of the classified personnel entitled to vote, request the governing board to submit to an election the question of how personnel commission members shall be appointed.

NAME ____ POSITION CLASSIFICATION ____ "

(2) "Classified employee," as used in this section, shall be construed to include all personnel who are a part of the classified service as defined in Section 88001.

(b) (1) Within 90 days after receipt of a petition pursuant to subdivision (a), the governing board shall conduct an election by secret ballot of its classified personnel to determine the following question and the ballot shall read:

"Shall personnel commission members in the ____ (name of community college district) be appointed as follows:

(A) One member appointed by the governing board of the district.

(B) One member appointed by the classified employees of the district.

(C) Those two members shall, in turn, appoint the third member.

____ Yes

____ No"

(2) Although the ballot conducted pursuant to paragraph (1) shall not require the employees' signatures or other personal identifying requirements, the governing board shall devise an identification system to ensure against fraud in the balloting process.

(3) The governing board shall appoint a three- to five-person tabulating committee. At least one member of the committee shall be a member of the governing board, to canvass the ballots and present the results to the governing board and one member shall be a classified employee nominated by the exclusive representative of the classified employees of the district. If a simple majority votes in favor of the process for appointing personnel commission members, that process shall become applicable in the district as follows:

(A) The first vacancy on the commission shall be filled by a person nominated by the classified employees of the district.

(B) The second vacancy on the commission shall be filled by a person appointed by the governing board of the district.

(C) The third vacancy of the commission shall be appointed by the first two members.

(4) If the ballot conducted pursuant to paragraph (2) fails to pass, personnel commission members shall be appointed in accordance with the procedure described in subdivision (c), and a petition by the classified employees for another election shall not occur sooner than two years after an election.

(c) (1) Subject to subdivisions (a) and (b), in a community college district that has already adopted this article on September 17, 1965, members of the personnel commission shall be appointed by the Chancellor of the California Community Colleges who shall consider the recommendation of the governing board and other interested parties.

(2) If the governing board and the personnel commission of a community college district elect to increase the personnel commission from three to five members, the Chancellor of the California Community Colleges shall make one of the additional appointments. Subsequent appointments shall be made in accordance with this section.

(3) No later than 90 days before making the appointment, the Chancellor of the California Community Colleges shall notify the classified employees and the governing board in writing of the vacancy on the personnel commission and provide them with guidelines and procedures for making a recommendation and challenging a nomination. If a vacancy occurs during the term of a member of the personnel commission, the chancellor may appoint a new member after providing the foregoing notice no later than 30 days before making the appointment.

(4) A commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed but for no more than 90 calendar days.

(d) As used in this section, "classified employees" means an organization of classified employees that represents the greatest number of classified employees of the district as determined by the board. If no organization exists within the district, the governing board, by written rule, shall prescribe the method by which the recommendation is to be made by its classified employees.

A.   Composition of the Personnel Commission

The Personnel Commission of the Los Angeles Community District shall consist of three members.

Composition of the Personnel Commission may be expanded from three to five members by agreement of the Personnel Commission and Board of Trustees.

B.   Membership Qualifications

To serve on the Personnel Commission an individual shall:

1. Reside and be a registered voter within the territorial jurisdiction of the Los Angeles Community College District; and

2. Be a known adherent to the principle of the merit system.

    a. With respect to a candidate for new appointment, known adherent to the merit system means a person who, by the nature of his/her prior public or private service, has given evidence for the support of the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.

    b. With respect to a candidate for reappointment, known adherent to the merit system means a Commissioner who has clearly demonstrated through meeting attendance and actions that he/she does, in fact, support the merit system and its operation; and

3. Be willing to attend and participate in Personnel Commission meetings.

A candidate should have:

    a. The demonstrated ability to assess the relative importance of personnel issues and make decisions which enhance merit principles, effective employer-employee relations, and equal employment opportunity; and

    b.   Personal characteristics which promote the maintenance of rapport with Commission members; promote open communications with Board of Trustees, classified employees, and other interested parties; and improve the Commission's decision making by adding new and creative viewpoints.

c.   The ability to help ensure that the Personnel Commission will serve the diversity of interests from within the community and not act as an advocate for the group that appointed him/her.

