

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, September 23, 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
In the Matter of the Appeal of Easy ID No. Mar-27-6831, Oral Examination, College Financial Administrator
 - 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, October 7, 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 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 23, 2020 – 1:00 p.m.
Via Teleconference:
<https://laccd.zoom.us/j/5603717342>
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+1 669 900 6833 US (San Jose)
Meeting ID: 560 371 7342

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve Minutes of the Closed and Open Meetings of September 2, 2020
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
- V. Temporary Suspension of Certain Sections of Personnel Commission Rules in Light of the Covid-19 Health Crisis (Case 3816-1)
- VI. Establishment of Personnel Commission Rule 509, PERSONNEL COMMISSION MEMBERSHIP (Tentative Approval) (Case 3910)
- VII. Establishment of New Job Classification of Director of Bond Capital Construction (Case 3907)
 - a. Approve the Establishment of the New Classification of Director of Bond Capital Construction
 - b. Approve the Salary Allocation for the New Classification of Director of Bond Capital Construction
 - c. Approve the Class Description for the New Classification of Director of Bond Capital Construction
 - d. Approve the Examination Authorization for the New Classification of Director of Bond Capital Construction, with an Open and Promotional (Dual Certification) Field of Competition
- VIII. Designation of the Director of Employee and Labor Relations List as the Most Appropriate Eligibility List for the Class of Assistant Director of Employee and Labor Relations (Case 3909)
- IX. Class Description Revisions for:
 - a. Database Systems Specialist
 - b. SAP Basis Administrator
 - c. SAP Netweaver Portal Developer
 - d. SAP Quality Assurance Analyst
- X. Correspondence

- XI. Notice of Anticipated Items: Class Description Revision for Director of Facilities Planning & Development
- XII. Hear Non-Agenda Speakers/Open Forum
- XIII. Reconvene into Closed Session
- XIV. Reconvene into Open Session
- XV. Report of Actions Taken in Closed Session
- XVI. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, October 7, 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.

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LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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

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**
Pursuant to Government Code Section 54957
 - b. **Conference with Legal Counsel – Anticipated Litigation**
Pursuant to Government Code Section 54957(b)(1)
- IV. **Report Out Actions Taken in Closed Session** - Mr. Iwata reported that no action was taken in closed session.
- V. **Correspondence** – No correspondence was received.
- VI. **Adjourn.** The meeting adjourned at 1:00 p.m.

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

Date

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, September 2, 2020 – 1:00 p.m.

Via Teleconference:

<https://laccd.zoom.us/j/5603717342>

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

MINUTES OF THE OPEN MEETING

Present:

Commissioners:

David Iwata, Chair

Henry Jones, Vice Chair

Diva Sanchez Trevino

Staff:

Ronald Delahoussaye, Personnel Director

Ute Severa, Assistant Personnel Director

Neely Miller, Executive Assistant (Confidential)

Ryan Pennock, Personnel Analyst

Justin L'Hommedieu, Assessment & Selection Analyst

Deborah Tsai, Assistant Personnel Analyst

Patrick Sung, Assistant Personnel Analyst

Yvonne Ruiz, Senior Personnel Technician

Sarah Hur, Senior Personnel Assistant

Guests:

Mary Gallagher, President, Los Angeles City College

Alen Andriassian, Vice President, Student Services, Los Angeles City College

Rocio Rubalcava, Registrar, Los Angeles City College

Jeremy Villar, Dean, Administrative Services, Los Angeles City College

Adan Encinas, Admissions & Records Supervisor, Los Angeles City College

Anna Sinapyan, Admissions & Records Assistant, Los Angeles City College

Brian Spoelstra, Admissions & Records Assistant, Los Angeles City College

Alfredo Melgoza, Personnel Assistant, Human Resources Division, Educational Services Center

Vera Tylecek, Administrative Aide, Los Angeles City College

Robin King, Administrative Aide, Los Angeles Trade-Technical College

Shant Varozian, Administrative Aide, Los Angeles Pierce College

Orbelina 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 1:00 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported that the Personnel Commission took no action during closed session.
- III. **Review and Approve Minutes of the Closed and Open Meetings on August 5, 2020 -**
Upon motion by Mr. Jones, second by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the minutes for the August 19, 2020 Open and Closed meetings of the Personnel Commission.
- IV. **Miscellaneous Personnel Commission Activities and Announcements**
 - a. **Classified Employment Opportunities Bulletin**
 - b. **Strictly Classified Employee 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 and Strictly Classified Employee Bulletin.
- V. **Receive the 2019-2020 Personnel Commission Annual Report** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the 2019-2020 Personnel Commission Annual Report.
- VI. **Classification Study for EN 779571, Admissions & Records Assistant, Admissions & Records, Los Angeles City College (Case 3905)** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the reclassification of EN 779571, as presented.
- VII. **Title Change for the Class of Administrative Aide (Case 3902)** - Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission approved the title change noted above.
- VIII. **Notice of Outstanding Work Performance for:**
 - a. **Alfredo Uribe, Gardener, East Los Angeles College**Upon motion by Mr. Jones, seconded by Ms. Sanchez Trevino, and concurred with by the Chair, the Personnel Commission received the Notice of Outstanding Work Performance noted above.
- 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: 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** – 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 1:24 p.m.

Ronald Delahoussaye, Personnel Director

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

Date

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Temporary Suspension of Certain Sections of Personnel Commission Rules in Light of the Covid-19 Health Crisis (Case 3816-1)

It is recommended that the Personnel Commission maintain the temporary suspension of section B.2 of Personnel Commission Rule 642, ESTABLISHMENT AND DURATION OF ELIGIBILITY LISTS, and section I.5 of Personnel Commission Rule 671, LIMITED-TERM ASSIGNMENTS, through December 31, 2020.

