

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, February 12, 2020 – 12:30 p.m.
Educational Services Center
4th Floor Conference Room
770 Wilshire Boulevard, Los Angeles, California

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. Public Employment
Pursuant to Government Code Section 54957
 - b. Conference with Legal Counsel-Anticipated Litigation
Pursuant to Government Code Section 54957(b)(1)
- IV. Report of Action taken in Closed Session
- V. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Monday, February 24, 2020
Closed Meeting 3:30 p.m.
Open Meeting 4:00 p.m.
Educational Services Center
4th Floor Conference Room
770 Wilshire Boulevard, Los Angeles, California

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 (213) 891-2333 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, February 12, 2020 – 1:00 p.m.
Educational Services Center
4th Floor Conference Room
770 Wilshire Boulevard, Los Angeles, California

ORDER OF BUSINESS – OPEN SESSION MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
 - b. Strictly Classified Employee Bulletin
- IV. Reissue of Personnel Commission Rule 516, CLASSIFICATION PLAN (Case 3811)
- V. Reissue of Personnel Commission Rule 522, CLASS TITLES AND DESCRIPTIONS (Case 3812)
- VI. Reissue of Personnel Rule 523, CLASSIFICATION OF NEW POSITIONS (Case 3813)
- VII. Reissue of Personnel Commission Rule 725, MULTIPLE ASSIGNMENTS (Case 3809)
- VIII. Revisions to Personnel Commission Rule 803, LEAVES OF ABSENCE (Tentative Approval) (Case 3814)
- IX. Claims for Temporary Work Out of Classification for EN 1047735 (Case 3801)
- X. Establishment of New Job Classification of Child Development Center Assistant (Infant Care) (Case 3808)
 - a. Approve the Establishment of the New Classification of Child Development Center Assistant (Infant Care)
 - b. Approve the Salary Allocation for the New Classification of Child Development Center Assistant (Infant Care)
 - c. Approve the Class Description for the New Classification of Child Development Center Assistant (Infant Care)
 - d. Approve the Examination Authorization for the New Classification of Child Development Center Assistant (Infant Care), with an Open Only Field of Competition
- XI. Correspondence
- XII. Notice of Anticipated Items: Classification Study for EN 1060896 (AFT); Class Description Revision for Senior Network Engineer (AFT); Revisions to Personnel Commission Rule 803, LEAVES OF ABSENCE (Final Approval); Revisions to Personnel

Commission Rule 820, MILITARY LEAVE OF ABSENCE (Tentative Approval);
Revisions to Personnel Commission Rule 804, LEAVES RESULTING FROM
INDUSTRIAL ACCIDENT OR INDUSTRIAL ILLNESS (Tentative Approval)

- XIII. Hear Non-Agenda Speakers/Open Forum
- XIV. Reconvene into Closed Session
- XV. Reconvene into Open Session
- XVI. Report of Actions Taken in Closed Session
- XVII. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

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Closed Meeting 3:30 p.m.
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LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Reissue of Personnel Commission Rule 516, CLASSIFICATION OF EMPLOYEES AND POSITIONS (Case 3811)

Personnel Commission Rule 516 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Education Code Section 88009 was added. No other updates were made.

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LAW AND RULES

November 25, 2014 February 12, 2020

516 CLASSIFICATION PLAN

Education Code Sections

88004. Every position not defined by the regulations of the board of governors as an academic position and not specifically exempted from the classified service according to the provisions of Section 88003 or 88076 shall be classified as required by those sections and shall be a part of the classified service. These positions may not be designated as academic by the governing board of a district nor shall the assignment of a title to any such a position remove the position from the classified service.

Nothing in this section shall be construed to prohibit anyone from being employed in a classification because he or she possesses the minimum qualifications required of faculty members or academic administrators, nor shall the possession of those qualifications be grounds for the elimination of an individual from consideration for employment in a classified position.

This section shall apply to districts which have adopted the merit system in the same manner and with the same effect as though it were a part of Article 3 (commencing with Section 88060) of this chapter.

88009. Governing boards shall fix and prescribe the duties to be performed by all persons in the classified service and other nonacademic positions of the community college district, except those persons employed as a part of a personnel commission staff as provided in Article 3 (commencing with Section 88060) of this chapter.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.

88076. (a) The commission shall classify all employees and positions within the jurisdiction of the governing board of the community college district or of the commission, except those that are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.

(b) The following positions and employees are exempt from the classified service:

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- (1) Academic positions.
- (2) Full-time students employed part time.
- (3) Part-time students employed part time in a college work-study program or in a work experience education program conducted by a community college that is financed by state or federal funds.
- (4) Apprentice positions.
- (5) Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board of a community college district or by the commission when so designated by the commission.

(c) Employment of either full-time or part-time students in a college work-study program or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

(d) Nothing in this section shall prevent an employee, who has attained regular status in a full-time position, from taking a voluntary reduction in time and retaining his or her regular status under the provisions of this law.

(e) A person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exceptions listed above shall not be employed outside the classified service.

(f) A part-time position is one for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87 ½ percent of the normally assigned time of the majority of employees in the classified service.

(g) An employee employed by a community college district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service shall be deemed a permanent employee of the community college district without placement on an eligibility list under Section 88091 or examination under Section 88092.

