

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING  
Wednesday, September 2, 2020 – 12:30 p.m.  
Via Teleconference:  
<https://laccd.zoom.us/j/5603717342>  
Dial by your location  
+1 669 900 6833 US (San Jose)  
Meeting ID: 560 371 7342

ORDER OF BUSINESS-CLOSED SESSION MEETING

- I. Roll Call
- II. Requests to Address the Personnel Commission on Closed Session Matters
- III. Convene in Closed Session
  - a. To Discuss Public Employment  
Pursuant to Government Code Section 54957
  - 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, September 23, 2020**  
Closed Meeting 12:30 p.m.  
Open Meeting 1:00 p.m.  
Via Teleconference

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

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

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION MEETING  
Wednesday, September 2, 2020 – 1:00 p.m.

Via Teleconference:

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Meeting ID: 560 371 7342

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve Minutes of the Closed and Open Meetings of August 19, 2020
- IV. Miscellaneous Personnel Commission Activities and Announcements
  - a. Classified Employment Opportunities Bulletin
  - b. Strictly Classified Employee Bulletins
- V. Receive the 2019-2020 Personnel Commission Annual Report
- VI. Classification Study for EN 779571, Admissions & Records Assistant, Admissions & Records, Los Angeles City College (Case 3905)
- VII. Title Change for the Class of Administrative Aide (Case 3902)
- VIII. Notice of Outstanding Work Performance for:
  - a. Alfredo Uribe, Gardener, East Los Angeles College
- IX. Correspondence
- X. Notice of Anticipated Items: Class Description Revisions for: SAP Basis Administrator, SAP Netweaver Portal Developer, SAP Quality Assurance Analyst, Database Systems Specialist
- XI. Hear Non-Agenda Speakers/Open Forum
- XII. Reconvene into Closed Session
- XIII. Reconvene into Open Session
- XIV. Report of Actions Taken in Closed Session
- XV. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

**Wednesday, September 23, 2020**

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Open Meeting 1:00 p.m.

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**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION  
Wednesday, August 19, 2020 – 12:30 p.m.**

Via Teleconference:  
<https://laccd.zoom.us/j/5603717342>  
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**MINUTES OF THE REGULAR MEETING – CLOSED SESSION**

Present: Commissioners:  
David Iwata, Chair  
Henry Jones, Vice-Chair  
Diva Sanchez Trevino

Staff: Ronald Delahoussaye, Personnel Director

- I. Roll Call
- II. **Requests to Address the Personnel Commission on Closed Session Matters** - None
- III. **Convene in Closed Session**
- a. **To Discuss Public Employment, Debarment Case, EN 1030937**  
Pursuant to Government Code Section 54957
- b. **Conference with Legal Counsel – Anticipated Litigation**  
Pursuant to Government Code Section 54957(b)(1)
- IV. **Report Out Actions Taken in Closed Session** - Mr. Iwata reported that the debarment case of EN 1030937 was discussed and follow-up would be done by the Personnel Director.
- V. **Correspondence** – No correspondence was received.
- VI. **Adjourn.** The meeting adjourned at 1:03 p.m.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**Wednesday, August 19, 2020 – 1:00 p.m.**

Via Teleconference:

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Meeting ID: 560 371 7342

**MINUTES OF THE OPEN MEETING**

Present: Commissioners:  
David Iwata, Chair  
Henry Jones, Vice Chair  
Diva Sanchez Trevino

Staff:  
Ronald Delahoussaye, Personnel Director  
Ute Severa, Assistant Personnel Director  
Neely Miller, Executive Assistant (Confidential)  
Ryan Pennock, Personnel Analyst  
Justin L'Hommedieu, Assessment & Selection Analyst  
Deborah Tsai, Assistant Personnel Analyst  
Patrick Sung, Assistant Personnel Analyst  
Sarah Hur, Senior Personnel Assistant

Guests:  
Vera Tylecek, Administrative Aide, Los Angeles City College  
Robin King, Administrative Aide, Los Angeles Trade-Technical College  
Vanessa Van Wagner, Administrative Aide, Los Angeles Trade-Technical College  
Shant Varozian, Administrative Aide, Los Angeles Pierce College  
Lupita Narkevicius, Student Services Assistant, Los Angeles Pierce College  
Danny Illouz, Administrative Aide, Los Angeles Pierce College  
Denise Marrin, Administrative Aide, Los Angeles Mission College  
Orbalina Ruiz, Administrative Aide, Los Angeles Mission College  
Tamara Washington, Administrative Aide, West Los Angeles College  
Yovanna Campos, Office Assistant, Los Angeles City College  
Anna Salazar, President, Classified Management Association  
Jo-Ann Haywood, AFT 1521A  
Troy Pierce, AFT 1521A  
Steven Butcher, AFT 1521A

- I. The Chair convened the regular meeting at 1:04 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took action concerning the debarment of EN 1030937 during closed session and appropriate follow-up will be performed by the Personnel Director.