Background: Staff is requesting an extension of the temporary suspension of the rules noted above through December 31, 2020, in accordance with Personnel Commission Rule 503, PERSONNEL COMMISSION RULES. On March 25, 2020 the Personnel Commission approved the initial temporary suspension through September 30, 2020. In light of the continued restrictions imposed on the Classified Examination Unit office operations due to the COVID-19 health crisis, staff is recommending that the rule provisions outlined in Rule 642 pertaining to six-month eligibility lists, which impacts the current eligibility list for Super C, be suspended so that the life of this list can be extended until a new list is established by the end of this year. Additionally, staff is recommending that the restrictions on provisional assignments be eased to provide flexibility in the extension of those assignments in light of reduced examination activities as a result of the safety order. The applicable sections are outlined in Personnel Commission rule 671.

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TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

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

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

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

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

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PERSONNEL COMMISSION MEMBERSHIP

Education Code Sections

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

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

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

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

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

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

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

In any community college district which has a five-member personnel commission, two members of the commission shall be appointed by the governing board of the district and two members, nominated by the classified employees of the district, shall be appointed by the governing board of the

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district. Those four members of the personnel commission shall, in turn, appoint the fifth member to the commission.

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

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

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

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

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

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

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

(d) At a board meeting to be held after 30 and within 45 days of the dates specified in subdivision (a) and paragraph (1) of subdivision (b), as the case may be, the governing board in open hearing shall provide the public and

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employees and employee organizations the opportunity to express their views on the qualifications of those persons recommended by the governing board for appointment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

88069. (a) (1) After January 1, 2001, the classified employees of any community college district that has already adopted this article on September

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17, 1965, may, in accordance with this article, petition the governing board to request that the process to determine how personnel commission members are appointed be determined by a majority vote of the classified employees entitled to vote. That petition shall read substantially as follows:

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

NAME ____ POSITION CLASSIFICATION ____”

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

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

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

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

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

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

____ Yes

____ No”

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

(3) The governing board shall appoint a three- to five-person tabulating committee. At least one member of the committee shall be a member of the governing board, to canvass the ballots and present the results to the governing board and one member shall be a classified employee nominated by the exclusive representative of the classified employees of the district. If a simple

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majority votes in favor of the process for appointing personnel commission members, that process shall become applicable in the district as follows:

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

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

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

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

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

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

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

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

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

A. Composition of the Personnel Commission

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

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

B. Membership Qualifications

To serve on the Personnel Commission an individual shall:

1. Reside and be a registered voter within the territorial jurisdiction of the Los Angeles Community College District; and
2. Be a known adherent to the principle of the merit system.
 - a. With respect to a candidate for new appointment, known adherent to the merit system means a person who, by the nature of his/her prior public or private service, has given evidence for the support of the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.
 - b. With respect to a candidate for reappointment, known adherent to the merit system means a Commissioner who has clearly demonstrated through meeting attendance and actions that he/she does, in fact, support the merit system and its operation; and
3. Be willing to attend and participate in Personnel Commission meetings.

A candidate should have:

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

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- b. Personal characteristics which promote the maintenance of rapport with Commission members; promote open communications with Board of Trustees, classified employees, and other interested parties; and improve the Commission's decision making by adding new and creative viewpoints.
- c. The ability to help ensure that the Personnel Commission will serve the diversity of interests from within the community and not act as an advocate for the group that appointed him/her.

C. Prohibition of Membership on the Personnel Commission

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

D. Terms of Office

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

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

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

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

E. Nomination/Appointment Process

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

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- a. One member shall be appointed by the Board of Trustees of the Los Angeles Community College District,
 - b. One member, nominated by the classified employees of the district, shall be appointed by the Board of Trustees of the Los Angeles Community College District. "Classified employees" in this rule shall mean the exclusive bargaining representative which represents the largest number of classified employees in a unit or units within the district, and
 - c. The third member shall be jointly appointed by the other two Personnel Commissioners.
2. Beginning with term of office commencing December 1, 2020, responsibility for the selection of Personnel Commissioners shall be rotated annually among the appointing authorities with the first nomination being made by the classified employee's exclusive representative (2020), the second appointment by the Board of Trustees (2021), and the third appointment by joint decision of the other two Personnel Commissioner members (2022). The rotation order shall be maintained thereafter.
 3. No later than July 1st of each year, the Personnel Director shall notify the Board of Trustees, "Classified Employee" exclusive representative, and Personnel Commission of the Commissioners whose term will be expiring and the process for nomination/appointment.
 4. In selecting their nominee/appointee, the Board of Trustees, classified employee representative, or Personnel Commission may conduct an open recruitment process or recommend reappointment in the case of a well-qualified sitting Personnel Commissioner. An open recruitment shall include public announcement of a vacancy through agendas, press releases, and notices to employee and community organizations representing the widest possible diversity of individuals who may be interested in District employment practices.
 5. No later than August 31st of each year, the name of an intended nominee/appointee shall be publicly noticed by both the Board of Trustees and Personnel Commission at a public meeting.
 6. No later than October 15th of each year, an open public hearing shall be held by the Personnel Commission where the public, employees, and exclusive bargaining representatives shall have the opportunity to express their views on the qualifications of the person recommended for the vacancy. Following consideration of views expressed, the appointing authority may proceed with its noticed appointment.