88078. In addition to the exemptions authorized in Section 88076, there shall be exempt from the classified service positions established for the employment of community representatives in advisory or consulting capacities for not more than 90 working days in a fiscal year, provided that:

- (1) The authorized duties are not those normally assigned to a class of positions in the classified service,

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(2) The authorized duties are approved by the personnel commission in advance of employment, and

(3) A regular classified employee of the community college district shall not receive a concurrent appointment to such a position.

88087. The commission shall recommend to the governing board salary schedules for the classified service. The governing board may approve, amend, or reject these recommendations. No amendment shall be adopted until the commission is first given a reasonable opportunity to make a written statement of the effect the amendments will have upon the principle of like pay for like service. No changes shall operate to disturb the relationship which compensation schedules bear to one another, as the relationship has been established in the classification made by the commission.

88104.5 No position classification or reclassification plan 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 proposed classifications or reclassifications.

- A. The Board of Trustees shall fix and prescribe the duties to be performed by all employees in the classified service and other nonacademic positions of the District, except those employed by the Personnel Commission.
- B. The Commission shall classify all positions and employees that fall within the classified service and other positions at the request of the administration. This authority includes, but is not limited to, the establishment of a formal job classification plan; the placement of classes into occupational groups and series; the designation of job titles; the preparation of job descriptions; the establishment of minimum job qualifications; the classification of new positions into the appropriate job classification; the reclassification of positions and employees; provisions for temporary work out of classification; the maintenance of salary relationships among job classifications.
- C. Within its authority to classify all employees and positions in the classified service, the Personnel Commission shall prescribe the placement of classes into groups and series according to one or more of the following criteria which are listed in descending order of importance:
 - 1. Same general type of duties and responsibilities.
 - 2. Same general promotional hierarchy.

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3. Same general knowledge, skills, and abilities.
 4. Similarity of salary-setting basis or any other related factor the Personnel Commission designates as sufficient.
- D. No changes shall be made in the salary relationship among the various classes which would disturb the relationship established by the Commission as part of the classification plan.
- E. It shall be the policy of the Personnel Commission to provide advance notice to all recognized exclusive bargaining representatives and the District administration on any proposed classification or reclassification actions. When a proposed classification or reclassification action could affect a recognized exclusive bargaining representative or its members, the proposed action shall be consulted with the bargaining representative in accordance with the established consultation process adopted by the Personnel Commission.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Reissue of Personnel Commission Rule 522, CLASS TITLES AND DESCRIPTIONS
(Case 3812)

This rule has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. No changes have been recommended.

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522 CLASS TITLES AND DESCRIPTIONS

Education Code Sections

88009. Governing boards shall fix and prescribe the duties to be performed by all persons in the classified service and other nonacademic positions of the community college district, except those persons employed as a part of a personnel commission staff as provided in Article 3 (commencing with Section 88060) of this chapter.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.

88076. (a) The commission shall classify all employees and positions within the jurisdiction of the governing board of the community college district or of the commission, except those that are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.

(b) The following positions and employees are exempt from the classified service:

- (1) Academic positions.
- (2) Full-time students employed part time.
- (3) Part-time students employed part time in a college work-study program or in a work experience education program conducted by a community college that is financed by state or federal funds.
- (4) Apprentice positions.
- (5) Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board of a community college district or by the commission when so designated by the commission.

(c) Employment of either full-time or part-time students in a college work-study program or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

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(d) Nothing in this section shall prevent an employee, who has attained regular status in a full-time position, from taking a voluntary reduction in time and retaining his or her regular status under the provisions of this law.

(e) A person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exceptions listed above shall not be employed outside the classified service.

(f) A part-time position is one for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87 1/2 percent of the normally assigned time of the majority of employees in the classified service.

(g) An employee employed by a community college district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service shall be deemed a permanent employee of the community college district without placement on an eligibility list under Section 88091 or examination under Section 88092.

88080. (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.

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88081. (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.

88095. The governing board shall fix the duties of all positions a part of the classified service as required by Section 88009. The board may recommend the minimum educational and work experience requirements for classified positions to the personnel commission. Minimum qualification requirements shall be subject to approval of the commission.

In approving minimum educational and work experience requirements for classified positions, the commission shall insure that such requirements reasonably relate to the duties of the position, as established by the governing board, and that they will admit an adequate field of competition. No requirements may be approved which unduly or unreasonably restrict the field of competition.

The position duties shall be prescribed by the board and qualification requirements for the position class shall be prepared and approved by the commission, as required by this section, prior to issuance of an announcement calling for a competitive examination to fill position vacancies.

88104.5. No position classification or reclassification plan 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 proposed classifications or reclassifications.