C.   Prohibition of Membership on the Personnel Commission

No member of the governing board of any community college district or a county board of education or employees of the Los Angeles Community College District shall be eligible to serve as a member of the Personnel Commission.

D.   Terms of Office

Members of the Personnel Commission are appointed for a three-year term of office. The term of office for a Personnel Commission member expires each year on November 30. Newly appointed/reappointed members shall take office on December 1st.

In the event of a vacancy on the Personnel Commission caused by other than the expiration of a term of office, the responsible appointment authority for the seat shall make a temporary appointment for no more than 90 calendar days during which the selection/nominating/appointment process outlined in Paragraph E. shall be completed and a permanent appointment made for the remainder of the term of office.

In the event the term of office for a Personnel Commissioner has expired but a newly appointed member cannot take office on December 1st, the Personnel Commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed for no more than 90 calendar days.

In the event the continuance of Personnel Commission business is in jeopardy due to a vacancy on the Personnel Commission, the Personnel Director may request that the Board of Trustees make an interim appointment of up to 60 days in duration.

E.   Nomination/Appointment Process

1. Appointments of members of a three-member Personnel Commission of the Los Angeles Community College District shall be made as follows:

a. One member shall be appointed by the Board of Trustees of the Los Angeles Community College District,

b. One member, nominated by the classified employees of the district, shall be appointed by the Board of Trustees of the Los Angeles Community College District. "Classified employees" in this rule shall mean the exclusive bargaining

representative which represents the largest number of classified employees in a unit or units within the district, and

    c. The third member shall be jointly appointed by the other two Personnel Commissioners.

2. Beginning with term of office commencing December 1, 2020, responsibility for the selection of Personnel Commissioners shall be rotated annually among the appointing authorities with the first nomination being made by the classified employee's exclusive representative (2020), the second appointment by the Board of Trustees (2021), and the third appointment by joint decision of other two Personnel Commissioners (2022). The rotation order shall be maintained thereafter.

3. No later than July 1st of each year, the Personnel Director shall notify the Board of Trustees, "Classified Employee" exclusive representative, and Personnel Commission of the Commissioners whose term will be expiring and the process for nomination/appointment.

4. In selecting their nominee/appointee, the Board of Trustees, classified employee representative, or Personnel Commission may conduct an open recruitment process or recommend reappointment in the case of a well-qualified sitting Personnel Commissioner. An open recruitment should include public announcement of a vacancy through agendas, press releases, and notices to employee and community organizations representing the widest possible diversity of individuals who may be interested in District employment practices.

5. No later than August 31st of each year, the name of an intended nominee/appointee shall be publicly noticed by both the Board of Trustees and Personnel Commission at a public meeting.

6. No later than October 15th of each year, an open public hearing shall be held by the Personnel Commission where the public, employees, and exclusive bargaining representatives shall have the opportunity to express their views on the qualifications of the person recommended for the vacancy. Following consideration of views expressed, the appointing authority may proceed with its appointment.

7. No later than November 15th of each year, a resolution announcing the appointment of the selected Personnel Commissioner shall be placed on the Board of Trustee and Personnel Commission meeting agenda for action.

8. The swearing in of the selected Personnel Commissioner shall occur at the first available Personnel Commission meeting in December of the applicable year.

F. Impasse or Process Challenges

In cases where the two Personnel Commissioners are unable to agree upon a nomination, challenges shall be submitted to the Chancellor of the California Community Colleges for resolution within the appropriate recruitment and appointment procedures.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: <u>Title Changes for Select Classifications in the Systems and Programming Group, Information Technology Series (Case 3911)</u>

Recommendations:

I.   It is recommended that the Personnel Commission approve title changes and class description revisions for the following classes, effective October 21, 2020:

Current Title	Proposed Title
Assistant Programmer Analyst	Assistant Applications Developer/Programmer
Programmer Analyst	Applications Developer/Programmer
Senior Programmer Analyst	Senior Applications Developer/Programmer
Supervising Systems and Programming Analyst	Team Leader, Applications Development and Programming

II.   It is recommended that all positions in the classes of Assistant Programmer Analyst, Programmer Analyst, Senior Programmer Analyst, Supervising Systems and Programming Analyst be reclassified for purposes of title change only to the respective new titles of Assistant Applications Developer/Programmer, Applications Developer/Programmer, Senior Applications Developer/Programmer, and Team Leader, Applications Development and Programming effective October 21, 2020.