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

F. Impasse or Process Challenges

If the Board of Trustees and the classified employees of the district are unable to agree upon a nomination, challenges shall be submitted to the Chancellor of the California Community Colleges for resolution within the appropriate recruitment and appointment procedures.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Establishment of New Job Classification of Director of Bond Capital Construction (Case 3907)

Recommendations:

- I. It is recommended that the Personnel Commission establish a new job classification of Director of Bond Capital Construction; that the class description for the new class be adopted; that the new class be placed in the Facilities Project Group, Facilities Series; and that the new class be allocated to salary schedule 13405.55 (shortened range to begin at step 2); that the salary-setting basis for the new class be based on direct alignment with the class of Director of Facilities Planning and Development; and that the examination authorization for the new class be Open and Promotional (Dual Certification).

Step 1	Step 2	Step 3	Step 4	Step 5	
(\$13,405.55)	\$14,142.86	\$14,920.72	\$15,741.36	\$16,607.13	Monthly
	\$169,714.32	\$179,048.64	\$188,896.32	\$199,285.56	Annual

- II. It is recommended that Rule 596, OVERTIME, be amended to designate the new class of Director of Bond Capital Construction as Executive for the purposes of overtime.

Bases of Recommendations:

1. The Vice Chancellor/Chief Facilities Executive requested the establishment of a new director-level class to provide professional expertise and oversight to projects throughout the District's bond program involving design, construction, and energy efficient improvements as well as bond-funded renovation, repair, master planning, development, and real estate acquisition/lease projects. The current Bond program budget amounts to approximately 3.3 billion dollars and a Build LACCD staff of approximately 74 members provides support to bond related business activities. It was determined that the workload specific to bond-related projects, particularly with regard to risk mitigation and state, local, and District compliance requirements, warranted the creation of an additional director level position to provide managerial support to the Vice Chancellor/Chief Facilities Executive. The Chancellor is in support of this request.
2. The class concept for the new class is as follows:

A Director of Bond Capital Construction assists the Vice Chancellor/Chief Facilities Executive in the overall administration of the District's bond capital construction program and assumes

responsibility for the Vice Chancellor/Chief Facilities Executive in the event of his/her absence or in the exercise of delegated responsibilities and authorities.

The establishment of a new bond program focused Director position will facilitate more adequate supervision, oversight, and monitoring of District planning and development work in accordance with legal and administrative requirements. An organizational chart is attached that illustrates how the new position fits in within the Facilities Planning and Development Division. The Vice Chancellor/Chief Facilities Executive has reviewed and approved the class specification attached to this report.

3. The recommended salary schedule for the new class of Director of Bond Capital Construction is based on direct alignment with the salary established for the counterpart class of Director of Facilities Planning and Development and matches the salary allocation of a standard director class over a business line function of the District.
4. Personnel Commission Rule 596, OVERTIME, defines an Executive class as one where the primary duties and responsibilities consist of the management of an organizational unit above the Branch level and encompass the following characteristics:
 - Customarily and regularly direct the activities of the assigned unit through subordinate supervisory employees.
 - Customarily establish policies regarding the operations of the unit.
 - Customarily and regularly review recommendations and decisions of subordinates which significantly impact the District.
 - Customarily and regularly make recommendations affecting District-wide operations or personnel.
 - Customarily and regularly make policy presentations to the Board of Trustees.

The new class of Director of Bond Capital Construction meets these criteria.

5. The recommended title for the new class is descriptive and reflects the level and nature of duties and responsibilities to be assigned to the position.

Rule Amendment

596 Overtime

Education Code Section 88026

A. ***

F. ***

The District's current classes designated as Executive, Administrative, or Supervisory are as follows:

Executive Classes

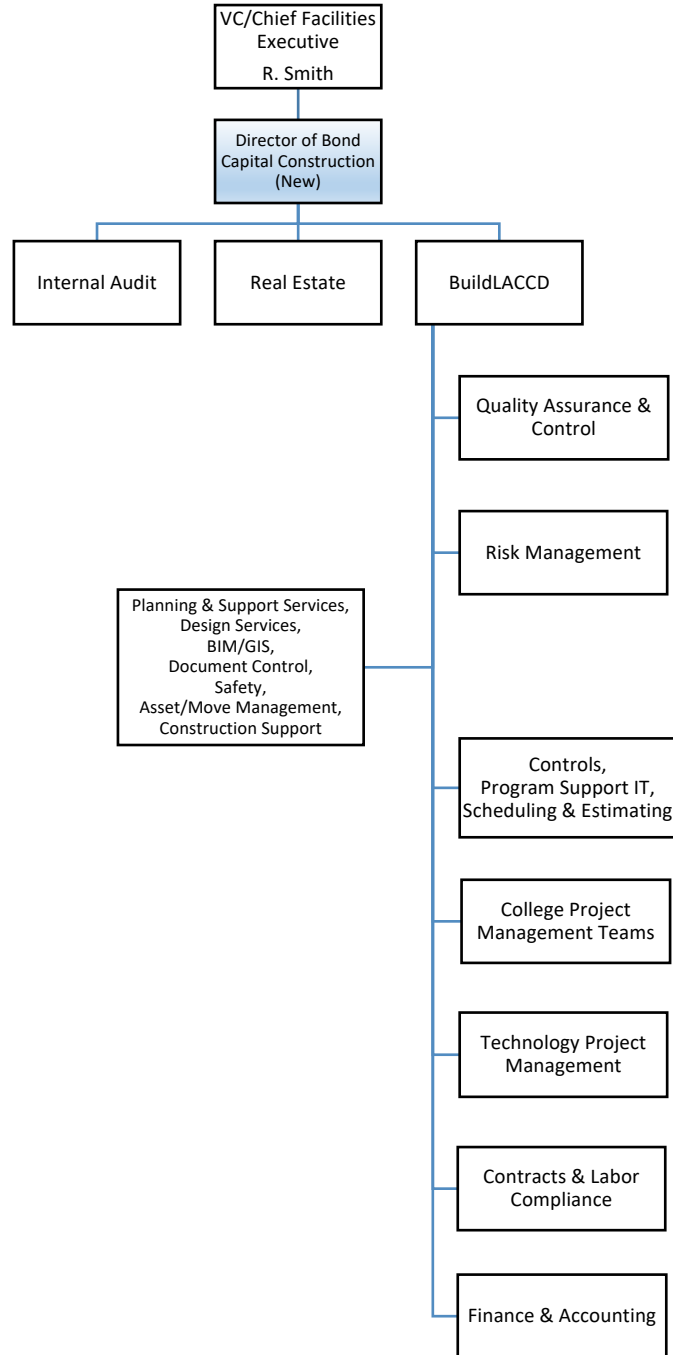
Director of Bond Capital Construction
Director of Budget and Management Analysis