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- A. The Personnel Commission establishes the titles of classes in the classified service to be used in the District's annual budget, personnel records, the rules of the Personnel Commission and the rules and regulations of the Board of Trustees, and in the official correspondence of the District.
- B. There shall be a written class description for each class in the classified service. The class description will contain, but will not be limited to, the class title, typical duties, and a section which will set forth the minimum qualifications for the class.
- C. The Personnel Commission reserves the right to amend the descriptions established for each class. The Personnel Commission staff and appropriate representatives of the administration shall cooperate in the development of entrance qualifications. The minimum qualifications shall be prepared by the Personnel Commission staff and shall be subject to approval by the Personnel Commission.
- D. The typical duties listed in the Personnel Commission's class descriptions are a general, not exhaustive list of the duties that can be assigned to a class. A class description does not prescribe what the specific duties of any single position within the class shall be and does not restrict the administration from assigning other duties and responsibilities not mentioned in the description but of a similar kind and/or level.
- E. An employee does not have the right to refuse to perform any duty he/she is assigned by an authorized supervisor, provided the performance of that duty will not endanger the employee's health or safety or that of others. Questions concerning the performance of duties that are not identified in the employee's class description and seem to be inconsistent with the class concept should be referred to the Personnel Commission for evaluation and resolution using procedures outlined in Rule 545, CLASSIFICATION STUDIES or Rule 550, TEMPORARY WORK OUT OF CLASSIFICATION.
- F. In placing positions into job classifications, the description for each class shall be considered as a whole rather than as a collection of isolated clauses, phrases, or words apart from the context. Each class description shall be construed in its proper relationship to other descriptions, particularly those of classes in the same group and series of classes.
- G. It shall be the policy of the Personnel Commission to provide advance notice to all recognized exclusive bargaining representatives and the District administration of any proposed classification or reclassification actions. When a proposed classification or reclassification action could affect a recognized exclusive bargaining representative or its members, the proposed action shall be consulted with the bargaining representative in accordance with the established consultation process adopted by the Personnel Commission.
- H. A routine review and update of class descriptions shall be conducted by the Personnel Commission staff, insofar as possible, approximately every five years or earlier when deemed necessary.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Reissue of Personnel Commission Rule 523, CLASSIFICATION OF NEW POSITIONS (Case 3813)

Personnel Commission Rule 523 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. No changes have been recommended.

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PERSONNEL COMMISSION

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523 CLASSIFICATION OF NEW POSITIONS

Education Code Sections

88009. Governing boards shall fix and prescribe the duties to be performed by all persons in the classified service and other nonacademic positions of the community college district, except those persons employed as a part of a personnel commission staff as provided in Article 3 (commencing with Section 88060) of this chapter.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.

88076. (a) The commission shall classify all employees and positions within the jurisdiction of the governing board of the community college district or of the commission, except those that are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.

(b) The following positions and employees are exempt from the classified service:

- (1) Academic positions.
- (2) Full-time students employed part time.
- (3) Part-time students employed part time in a college work-study program or in a work experience education program conducted by a community college that is financed by state or federal funds.
- (4) Apprentice positions.
- (5) Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board of a community college district or by the commission when so designated by the commission.

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(c) Employment of either full-time or part-time students in a college work-study program or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

(d) Nothing in this section shall prevent an employee, who has attained regular status in a full-time position, from taking a voluntary reduction in time and retaining his or her regular status under the provisions of this law.

(e) A person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exceptions listed above shall not be employed outside the classified service.

(f) A part-time position is one for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87 1/2 percent of the normally assigned time of the majority of employees in the classified service.

(g) An employee employed by a community college district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service shall be deemed a permanent employee of the community college district without placement on an eligibility list under Section 88091 or examination under Section 88092.

88104.5. No position or reclassification plan 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 proposed classifications or reclassifications.

88162. (a) The governing board of any community college district shall, not later than the date prescribed by law for approval of the publication budget of every year, fix the annual salaries for the ensuing school year for all persons employed by the district in nonacademic positions. The governing board may, at the time, include an increase in those annual salaries, all or part of which increase is conditional upon the actual receipt by the district of anticipated revenue from all sources. If the revenue actually received is less than that anticipated, the governing board may, at any time during the school year, reduce those annual salaries by an amount not to exceed the amount which was granted subject to the receipt of such revenues.

(b) The governing board of a community college district may, at any time during the school year, increase the salaries of persons employed by the district

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in nonacademic positions. The increase shall be effective on any date ordered by the governing board.

(c) A governing board may, at any time, increase the wages or salaries of classified employees if the board or, in a merit system district, the personnel commission approves a classification change in a position, a class of positions, or any or all of the positions or classes of positions a part of the classified service.

(d) The provisions of this section shall not be construed to permit a governing board to demote or dismiss an employee as a result of reclassification of a position or class of positions except as may otherwise be permitted by law.

(e) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.

- A. When a new position is established by the Board of Trustees, the responsible President or Division Head shall request classification of the position by the Personnel Commission.
- B. The Personnel Director is delegated authority to review and act upon requests to classify new positions into existing job classifications subject to appeal to the Personnel Commission. Additional information may be required at the Personnel Commission staff's discretion.
- C. The Personnel Commission will create a new job classification only when the duties are such that they may not properly be performed under one or more of the existing job classifications. If a new job classification is necessary, the Personnel Director shall recommend the appropriate classification, examination authorization, and salary allocation to the Personnel Commission for approval. It shall be the policy of the Personnel Commission to provide advance notice to all recognized exclusive bargaining representatives and the District administration on any proposed job classification or reclassification actions. When a proposed job classification or reclassification action could affect a recognized exclusive bargaining representative or its members, the proposed action shall be consulted with the bargaining representative in accordance with the established consultation process adopted by the Personnel Commission.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

To: The Personnel Commission

From: Ute Severa

Subject: Reissue of Personnel Commission Rule 725, MULTIPLE ASSIGNMENTS (Case 3809)

Personnel Commission Rule 725 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. No updates are being proposed.