III. It is the recommended that the eligibility list, dated 10/17/19, established for the class of Supervising Systems and Programming Analyst be retitled to Team Leader, Applications Development and Programming, effective October 21, 2020.

Bases of Recommendations:

1.   Based on a request by the Vice Chancellor/Chief Information Officer to review the current titles of the programmer analyst classifications, staff is proposing some title changes that are more consistent with titles used in the occupational field and also are considered more reflective of the duties assigned to incumbents in their respective job classes.

2.   There are currently 9 filled positions that will be affected by the recommended title changes:

Job Title	Number of Incumbents
Assistant Programmer Analyst	0
Programmer Analyst	4
Senior Programmer Analyst	3
Supervising Systems and Programming Analyst	2

APPLICATIONS DEVELOPER/PROGRAMMER ~~ANALYST~~

DEFINITION

Analyzes, designs, writes, codes, debugs, tests, modifies, maintains, and documents complex computer applications and programs or segments of highly complex programs. Programming responsibilities span a range of servers and client computing devices.

TYPICAL DUTIES

Consults with college and central offices administrators regarding existing systems, their adaptability to information technology, and desired results.

Advises users of revisions to existing methods, forms, records, and reports in order to adapt them to information technology.

Formulates and defines computer systems requirements and recommends techniques for processing data.

Designs, ~~W~~writes, codes, and makes modifications to complex programs.

Develops ~~Writes~~ and maintains batch scripts for ~~and on-line~~ computer ~~programs~~ applications ~~for mainframes,~~ servers, and personal computers.

Creates job control language for batch operations.

Develops test data for complex programs, reviews results of testing for accuracy and completeness, and corrects errors in program logic.

Performs routine regression testing on developed applications.

Ensures technical work meets the business needs through standardized quality assurance procedures.

Conducts feasibility studies by compiling, summarizing, and analyzing work processes and procedures to determine adaptability to information technology.

Designs forms, screens, and reports.

Prepares ~~block~~ process design diagrams, detailed flowcharts, and related documentation describing operations to be performed by computer applications ~~systems~~.

Provides technical assistance ~~for~~ and ~~assists~~ participates in the training of assigned programming staff.

Assists in the ~~Prepares and maintains program~~ documentation of business needs and requirements.

Designs solutions based on documented business requirements.

Assists in systems analysis and programming on the most complex projects.

Analyzes operations problems and takes corrective action.

Assists in defining complex technical requirements for ongoing systems maintenance and future functionality to meet District requirements and improve system efficiency.

Communicates with users as necessary to respond to requests for assistance or to explain proper use of complex programs.

Ensures data security under the guidelines of District policies and regulations.

Adopts new programming language(s) or technology(ies) to current environment.

May design, develop, and maintain web sites and interfaces.

May assist in the evaluation of new equipment and methods.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Applications Developer/Programmer** ~~Analyst~~ performs systems analysis, design, and programming duties involving complex computer applications and programs or segments of highly complex programs; may provide technical assistance to assigned programming staff.

A **Senior Applications Developer/Programmer** ~~Analyst~~ performs systems analysis, design, and programming duties involving highly complex computer applications and programs; provides technical direction to programming staff on a project-by-project basis.

An **Assistant Applications Developer/Programmer** ~~Analyst~~ performs routine to moderately complex programming duties and performs progressively more difficult assignments in problem analysis and systems design under the work direction of journey-level programming staff.

SUPERVISION

General supervision is received from supervisory programming staff. Functional supervision may be exercised over Assistant Programmer Analysts.

CLASS QUALIFICATIONS

Knowledge of:

Complex computer programming techniques

Programming languages such as C, C++, C#, .Net, Visual Basic, Java, ~~ABAP,~~ COBOL, ~~ACMS,~~ Visual Basic for Applications (VBA), PeopleCode, PHP, PL/SQL, Python etc.

Script languages such as Vbscript, Javascript, Jscript, PERL, PowerShell, Python, etc.

Reporting tools such as MS Access, Crystal Reports, ~~webFOCUS,~~ and other analytics and business intelligence tools ~~etc.~~

Capabilities of ~~mainframes,~~ computer, database, web servers, and other equipment

Enterprise Resource Planning (ERP) systems such as SAP, Peoplesoft, Oracle, etc.