LOS ANGELES COMMUNITY COLLEGE DISTRICT ORGANIZATIONAL CHART

District Office – Facilities Planning and Development-Bond Operations



DIRECTOR OF BOND CAPITAL CONSTRUCTION

DEFINITION

Assists the Vice Chancellor/Chief Facilities Executive in planning, organizing, coordinating, evaluating, and directing the business operations of capital construction projects funded by bond and blended money sources.

TYPICAL DUTIES

Assists the Vice Chancellor/Chief Facilities Executive in planning and directing the business activities of bond related operations involving facilities planning and design, construction, renovation and improvement, energy efficiency improvements, strategic planning, long range planning and data planning, and real estate acquisitions and leasing.

Serves as a resource to the State Chancellor's Office staff, the Division of the State Architect, other state and local agencies, District staff, and the community regarding assigned facilities issues specific to bond funded activities.

Directs the maintenance of budgets and schedules for assigned projects to ensure timely claiming of funds from the state.

Monitors bond project expenditures to ensure appropriateness, accuracy, and completeness.

Develops and implements financial plans and controls for the bond generated construction funds of the District.

Coordinates efforts with various city and state offices, agencies and groups to obtain timely action on matters such as building permits, zoning changes, and environmental impact reports.

Directs the coordination of construction planning activities with bond program management staff regarding purchasing, contracts, insurance and occupational safety.

Coordinates with the accounting and information technology staff the maintenance and modification of computerized records, management information systems, and controls to ensure the efficient processing of bond program related invoices and claims.

Directs and prepares correspondence, reports, and presentations regarding assigned bond-funded programs of the District including Board agenda items

Informs and advises staff in the department and at the colleges regarding bond regulatory issues and updates of new laws regarding public works, scheduled maintenance, and hazardous substances removal.

Represents the Facilities Planning and Development Department on bond related matters at District-wide meetings.

Acts on behalf of the Vice Chancellor/Chief Facilities Executive on designated matters or in the event of his/her absence.

Directs and reviews assigned phases of bond personnel management including training, safety, evaluation and discipline.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Director of Bond Capital Construction** assists the Vice Chancellor/Chief Facilities Executive in the overall administration of the District's bond capital construction program and assumes responsibility for the Vice Chancellor/Chief Facilities Executive in the event of his/her absence or in the exercise of delegated responsibilities and authorities.

A **Director of Facilities Planning and Development** assists the Vice Chancellor/Chief Facilities Executive in the overall administration of the business affairs of the department involving non-bond funded projects and assumes responsibility for the Vice Chancellor/Chief Facilities Executive in the event of his/her absence or in the exercise of delegated responsibilities and authorities.

A **Vice Chancellor/Chief Facilities Executive** is the executive responsible for all aspects of the District's Facilities Planning and Development Division including oversight of the capital construction program funded by bond measures and other sources, and technical direction of college facilities management activities.

SUPERVISION

General direction is received from the Vice Chancellor/Chief Facilities Executive. General supervision is exercised over assigned professional, technical and general support staff. Functional supervision is exercised over contract architects, engineers, and contractors.

CLASS QUALIFICATIONS

Knowledge of:

Principles, methods, and practices of educational facilities administration with particular reference to facilities planning, architectural design, facilities renovation and modernization, and structural, mechanical, and electrical engineering

Principles of bond-based capital construction programs

Legal and administrative policies, practices, and processes of local, state, and federal agencies which impact facilities planning and development

Principles and practices of organization, management, and personnel administration

Principles of project controls

Business and labor relations policies and practices of the construction industry

Principles of construction technology, construction management, and construction scheduling

Sources of funding for higher education facilities projects

Principles of budgetary planning, preparation, and management

Principles of supervision, team building, and training

Capabilities of management information systems that relate to facilities planning, budgeting, scheduling, and reporting particularly with multiple funding sources

Ability to:

Plan and manage assigned business operations of bond funded projects

Comprehend and evaluate complex architectural and engineering designs, plans, and specifications

Evaluate the effectiveness of organization, staffing procedures and related matters

Develop and implement operating changes required to achieve goals and objectives

Collect and analyze data and present effective oral and written reports

Direct the activities of others engaged in various technical activities

Effectively utilize management information systems in the performance of duties

Provide leadership and technical assistance to others

Integrate technology into business decisions and operations

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

Prepare effective written and oral communications and presentations

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

Act independently and promptly to situations and events

Establish and maintain effective working relationships with officials of public and private organizations, employees, co-workers, and the general public

Motivate, direct, train, and develop others

Stimulate teamwork and promote cohesiveness to achieve departmental goals

Travel to off-site meetings

ENTRANCE QUALIFICATIONS

Education:

A bachelor's degree from a recognized college or university, preferably with a major in architecture, construction management, engineering, planning, or a related field. An advanced degree in one of the aforementioned majors and/or a recognized certification or license in one of the aforementioned fields is desirable.

Experience:

Five years of recent, full-time, paid, professional-level experience in a senior facilities management position with responsibility for an integrated capital construction program of 100 million or more. Experience must have included the supervision of staff, which included professional-level employees. Experience with the planning and construction of educational facilities is highly desirable.