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LAW AND RULES

February 10, 2015-February 12, 2020

725 MULTIPLE ASSIGNMENTS

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. A multiple assignment is a limited-term assignment that may be given to an employee in addition to his/her regular classified assignment. The class(es) used in the multiple assignment differs from the employee's regular class.
- B. A regular employee may be given a multiple assignment in a class in which he/she formerly had permanent status or for which he/she would qualify for voluntary demotion or a change to a related class.

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LAW AND RULES

February 10, 2015-February 12, 2020

Such a multiple assignment may be made without regard for the order of precedence provided in Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES.

- C. An employee serving in a multiple assignment shall be compensated as follows:
1. At the flat rate of the class of assignment, if applicable or
 2. At the step of the schedule of the class that is equal to the employee's step in his/her regular assignment. If the schedule of the class does not include the employee's step in his/her regular assignment, he/she shall be placed on the next lower step of the schedule. If the schedule of the class is higher than the schedule of the employee's regular class, he/she shall receive the minimum step for the class.
- D. An employee who is on leave from part of his/her regular assignment to serve in another class for an equal amount of time shall not be considered in a multiple assignment.
- E. If the employee's regular assignment is in a class not exempt from overtime, as defined in Rule 596, OVERTIME, he/she will not be eligible for a multiple assignment that exceeds the employee's total assigned time of eight hours a day or forty hours a week.
- F. All classified assignments shall be made in classes used for classified positions provided classes exist that reasonably cover the duties and responsibilities to be assigned. Classified work shall not be assigned to classes exempt from the classified service in order to avoid payment of overtime.
- G. Employees whose regular duties include test administration or overseeing test administration shall not be given multiple assignments as Examination Proctors or Senior Examination Proctors.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Revision of Personnel Commission Rule 803, LEAVES OF ABSENCE (Tentative Approval) (Case 3814)

The proposed amendments are part of an ongoing project to review and update rules. Editorial changes have been made to the rule for clarity, consistency, and conciseness. Headings have been added to the rule and paragraphs have been reorganized to fall under these headings.

The following substantive changes have been made to the rule:

- Paragraph A. includes additional definitions for formal and informal leaves of absence.
- Paragraph B.5 provides a complete list of exceptions to filling positions that were left vacant by employees on an approved leave of absence by regular appointment.
- Paragraph D. addresses the types of compensation available for leaves of absence.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

August 18, 1983-February 12, 2020

803 LEAVES OF ABSENCE

Education Code Sections 88080

88080. (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 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.

~~Education Code Section 88081~~

88081. (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 employee.

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~~Education Code Section 88198~~

88198. When any provision of this code expressly authorizes or requires the governing board of a community college district to grant a leave of absence for any purpose or for any period of time to persons employed in classified positions ~~not requiring certification qualifications~~, that express authorization or requirement ~~does~~ shall not deprive the governing board of the power to grant leaves of absence with or without pay to ~~such~~ those employees for other purposes or for other periods of time, so long as the governing board does not deprive any employee of any leave of absence to which he or she is entitled by law.

~~Education Code Section 88221~~

88221. ~~Leaves of Absence.~~ The governing board of any community college district may grant any classified employee a leave of absence not to exceed one year for the purpose of permitting study by the employee or for the purpose of retraining the employee to meet changing conditions within the district.

The governing board may provide that such a leave of absence shall be taken in separate six-month periods or in any other appropriate periods, rather than for a continuous one-year period; provided, that the separate periods of leave of absence shall be commenced and completed within a three-year period. Any period of service by the individual intervening between the authorized separate periods shall comprise a part of the service required for a subsequent leave of absence for study or retraining purposes.

In community college districts operating under the merit system, such leaves of absence shall be granted in accordance with rules established by the personnel commission.

A. Definitions

A leave of absence is an approved authorized absence from ~~duty~~ active service granted to an employee, with or without pay, for a ~~prescribed~~ specific period of time and for an approved purpose ~~from a class of positions but not necessarily from a specific position within the class.~~

A leave of absence for more than 20 consecutive working days is considered a formal leave of absence and a leave of absence of 20 or less consecutive working days is considered an informal leave of absence.

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B. Use of Leaves of Absence

1. A leave of absence may be granted to a permanent classified employee or a regular classified employee returning from military leave for a period of not to exceed one year for the following reasons:
 - 1a. To permit study by the employee or for the purpose of retraining the employee to meet changing conditions with the District as described in Rule 806, RETRAINING AND STUDY LEAVES OF ABSENCE.
 - 2b. To temporarily change from a classified position to an ~~certificated~~ academic position as described in Rule 717, CHANGE OF SERVICE ASSIGNMENT.
 - c. To accompany a spouse who has been called to military duty.
 - d. For purposes described in Rule 741, LEAVE OF ABSENCE PRIOR TO LAYOFF.
 - 3e. For ~~any other good~~ personal reasons approved by the division head or college president and authorized by the Vice Chancellor, Division of Human Resources.
2. Classified employees serving in an initial probationary period may be granted leave of absence without pay for not more than one year at the discretion of the division head or college president for all reasons noted under paragraph B.1. above, except for the Retraining and Study Leave of Absence. Such employees may also be granted leave for illness, if the Division of Human Resources anticipates that the leave will enable the employee to return to service, and military leaves which comply with the provisions of Rule 820, MILITARY LEAVE OF ABSENCE.