Database systems such as ~~Rdb,~~ Oracle, Access, SQL Server, <u>MySQL,</u> etc.

Principles of systems analysis, design, and testing

<u>Principles of the Software Development Lifecyle (SDLC)</u>

Principles <u>and procedures</u> of program documentation

~~Fourth generation languages such as FOCUS~~

Web page design and development using tools such as .ASP, Dreamweaver, Visual Studio, SAP Portals, etc.

Principles of report, screen, and form design

Information technology concepts and capabilities

New trends and developments in the field of information technology

<u>Accessible technologies and universal design principles</u>

<u>Principles of Service Oriented Architecture (SOA)</u>

<u>Principles of Cloud Computing</u>

Business systems, procedures, and methods

Principles, procedures, and methods used in data acquisition, storage, structuring, and retrieval

Principles of training

English usage, punctuation, and spelling

<u>Ability to:</u>

<u>Conduct surveys and feasibility studies</u>

Analyze complex problems in information systems

Write and code difficult and complex programs

Develop test data and analyze problems in programs

Prepare ~~block~~ <u>process design</u> diagrams and flowcharts <u>using standard UML tools</u>

Write clear and logical program documentation

Write clear and logical reports and instructions

Analyze existing manual and computerized procedures and make recommendations on improvements

Prepare clear and logical system designs

Respond to complex programming needs/problems accurately and take appropriate action

Provide technical assistance to users and staff members with lower-level technical skills

Fully utilize the commands, functions, and operations commonly used in ~~mainframe,~~ server-based, client-based, and other related software

Adapt business methods and procedures to information technology

Express complex concepts orally, schematically, and in writing

Work effectively and independently on assigned projects

Consistently use and promote professional standards and practices related to assignments

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

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

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

Maintain high levels of customer service and satisfaction

Maintain confidentiality of work-related information and materials

Work effectively and cooperatively with District staff

Meet project schedules and deadlines

Learn and apply new concepts in information technology

Learn the characteristics of new systems and update skills to adapt to changing technology

ENTRANCE QUALIFICATIONS

Education and Experience:

~~Graduation~~ A bachelor's degree from a recognized ~~four-year~~ college or university preferably with a ~~degree~~ major in computer information systems, management information systems, computer science, computer engineering, or a related field **AND** two years of recent full-time paid experience in business applications analysis, design, and programming for medium or large scale, multi-programmed computers. Experience with ~~JavaScript, COBOL, and/or ACMS~~ third and fourth generation programming languages such as Java, .Net, C++, C#, PHP, and Python is preferred. Experience with an Enterprise Resource Planning (ERP) system is desirable.

~~Special~~:

~~A valid Class "C" California driver's license may be required for some positions.~~

~~Travel to locations throughout the District may be required for some positions~~

Reasonable Accommodation

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

SENIOR <u>APPLICATIONS DEVELOPER/</u>PROGRAMMER ~~ANALYST~~

DEFINITION

Analyzes, designs, writes, codes, debugs, tests, modifies, maintains, and documents highly complex computer applications and programs and provides technical direction to programming staff on a project-by-project basis. Programming responsibilities span a range of servers and client computing devices.

TYPICAL DUTIES

Confers with management and operating unit staff to define the scope of information requirements, and evaluate alternative approaches to improving information systems.

Designs information systems that require innovative and/or diversified approaches to the resolution of problems in the areas of data collection, data reduction and coding, systems control, auditing, processing cycles, and inquiry and reporting.

<u>Full Stack development including design, coding, unit testing, integration testing, debugging, configuring, and documenting of software solutions.</u>

Conducts feasibility studies of highly specialized or unusually complex work processes and procedures to determine their adaptability to information technology.

Formulates logical statements of business problems and develops systems designs detailing sequences of operation, systems block diagrams, flowcharts and instructions, and computer programming standards and specifications.

Analyzes existing systems and programming logic difficulties and revises logic procedures.

<u>Defines highly complex technical requirements for ongoing systems maintenance and future functionality to meet District requirements and improve system efficiency.</u>

Advises users of revisions to existing methods, forms, records, and reports in order to adapt them to information technology.