- III. **Review and Approve Minutes of the Closed and Open Meetings on August 5, 2020 -**  
Upon motion by Mr. Jones and concurred with by the Chair, the Personnel Commission approved the minutes for the August 5, 2020 Open and Closed meetings of the Personnel Commission. Ms. Sanchez Trevino abstained from voting as she was not present at the August 5, 2020 meetings of the Personnel Commission.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**  
a. **Classified Employment Opportunities Bulletin**
- Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the Classified Employment Opportunities Bulletin.
- V. **Revision of Personnel Commission Rule 808, ILLNESS LEAVE (Final Approval) (Case 3903) -** Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 808, as presented.
- VI. **Revision of Personnel Commission Rule 809, PAID ILLNESS LEAVE FOR LIMITED TERM EMPLOYEES (Final Approval) (Case 3904) -** Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission granted final approval to the revisions to Personnel Commission Rule 809, as presented.
- VII. **Title Change for the Class of Administrative Aide (Case 3902) –** The item was pulled for further discussion between the union and its members and will return on the next possible agenda.
- IX. **Correspondence** – No correspondence was received.
- X. **Notice of Anticipated Items** – Upon motion by Mr. Jones, and concurred with by the Chair, the Personnel Commission acknowledged notice of anticipated items: Classification Study for EN 779571 (AFT)
- XI. **Hear Non-Agenda Speakers/Open Forum** – None.
- XII. **Reconvene into Closed Session**
- XIII. **Reconvene into Open Session**
- XIV. **Report of Actions Taken in Closed Session** - None
- XV. **Adjourn** – The meeting adjourned at 1:51 p.m.

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Ronald Delahoussaye, Personnel Director

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

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Date

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David Iwata, Chair

DRAFT

**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ron Delahoussaye

**SUBJECT:** Classification Study: Admissions & Records Assistant, EN 779571, Admissions & Records, Los Angeles City College (Case 3905)

**Recommendation:**

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

**From:**  
Admissions & Records Assistant  
(\$3,562.28 to \$4,413.04/month)

**To:**  
Admissions & Records Eval. Technician  
(\$4,413.04 to \$5,466.98/month)

**Location:**  
Admissions & Records  
Los Angeles City College

**Incumbent:**  
A. Sinapyan (EN 779571)

**Effective Date:** January 30, 2020

**Bases of Recommendation:**

1. The study for this position was initiated by the submission of the incumbent's performance evaluation, dated January 30, 2020, in accordance with the provisions of Rule 702, PERFORMANCE EVALUATION FOR PROBATIONARY AND PERMANENT CLASSIFIED EMPLOYEES, as well as Article 16, Paragraph D, of the agreement between the Los Angeles Community College District and the AFT College Staff Guild. Staff notes that the performance evaluation was initially not forwarded to the Personnel Commission Office by the Human Resources Division, which is the customary process. Staff became aware of the employee's evaluation after the employee provided the form to the Personnel Commission office on July 13, 2020. The performance evaluation was accompanied by a description of the employee's duties. The employee and supervisor requested that the employee's position be upgraded to Admissions & Records Evaluation Technician because she has been performing higher-level duties involving the evaluation of academic records of students to determine completion of requirements for the college's achievement and skill certificate programs. The college administration is in support of this request.
2. Staff audited the position and found that the employee has primary responsibility over the evaluation and awarding of achievement and skill certificates, as well as shared responsibility over CSUGE Breadth and IGETC certifications with Admissions & Records



Evaluation Technicians. This involves evaluating college transcripts and coursework to determine course credit eligibility and completion of requirements for certificates; issuing and receiving petitions for graduation and preparing graduation lists; interpreting and applying District policies, rules and regulations, and operational procedures related to evaluation duties; explaining requirements, deficiencies, procedures, and transcript evaluations to students, faculty and the public; notifying and working with various college offices regarding students' status; and maintaining and updating official student records and data within the student information system.