~~On return to service, requests will be entertained for return to the former position or other specific assignment. If the employee's former position has been filled on a regular basis, as provided in Paragraph M., the employee returning from leave shall have the right to return to a regular vacant position in the class. If there are no regular vacant positions, the employee may exercise bumping rights in the class, provided he/she does not have the least seniority in that class. Any regular classified employee may be granted a leave of absence under the conditions prescribed in this rule.~~

~~B. Employees permanent in the classified service and regular classified employees returning from military leave may be granted leave for a continuous period up to one year.~~

- ~~C.3.~~ A continuous period of absence on leave ~~shall not~~ may exceed one year without a return to active duty ~~except as follows~~ for the following reasons:

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~~1a. Leaves of absence To for provide care of for an employee's own child. Such leave of absence may be granted provided that no such leave or extension thereof shall be approved for a period beyond up until the third birthday of the child, and provided further, that such leaves or extensions thereof shall be for the purpose of care of own child.~~

~~2b. A leave of absence may be granted to serve in an elective or appointive position of any governmental agency, or organization supported by governmental funds, and for any official duties connected therewith, except that However, a leave shall not be granted to serve in an appointive position when such service in such a position would confer tenure or would be considered a career with the governmental agency or organization. Such leave of absence may be renewed annually during service in the elective office or employment in the appointive position during the tenure of office or employment. Upon return to service, the employee must render paid service which is equal to twice the period of the leave.~~

~~3c. To take a Leaves which complies with the provisions of Rule 804, LEAVES RESULTING FROM INDUSTRIAL ACCIDENT OR INDUSTRIAL ILLNESS; Rule 805, PEACE CORPS OF THE UNITED STATES, AMERICAN RED CROSS, OR UNITED STATES MERCHANT MARINE LEAVE OF ABSENCES; Rule 808, ILLNESS LEAVE; and Rule 820, MILITARY LEAVE OF ABSENCE.~~

~~F.4. A maternity leave of absence shall be granted to pregnant regular employees not to exceed the period of confirmed pregnancy. The duration of such leave of absence may be subject to approval by the Division of Human Resources Division upon review and recommendation of the District Medical Consultant.~~

~~5. If an employee is on an approved leave of absence, as identified in the provisions above, for 90 working days or more, the position may be filled by regular appointment unless:~~

~~a. A position is left vacant by an employee who has accepted a limited-term assignment in accordance with the provisions of Rule 671, LIMITED-TERM ASSIGNMENTS.~~

~~b. A position is left vacant by an employee on temporary military leave in accordance with the provisions of Rule 820, MILITARY LEAVE OF ABSENCE.~~

~~c. the provisions of an applicable negotiated bargaining agreement state otherwise.~~

E.C. Requests for Leaves of Absence

~~A request for a formal Application for leave of absence for a period of more than 20 consecutive working days shall be made in advance of the leave period on a the prescribed form to be issued by the~~

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~~Human Resources Division~~ and shall indicate the beginning and ending dates of the requested leave and the reasons for the request. Additional supporting documentation may be required depending on the type of leave. Informal leave of absences are processed in accordance with standard time reporting procedures. These may include maternity, matrimony, rest, illness, study, retraining, travel, and other reasons which the Human Resources Division may determine to be for the good of the service. Study or retraining leaves of absence shall be processed in accordance with the procedures set out in Rule 806.

- ~~D.~~ The A formal leave of absence shall be subject to the approval of the division head or college president, but a ~~No leave of absence shall be permitted for a purpose contrary to the good of the service, as determined by the Vice Chancellor, Division of Human Resources. Objections based upon the foregoing exception may be filed with the Vice Chancellor, Division of Human Resources by any citizen. The Vice Chancellor, Division of Human Resources shall advise the employee, investigate the objections and may, if they are sustained, order the leave revoked, to take effect on or after the date of written notification.~~

A leave of absence may also be revoked by recommendation of the Division of Human Resources when evidence indicates that the absent employee is engaged in activities for which leave would not have been granted in the original instance.

D. Compensation for Leaves of Absence

Employees on a leave of absence may receive full-pay, partial pay, or no pay depending on the type of leave and whether applicable quotas are available to the employee. Any type of personal leave will be unpaid.

G.E. Return to Service Following Leaves of Absence

1. Upon return to service from a leave of absence, an employee shall be placed in a position in his/her former job classification and, if vacant, to his/her former position in the class. If no vacancy exists in the former class, he/she shall have the right to exercise bumping rights provided he/she does not have the least seniority in that class. If an employee's former class has ceased to exist, the employee may be reassigned or shall be placed on the reemployment list for any classes in which he/she had attained regular status.

2. Upon failure of If an employee fails to report for assignment at the expiration of a leave of absence, the division head or college president shall grant informal leave of 10 working days and request that the Division of Human Resources Division to notify notify the employee that his/her leave has expired of the expiration of the leave. If the employee does not respond by reporting for assignment, obtaining additional leave, or submitting his/her resignation during the 10-day period, the Division of Human Resources Division shall may commence dismissal

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proceedings for abandonment of position under the provisions of Rule 735, CAUSES AND PROCEDURES FOR SUSPENSION, DEMOTION, AND DISMISSAL.