Writes and maintains batch and on-line computer programs for ~~mainframes,~~ servers~~,~~ and personal computers.

<u>Designs</u>, ~~W~~<u>w</u>rites, codes, and makes modifications to highly complex programs including but not limited to SAP modules.

Creates job control language for batch operations.

Develops test data for highly complex programs, reviews results of testing for accuracy and completeness, and corrects errors in program logic.

Communicates with users as necessary to respond to requests for assistance or to explain proper use of highly complex programs.

Analyzes highly complex operations problems and takes corrective action.

Instructs programming staff in applying innovative and advanced analytical and programming techniques to the resolution of problems.

Prepares and maintains program documentation.

Ensures data security under the guidelines of District policies and regulations.

Adopts new programming language(s) or technology(ies) to current environment.

Provides technical assistance to less senior programming staff on a project-by-project basis.

Participates in the evaluation of new information technology equipment and software.

May design, develop, and maintain web sites.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior Applications Developer/Programmer** ~~Analyst~~ performs systems analysis, design, and programming duties involving highly complex computer applications and programs; provides technical direction to programming staff on a project-by-project basis.

A **Team Leader, ~~Supervising~~ Systems and Programming** ~~Analyst~~ is responsible for supervising the work of ~~a small group~~ an assigned team of programming staff, provides liaison with operating units affected by studies, and personally performs the most difficult systems analysis, design, and programming work of the team ~~unit~~.

An **Applications Developer/Programmer** ~~Analyst~~ performs systems analysis, design, and programming duties involving complex computer applications and programs or segments of highly complex programs; may provide technical assistance to assigned programming staff.

An **Assistant Applications Developer/Programmer** ~~Analyst~~ performs routine to moderately complex programming duties and performs progressively more difficult assignments in problem analysis and systems design under the work direction of journey-level programming staff.

SUPERVISION

General supervision is received from a Systems and Programming Manager or supervisory programming staff ~~Supervising Systems and Programming Analyst~~. General supervision is exercised over assigned programming staff on a project-by-project basis.

CLASS QUALIFICATIONS

Knowledge of:

Complex computer programming techniques

Programming languages such as C, C++, <u>C#, .Net,</u> Visual Basic, Java, ~~ABAP,~~ COBOL, ~~ACMS,~~ Visual Basic for Applications (VBA), <u>PeopleCode, PHP, PL/SQL, Python</u> etc.

Script languages such as Vbscript, Javascript, Jscript, PERL, <u>PowerShell, Python,</u> etc.

Reporting tools such as MS Access, Crystal Reports, ~~webFOCUS,~~ <u>and other analytics and business intelligence tools</u> ~~etc~~.

Database systems such as ~~Rdb,~~ Oracle, Access, SQL Server, <u>MySQL,</u> etc.

Enterprise Resource Planning (ERP) systems such as SAP, Peoplesoft, Oracle, etc.

Capabilities of ~~mainframes~~ <u>computer</u>, application, database, and web servers and other equipment

Web page design and development using tools such as .ASP, Dreamweaver, Visual Studio, SAP Portals, etc.

~~Fourth generation languages such as FOCUS~~

<u>Principles of the Software Development Lifecyle (SDLC)</u>

Principles of systems analysis, design, and testing

Principles of report, forms, and screen design

Principles of program documentation

Information technology concepts and capabilities

New trends in the field of information technology

Business procedures and methods

Principles of training <u>and knowledge transfer</u>

<u>Accessible technologies and universal design principles</u>

<u>Principles of Service Oriented Architecture (SOA)</u>

<u>Principles of Cloud Computing</u>

Principles, procedures, and methods used in data acquisition, storage, structuring, and retrieval

Principles and practices of business and public administration

English usage, punctuation, and spelling

Ability to:

Conduct surveys and feasibility studies

Prepare clear and logical systems design

Analyze highly complex problems in information systems

Write and code highly difficult and complex programs

Develop test data and analyze problems in highly complex programs

Prepare ~~block~~ process design diagrams and flowcharts using standard UML tools

Adapt business methods and procedures to information technology

Write clear and logical program documentation

Write clear and comprehensive reports and instructions

Fully utilize the commands, functions, and operations commonly used in ~~mainframe,~~ server-based, client-based, and other related software