Special:

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

Travel to locations throughout the District is required.

Reasonable Accommodation

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

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

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Designation of the Director of Employee and Labor Relations List as the Most Appropriate Eligibility List for the Class of Assistant Director of Employee and Labor Relations (Case 3909)

RECOMMENDATION:

It is recommended that the Personnel Commission designate the eligibility list for Director of Employee and Labor Relations as the most appropriate eligibility list for the class of Assistant Director of Employee and Labor Relations.

BASES FOR RECOMMENDATION:

1. The designation of the Director of Employee and Labor Relations list as the most appropriate list for the class of Assistant Director of Employee and Labor Relations would enable staff to provide immediate certification for a temporary vacancy for a position in the Office of Employee and Labor Relations within the District. There is no current list for Assistant Director of Employee and Labor Relations. The list for Director of Employee and Labor Relations, dated May 22, 2020, has a total of 4 ranks with a total of 4 eligibles.
2. The following information is provided in accordance with Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES, Paragraph D.:

Salary Comparison

Director of Employee and Labor Relations:

\$13,405.55 \$14,142.86 \$14,920.72 \$15,741.36 \$16,607.13 Monthly

Assistant Director of Employee and Labor Relations:

\$10,265.89 \$10,830.52 \$11,426.20 \$12,054.64 \$12,717.64 Monthly

Entrance Qualifications

DIRECTOR OF EMPLOYEE AND LABOR RELATIONS

Education:

A bachelor's degree from a recognized college or university, preferably with a major in labor or industrial relations, human resource management, public administration, industrial or organizational psychology, or a related field. An advanced degree in one of the aforementioned majors is desirable.

Experience:

Five years of recent, full-time, paid, professional-level experience in a senior human resources management position with responsibilities for managing a multi-faceted agency/corporate-wide employee and labor relations program for an organization employing 500 or more employees. Public agency personnel management experience is desirable.

ASSISTANT DIRECTOR OF EMPLOYEE AND LABOR RELATIONS

Education:

A bachelor's degree from a recognized college or university preferably with a major in labor or industrial relations, human resource management, public administration, industrial or organizational psychology, or a related field.

Experience:

Five years of recent, full-time, paid, professional-level experience in labor negotiations and investigating and resolving employee disciplinary matters, grievances, appeals, and complaints. Two years of the required experience must have been in an administrative or supervisory position.

Similarity of Fields of Promotional Candidates

The fields of candidates are sufficiently similar; both classes require similar education and experience in the subject area, with the Director of Employee and Labor Relations requiring experience at a senior management level.

Similarity of Examination Content

The examination content of the two classes is similar. Both examinations consisted of a training and experience evaluation and an oral interview.

3. Paragraph E. of Rule 659 provides that when a proposed use of a most appropriate list is submitted to the Personnel Commission and objections or requests for deferral of approval are made, the Personnel Commission will defer action until the next scheduled open meeting. Any basis for objections must be prepared and submitted to the Commission in writing at or before the meeting following the deferral of action.

DATABASE SYSTEMS SPECIALIST

DEFINITION

Analyzes, designs, implements, and maintains the District's integrated database management systems.

TYPICAL DUTIES

Analyzes, designs, implements, maintains, and modifies integrated database management systems for the District.

Plans, organizes, and schedules the activities necessary to implement and maintain database management systems.

Integrates the database with existing software applications, portals, storage devices, analytics, and new cloud storage technologies.

Assists with the set up and development of Disaster Recovery sites and with Business Continuity Plans.

Analyzes applications programs and systems to determine their data elements and the interrelationships and commonality of the database management system and the controls necessary for access to the data elements of the system.

Monitors the database activities for performance, security and reliability.

Assists with database maintenance management and troubleshooting activities.

Assists with applying patches and updates.

Defines the various data elements of the database in standard terminology and assembles, compiles, and updates ~~a~~ the dictionary of data elements as necessary.

Monitors and manages control logs, and archive logs and other database parameters.

Coordinates the development, installation, and revision of database management systems with applications and software systems and programming staff.

Administers the implementation, maintenance, modification, and utilization of database management systems.

Develops and is responsible for ~~a~~ the security and system integrity system to protect the database elements from unauthorized access, use, change, or removal.

Provides technical assistance to system users in detecting and resolving problems related to the database.

Develops and maintains database documentation including directories, architecture diagrams, glossaries, and cross reference listings.

Participates in the evaluation and selection of data storage and retrieval equipment and systems software.

Plans, organizes, schedules, and participates in the training and orientation of staff relative to the requirements and utilization of the integrated database management system.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Database Systems Specialist is responsible for the integration of database elements into a common system for the purpose of improving the data processing efficiency and maintenance of the data processing components related to applications and storage software systems and programming. An employee of this class analyzes many systems for discrete and common elements and integrates these elements into an operable system which satisfies the needs of all systems while maintaining the data integrity and security of the data of each system.

A Software Systems Engineering Manager is responsible for planning, managing, and evaluating the work of technical staff engaged in analyzing, installing, customizing, optimizing, troubleshooting, and monitoring large scale, complex application and system software for the District.

SUPERVISION

General supervision is received from a Software Systems Engineering Manager. Work direction may be exercised over assigned technical staff.

CLASS QUALIFICATIONS

Knowledge of:

Characteristics and capabilities of data processing equipment

Principles and methods of database integration

Database systems such as Oracle/Rdb, In Memory Database, Access, SQL Server, etc.

Concepts of Disaster Recovery and Business Continuity architecture and requirements

Principles and techniques of database systems analysis, design, and programming

Principles and procedures of database systems documentation

Principles, procedures, and methods used in data acquisition, storage, structuring, ~~and~~ retrieval and cross system interdependencies and relationships.