- I. ~~3. An Employees on leave of absence, or extensions thereof, may, upon their submit a request for an early return to service, be on the prescribed form to returned to work prior to the expiration date of the granted leave granted but, in any case, shall be assigned to a position not later than the date following the leave granted.~~
- H. ~~4. An Employees returning to duty from a leave of absence may be subject to provisions of Rule 682, HEALTH EVALUATIONS required to report for a health examination.~~
- J. ~~Time spent on any leave of absence shall not be considered a break in continuous service. This time shall be counted toward seniority for the purpose of:~~
- ~~1. — Establishing retention lists in the event of a layoff only if the type of leave is included in those listed for that purpose in Rule 740, LAYOFF AND REEMPLOYMENT.~~
 - ~~2. — Computing seniority credit for promotional examinations only if the type of leave is included in those listed for that purpose in Rule 705, PROMOTION.~~
 - ~~5. The time an employee returning to duty spent on leave shall be counted toward seniority for purposes of examination and layoff for qualifying leaves.~~
- K. ~~Leave of absence without pay may be granted for not more than one year at the discretion of the division head or college president to classified employees during their initial probationary period for the following reasons:~~
- ~~1. — To accompany a spouse who has been called to military duty.~~
 - ~~2. — To accept other service with the Los Angeles Community College District.~~
 - ~~3. — For maternity.~~
 - ~~4. — For illness if the Human Resources Division is of the opinion that the leave will enable the employee to return to service.~~
 - ~~5. — For purposes described in Rule 741, LEAVE OF ABSENCE PRIOR TO LAYOFF.~~
- L. ~~Leave of absence may be revoked by recommendation of the Human Resources Division when the good of the service may require such action or when evidence shows that the absent employee is engaged in activities for which leave would not have been granted in the original instance.~~

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M. ~~Subject to the provisions of Paragraph A., any vacancy directly caused by the granting of a leave of absence which has been approved for 90 working days or more except as follows:~~

1. ~~In the case of illness, industrial accident or industrial illness leaves, vacancies may be filled by regular appointment after the leave has exceeded 90 working days, or when the Human Resources Division certifies that, according to their judgment, the leave will exceed 90 working days or more.~~
2. ~~No regular appointment may be made to a position left vacant by an employee who has accepted a limited term assignment in accordance with the provisions of Rule 671, LIMITED-TERM ASSIGNMENTS.~~

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Claims for Temporary Work Out of Classification for EN 1047735 (Case 3801)

Recommendation:

It is recommended that the Personnel Commission APPROVE payment for duties assigned to EN 1047735, as indicated below.

<u>PAY PERIOD</u>	<u>DATES</u>	<u>HRS</u>	<u>DIFFERENTIAL PER HOUR</u>	<u>TOTAL (HRS x Diff.)</u>
04.2019	August 19 - 31, 2019	72	\$4.39	\$316.08
05.2019	September 1 - 15, 2019	54.9	\$4.39	\$241.01
06.2019	September 16 - 30, 2019	79.2	\$4.39	\$347.69
07.2019	October 1 - 15, 2019	76.05	\$4.39	\$333.86
08.2019	October 16 - 31, 2019	86.4	\$4.39	\$379.30
09.2019	November 1 - 15, 2019	55.8	\$4.39	\$244.96
10.2019	November 16 - 30, 2019	57.6	\$4.39	\$252.86
11.2019	December 1 – 15, 2019	54	\$4.39	\$237.06
12.2019	December 16 – 31, 2019	32.4	\$4.39	\$142.24
13.2019	January 1 – 15, 2020	57.6	\$4.39	\$252.86
14.2019	January 16 – 17, 2020	14.4	\$4.39	\$63.22
Est. Total		640.35		\$2811.14

Bases of Recommendation:

1. On September 9, 2019, EN 1047735, a Senior Secretary in the Office of Institutional Effectiveness at Los Angeles Valley College, began submitting claims for temporary work out of class and requested that payment be made for higher-level work she performed during the absence of an Executive Assistant in the President’s office. This included the time periods of August 19, 2019 to January 17, 2020. The claims were approved by the college administration.
2. During the time period identified in the report, EN 1047735 was asked to provide administrative support to the President’s office while a new Executive Assistant was being hired. The college filled the position on January 21, 2020, upon which time EN 1047735 resumed duties of her regular position of Senior Secretary at the Office of Institutional Effectiveness.

The employee’s duties during the reported time period consisted of the following:

- Coordinated activities and projects between the President and Vice Presidents, other college Presidents, District officials, administration of local school districts, community leaders, and business associations
- Composed, reviewed and edited the President’s correspondence
- Kept the President apprised of ongoing projects, status of operational documents, requests for contact, deadlines, and other essential and/or confidential information
- Compiled and organized information related to bonds and other sensitive projects and prepared data summaries

It was estimated that EN 1047735 spent approximately 90% of her time during this period performing the higher-level work described above, which staff found to be at the level of an Executive Assistant (Confidential). The remaining 10% of time was spent on duties consistent with the employee’s current class of Senior Secretary.