Respond to highly complex programming needs/problems accurately and take appropriate action

Communicate highly complex technical concepts both orally and in writing

Provide technical assistance to users and staff members with lower-level technical skills

Consistently use and promote professional standards and practices related to assignments

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

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

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

Maintain high levels of customer service and satisfaction

Maintain confidentiality of work-related information and materials

Work effectively and cooperatively with District staff

Meet project schedules and deadlines

Train staff assigned to projects

Learn and apply new concepts in information technology

Learn the characteristics of new systems and update skills to adapt to changing technology

ENTRANCE QUALIFICATIONS

Education and Experience:

~~Graduation~~ A bachelor's degree from a recognized ~~four-year~~ college or university preferably with a major ~~degree~~ in computer information systems, management information systems, computer science, computer engineering, or related field **AND** three years of recent full-time paid experience in business applications analysis, design, and programming for medium or large scale, multi-programmed computers. Experience with an Enterprise Resource Planning (ERP) system is desirable.

~~**Special:**~~

~~A valid Class "C" California driver's license may be required for some positions.~~

~~Travel to locations throughout the District may be required for some positions.~~

Reasonable Accommodation

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

TEAM LEADER, ~~SUPERVISING~~ SYSTEMS AND PROGRAMMING ~~ANALYST~~

DEFINITION

Coordinates, supervises, and reviews systems analysis, design, and programming work <u>of an assigned team</u> on assigned projects in areas such as business management, accounting, payroll, personnel, budgetary, and educational systems; personally performs the most difficult systems analysis~~,~~ <u>and solution</u> design~~, and programming~~ work of the <u>team</u> ~~unit~~.

TYPICAL DUTIES

Supervises ~~a small group~~ <u>an assigned team</u> of programming staff engaged in analyzing, designing, coding, implementing, maintaining, and modifying information technology systems and applications.

Plans, organizes, schedules, and assigns analysis, design, and programming projects in accordance with project priorities and deadlines.

Reviews work in progress to assure completeness, accuracy, capability among subsystems, and adherence to established project plans and requirements.

Confers with management to define the scope of business problems and to determine the feasibility of using information systems services and resources in their resolution.

Advises management of the overall cost, efficiency considerations, operating advantages and disadvantages, and material and personnel resources associated with the conversion of a specific work function to a computer-based system.

Formulates overall system plans and specifications detailing workflow, manpower distribution, information sources, machine runs, documentation systems, and management controls and reports.

Consults with database, software systems, and operation specialists to identify and resolve unique problems and to assure the integration among systems.

Assists in defining project scopes; gathers estimates for activities and tasks and updates the project plan accordingly.

<u>Defines highly complex technical requirements for ongoing systems maintenance and future functionality to meet District requirements and improve system efficiency.</u>

Communicates with users as necessary to respond to requests for assistance or to explain proper use of highly complex programs.

Provides on-the-job training to assigned staff in systems analysis, systems design, and programming.

Develops training programs for users of information systems and equipment.

Performs the more difficult systems analysis~~,~~ <u>and solutions</u> design~~, and programming~~ work of the <u>team</u> ~~unit~~.

Prepares and maintains program documentation.

Responsible for leading projects or collaborating with the Projects Management Office.

Follow software development lifecycle (SDLC) processes in executing application development projects.

Monitors the maintenance, correction, and improvement of systems and programs.

Ensures data security under the guidelines of District policies and regulations.

Participates in the selection of computer-related hardware, software, and commercial applications programs and services.

Maintains effective and cooperative working relationships with administrators, staff, project consultants, and vendors

~~May design, develop, and maintain web sites.~~

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Team Leader, ~~Supervising~~ Systems and Programming ~~Analyst~~** is responsible for supervising the work of ~~a small group~~ an assigned team of programming staff, provides liaison with operating units affected by studies, and personally performs the most difficult systems analysis, design, and programming work of the ~~unit~~ team.

A **Systems and Programming Manager** is responsible for managing the work of project teams ~~staff~~ engaged in systems analysis, design, programming development, integration, documentation, testing and training, business data warehousing, and portal design and development.

A **Senior Applications Developer/Programmer ~~Analyst~~** performs systems analysis, design, and programming duties involving highly complex computer applications and programs; provides technical direction to programming staff on a project-by-project basis.

