

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, April 20, 2022 –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 54956.9
- IV. Report of Action Taken in Closed Session
- V. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, May 4, 2022
Closed Session 12:30 p.m.
Open Session 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, April 20, 2022 – 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

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Review and Approve the Minutes from the Open and Closed Meetings of April 6, 2022
- IV. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities
- V. Revisions to Personnel Commission Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES (Final Approval) (Case 4061)
- VI. Revisions to Personnel Commission Rule 642, ESTABLISHMENT AND DURATION OF ELIGIBILITY LISTS (Tentative Approval) (Case 4062)
- VII. Classification Study: Admissions & Records Assistant, EN 764701, Admissions & Records, Los Angeles Pierce College (Case 4069)
- VIII. Classification Study: Admissions & Records Assistant, EN 1075424, Admissions & Records, Los Angeles Pierce College (Case 4070)
- IX. Classification Study: Admissions & Records Assistant, EN 1062114, Admissions & Records, Los Angeles Pierce College (Case 4071)
- X. Classification Study: Admissions & Records Assistant, EN 786708, Admissions & Records, Los Angeles Pierce College (Case 4072)
- XI. Classification Study: Admissions & Records Assistant, EN 1075583, Admissions & Records, Los Angeles Pierce College (Case 4073)
- XII. Classification Study: Assistant ERP Functional Business Analyst, EN 1020454, Information Technology-SIS Support Group, Educational Services Center (Case 4077)
- XIII. Class Description Revisions for:
 - a. Director of College Facilities
 - b. SAP Business Data Warehouse Developer

- XIV. Correspondence
- XV. Notice of Anticipated Items: Revisions to Personnel Commission Rule 642, ESTABLISHMENT AND DURATION OF ELIGIBILITY LISTS (Final Approval); Class Description Revisions for: Agricultural Technician (Local 99); Senior Agricultural Technician (Local 99); Farm Manager (CMA)
- XVI. Hear Non-Agenda Speakers
- XVII. Reconvene into Closed Session
- XVIII. Reconvene into Open Session
- XIX. Report of Actions Taken in Closed Session
- XX. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, May 4, 2022
Closed Session 12:30 p.m.
Open Session 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**

Wednesday, April 6, 2022 – 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
Diva Sanchez Trevino, Vice-Chair
Hope Singer

Staff: Ron Delahoussaye, Personnel Director

Guest: Elmer Lopez Rivera, Guest

I. Roll Call

II. **Requests to Address the Personnel Commission on Closed Session Matters** – None.

III. **Convene into Closed Session**

a. **To Discuss Public Employment**

Pursuant to Government Code Section 54957

i. **In the Matter of the Appeal of EN 1049538**

Oral Examination Results

Custodial Supervisor

b. **Conference with Legal Counsel – Anticipated Litigation**

Pursuant to Government Code Section 54957(b)(1)

IV. **Correspondence** – No correspondence was received.

V. Adjourn – The meeting adjourned at 1:06 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.

David Iwata, Chair

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

Wednesday, April 6, 2022– 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 REGULAR MEETING – OPEN SESSION

Present: Commissioners:

David Iwata, Chair

Hope Singer

Staff:

Ron Delahoussaye, 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 Oda, Administrative Intern

Guests:

Ryan Corner, Vice Chancellor of Educational Planning and Institutional Effectiveness

Rick von Kolen, Director of Employee and Labor Relations, Educational Services Center

Dominique Aquino, Computer Laboratory Assistant, Information Technology, Los Angeles Trade-Technical College

Juan Chacon, Online Multimedia Specialist, Distance Education, East Los Angeles College

Cha-Zette Smith, Senior Office Assistant, Administrative Services, Los Angeles City College

Kristine Ayvazyan, AFT 1521A

Jo-Ann Haywood, AFT 1421A

Yovanna Campos, AFT 1521A

- I. The Chair convened the regular meeting at 1:07 p.m.
- II. **Report of Actions Taken in Closed Session** – Mr. Iwata reported the Personnel Commission voted to continue virtual meetings, per the Governor’s emergency declaration and AB 361.
- III. **Review and Approve the Minutes of the Closed and Open Meetings of March 16, 2022** - Upon motion by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the minutes for the closed and open sessions of March 16, 2022, as presented.

IV. Miscellaneous Personnel Commission Activities and Announcements

- a. Classified Employment Opportunities**
- b. Strictly Classified Employee Bulletins**

Upon motion by Ms. Singer, and concurred with by the Chair, the Personnel Commission received the Classified Employment Opportunities and Strictly Classified Employee Bulletins.

