

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, March 25, 2020 – 12:30 p.m.

<https://laccd.zoom.us/j/366571260>

Meeting ID: 366 571 260

Dial by your location

+1 669 900 6833 US (San Jose)

Via Teleconference:

7735 W. 81st Street

Playa Del Rey, CA

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:

Wednesday, April 15, 2020

Closed Meeting 12:30 p.m.

Open Meeting 1:00 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, March 25, 2020 – 1:00 p.m.

Public Teleconference Option:
<https://laccd.zoom.us/j/366571260>
Meeting ID: 366 571 260
Dial by your location
+1 669 900 6833 US (San Jose)

Via Teleconference:
7735 W. 81st Street
Playa Del Rey, CA

ORDER OF BUSINESS – OPEN SESSION

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve Minutes of the Closed and Open Meeting of February 24, 2020
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
- V. Temporary Suspension of Certain Sections for Personnel Commission Rules in Light of Covid-19 Health Crisis (Case 3825)
- VI. Classification Study: Senior Office Assistant, EN 817712, Academic Affairs, East Los Angeles College (Case 3819)
- VII. Classification Study: Senior Office Assistant, EN 799700, Academic Affairs, East Los Angeles College (Case 3820)
- VIII. Classification Study: Senior Office Assistant, EN 767190, Office of Institutional Effectiveness & Advancement, East Los Angeles College (Case 3821)
- IX. Classification Study: Public Information Officer, EN 1049444, President's Office, Public Relations, Los Angeles Southwest College (Case 3822)
- X. Revision to Personnel Commission Rule 514, PERSONNEL COMMISSION MEETINGS {PRIVATE} (Tentative Approval) (Case 3725)
- XI. Adoption of an Accelerated Hiring Rate for the Class of Employee and Labor Relations Specialist (Case 3823)
- XII. Class Description Revisions for:
 - a. Web Designer
 - b. Web Architect

- XIII. Correspondence
- XIV. Notice of Anticipated Items: Class Description Revisions for: Assistant Personnel Analyst (AFT); Personnel Analyst (Unrep.); Revision of Personnel Commission Rule 735 (Tentative Approval); Revision to Personnel Commission Rule 893 (Tentative Approval); Revision to Personnel Commission Rule 514 (Final Approval)
- XV. Hear Non-Agenda Speakers/Open Forum
- XVI. Reconvene into Closed Session
- XVII. Reconvene into Open Session
- XVIII. Report of Actions Taken in Closed Session
- XIX. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, April 15, 2020
Closed Meeting 12:30 p.m.
Open Meeting 1:00 p.m.
Educational Services Center
4th Floor Conference Room
770 Wilshire Boulevard, Los Angeles, California
Teleconference Information TBD

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**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
Wednesday, February 24, 2020 – 3:00 p.m.
Educational Services Center – 4th Floor Conference Room
770 Wilshire Boulevard, Los Angeles, California**

MINUTES OF THE REGULAR MEETING – CLOSED SESSION

Present: Commissioners:
David Iwata, Chair
Henry Jones, Vice- Chair
Ann Young-Havens

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** - None
- III. **Convene in Closed Session**
 - a. **Public Employee Discipline/Dismissal/Release**
Pursuant to Government Code Section 54957
 - b. **Conference with Legal Counsel – Anticipated Litigation**
Pursuant to Government Code Section 54956(b)(3), (C), (D)
- IV. **Report Out Actions Taken in Closed Session** - Mr. Iwata reported that no action was taken during Closed Session.
- V. **Correspondence** – No correspondence was received.
- VI. **Adjourn.** The meeting adjourned at 2:15 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, February 24, 2019 – 2:15 p.m.

Educational Services Center – 4th Floor Conference Room
770 Wilshire Boulevard, Los Angeles, California

MINUTES OF THE REGULAR MEETING – OPEN SESSION

Present: Commissioners:
David Iwata, Chair
Henry Jones, Vice Chair

Staff:
Ute Severa, Interim Personnel Director
Neely Miller, Executive Assistant
Deborah Tsai, Assistant Personnel Analyst
Justin L’Hommedieu, Assessment & Selection Analyst
Ryan Pennock, Personnel Analyst
Patrick Sung, Administrative Intern

Guests:
Mary Van Ginkle, Administrative Analyst, Human Resources, Educational
Services Center
Claudia Gallegos, Senior Secretary, Employer-Employee Relations, Educational
Services Center
James Bradley, SEIU Local 99
Steven Butcher, AFT 1521A

- I. The Chair convened the regular meeting at 2:19 p.m.
- II. **Miscellaneous Personnel Commission Activities and Announcements** – Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission received the latest Classified Employment Opportunities Bulletin as information.
- III. **Revisions to Personnel Commission Rule 803, LEAVES OF ABSENCE (Final Approval) (Case 3814)** – Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Rule 803, as presented.
- IV. **Revisions to Personnel Commission Rule 771, REINSTATEMENT (Tentative Approval) (Case 3815)** – Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Rule 771, as presented.
- V. **Revisions to Personnel Commission Rule 804, LEAVES RESULTING FROM INDUSTRIAL ACCIDENT OR INDUSTRIAL ILLNESS (Tentative Approval) (Case 3816)** – Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Rule 804, as presented.

- VI. **Revisions to Personnel Commission Rule 820, MILITARY LEAVE OF ABSENCE (Tentative Approval) (Case 3817)** – Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted tentative approval to the revisions to Rule 820, as presented.
- VII. **Classification Study for EN 790632, Administrative Assistant, Administrative Services, Los Angeles Mission College (Case 3800)** – This item was withdrawn to allow for attendance by the employee for whom the study was performed and will be brought back at the next meeting on March 11, 2020.
- VIII. **Classification Study for EN 1060896, Stock Control Aide, College Store, Los Angeles Pierce College (Case 3800)** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted approval for the reclassification of EN 1060896.
- IX. **Class Description Revisions for:**
- a. **Senior Network Engineer** - Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission granted approval to the changes to the class description for Senior Network Engineer.
- X. **Correspondence** – No correspondence was received.
- XI. **Notice of Anticipated Agenda Items** – Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission acknowledged notice of Anticipated Agenda Items: Notice of Anticipated Items: Revisions to Personnel Commission Rule 771, REINSTATEMENT (Final Approval); Revisions to Personnel Commission Rule 820, MILITARY LEAVE OF ABSENCE (Final Approval); Revisions to Personnel Commission Rule 804, LEAVES RESULTING FROM INDUSTRIAL ACCIDENT OR INDUSTRIAL ILLNESS (Final Approval)
- XII. **Hear Non-Agenda Speakers/Open Forum** – There were no non-agenda speakers.
- XIII. Reconvene into Closed Session
- XIV. Reconvene into Open Session
- XV. **Report Out Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took no action in Closed Session
- XVI. **Adjourn** – The meeting adjourned at 3:40 p.m.