SUPERVISION

General supervision is received from the Systems and Programming Manager. General supervision is exercised over assigned programming staff.

CLASS QUALIFICATIONS

Knowledge of:

Concepts and techniques of project management including project control, planning, estimating, resource management, and quality assurance

Foundational principles of ITIL

Highly ~~C~~complex computer programming principles and techniques

Programming languages such as C, C++, <u>C#, .Net,</u> Visual Basic, Java, ~~ABAP,~~ COBOL, ~~ACMS,~~ Visual Basic for Applications (VBA), <u>PeopleCode, PHP, PL/SQL, Python</u> etc.

Script languages such as Vbscript, Javascript, Jscript, PERL, <u>PowerShell, Python,</u> etc.

Reporting tools such as MS Access, Crystal Reports, ~~webFOCUS,~~ <u>and other analytics and business intelligence tools</u> ~~etc~~.

Database systems such as ~~Rdb,~~ Oracle, Access, SQL Server, <u>MySQL,</u> etc.

Enterprise Resource Planning (ERP) systems such as SAP, Peoplesoft, Oracle, etc.

Capabilities of ~~mainframes~~ <u>computer</u>, application, database, and web servers, and other equipment

Web page design and development using tools such as .ASP, Dreamweaver, Visual Studio, SAP Portals, etc.

~~Fourth generation languages such as FOCUS~~

Principles <u>and techniques</u> of <u>highly complex</u> systems analysis, design, and testing

<u>Principles of the Software Development Lifecyle (SDLC)</u>

Principles of program documentation

Principles of reports, forms, and screen design techniques

Information technology concepts and capabilities

New trends in the field of information technology

Principles, procedures, and methods used in data acquisition, storage, structuring, and retrieval

Business procedures and methods

<u>Accessible technologies and universal design principles</u>

<u>Principles of Service Oriented Architecture (SOA)</u>

<u>Principles of Cloud Computing</u>

Principles and practices of business and public administration

Principles of supervision and training

English usage, punctuation, and spelling

<u>Ability to:</u>

Supervise ~~a small group of~~ <u>an assigned team of</u> technical staff engaged in the study, design, analysis, and implementation of complex information systems and applications

Conduct surveys and feasibility studies

Analyze highly complex problems in information systems

Write and code highly difficult and complex programs

Develop test data and analyze problems in highly complex programs

Adapt business methods and procedures to information technology

Fully utilize the commands, functions, and operations commonly used in ~~mainframe,~~ server-based, client-based, and other related software

Prepare clear and logical system designs

Estimates needs for staff and maintain work schedules

Work effectively and cooperatively with District <u>administrators,</u> staff, <u>project consultants, and vendors</u>

<u>Consistently use and promote professional standards and practices related to assignments</u>

<u>Maintain a focus on details, quality, and precision in the performance of duties</u>

<u>Actively contribute to a culture of constructive collaboration and innovation with colleagues</u>

<u>Build rapport with clients and maintain a professional demeanor while handling complex user issues</u>

<u>Maintain high levels of customer service and satisfaction</u>

<u>Maintain confidentiality of work-related information and materials</u>

Meet project schedules and deadlines

Provide technical assistance to users and staff members with lower-level technical skills

Make presentations on information technology topics

Communicate highly complex technical concepts both orally and in writing

Write clear and comprehensive reports, <u>program documentation,</u> and instructions

Respond to highly complex programming needs/problems accurately and take appropriate action

Train and evaluate the work of assigned staff

Learn and apply new concepts in information technology

Learn the characteristics of new systems and update skills to adapt to changing technology

ENTRANCE QUALIFICATIONS

Education and Experience:

~~Graduation~~ A bachelor's degree from a recognized ~~four-year~~ college or university preferably with a major ~~degree~~ in computer information systems, management information systems, computer science, computer engineering or a related field **AND** four years of recent full-time paid experience in business applications analysis, design, and programming for medium or large scale, multi-programmed computers. One year of the required experience must have been in a supervisory or project leader capacity. Experience with an Enterprise Resource Planning (ERP) system is desirable.

~~**Special:**~~

~~A valid Class "C" California driver's license may be required for some positions.~~

~~Travel to locations throughout the District may be required for some positions.~~

Reasonable Accommodation

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