Data warehousing technologies such as MS SQL Server, etc.

Principles and techniques of data security in complex environments

Data warehouse concepts and applications including extraction, transformation, load concepts, modeling, cleansing, and query tuning

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

Query and reporting tools

Information technology concepts and capabilities

New trends and developments in computer concepts, methodology, and technology

Characteristics of systems software

Principles of training

English usage, punctuation, and spelling

Ability to:

Design, analyze, implement and maintain integrated database management systems

Integrate data from a wide variety of systems into database management systems

Analyze large quantities of data for discrete and common components

Analyze and interpret detailed database systems and procedures

Define database elements in an effective manner

Cope with novel and difficult problems

Recognize significant factors and relationships

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

Respond to database systems problems accurately and take appropriate action

Train data processing employees in the application of new concepts related to integration of data elements

Communicate highly complex technical concepts both orally and in writing

Write clear and comprehensive reports and instructions

Meet project schedules and deadlines

Consistently use and promote professional standards and practices related to assignments

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

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

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

Maintain high levels of customer service and satisfaction

Maintain confidentiality of work-related information and materials

Work effectively and cooperatively with District staff

Learn and apply new concepts in information technology

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

ENTRANCE QUALIFICATIONS

Education and Experience:

~~Graduation~~ A bachelor's degree from a recognized ~~four-year~~ college or university, with a degree in computer information systems, management information systems, computer science, computer engineering, or a related field. **AND**

Experience:

~~F~~four years of recent full-time paid experience in business applications analysis, design and programming for medium or large scale, multi-programmed computers, including two years of experience in database analysis and management. Experience with an Enterprise Resource Planning (ERP) system is desirable.

Special:

~~A valid California Class "C" driver's license.~~

~~Travel throughout the District may be required.~~

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.

SAP BASIS ADMINISTRATOR

DEFINITION

Designs, installs, customizes, tunes, debugs, patches, and monitors the District's SAP enterprise software system.

TYPICAL DUTIES

Applies SAP Basis tools to design, install, customize, and monitor an SAP enterprise software system, including upgrades, enhancements, support packs, and OSS notes.

Analyzes and monitors system performance and installs, troubleshoots, adjusts various tuning parameters, and applies patches to maintain optimum utilization performance including for associated databases including in memory, Oracle, Microsoft SQL, MaxDB, and Sybase; application server load balancing; operation modes; background jobs; and spool management.

Designs, installs, analyzes, monitors, troubleshoots, tunes, and patches Operating System (Unix & Windows) and virtual machines for SAP landscapes.

Debugs and resolves complex problems related to an SAP enterprise software system.

Designs, connects, and configures different SAP system landscapes together to deliver a high-performance SAP environment.

Assesses the impact of new SAP releases to current system and develops and executes implementation plans for SAP software enhancements and upgrades.

Maintains the integrity of the SAP environment by managing the SAP Transport Management System to ensure that all configuration and development objects are released properly.

Establishes and monitors system security controls to prevent unauthorized access; manages SAP users, authorizations, and profiles.

Monitors and manages control logs, archive logs and other database parameters.

Provides technical support and advice to SAP technical and functional teams involving SAP enterprise software system projects.

Designs, implements, and maintains new and existing SAP database applications.

Evaluates and designs the interfaces between the SAP enterprise software system and external systems such as business data warehouse, GRC, PBF, Business Objects, associated applications and ERP portals.

Designs, implements, and maintains a secondary site for SAP disaster recovery and business continuity.

Interfaces with SAP technical and functional teams in coordinating system updates, fixes, and upgrades.

Prepares and maintains comprehensive and thorough SAP enterprise software system documentation.

Trains staff relative to software and new technological processes.

Stays current on the latest developments and methods pertinent to the installation and maintenance of an SAP enterprise software system.

Attends technical conferences and seminars as designated by supervisor and briefs SAP project team members on new development in the field of SAP application and system software.

Maintains effective and cooperative working relationships with process owners, technical and functional team members, and users.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **SAP Basis Administrator** is responsible for designing, installing, customizing, tuning, debugging, patching, and monitoring the District's SAP enterprise software system. An incumbent in this class applies a high level of technical expertise ensuring optimal systems performance and efficiency.

A **Software Systems Engineer** is a member of a technical team responsible for analyzing, installing, customizing, optimizing, troubleshooting, and monitoring large scale, complex application and system software for the District. An employee of this class receives assignments that are geared towards meeting high-level technical goals and objectives and assuring implementation of software that meets those objectives with maximum effectiveness and efficiency.

SUPERVISION

General supervision is received from a classified technical manager. Technical supervision may be exercised over staff with lower-level technical skills.

CLASS QUALIFICATIONS

Knowledge of:

SAP Basis administration tools

SAP system landscapes

SAP Solution Manager

SAP application and system software design, analysis, testing, tuning, and maintenance

Concepts of Disaster Recover and Business Continuity

Principles of software quality assurance

Operating systems such as Windows and Unix

Principles of database design, maintenance, and tuning

System security and access control

Principles of software transport management

Principles and procedures of systems program documentation

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

Characteristics and capabilities of servers, networks, and other related equipment

Information technology concepts and capabilities

New trends and developments in the field of information technology

Principles of training

Ability to:

Design, install, customize, tune, debug, and monitor SAP application and database system software

Recognize the critical elements of complex SAP application and system software problems, develop and evaluate data, determine solutions, and make appropriate recommendations

Train technical and non-technical staff in the application of new concepts related to assigned software support services