Ute Severa, Interim 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: Ute Severa

SUBJECT: Classification Study: Senior Office Assistant, EN 817712, Academic Affairs, East Los Angeles College (Case 3819)

Recommendation:

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

From:
Senior Office Assistant
(\$3,696.70 to \$4,579.58/month)

To:
Senior Secretary
(\$3,840.38 to \$4,757.56 /month)

Location:
Academic Affairs
East Los Angeles College

Incumbent:
M. Rabago (EN 817712)

Effective Date: June 25, 2019

Bases of Recommendation:

1. The study for this position was initiated through the submission of a Classified Staffing Request by the employee's supervisor on June 25, 2019. The form was received by the Personnel Commission Office on January 24, 2020. The supervisor requested that the employee's position be upgraded to Senior Secretary because she has been performing higher-level duties involving secretarial and clerical support for the functions assigned to an administrator.
2. Staff audited the position and found that the employee acts as the sole secretarial and clerical support for the Dean of Visual Arts, Dance & Athletics. This includes performing the following primary duties:
 - Maintains primary responsibility over supervisor's appointments, calendar and correspondence
 - Coordinates meetings on supervisor's behalf and takes minutes as requested
 - Reviews and corrects budgets and expenditures for supervisor's departments
 - Creates orders, contracts, and electronic budget transfer authorizations for supervisor's departments, as well as for Academic Affairs in general

- Maintains records and assists with clerical processes related to hiring and evaluation of faculty, faculty absences and substitutions, and department chair elections
 - Creates and maintains records related to student worker assignments
3. The classification concept of the incumbent's current class of Senior Office Assistant is based on responsibilities that involve performing a variety of complex clerical functions for an office or department. The classification concept that was requested, Senior Secretary, requires an incumbent to perform a variety of responsible secretarial and clerical duties in support of the functions assigned to a classified or academic administrator, typically at the level of a dean. After a thorough analysis of the duties assigned to the employee's position, staff found that the employee's assigned duties fall within the class of Senior Secretary because she is solely responsible for providing support for an academic administrator and the programs under the administrator's purview.

STATUS OF INCUMBENT

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, M. Rabago (EN 817712) may be appointed to her reclassified position without participating in an examination process.

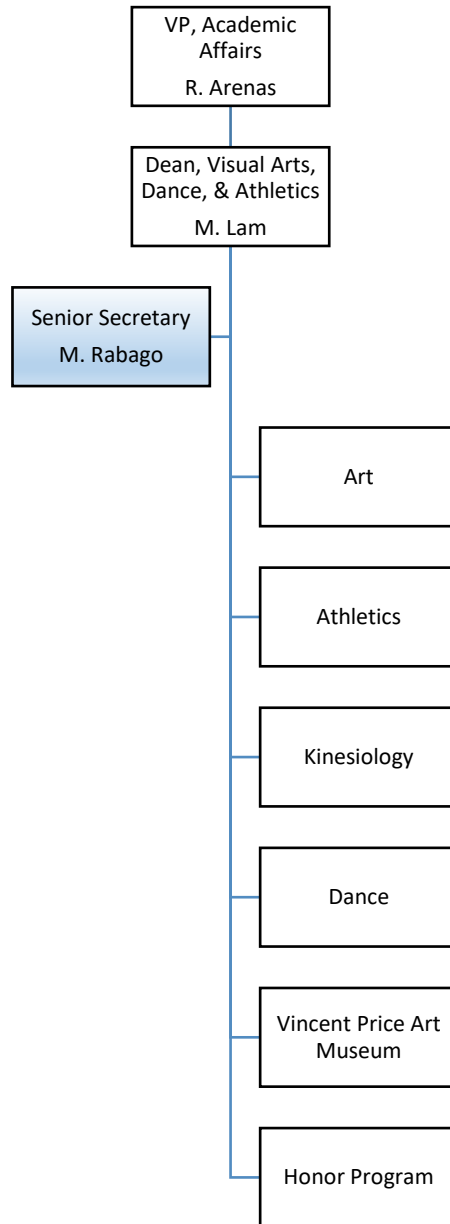
Date of Last Performance Evaluation: 6/24/2019

Classification of Position section was marked "No" by both the employee and the supervisor.



**LOS ANGELES COMMUNITY COLLEGE DISTRICT
ORGANIZATIONAL CHART**

East Los Angeles College – Academic Affairs



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Classification Study: Senior Office Assistant, EN 799700, Academic Affairs, East Los Angeles College (Case 3820)

Recommendation:

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

From:
Senior Office Assistant
(\$3,696.70 to \$4,579.58/month)

To:
Senior Secretary
(\$3,840.38 to \$4,757.56 /month)

Location:
Academic Affairs
East Los Angeles College

Incumbent:
A. Jiron (EN 799700)

Effective Date: June 21, 2019

Bases of Recommendation:

1. The study for this position was initiated through the submission of a Classified Staffing Request by the employee's supervisor on June 21, 2019. The form was received by the Personnel Commission Office on January 24, 2020. The supervisor requested that the employee's position be upgraded to Senior Secretary because she has been performing higher-level duties involving secretarial and clerical support for the functions assigned to an administrator.
2. Staff audited the position and found that the employee acts as the sole secretarial and clerical support for the Dean of Language Arts. This includes performing the following primary duties:
 - Organizes day-to-day coordination of supervisor's functional areas, including the overseeing of department budgets and schedules
 - Maintains primary responsibility over supervisor's appointments, calendar and correspondence
 - Coordinates and prepares for supervisor's meetings, including organization of reports, spreadsheets, and handouts, as well as taking minutes upon request
 - Assists Academic Scheduling Specialists and supervisor by processing open and canceled classes in SIS system

- Maintains student worker assignments and associated records
 - Assists with clerical processes related to hiring and evaluation for faculty and staff
3. The classification concept of the incumbent's current class of Senior Office Assistant is based on responsibilities that involve performing a variety of complex clerical functions for an office or department. The classification concept that was requested, Senior Secretary, requires an incumbent to perform a variety of responsible secretarial and clerical duties in support of a classified or academic administrator, typically at the level of a dean. After a thorough analysis of the duties assigned to the employee's position, staff found that the employee's assigned duties fall within the class of Senior Secretary because she is solely responsible for providing support for an academic administrator and the programs under the administrator's purview.

STATUS OF INCUMBENT

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, A. Jiron (EN 799700) may be appointed to her reclassified position without participating in an examination process.