3. The classification concept of the incumbent's current class of Admissions & Records Assistant involves performing a wide variety of specialized clerical duties related to enrolling students and maintaining accurate and current records of students' academic status and progress. The classification concept that was requested, Admissions & Records Evaluation Technician, requires an incumbent to apply judgment and specialized knowledge in the evaluation of academic records of incoming and continuing students for the purpose of determining eligibility for admittance, academic status changes, and graduation. 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 Admissions & Records Evaluation Technician because she has primary responsibility over evaluation and awarding of the various achievement and skill certificates of the college.

## **STATUS OF INCUMBENT**

In accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES, A. Sinapyan (EN 779571) may be appointed to her reclassified position without participating in an examination process.

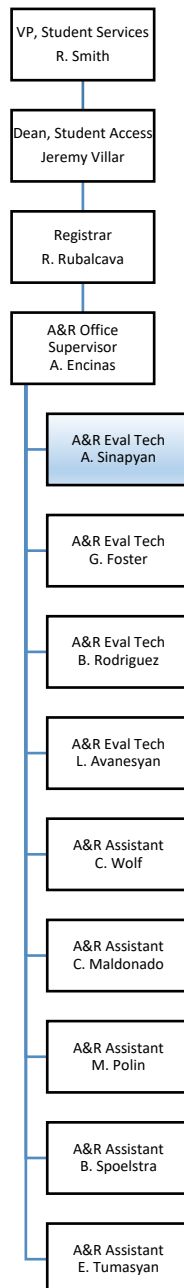
Date of Last Performance Evaluation: 1/30/2020

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



## LOS ANGELES COMMUNITY COLLEGE DISTRICT ORGANIZATIONAL CHART

### *Los Angeles City College – Admissions & Records*



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

**TO:** THE PERSONNEL COMMISSION

**FROM:** Ronald Delahoussaye

**SUBJECT:** Title Change for the Class of Administrative Aide (Case 3902)

**Recommendations:**

- I. It is recommended that the class of Administrative Aide in the Administrative Support Group, Office Administration Series, be retitled to Administrative Operations Technician; and that the revised class description be adopted, effective September 2, 2020.
- II. It is recommended that all positions in the class of Administrative Aide be reclassified for purposes of title change only to Administrative Operations Technician, effective September 2, 2020.
- III. It is the recommended that the eligibility list, dated 2/10/20, established for the class of Administrative Aide be retitled to Administrative Operations Technician, effective September 2, 2020.

**Bases of Recommendations:**

1. As a result of the recent title changes made to the classes of Senior Secretary (retitled to Administrative Assistant) and Administrative Secretary (retitled to Senior Administrative Assistant), staff is proposing a title change for the class of Administrative Aide. The proposed new title of Administrative Operations Technician is intended to provide more clarity and consistency among the classes in the Administrative Support Group, Office Administration Series and is considered reflective of the duties assigned to the incumbents in this job class. Furthermore, the proposed new title is consistent with the job titles used in the occupational field for this job class in the labor market at large.
2. There are currently 20 filled Administrative Aide positions that will be affected by the recommended title change.

**ADMINISTRATIVE OPERATIONS TECHNICIAN-AIDE**

**DEFINITION**

Performs paraprofessional staff duties for a major organizational unit related to areas such as budgeting, procurement and contracts, asset management, personnel, payroll, the production of a college's schedule of classes and catalog, and other centralized administrative activities.

**TYPICAL DUTIES**

Prepares comprehensive reports, operational documents, and correspondence related to the work of a major organizational unit.

Creates and maintains a variety of databases and extracts data utilizing a variety of general and specialized software applications.

Investigates and resolves difficult problems and responds to non-routine inquiries related to the work of a major organizational unit.

Effectively utilizes computer software to create, edit, model, and translate data into complex reports and graphic formats.

Reconciles data reports for accuracy and resolves discrepancies.

Recommends and initiates procedural changes to expedite transmittal of information and/or facilitate implementation of policies and programs.

Acts as a liaison with the staff from other offices on assigned projects.

Compiles a variety of information for a major organizational unit.

Applies laws, rules, policies, and procedures related to assigned work.

Reviews information submitted to the office for completeness, accuracy, and conformance with applicable policies, procedures, and practices.

Composes, edits, and publishes materials for distribution to the public.

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

May post information updates to department website.

May provide work direction and training to employees in the work of the office.

May conduct training sessions for staff on processes and procedures related to the operations of a major organizational unit.

Performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

An ~~Administrative~~ **Operations Technician-Aide** applies a thorough knowledge of established procedures and policies in the areas of: budgeting, procurement and contracts, asset management, personnel, payroll, the production of a college's schedule of classes and catalog, and other centralized administrative activities for a major organizational unit. Proficiency in the methods, procedures, and policies utilized in the Los Angeles Community College District is of greater importance than a broad knowledge of the general principles and practices of office administration. May perform lead duties. Use of computers and advanced software applications is an integral aspect of the duties.