3. The recommended difference in compensation considers the difference in salary between the classes of Senior Secretary and Executive Assistant (Confidential) as well as rules of promotion.

FY 2019-2020

Class	<u>PSL 1</u>	<u>PSL 2</u>	<u>PSL 3</u>	<u>PSL 4</u>	<u>PSL 5</u>	Rate
Senior Secretary	\$3,840.38	\$4,051.60	\$4,274.44	\$4,509.54	\$4,757.56	Monthly
					<u>\$27.45/hour</u>	
Executive Assistant (Confidential)	\$5,518.60	\$5,822.12	\$6,142.34	\$6,480.16	\$6,836.56	Monthly
	<u>\$31.84/hour</u>					

Upon promotion, in the classified service, an employee shall be paid that rate of the higher salary range, which provides an increase of at least 5% over the employee’s current schedule and step. Therefore, in this case, a typical comparison would be made between the employee’s step placement in her class of Senior Secretary and the step on the Executive Assistant salary schedule which represents at least a salary increase of 5%. Based on these factors, the recommended salary differential for EN 1047735 is approximately 16% above her salary rate in the Senior Secretary position.

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TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Establishment of New Job Classification of Child Development Center Assistant (Infant Care) (Case 3808)

Recommendations:

- I. It is recommended that the Personnel Commission establish a new job classification of Child Development Center Assistant (Infant Care); that the class description for the new class be adopted; that the new class be placed in the Child Development Center Group in the Student Services Series; that the new class be allocated to salary schedule 2381.06 (shortened range to begin at step 3), and that the salary-setting basis for the new class be based on a direct alignment with the class of Child Development Center Assistant, effective February 12, 2020.

Step 1	Step 2	Step 3	Step 4	Step 5	
		\$15.29	\$16.13	\$17.02	Hourly
		\$2,650.18	\$2,795.92	\$2,949.70	Monthly
		\$31,802.16	\$33,551.04	\$35,396.40	Annually

- II. It is recommended that the Personnel Commission authorize an examination for the new class of Child Development Center Assistant (Infant Care) with an Open Only field of competition.

Bases of Recommendations:

1. A need for the new class arose at the colleges which run infant care programs in their Child Development Centers. This includes Mission, Trade Tech, and West Los Angeles colleges. Title 22, Section 101416.2 (c) of the California Code of Regulations requires that workers in Child Development Centers with an infant care program have completed at least three college semester units in infant care and development. The current class of Child Development Center Assistant does not require this course as part of the minimum requirements, which created inadequate pools of qualified candidates for the centers to fully staff their infant care programs and increased the risk for potential compliance issues. The establishment of a new class of Child Development Center Assistant (Infant Care) will address these staffing issues by enabling the Child Development Centers to hire candidates who possess the legally required course work off an eligibility list. Staff notes that this course can count towards the 6 units that are required for the Child Development Assistant permit, which is a requirement for both CDC Assistant and the new class of CDC Assistant (Infant Care).

2. An incumbent in the existing class of Child Development Center Assistant provides assistance with day-to-day learning activities, care, and supervision of children of various ages in a college's child development center. An incumbent in the new class of **Child Development Center Assistant (Infant Care)** has essentially the same duties, with an emphasis on the care of infants 24 months of age or younger. Both classes require a valid Child Development Assistant permit issued by the State of California Commission on Teacher Credentialing that must be maintained throughout employment.

3. The recommended salary allocation for the new class is based on direct alignment with the existing class of Child Development Center Assistant. This class was established in June of 2019 in response to Assembly Bill 2160. The salary allocation for this class was based on considerations related to prevailing wage, minimum wage, and living wage. Current prevailing wage data obtained from the U.S. Department, Bureau of Labor Statistics, OES survey, Los Angeles, Long Beach, Anaheim area, for child care workers (sample size of 22,250) produced the following results (adjusted by applicable Employment Cost Index).

Q1	Median	Average	Q3	
\$11.77	\$12.73	\$13.97	\$15.40	Hourly
\$2,040.78	\$2,206.65	\$2,421.15	\$2,669.51	Monthly
\$24,489.35	\$26,479.76	\$29,053.75	\$32,034.15	Annually

The state minimum wage is currently allocated at \$13.00/hr and the City of Los Angeles Minimum Wage rate at \$14.25/hr.

Staff also surveyed local community college districts with Child Care Centers that run infant care programs to determine if pay for CDC assistants varies depending on whether they are assigned to infant care, toddler, pre-school, or school aged children. Staff found that there was no differentiation in pay made for CDC assistants assigned to work with different children age groups.

4. The recommended title for the new class is descriptive of the level and type of duties that are assigned to the class.

CHILD DEVELOPMENT CENTER ASSISTANT
CHILD DEVELOPMENT CENTER ASSISTANT (INFANT CARE)

DEFINITION

Provides assistance with the day-to-day learning activities, supervision, and care of children of various ages in a college child development center.

TYPICAL DUTIES

Assists with organizing materials and conducting learning activities such as reading stories, painting, drawing, handicrafts, music, or games with children of varying ages.

Accompanies children to and from classroom, playground, and out-of-center activities; conducts attendance checks and head counts.

Watches children's activities and behaviors in a variety of settings, e.g. classroom, playground, field trips, nap times, meal times; maintains appropriate behavior and comforts children as needed; prepares notes and reports concerning behaviors or events in accordance with policy and procedures.