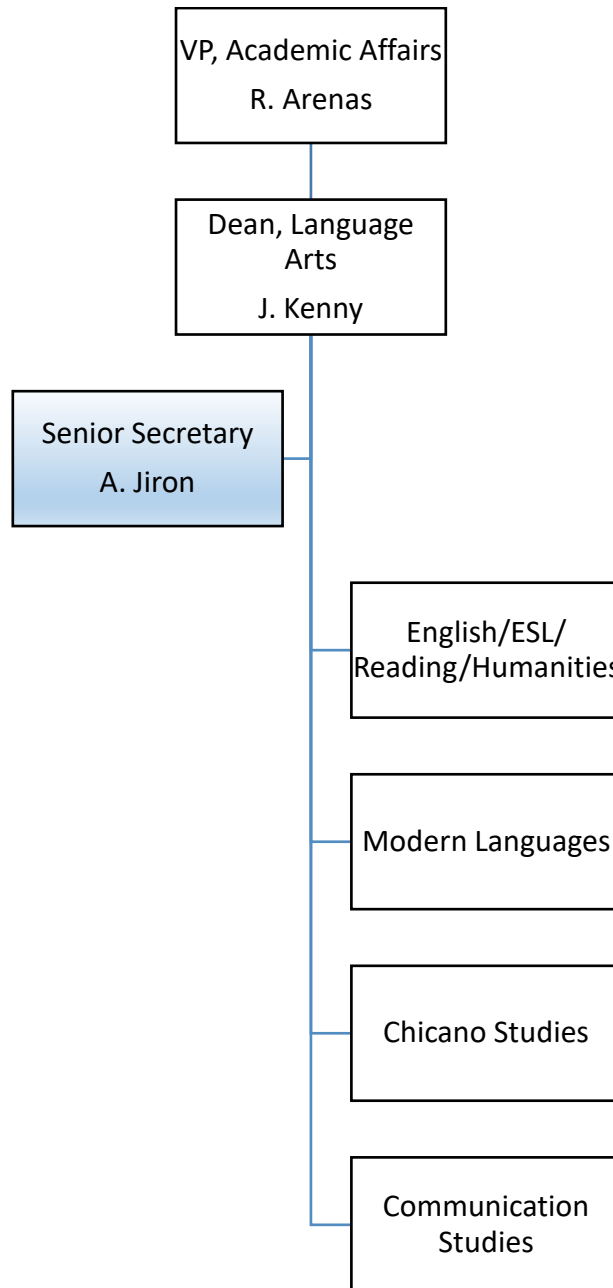
Date of Last Performance Evaluation: 6/24/2019

Classification of Position section was marked "No" by both the employee and the supervisor.



**LOS ANGELES COMMUNITY COLLEGE DISTRICT
ORGANIZATIONAL CHART**

East Los Angeles College – Academic Affairs



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Classification Study: Senior Office Assistant, EN 767190, Office of Institutional Effectiveness & Advancement, East Los Angeles College (Case 3821)

Recommendation:

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

From:
Senior Office Assistant
(\$3,696.70 to \$4,579.58/month)

To:
Senior Secretary
(\$3,840.38 to \$4,757.56 /month)

Location:
Office of Institutional Effectiveness &
Advancement
East Los Angeles College

Incumbent:
M. Carbajal-Garcia (EN 767190)

Effective Date: June 25, 2019

Bases of Recommendation:

1. The study for this position was initiated through the submission of a Classified Staffing Request by the employee's supervisor on June 25, 2019. The form was received by the Personnel Commission Office on January 24, 2020. The supervisor requested that the employee's position be upgraded to Senior Secretary because she has been performing higher-level duties involving secretarial and clerical support for the functions assigned to an administrator.
2. Staff audited the position and found that the employee acts as the sole secretarial and clerical support for the Associate Dean of Research & Learning Assessment, who is currently the functional administrator over the Office of Institutional Effectiveness and Advancement. This includes performing the following primary duties:
 - Organizes day-to-day coordination of the office's functional areas, including the overseeing of department budgets and duty assignments
 - Maintains primary responsibility over supervisor's appointments, calendar and correspondence
 - Prepares for and coordinates committee meetings with supervisor and other staff of the office

- Maintains documentation, collects data, and performs clerical processes related to college-wide programmatic review and associated annual updates
 - Maintains current and archived research and planning documentation and schedules
 - Assists faculty, staff and administrators with data requests related to the office
3. The classification concept of the incumbent's current class of Senior Office Assistant is based on responsibilities that involve performing a variety of complex clerical functions for an office or department. The classification concept that was requested, Senior Secretary, requires an incumbent to perform a variety of responsible secretarial and clerical duties in support of the functions assigned to a classified or academic administrator, typically at the level of a dean. After a thorough analysis of the duties assigned to the employee's position, staff found that the employee's assigned duties fall within the class of Senior Secretary because she is solely responsible for providing support for an academic administrator and the programs functionally under the administrator's purview.

STATUS OF INCUMBENT

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, M. Carbajal-Garcia (EN 767190) must compete in an examination process and place in the top three ranks of the eligibility list in order to be eligible for the reclassified position, as she was successfully reclassified without an examination requirement to the class of Senior Office Assistant on November 7, 2002.

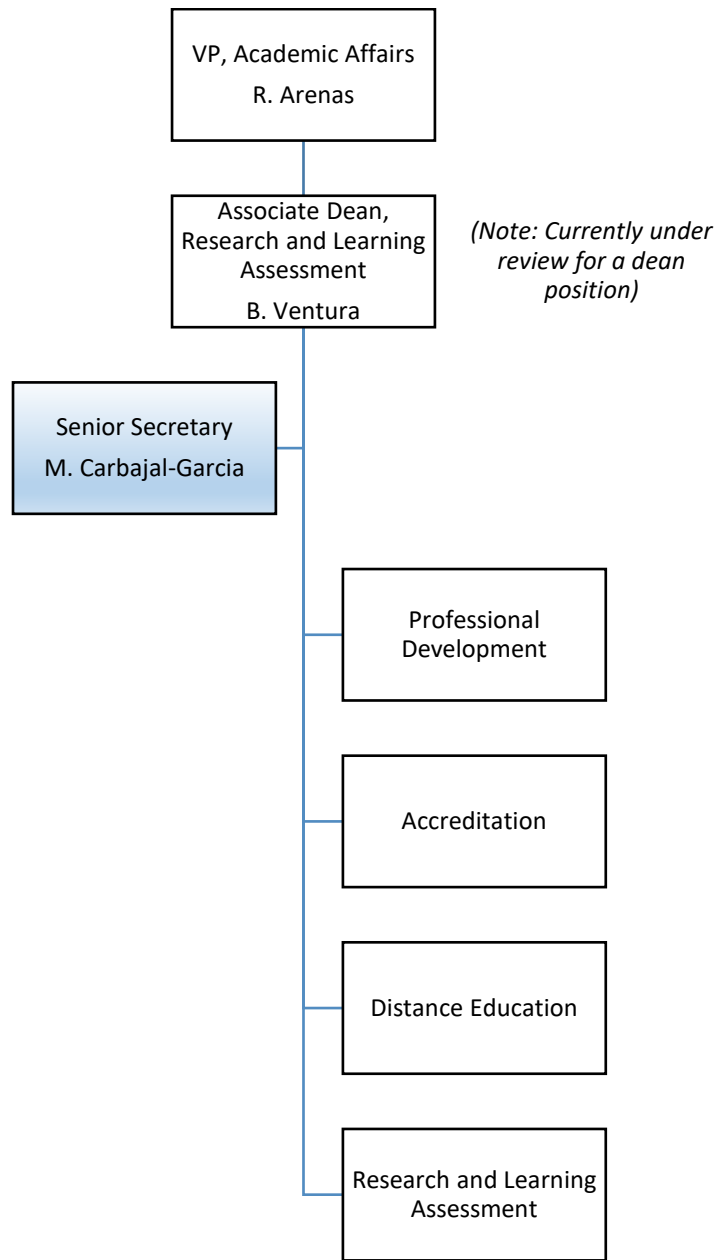
Date of Last Performance Evaluation: 6/28/2019

Classification of Position section was marked "No" by both the employee and the supervisor.