An Academic Scheduling Specialist performs paraprofessional and technical duties related to the production of a college's schedule of classes and catalog. Use of computers and advanced software applications is an integral aspect of the duties.

~~An Administrative Assistant, Administrative Services, provides paraprofessional staff assistance to a Vice President, Administrative Services, in executing his/her administrative responsibilities related to the business operations of a college. Work assignments require the incumbent to be able to work independently and use good judgment and apply reasoning skills. Use of computer and advanced software applications is an integral aspect of the duties.~~

A **Senior Office Assistant** performs complex clerical duties, applies a thorough knowledge of a highly specialized office function while assisting in the daily operation of an assigned office or department, and exercises initiative and independent judgment in applying established practices to specific cases. Operating a keyboard and use of computer equipment are an integral aspect of the duties.

## **SUPERVISION**

General supervision is received from a classified or academic supervisor, manager, or administrator. Work direction may be exercised over assigned clerical staff.

## **CLASS QUALIFICATIONS**

### **Knowledge of:**

Policies, regulations, procedures, and precedents applicable to a major organizational unit

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

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

Specialized computer applications used in assigned unit

Office practices and procedures

Correct use of business English, punctuation, spelling, and grammar

Report and business correspondence formats

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

Organization and use of records and files

Capabilities of computer systems, applications, and hardware used in the operations of the assigned unit

**Ability to:**

Perform difficult technical assignments independently

Organize and coordinate major projects through to completion

Understand, interpret, and apply applicable rules, policies, and procedures

Effectively utilize computer equipment, software, and management information systems in the performance of duties

Critically review source data and detect and correct errors

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

Write reports, correspondence, and instructions

Perform mathematical computations of moderate difficulty

Effectively communicate orally and in writing

Provide technical assistance to others

Train others in the functions, rules, and practices and procedures of the office

Evaluate work methods and efficiency

Meet schedules and critical timelines

Give clear and concise instructions

Evaluate work methods and performance

Maintain a variety of logs, files, and records

Keep accurate and detailed records

Work effectively and cooperatively with administrators, faculty, staff, students, and the public

Learn specialized software applications

## ENTRANCE QUALIFICATIONS

### **Education and Experience:**

An associate's degree or its equivalent from a recognized college or university, preferably with a major in computer applications and office technology (CAOT), business administration, or a related field **AND** two years of full-time, paid, clerical experience which included the processing of documents related to one or more of the following areas: budgeting, purchasing, personnel, payroll, contracts, or the preparation of a college catalog and/or schedule of classes. The required experience must have included the use of at least one computer software application preferably a spreadsheet or database management application. Two years of additional qualifying experience may be substituted for the degree requirement.

### Reasonable Accommodation

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

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



LOS ANGELES COMMUNITY COLLEGE DISTRICT

NOTICE OF OUTSTANDING WORK PERFORMANCE

Name Uribe Alfredo  
Last First

Employee Number 1060236

College/Division East Los Angeles


Classification Gardener

The employee named above is commended for outstanding work performance for the period beginning 8/1/19 and ending 3/29/20. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

The Facilities-Operations Department of LASC recognizes Mr. Alfredo Uribe of East Los Angeles College with this official accommodation for outstanding performance during his voluntary overtime efforts at LASC. Mr. Uribe exemplified exemplary performance each time he assisted us with our gardening projects; he possesses a deep passion and commitment to his work, the students of LACCD, and his craft.

Mr. Uribe's talents aided to the overall goal of LASC's Facilities-Operations Department to provide a safe, clean, and aesthetically pleasing learning, teaching, and working environment for the LASC community. LASC was impressed and appreciative of the performance and commitment from Mr. Uribe; he received numerous accolades from the likes of the President, Vice Presidents, and community members. Mr. Uribe works very well with other team members and is always willing to tackle any given task with enthusiasm and precision.

The team here at LASC considers Mr. Uribe, a valued team member of LACCD. LASC is grateful to both Mr. Uribe and his immediate supervisor, Mr. Angel Hernandez of East Los Angeles Maintenance & Operations Department, for his recommendation of Mr. Uribe.

 HERNANJA@elac.edu/HERNANJA@elac.edu (Aug 24, 2020 09:41 PDT)	General Foreman	8/21/20
Signature of Supervisor	Title	Date
	Gardener	8/21/20
Signature of Employee	Title	Date
Signature of Reviewer (Optional)	Title	Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

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

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