Conduct multiple projects of a complex and technical nature

Work effectively and independently on assigned projects

~~Write~~ Prepare clear, concise, ~~and~~ logical and comprehensive reports, program documentation, ~~and procedures~~ architecture diagrams, instructions, and training materials

Achieve maximum utilization and efficiency of system resources by using software in the most efficient manner

Express difficult and complex technical concepts in oral and written communications

Provide technical assistance to users

Meet project schedules and deadlines

Consistently use and promote professional standards and practices related to assignments

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

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

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

Maintain high levels of customer service and satisfaction

Maintain confidentiality of work-related information and materials

~~Establish and maintain cooperative working relationships~~ Work effectively and cooperatively with District staff, ~~system users,~~ technical and functional team members, vendors, and project consultants

Learn the characteristics of new application and system software and update technical skills to adapt to changing technology

ENTRANCE QUALIFICATIONS

Education and Experience:

~~Graduation~~ A bachelor's degree from a recognized ~~four-year~~ college or university, preferably with a major in computer information systems, management information systems, computer engineering, computer science, or a related field **AND** three years of recent full-time paid experience in the analysis, design, installation, and maintenance of SAP systems, including application software, databases, and servers.

Special:

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

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

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.

SAP NETWEAVER PORTAL DEVELOPER

DEFINITION

Develops, tests, integrates, and debugs complex web applications for the District's SAP enterprise portal.

TYPICAL DUTIES

Develops custom SAP Enterprise Portal applications using Java for WebDynpro and ABAP for WebDynpro programming languages.

Integrates and maintains custom applications in the SAP Enterprise Portal via the creation of Iviews, Adobe Interactive Forms, pages, worksets, and roles.

Performs quality review and evaluation of SAP Enterprise Portal applications design, development, and testing efforts to optimize performance.

Develops and/or modifies SAP Enterprise Portal themes, layouts, and desktops using the Theme Editor and NetWeaver Developer Studio.

Identifies portal security requirements including the creation of new roles and/or additions to existing roles. Coordinates, tracks, and supports the deployment of SAP Enterprise Portal content packages to support SAP modules.

Identifies and debugs potential problems within SAP Enterprise Portal and recommends solutions and processes to improve the functionality of the portal.

Recommends short and long-term strategies for SAP Enterprise Portal content development in coordination with functional unit process owners and end-users.

Develops and recommends methodologies and technologies to provide end-users with an intuitive interface that is easy to use within the SAP Enterprise Portal.

Prepares comprehensive and thorough technical program documentation including but not limited to specifications, test conditions, test plans, and test data.

Provides training and technical support to end-users on SAP Enterprise Portal applications and other related areas.

Maintains effective and cooperative working relationships with process owners, technical and functional team members, and users.

Attends SAP systems related technical conferences and seminars as designated by supervisor and briefs project team members on new developments.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **SAP NetWeaver Portal Developer** applies advanced knowledge in the development, testing, integration, and debugging of complex web applications for the District's SAP enterprise portal. Expertise in Java for WebDynpro and ABAP for Web Dynpro programming is a critical component of the position.

An **SAP ABAP Programmer** performs complex ABAP programming, design, testing, and debugging functions related to the implementation and support of SAP modules. Proficiency in SAP ABAP programming is a critical component of the position.

SUPERVISION

General supervision is received from an SAP/ERP Manager ~~a classified technical supervisor or manager~~. Functional supervision may be exercised over lower-level programming staff assigned on a project-by-project basis.

CLASS QUALIFICATIONS

Knowledge of:

SAP Netweaver Technology

SAP FIORI Technology

SAP Enterprise Portal including Manager Self Service, and Employee Self Service, ~~BPF, and GRC~~

SAP Portal architectures, functional components, interfaces, and processes

Principles of SAP Portal navigation and usability techniques

Java for WebDynpro, J2EE, and SAP ABAP for WebDynpro

Programming languages such as XML, SAP UI5, SOAP, and HTTP

SAP Portal tools such as SAP Netweaver Developer Studio, Visual Composer, and Theme Editor

Web Services Security methodologies including Single Sign On

SAP Portal performance issues, optimization as well as performance troubleshooting and tuning techniques

Information architecture, SAP Knowledge Management, and Metadata

SAP Business Warehouse and SAP modules such as HR (PY, OM, PA, TM), FI (FM, BCS), MM (PR, AP, IM), PM, and PS

Methods of developing operational process specifications

Principles and techniques of complex systems analysis, design, and testing

Principles and procedures of program documentation

Principles of report, screen, and form design

New trends and methods of application development related to SAP Enterprise Portal

Principles of training

Ability to:

Develop, integrate, test, and maintain web applications for an SAP Enterprise Portal

Effectively utilize SAP Enterprise software components and tools in the performance of duties

Design and set up SAP Enterprise Portal security roles and use appropriate security concepts

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

Express difficult and complex concepts clearly and concisely both orally and in writing

Write clear and logical reports, program documentation, instructions, and training materials

Work effectively and independently on assigned projects

Consistently use and promote professional standards and practices related to assignments

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

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

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

Maintain high levels of customer service and satisfaction

Maintain confidentiality of work-related information and materials

Present and lead discussions on SAP Enterprise Portal functionality as it relates to current operational needs

~~Establish and maintain~~ Work effectively and cooperatively working relationships with administrators, and technical and functional team members, and users

Train system users effectively

Meet ~~established priorities~~ project and schedules and deadlines

Learn and apply new concepts in information technology

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

ENTRANCE QUALIFICATIONS

Education and Experience:

~~Graduation~~ A bachelor's degree from a recognized four-year college or university, preferably with a major in computer information systems, management information systems, computer science, computer engineering, or a closely related field.