**LOS ANGELES COMMUNITY COLLEGE DISTRICT
ORGANIZATIONAL CHART**

**East Los Angeles College –
Office of Institutional Effectiveness & Advancement**



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Classification Study: Public Information Officer, EN 1049444, President's Office, Public Relations, Los Angeles Southwest College (Case 3822)

Recommendation:

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

From:
Public Information Officer
(\$6,689.24 – 8,286.80/month)

To:
College Public Relations Manager
(\$8,885.82 – 11,007.98/month)

Location:
President's Office, Public Relations
Los Angeles Southwest College

Incumbent:
B. Demers (EN 1049444)

Effective Date: February 25, 2020

Bases of Recommendation:

1. The request to study the employee's position was initiated by the employee. He requested that his position be reclassified to College Public Relations Manager because of his involvement in developing and implementing comprehensive and effective marketing campaigns to enhance the college public image and increase enrollment. The Administration is in support of this request.
2. Staff audited the position and found that the employee is responsible for performing the following duties:
 - Develops and implements the college's marketing plan and campaigns to increase awareness and improve the reputation of the college.
 - Develops and maintains standards for campus communications, including publications, web site and social media platforms, photography, and policies affecting college communications channels to support branding strategies and marketing campaigns.
 - Collects, develops, organizes, and disseminates informational materials for internal and external use.
 - Enlists the support of community and business leaders as advocates for the causes of the college.
 - Serves as an advisor to college senior staff on public relations matters.
 - Attends and participates in various administrative and committee meetings, community functions, and public forums to gather information and identify publicity goals for the college and provide input regarding public relations issues.
 - Develops and maintains the college public relations budget.
 - Evaluates marketing campaigns using quantitative data.
 - Using surveys or other tools such as focus groups to get feedback from the public and college personnel regarding programs, policies, or issues on campus.
 - Creates and maintains effective working relationships with representatives of local news media, community and campus organizations, and governmental agencies.
 - Writes press releases, reports, and other communications including talking points for/on behalf of the President, college administrators, or faculty members.

- Gathers data and informational materials and briefs the President on the status of current issues, problems, and projects.
 - Arranges interviews, announcements, special events, and itineraries for college officials and official visitors.
 - In a crisis situation, serves as the main point of contact for media relations for the college.
3. The classification concept for the employee's current classification of Public Information Officer is based on performing a variety of journey-level staff work in support of a public relations program of a college or the District which includes developing various informational materials to promote and publicize programs, services, activities, and events, providing support with the effective presentation of program information, services, and activities, and assisting with media relations. The classification concept for the requested class of College Public Relations Manager is based on planning, developing, implementing, and managing a comprehensive and effective college marketing and public relations program designed to promote the services and programs of a college and to enhance its image. An incumbent in this class serves as an advisor to senior administrators on campus relations and communication matters and acts as the primary liaison to internal and external stakeholders. After a thorough analysis of the employee's assigned duties, staff found that the duties the employee performs falls within the higher-level class of College Public Relations Manager because the employee is responsible for developing and implementing a comprehensive and effective marketing plan to enhance the public image of the college utilizing innovative advertising and marketing campaigns; serves as an advisor to college senior staff on public relations matters; and is the primary liaison to internal and external stakeholders.

STATUS OF INCUMBENT

B. Demers, EN 1049444 may be appointed to his reclassified position without participating in an examination process in accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES.

Date of Last Performance Evaluation: July 6, 2018

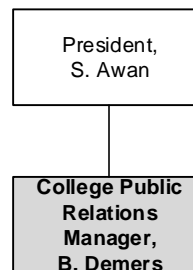
Classification of position check box was left blank by the employee and the immediate supervisor.



**LOS ANGELES COMMUNITY COLLEGE
DISTRICT ORGANIZATIONAL CHART**

LOS ANGELES SOUTHWEST COLLEGE

**President's Office
- Public Relations -**



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Revision to Personnel Commission Rule 514, PERSONNEL COMMISSION MEETINGS (Tentative Approval) (Case 3725)

The proposed amendments are part of an ongoing project to review and update rules. Applicable Government Code Sections have been updated to reflect legislative changes, which triggered an amendment to Paragraph C. of the rule to include that in addition to posting the agendas in a prominent place in the Educational Services Center, they must also be posted online with a direct link to them on the Personnel Commission's Web site homepage.

514 PERSONNEL COMMISSION MEETINGS

Government Code Sections

54953. Meetings to be open and public; attendance. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by roll call.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

514

LAW AND RULES

~~May 7, 2013~~ March 25, 2020

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), when a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and that number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

~~(4) This subdivision shall remain in effect only until January 1, 2018.~~

~~54954. Time and place of regular meetings; holidays; emergencies.~~ (a) Each legislative body of a local agency, except for advisory committees or standing committees, shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings. Meetings of advisory committees or standing

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

514

LAW AND RULES

~~May 7, 2013~~ March 25, 2020

committees, for which an agenda is posted at least 72 hours in advance of the meeting pursuant to subdivision (a) of Section 54954.2, shall be considered for purposes of this chapter as regular meetings of the legislative body.

(b) Regular and special meetings of the legislative body shall be held within the boundaries of the territory over which the local agency exercises jurisdiction, except to do any of the following:

(1) Comply with state or federal law or court order, or attend a judicial or administrative proceeding to which the local agency is a party.

(2) Inspect real or personal property which cannot be conveniently brought within the boundaries of the territory over which the local agency exercises jurisdiction provided that the topic of the meeting is limited to items directly related to the real or personal property.

(3) Participate in meetings or discussions of multiagency significance that are outside the boundaries of a local agency's jurisdiction. However, any meeting or discussion held pursuant to this subdivision shall take place within the jurisdiction of one of the participating local agencies and be noticed by all participating agencies as provided for in this chapter.

(4) Meet in the closest meeting facility if the local agency has no meeting facility within the boundaries of the territory over which the local agency exercises jurisdiction, or at the principal office of the local agency if that office is located outside the territory over which the agency exercises jurisdiction.

(5) Meet outside their immediate jurisdiction with elected or appointed officials of the United States or the State of California when a local meeting would be impractical, solely to discuss a legislative or regulatory issue affecting the local agency and over which the federal or state officials have jurisdiction.