Observes children's health and reports any signs of illness, injury, or other distress as directed.

Organizes, sanitizes, and stores indoor and outdoor toys, books, and other equipment and materials.

Assists in preparing, setting-up, ~~and~~ serving and feeding meals and snacks to children.

Performs housekeeping duties such as laundry, cleaning/sanitizing, post-meal/snack clean-up, dishwashing, and changing of linens.

Keeps outside areas clear of safety hazards; sweeps and cleans-up outdoor walkways, play areas, and other paved areas during school hours.

Maintains the physical cleanliness of children including washing faces and hands, changing clothes and diapers, assisting with toileting, and related duties.

Prepares children for dismissal; oversees the release of children to parents or other authorized individuals.

Assists in maintaining accurate records such as attendance, lesson plans, and student observations.

~~May care for infants including changing, feeding, and comforting.~~

May help school-aged children with homework and school work.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Child Development Center Assistant**, under the close and direct supervision of a Child Development Center Teacher, or Director, performs the more basic tasks associated with providing learning and play activities and monitoring the activities and behaviors of children for the purpose of providing a safe and positive learning and play environments. Requires a Child Development Assistant Permit issued by the State of California Commission on Teacher Credentialing.

A **Child Development Center Assistant (Infant Care)** performs essentially the same duties as a Child Development Center Assistant with an emphasis on the care of infants 24 months of age or younger.

A **Child Development Center Teacher** plans and implements educational and developmental activities through effective performance in the areas of teaching, student assessment, protecting and caring for children, parent communication, and center operation.

SUPERVISION

Immediate supervision is received from a Child Development Center Director. Functional supervision may be received from higher-level Child Development Center staff. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Practices and methods of care and supervision for ~~infants, toddlers, preschool-aged and/or school-aged~~ children of various ages

Play and creative experiences, materials, and media for children of various ages in areas such as visual arts, music, dramatic play, rhythm and movement, and literacy

Practices for fostering positive staff-child-parent interactions

Standards, policies, and procedures related to child health, hygiene, and safety

Common childhood injuries, diseases, special health considerations, and universal health precautions

Pediatric first aid, CPR (cardiopulmonary resuscitation), and AED (automated external defibrillator)

Proper methods of preparing, heating, and serving simple food items

Methods and techniques of cleaning and sanitation

Ability to:

Adhere to all operational policies and procedures of a child development center

Care for and supervise children of various ages

Assist in the delivery of learning experiences and activities to children

Make routine observations of physical, social, emotional, and cognitive childhood behavior

Maintain facilities, equipment, and materials in a safe, clean, and orderly condition

Follow complex instructions and procedures

Give clear and concise instructions

Keep detailed and accurate records

Work effectively and cooperatively with children, parents, and staff

Learn to identify and report suspected cases of child abuse and neglect

Learn and utilize computer software and hardware and audio visual equipment commonly used in a Child Development Center

ENTRANCE QUALIFICATIONS

Child Development Center Assistant

Education:

Graduation from high school or its equivalent.

Experience:

Six months of paid experience working directly with children in a licensed preschool or ~~home~~-child care setting. Completion of a 4 semester unit college-level practicum in child development may be substituted for the required experience.

Special:

A valid Child Development Assistant Permit issued by the State of California Commission on Teacher Credentialing must be maintained throughout employment.

School-Age Emphasis Authorization may be required for some positions.

Special:

~~Child Development Center Assistants assigned to infant care must have completed one three unit college-level child development course which included a survey of infant growth, development, educational programs, and care-giving.~~

A Food Handler Certificate may be required for some positions.

A valid certificate in Adult and Pediatric First Aid/CPR/AED issued by the American Heart Association or American Red Cross must be obtained within the first month of employment and maintained throughout employment

Ability to pass fingerprint clearance through both the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI), criminal record review, Child Abuse Central Index review, and/or any other requirement established by a licensing/regulatory entity or the District.

Physical Requirements:

Ability to lift and move items weighing up to 50 pounds.

Child Development Center Assistant (Infant Care)

Education:

Graduation from high school or its equivalent AND completion of a three-unit child development course in infant growth, development, and/or care-giving.

Experience:

Six months of paid experience working directly with children in a licensed preschool or child care setting. Completion of a 4 semester unit college-level practicum in child development may be substituted for the required experience.

Special:

A valid Child Development Assistant Permit issued by the State of California Commission on Teacher Credentialing must be maintained throughout employment.

A Food Handler Certificate may be required for some positions.

A valid certificate in Adult and Pediatric First Aid/CPR/AED issued by the American Heart Association or American Red Cross must be obtained within the first month of employment and maintained throughout employment.

Ability to pass fingerprint clearance through both the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI), criminal record review, Child Abuse Central Index review, and/or any other requirement established by a licensing/regulatory entity or the District.

Physical Requirements:

Ability to lift and move items weighing up to 50 pounds.

Special Notes:

The Child Development Assistant Permit is issued for five years and is renewable for successive five year periods as determined by State of California Commission on Teacher Credentialing.

It is the responsibility of the employee to renew their permit(s) in a timely manner. Employees who fail to maintain the required permit or who become ineligible for a required permit are subject to suspension, demotion, or release from employment.

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.