Experience:

~~Three~~ years of recent full-time paid professional-level experience in developing web applications for an SAP Enterprise Portal 6.0 or above system using Java for Webdynpro, SAP UI5, or ABAP for Webdynpro programming. Experience with a full life-cycle implementation of a SAP Enterprise Portal system is desirable.

Special:

A completed SAP certificate from a recognized institution in SAP Enterprise Portal is desirable.

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

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

Reasonable Accommodation

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

SAP QUALITY ASSURANCE ANALYST

DEFINITION

Analyzes quality assurance aspects of various SAP applications and performs complex quality assurance testing and programming using Hewlett Packard ~~Quality Center (HP QC)~~ Application Life Cycle Management (HP ALM). Practices Quality Assurance Methods and Procedures and is the administrator for associated tools such as Live Compare.

TYPICAL DUTIES

Analyzes technical impact and business risks of proposed changes to various SAP applications using HP ~~QC~~ ALM.

Work with infrastructure team and management to insure HP ALM and Live Compare is maintained at the latest approved General Accepted Release.

Develops, maintains, and modifies custom programs in HP ~~QC~~ ALM using Visual Basic.

Participates in the development of all aspects of SAP system standards including but not limited to ABAP and Java programming, business data warehouse reporting, and security.

Gathers, analyzes, and translates business requirements into test models and develops test strategy and plans to ensure that new and revised systems meet defined user needs.

Updates and maintains the SAP Team standards and protocol document as directed by Manager.

Provides estimates and schedules to achieve work prescribed in test plans and identifies tasks and resources needed.

Interfaces with SAP technical and functional team members to develop ongoing metrics for measuring test execution, regression testing, performance testing, and defect rates, and develop solutions to testing defects.

Interacts with SAP technical and functional team members and assists team by developing test scripts as requested for quality assurance purposes using software such as HP Quick Test Professional and ~~HP Load runner~~.

Identifies security requirements for HP ~~QC~~ ALM and acts as security administrator.

Reviews and reports on the quality of the development and maintenance of programs and systems including programming, documentation, and process quality.

Participates as member of The Root Cause Analysis Team as assigned.

Perform validations of custom programs and objects to assure adherence to District standards.

Develops reports and statistics for reporting on quality assurance standards and adherence by departments.

Identifies training opportunities for functional and technical team members to improve their overall quality assurance competency.

Stays current on the latest trends and methods of application development related to testing and quality assurance of SAP applications.

Attends technical conferences and seminars as designated by supervisor and briefs SAP technical and functional team members on new developments in the field of SAP testing and quality assurance.

Acts as Team Trainer in QA\QC policies and procedures.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **SAP Quality Assurance Analyst** applies advanced technical knowledge in the analysis, testing, and programming of quality assurance aspects of various SAP applications. Proficiency in Hewlett Packard ~~Quality Center~~ Application Life Cycle Management, and Visual Basic programming and script writing is essential for the performance of the duties of the position.

An **SAP ABAP Programmer** performs complex ABAP programming, design, testing, and debugging functions related to the implementation, enhancement, and support of SAP modules. Proficiency in SAP ABAP programming is a critical component of the position.

SUPERVISION

General supervision is received from an SAP/ERP Manager. ~~No supervision is exercised.~~ Functional supervision may be exercised over lower-level programming staff assigned on a project-by-project basis.

CLASS QUALIFICATIONS

Knowledge of:

Quality assurance methodology, metrics, process, tools, documents and their implementation

Principles of HP ~~QC~~ ALM administration for SAP applications including security, programming, and operating system and associated sub modules

HP Script writing and development – both for manual and automated testing of SAP applications

Visual Basic Programming

Quality assurance performance measurement systems and result tracking

Methods of developing operational process specifications as it relates to quality assurance process and methods

Software development lifecycle process and procedures

Software applications such as MS Project, MS Power Point, MS Word, MS Access, ~~and~~ MS Visio, and Live Compare

Principles and techniques of systems analysis and testing

Principles and procedures of program documentation

Information technology concepts and capabilities

New trends and developments in the field of information technology

Principles of training

Ability to:

Set up and design HP ~~Quality Center~~ Application Life Cycle Management including security roles and use of appropriate security concepts

Identify business user needs, develop action plans, identify deliverables, and present results

Develop, maintain, and modify custom applications in HP ~~QC~~ ALM using Visual Basic

Design, ~~and~~ develop, and test automated test scripts using HP ~~QC~~ ALM automation for team members ~~and manual methods~~

Implement quality assurance standards for software development and testing design

Identify and analyze quality risks of SAP applications

Express difficult and complex concepts clearly and concisely both orally and in writing

Work effectively and independently on assigned projects

Prepare ~~Write~~ clear, concise, and comprehensive reports, documentation, instructions, and training materials

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

Listen and communicate effectively with team members

Train system users effectively

Consistently use and promote professional standards and practices related to assignments

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

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

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

Maintain high levels of customer service and satisfaction

Maintain confidentiality of work-related information and materials

~~Establish and maintain~~ Work effectively and cooperatively working relationships with administrators, staff, technical and functional team members, and users

Stay abreast of current trends and technical advancements in information processing systems that fall within the assigned area

Present and lead discussions on SAP testing and quality assurance as it relates to current operational need

ENTRANCE QUALIFICATIONS

Education and Experience:

~~Graduation~~ A bachelor's degree from a recognized ~~four-year~~ college or university, preferably with a major in computer information systems, management information systems, computer science, computer engineering, or a related field. **AND**

Experience:

~~Three~~ years of recent full-time paid professional-level experience in applying quality assurance techniques and processes using HP ~~Quality Center~~ Application Life Cycle Management in an ERP system environment. Qualifying experience with an SAP system is desirable.

Special:

Completion of a recognized HP ~~Quality Center~~ Application Life Cycle Management certification is desirable.

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

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

Reasonable Accommodation

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