(6) Meet outside their immediate jurisdiction if the meeting takes place in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility.

(7) Visit the office of the local agency's legal counsel for a closed session on pending litigation held pursuant to Section 54956.9, when to do so would reduce legal fees or costs.

(c) Meetings of the governing board of a school district shall be held within the district, except under the circumstances enumerated in subdivision (b), or to do any of the following:

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- (1) Attend a conference on nonadversarial collective bargaining techniques.
- (2) Interview members of the public residing in another district with reference to the trustees' potential employment of an applicant for the position of the superintendent of the district.
- (3) Interview a potential employee from another district.

(d) Meetings of a joint powers authority shall occur within the territory of at least one of its member agencies, or as provided in subdivision (b). However, a joint powers authority which has members throughout the state may meet at any facility in the state which complies with the requirements of Section 54961.

(e) If, by reason of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in the place designated, the meetings shall be held for the duration of the emergency at the place designated by the presiding officer of the legislative body or his or her designee in a notice to the local media that have requested notice pursuant to Section 54956, by the most rapid means of communication available at the time.

54954.2 (a) (1) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public and on the local agency's Internet Web site, if the local agency has one. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

(2) For a meeting occurring on and after January 1, 2019, of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an Internet Web site, the following provisions shall apply:

(A) An online posting of an agenda shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district,

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or political subdivision established by the state that is accessible through a prominent, direct link to the current agenda. The direct link to the agenda shall not be in a contextual menu; however, a link in addition to the direct link to the agenda may be accessible through a contextual menu.

(B) An online posting of an agenda including, but not limited to, an agenda posted in an integrated agenda management platform, shall be posted in an open format that meets all of the following requirements:

(i) Retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications.

(ii) Platform independent and machine readable.

(iii) Available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

(C) A legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an Internet Web site and an integrated agenda management platform shall not be required to comply with subparagraph (A) if all of the following are met:

(i) A direct link to the integrated agenda management platform shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district, or political subdivision established by the state. The direct link to the integrated agenda management platform shall not be in a contextual menu. When a person clicks on the direct link to the integrated agenda management platform, the direct link shall take the person directly to an Internet Web site with the agendas of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state.

(ii) The integrated agenda management platform may contain the prior agendas of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state for all meetings occurring on or after January 1, 2019.

(iii) The current agenda of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state shall be the first agenda available at the top of the integrated agenda management platform.

(iv) All agendas posted in the integrated agenda management platform shall comply with the requirements in clauses (i), (ii), and (iii) of subparagraph (B).

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(D) For the purposes of this paragraph, both of the following definitions shall apply:

(i) “Integrated agenda management platform” means an Internet Web site of a city, county, city and county, special district, school district, or political subdivision established by the state dedicated to providing the entirety of the agenda information for the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state to the public.

(ii) “Legislative body” has the same meaning as that term is used in subdivision (a) of Section 54952.

(E) The provisions of this paragraph shall not apply to a political subdivision of a local agency that was established by the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state.

~~(2)~~ (3) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

(b) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

(1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5.

(2) Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

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(3) The item was posted pursuant to subdivision (a) for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(c) This section is necessary to implement and reasonably within the scope of paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

(d) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's Internet Web site, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

54955. Adjournment; adjourned meetings. ~~The legislative body of a local agency may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting the clerk or secretary of the legislative body may declare the meeting adjourned to a stated time and place and he shall cause a written notice of the adjournment to be given in the same manner as provided in Section 54956 for special meetings, unless such notice waived provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, bylaw, or other rule.~~

54956. Special meetings; call; notice. (a) A special meeting may be called at any time by the presiding officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering written notice to each member of the legislative body and to each local newspaper of general

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circulation and radio or television station requesting notice in writing and posting a notice on the local agency's Internet Web site, if the local agency has one. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

(b) Notwithstanding any other law, a legislative body shall not call a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of a local agency executive, as defined in subdivision (d) of Section 3511.1. However, this subdivision does not apply to a local agency calling a special meeting to discuss the local agency's budget.

(c) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's Internet Web site, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

54957. Closed sessions; exclusion of witnesses. ~~(a) Nothing contained in this chapter shall~~ This chapter shall not be construed to prevent the legislative body of a local agency from holding closed sessions with the Attorney General, district attorney, agency counsel, sheriff, or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings, a threat to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or a threat to the public's right of access to public services or public facilities.

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(b) (1) Subject to paragraph (2), ~~nothing contained in~~ this chapter shall not be construed to prevent the legislative body of a local agency from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

(2) As a condition to holding a closed session on specific complaints or charges brought against an employee by another person or employee, the employee shall be given written notice of his or her right to have the complaints or charges heard in an open session rather than a closed session, which notice shall be delivered to the employee personally or by mail at least 24 hours before the time for holding the session. If notice is not given, any disciplinary or other action taken by the legislative body against the employee based on the specific complaints or charges in the closed session shall be null and void.

(3) The legislative body also may exclude from the public or closed meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.

(4) For the purposes of this subdivision, the term “employee” shall include an officer or an independent contractor who functions as an officer or an employee but shall not include any elected official, member of a legislative body or other independent contractors. ~~Nothing in~~ This subdivision shall not limit local officials’ ability to hold closed session meetings pursuant to Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code. Closed sessions held pursuant to this subdivision shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline.

54957.1. ~~Closed sessions; public report of action taken.~~ (a) The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention on that action of every member present, as follows:

(1) Approval of an agreement concluding real estate negotiations pursuant to Section 54956.8 shall be reported after the agreement is final, as follows:

(A) If its own approval renders the agreement final, the body shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held.

(B) If final approval rests with the other party to the negotiations, the local agency shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the local agency of its approval.

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(2) Approval given to its legal counsel to defend, or seek or refrain from seeking appellate review or relief, or to enter as an amicus curiae in any form of litigation as the result of a consultation under Section 54956.9 shall be reported in open session at the public meeting during which the closed session is held. The report shall identify, if known, the adverse party or parties and the substance of the litigation. In the case of approval given to initiate or intervene in an action, the announcement need not identify the action, the defendants, or other particulars, but shall specify that the direction to initiate or intervene in an action has been given and that the action, the defendants, and the other particulars shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize the agency's ability to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

(3) Approval given to its legal counsel of a settlement of pending litigation, as defined in Section 54956.9, at any stage prior to or during a judicial or quasi-judicial proceeding shall be reported after the settlement is final, as follows:

(A) If the legislative body accepts a settlement offer signed by the opposing party, the body shall report its acceptance and identify the substance of the agreement in open session at the public meeting during which the closed session is held.

(B) If final approval rests with some other party to the litigation or with the court, then as soon as the settlement becomes final, and upon inquiry by any person, the local agency shall disclose the fact of that approval, and identify the substance of the agreement.

(4) Disposition reached as to claims discussed in closed session pursuant to Section 54956.95 shall be reported as soon as reached in a manner that identifies the name of the claimant, the name of the local agency claimed against, the substance of the claim, and any monetary amount approved for payment and agreed upon by the claimant.

(5) Action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee in closed session pursuant to Section 54957 shall be reported at the public meeting during which the closed session is held. Any report required by this paragraph shall identify the title of the position. The general requirement of this paragraph notwithstanding, the report of a dismissal or of the nonrenewal of an employment contract shall be deferred until the first public meeting following the exhaustion of administrative remedies, if any.

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(6) Approval of an agreement concluding labor negotiations with represented employees pursuant to Section 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. The report shall identify the item approved and the other party or parties to the negotiation.

(7) Pension fund investment transaction decisions made pursuant to Section 54956.81 shall be disclosed at the first open meeting of the legislative body held after the earlier of the close of the investment transaction or the transfer of pension fund assets for the investment transaction.

(b) Reports that are required to be made pursuant to this section may be made orally or in writing. The legislative body shall provide to any person who has submitted a written request to the legislative body within 24 hours of the posting of the agenda, or to any person who has made a standing request for all documentation as part of a request for notice of meetings pursuant to Section 54954.1 or 54956, if the requester is present at the time the closed session ends, copies of any contracts, settlement agreements, or other documents that were finally approved or adopted in the closed session. If the action taken results in one or more substantive amendments to the related documents requiring retyping, the documents need not be released until the retyping is completed during normal business hours, provided that the presiding officer of the legislative body or his or her designee orally summarizes the substance of the amendments for the benefit of the document requester or any other person present and requesting the information.

(c) The documentation referred to in subdivision (b) shall be available to any person on the next business day following the meeting in which the action referred to is taken or, in the case of substantial amendments, when any necessary retyping is complete.

(d) Nothing in this section shall be construed to require that the legislative body approve actions not otherwise subject to legislative body approval.

(e) No action for injury to a reputational, liberty, or other personal interest may be commenced by or on behalf of any employee or former employee with respect to whom a disclosure is made by a legislative body in an effort to comply with this section.

(f) This section is necessary to implement, and reasonably within the scope of, paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

~~54957.6. Closed sessions; legislative body of local agencies; salaries, salary schedules or fringe benefits.~~ (a) Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local

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agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation.

However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its designated representatives.

Closed sessions of a legislative body of a local agency, as permitted in this section, shall be for the purpose of reviewing its position and instructing the local agency's designated representatives.

Closed sessions, as permitted in this section, may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees.

Closed sessions with the local agency's designated representative regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits may include discussion of an agency's available funds and funding priorities, but only insofar as these discussions relate to providing instructions to the local agency's designated representative.

Closed sessions held pursuant to this section shall not include final action on the proposed compensation of one or more unrepresented employees.

For the purposes enumerated in this section, a legislative body of a local agency may also meet with a state conciliator who has intervened in the proceedings.

(b) For the purposes of this section, the term "employee" shall include an officer or an independent contractor who functions as an officer or an employee, but shall not include any elected official, member of a legislative body, or other independent contractors.

- A. The Personnel Commission shall post an agenda containing the time and location of its regular meetings in accordance with applicable Government Code Sections.
- B. Special or emergency meetings may be ordered in accordance with applicable Government Code Sections.
- C. The Personnel Commission's Order of Business shall be posted at least 72 hours before a regular meeting in a prominent place in the ~~District Office~~ Educational Services Center and with a direct link on the Personnel Commission's Web site homepage. The Order of Business shall contain a brief general description of each item of business to be transacted or discussed at the meeting. A Notice

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shall be posted at least 24 hours in advance of special or emergency meetings in a prominent place in the ~~District Office~~ Educational Services Center.

- D. All meetings except closed sessions shall be open and public. No action shall be taken on any item not appearing on the posted Order of Business except as provided in Government Code Section 54954.2 (3)(b). The Personnel Commission may briefly respond to statements made or questions posed by non-agenda speakers, refer the matter to staff for information, and/or ask that the matter be returned at a future meeting.
- E. Closed sessions may be held in accordance with the provisions of Government Code Section 54957 to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee or employees or to hear complaints or charges brought against employees. Closed sessions may also be held in accordance with other applicable Government Code Sections.
- F. The Personnel Commission shall, in accordance with Government Code Sections 54953 (c) and 54957.1, publicly report any action taken in closed session and the vote or abstention on that action of every member present.
- G. The election of the Chairperson and Vice Chairperson of the Personnel Commission shall take place at the first regular meeting in December of each year and shall take effect immediately. In the event that the appointment or reappointment of a Commissioner has not occurred by the first regular meeting in December the Personnel Commission may choose to postpone its election of chairpersons until such appointment or reappointment has occurred. If such postponement should occur, the current Chairperson and Vice Chairperson will continue to serve until an election occurs. In the absence of the Chairperson, the Vice Chairperson shall preside at Personnel Commission meetings and perform the duties of the Chair.
- H. Individuals or groups who seek interview with particular Commissioners in regard to matters that may later be placed before the Personnel Commission for decision shall be referred to the Personnel Commission staff with the explanation that it is against the policy of the Personnel Commission to take up such matters except at open meetings with the majority of the Personnel Commission present.

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TO: THE PERSONNEL COMMISSION

FROM: Ute Severa

SUBJECT: Adoption of an Accelerated Hiring Rate for the Class of Employee and Labor Relations Specialist (Case 3823)

Recommendation:

It is recommended that the Personnel Commission adopt a third-step hiring rate for the class of Employee and Labor Relations Specialist, effective March 25, 2020.

Salary Schedule 6689.24

Step 1	Step 2	Step 3	Step 4	Step 5	
\$6,689.24	\$7,057.15	<u>\$7,445.30</u>	\$7,854.79	\$8,286.80	Monthly
\$80,270.88	\$84,685.80	<u>\$89,343.60</u>	\$94,257.48	\$99,441.60	Annually

Bases of Recommendation:

1. The Personnel Director has requested the adoption of an accelerated hiring rate for the class of Employee and Labor Relations Specialist in response to recruitment difficulties experienced for this class. The Vice Chancellor of Human Resources was in support of this request.
2. Personnel Commission Rule 582, Allocation to Appropriate Salary Step, provides that “After an investigation and a finding of critical shortage of qualified applicants which seriously affects the recruitment and retention of qualified persons, the Personnel Commission may, with the concurrence of the Board of Trustees, authorize an accelerated hiring step or shortened range for a class.” The rule goes on to define critical shortage and the data required to substantiate critical shortage.

In accordance with the provisions of Rule 582, the following information is provided in support of the recommendation:

Recruitment and Selection Process

Recent recruitment efforts included the placement of advertisements in a variety of recruitment sources such as Society for Human Resource Management (SHRM), Professionals in Human Resources Association (PIHRA), National Public Employer Labor Relations Association, Labor and Employee Relations Association (LERA), Association of Chief HR Officers, Personnel Testing Council of Southern California (PTC-SC), Personnel Testing Council of Northern California (PTC-NC), LinkedIn, Community College Jobs & Affiliated Sites, Indeed, CCC Registry, CareerBuilder, Chronicle of Higher Ed, Higher Ed Jobs, EdJoin, Personnel Commission Facebook Page, Personnel Commission website, and specialized mailing lists.

The following statistics reflect the history of the last two exam administrations for the class of Employee and Labor Relations Specialist:

List Date	No. Qualified Applications Received	No. Eligibles on List
8/2019	12	3
1/2020	7	2

Staff notes that the lists above were merged and certified and resulted in two of the eligibles declining an offer of employment; two eligibles declining the interview; and no offer was made to the remaining eligible.

Vacancies:

There is two vacant positions in the Office of Employee and Labor Relations at the Educational Services Center.

Salary Data for Comparable Positions:

The external salary data requirement of Rule 582 is being met through the use of external data gathered from the U.S. Department of Labor, Bureau of Labor Statistics, OES survey Los Angeles-Long Beach-Anaheim, for Labor Relations Specialists (sample size of 3,540 employees), which produced the following results (adjusted by applicable Employment Cost Index):

Q1	Median	Average	Q3	
\$4,567.87	\$6,427.15	\$6,879.60	\$8,859.59	Monthly
\$54,814.44	\$77,125.80	\$82,555.20	\$106,315.08	Annually

LACCD Employee and Labor Relations Specialist salary schedule:

Step 1	Step 3	Step 3	Step 5	
\$6,689.24	\$7,445.30	\$7,445.30	\$8,286.80	Monthly
\$80,270.88	\$89,343.60	\$89,343.60	\$99,441.60	Annually

When comparing external data with the District internal salary schedule, it has been the practice to match up Q1 to the first step, the Median and Average to the third step, and Q3 to the fifth step. Recognizing that the level of compensation for this position will be above the external employment market date at Q1, Median, and Average yet below the external employment market at Q3, staff considered adopting a third-step accelerated hiring rate an appropriate approach.

WEB DESIGNER

DEFINITION

Designs, develops, maintains, and modifies a college's or the District Office's Web site and portal and supporting Web pages.

TYPICAL DUTIES

Consults with administrators and department heads to define, design, and implement Web pages and portal, improve existing ones, enhance user experience design, and discuss new directions and technology.

Maintains awareness of District and college policies and management initiatives, and identifies opportunities to use Web and portal technologies to further those initiatives.

Interfaces with technical staff and outside resources to develop and enhance Web presence.

Defines Web presentation standards and content development procedures for Web site and portal.

Works with college and District Office public relations staff to ~~develop~~ integrate effective marketing ~~and~~ PR and social media campaigns into a college or the District Office web site using established or available web technologies.

Works with portal administrator(s) to develop effective personalization schemes.

~~Consults with administrators and department heads to define content and knowledge management strategies and appropriate taxonomies to support those strategies.~~

Builds consensus and gathers support and signoff on any significant modifications to the Web site and portal of assigned location.

Determines placement of all new information submitted by program areas and develops and maintains a Web information database.

~~Converts submitted materials to Web documents.~~

~~Edits contents~~ Assists and guides users in the content editing of Web pages.

Designs, creates, and optimizes software-based Web graphics including user interface features, site animation, and special effects elements.

Secures ~~programming and~~ graphics support as needed.

Prepares and makes presentations on Web and portal projects to senior management at the District and/or colleges.

Tests and maintains Web links by implementing Web site management software.

Compiles and analyzes Web page ~~hit~~ view statistics.

Organizes the navigational structure of the assigned Web site.

Advises and trains users in the design and authoring of Web documents.

Establishes and maintains web site design and style guides.

~~Assists information technology staff in analyzing, troubleshooting, and evaluating computer hardware and software technologies related to Web site development.~~

Researches new Web features and tools that might be useful for authoring documents, for maintaining the Web site, and for expanding online offerings.

Collaborates with Web staff and management at other locations to improve effectiveness and efficiency of the District's network of Web sites.

Serves as a member on a Web advisory team.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Web Designer** designs, develops, maintains, and modifies a college's or the District Office's Web site and portal and supporting Web pages. The use of creativity and demonstrated graphic design skills are critical elements of this classification.

A **Web Architect** designs, develops, and maintains the technical architecture of ~~W~~web-based applications.

SUPERVISION

General supervision is received from an academic or classified administrator or supervisor. Technical assistance is provided to staff with lower-level technical skills.

CLASS QUALIFICATIONS

Knowledge of:

Principles and techniques of user-centered Web design and development

Techniques of creating Web pages to meet various accessibility guidelines

Artistic elements of Web design

Effective knowledge and content management techniques and strategies

Techniques for implementing business process improvement using ~~W~~web-based platforms and technologies

Techniques for Web page design for cross-browser and cross-platform compatibility

Techniques for search engine optimization

Hands-on skills with Web development languages/tools such as HTML; CSS; Javascript; ~~Macromedia Dreamweaver and Fireworks~~; Adobe Creative Suite including Adobe Acrobat, Flash, Adobe Illustrator, Adobe

InDesign, Adobe Photoshop; Adobe After Effects; SketchUp; SQL; MySQL; Oracle; Drupal; Joomla!; WordPress; and Microsoft Access, Word, Excel, and PowerPoint

Basic database development techniques with respect to database-driven Web sites, particularly using ASP/ADO, JSP, VBScript, ~~and~~ Jscript, and PHP

Enterprise Resource Planning (ERP) systems Enterprise Portal capabilities, including Knowledge Management, iViews, Pages, and Roles

Template-based Web page development

Principles of creative design for experiences, including events, exhibitions, and promotions

Principles of color theory and typography

Project management principles and tools such as Microsoft Project

Principles of computer network operations in a multi-server environment

Operation and use of technical equipment such as hand-held digital cameras and web cameras

New trends and developments in the areas of Web site design, usability, information architecture, and accessibility

Principles of marketing and communications to reach diverse audiences with the goal of delivering specific messages and information

Ability to:

Design, develop, and maintain Web pages using Web development software

Apply creativity in the design of Web pages and portals

Create and maintain knowledge and content management architectures for a large Web site and portal

Design, create, and optimize Web graphics including animation and motion using computer software

Consult with administrators and staff to define, design, and implement new Web pages and improve existing ones

Analyze, evaluate, and edit text for the Web, navigation structures, user interfaces, and other elements necessary to produce an effective Web site

Converts submitted materials to Web documents

Consistently use and promote professional standards and practices related to technology

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

Troubleshoot and resolve a variety of Web site linkage, access, and related operational problems

Train users in the design and authoring of Web documents

Meet schedules and timelines

Independently plan and organize work projects

Establish and maintain effective working relationships with administrators, faculty, and students

Maintain high levels of customer service and satisfaction

Communicate difficult technical concepts in clear and understandable terms, both orally and in writing

Write comprehensive and clear technical procedures, documentation, reports, and communications related to Web navigation and design

Learn the characteristics of new Web page design and development software and equipment and update technical skills to adapt to changing technology

ENTRANCE QUALIFICATIONS

Education and Experience:

A. ~~Graduation~~ A bachelor's degree from a recognized ~~four-year~~ college or university with a major in Web-based communications, graphic design, information technology, or a related field **AND** one year of recent, full-time, paid experience in the design and development of an educational or business Web site.

OR

B. Graduation from high school or its equivalent **AND** twenty-four semester units from a recognized college or university in Web-based communications, graphic design, information technology, or a related field **AND** three years of recent, full-time, paid experience in the design and development of an educational or business Web site.

OR

C. Graduation from high school or its equivalent **AND** five years of recent, full-time, paid experience in the design and development of an educational or business Web site.

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.

WEB ARCHITECT

DEFINITION

Designs, develops, and maintains the technical architecture of wWeb-based applications.

TYPICAL DUTIES

Defines system application architecture and articulates the architecture and technical vision to Web authors to determine requirements for Web pages and related web applications.

Compiles client specifications; translates business requirements and converts concepts to ~~and~~ and devises the technical infrastructure to support enterprise-wide Wweb-based applications solutions and to ensure compliance with best practices and policies.

Consults with administrators, department heads, and web design staff to determine feasibility of applying Web technology to user departmental procedures and identifies problems and establishes system requirements, parameters, and objectives.

~~Serves as a technical administrators in the development of a Web presence strategy in keeping with institutional priorities, objectives and plans.~~

Defines the architecture and develops the detailed technical design for incorporating legacy and other applications into the web portal.

Designs and performs the application programming in the development of server pages for database and business process webpages and web applications.

Optimizes established Web architecture for navigability.

Validates web architecture solutions using a scenario based approach.

Maintain awareness of District and college policies and management initiatives and identifies opportunities to use Wweb architecture technologies to further those initiatives.

Consults with systems engineers to design and implement hardware and software upgrades for Wweb based applications on multiple Web server platforms.

Analyses and troubleshoots complex hardware and software operations problems related to Wweb operations applications.

Oversees the testing and maintenance of Web links.

~~Coordinates systems implementation activities for user departments, other units, and computer operations personnel.~~

~~Reviews existing systems and programs, analyzes them to determine the source of any difficulties, and modifies procedures and systems as necessary.~~

Working with operations staff, tests backup and restoration processes for Web servers.

Develops strategic, logical, and physical Web architecture design standards and procedures.

~~Develops and conducts training classes on the use of Web applications for employees and user departments.~~

Prepares reports detailing technical feasibility and cost of implementing Web applications or alternatives.

Evaluates hardware and software technologies related to Web applications and makes recommendations concerning the selection of appropriate tools and products that will facilitate the implementation of the architecture.

May provide guidance to and review the work of assigned technical staff.

May prepare and make presentations on Web and Portal projects for various groups and committees.

Provides leadership on IT projects impacting a location's Web architecture.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Web Architect** designs, develops, and maintains the technical architecture of ~~W~~web-based applications.

A **Web Designer** designs, develops, maintains, and modifies a college's or the District Office's Web site and portal and supporting Web pages. The use of creativity and demonstrated graphic design skills are critical elements of this classification.

SUPERVISION

General supervision is received from a classified administrator or supervisor. Work direction may be exercised over assigned technical staff.

CLASS QUALIFICATIONS

Knowledge of:

Web-based computer systems, analysis, design and programming languages

Internet-enabled and client/server technology, including development tools

Architecture and infrastructure requirements needed to support ~~W~~web-based applications including Service Oriented Architecture

Web publishing and Web presentation programs

Design and programming of server pages

Principles of developing, maintaining, deploying Content Management Systems (CMS) and Learning Management Systems (LMS).

Principles of Databases systems such as Oracle, SQL Server, MySQL, NoSQL, PostgreSQL, MS Access, dBase, FoxPro, Excel Files, Flat Files.

Principle of command languages scripting in PowerShell, Windows Scripting Host, and Unix

Principles of Database development techniques with respect to database-driven Web applications, particularly using ASP/ADO, JSP, .NET, MySQL, NoSQL, VBScript, and Jscript, and C#

Principles of programming Script languages such as HTML, Visual Basic, ASP, .NET, C#, VBScript, JavaScript, Jscript, and PERL, and PHP

Principles of .net technology and framework

Application of a wide variety of Web development tools such as Drupal, Joomla! WordPress, Dreamweaver, Fireworks, FrontPage and FLASH

Application of a wide variety of Web development tools such HTML Editors, Visual Studios, Adobe Dreamweaver, Microsoft Expression Web, Eclipse IDE, SAP Portals and SharePoint Designer

Application program interfaces such as RESTful APIs

Enterprise Resource Planning (ERP) systems Enterprise Portal capabilities, including Knowledge Management, iViews, Pages and Roles

Development and testing methodologies including but not limited to Agile and Waterfall models

Network design concepts

Capacity planning and hardware sizing for the solution

Principles of computer network operations in a multi-server environment including three-tier architecture

Web site administration

Web Server administration and configuration pertaining to web applications

Project management principles and tools such as Microsoft Project.

New trends and developments in the area of Web architecture with principles of systems documentation.

Principles of training

Ability to:

Design, develop, and maintain the technical architecture of Web-based applications

Coordinate system design with user needs, data, regulations and related factors

Consult with administrators and staff to define, design, and implement an effective Web architecture

Synthesize facts and concepts which affect systems and procedures

Identify current and impending technical Internet problems

Diagnose complex Web site linkage, access and related operational problems and takes corrective action

Develop and conduct training classes on the use of Web applications

Work closely with users to develop the functional requirements for dynamic, database-driven Web applications and collaborate with developers to build them

~~Provide leadership and technical assistance to others~~

Work under the pressure of deadlines in a fast-paced environment

Independently plan and organize work projects

Consistently use and promote professional standards and practices related to assignments

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

Maintain high levels of customer service and satisfaction

Provide work direction and instructions to lower-level technical staff and users

Establish and maintain effective working relationships with administrators, faculty, and students

Communicate difficult technical concepts in clear and understandable terms

Write comprehensive and clear technical procedures, documentation, reports and communications related to systems operation and configuration.

Acquire and apply knowledge of new Web technologies and methods to solving operational problems

ENTRANCE QUALIFICATIONS

Education and Experience:

A. ~~Graduation~~ A bachelor's degree from a recognized ~~four-year~~ college or university preferably with a major in computer science, information technology, or a related field **AND** two years of recent, full-time, paid experience in Web systems design and development.

OR

B. Graduation from high school or its equivalent **AND** twenty-four semester units from a recognized college or university in computer science, information technology, or a related field **AND** four years of recent, full-time, paid experience in Web systems design and development.

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.

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