- V. Revisions to Personnel Commission Rule 701, PROBATIONARY AND PERMANENT STATUS (Final Approval) (Case 4058)** – Upon motion by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted final approval to Personnel Commission Rule 701, with the addition of a reference to Personnel Commission Rules 740 and 771.
- VI. Revisions to Personnel Commission Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES (Tentative Approval) (Case 4061)** - Upon motion by Ms. Singer, and concurred with by the Chair, the Personnel Commission granted final approval to Personnel Commission Rule 659, as presented.
- VII. Reissue of Personnel Commission Rule 775, WORKING PERIODS (Case 4066)** – Upon motion by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the reissue of Personnel Commission Rule 775, as presented
- VIII. Reissue of Personnel Commission Rule 806, RETRAINING AND STUDY LEAVES OF ABSENCES (Case 4067)** – Upon motion by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the reissue of Personnel Commission Rule 806, as presented
- IX. Classification Study: Computer Laboratory Assistant, EN 1075098, Information Technology, Los Angeles Trade-Technical College (Case 4065)** - Upon motion by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the reclassification noted above, as presented.
- X. Classification Study: Administrative Operations Technician, EN 1048144, Administrative Services, West Los Angeles College (Case 4074)** - Upon motion by Ms. Singer, and concurred with by the Chair, the Personnel Commission found the employee noted above was properly classified.
- XI. Claims for Temporary Work Out of Classification for EN 1068409 (Case 4068)** – Upon motion by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the claims for temporary work out of class noted above, as presented.
- XII. Ratification of Proposed Amendments to the Entrance Qualifications for the Class of Facilities Operations Technician (Case 4075)** – Upon motion by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the ratification of the proposed amendments to the class noted above, as presented.

XIII. Class Description Revision for:

a. Online Multimedia Specialist

Upon motion by Ms. Singer, and concurred with by the Chair, the Personnel Commission approved the revisions to the class description noted above as a consent item.

XIV. Correspondence – None.

XV. Notice of Anticipated Items - Revisions to Personnel Commission Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES (Final Approval); Revisions to Personnel Commission Rule 642, ESTABLISHMENT AND DURATION OF ELIGIBILITY LISTS (Tentative Approval); Revisions to Personnel Commission Rule 585, COMPENSATION FOR EMPLOYEES IN LIMITED-TERM ASSIGNMENTS; Classification Study: Admissions & Records Assistant, EN 786708, Admissions & Records, Los Angeles Pierce College (AFT); Classification Study: Admissions & Records Assistant, EN 764701, Admissions & Records, Los Angeles Pierce College (AFT); Classification Study: Admissions & Records Assistant, EN 1062114, Admissions & Records, Los Angeles Pierce College (AFT); Classification Study: Admissions & Records Assistant, EN 1075424, Admissions & Records, Los Angeles Pierce College (AFT); Classification Study: Admissions & Records Assistant, EN 1075583, Admissions & Records, Los Angeles Pierce College (AFT); Classification Study: Assistant ERP Functional Business Analyst, EN 1020454, Information Technology-SIS Support Group, Educational Services Center (AFT); Class Description Revisions for: Director of College Facilities (CMA); SAP Business Data Warehouse Developer (CMA)

XVI. Hear Non-Agenda Speakers/Open Forum – None.

XVII. Reconvene into Closed Session

XVIII. Reconvene into Open Session

XIX. Report of Actions Taken in Closed Session – Mr. Iwata announced that no decision was made during closed session.

XX. Adjourn – The meeting adjourned at 1:38 p.m.

Ron Delahoussaye, Personnel Director

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

Date

David Iwata, Chair

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: The Personnel Commission

FROM: Ron Delahoussaye

SUBJECT: Revisions to Personnel Commission Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES (Final Approval) (Case 4061)

Personnel Commission Rule 659 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched provisions regarding the subject area at the other five merit system-based community college districts of California, as well as at both the Los Angeles Unified School District and Long Beach Unified School District. Most of the surveyed agencies have provisions in place related to the subject area. Some general and editorial updates have been made to the rule for clarification purposes.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

659

LAW AND RULES

March 8, 2017 April 20, 2022

659 ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING
VACANCIES

Education Code Section (s)

~~88080. Power of the personnel commission to prescribe, amend and interpret rules.~~ (a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

~~88081. Subject of rules.~~ (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

~~88091. Vacancies in Classified Service; Promotional Applicants; Exemptions.~~

(a) All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

659

LAW AND RULES

March 8, 2017 April 20, 2022

examination shall be admitted to the examination. Applicants shall be placed on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

(b) (1) Upon the request of a majority of the members of the governing board of a community college district, the commission may exempt two executive secretarial positions from the requirements of this section. Exemptions authorized under this subdivision shall be limited to one executive secretary position reporting directly to members of the governing board, and one executive secretary position reporting directly to the chancellor.

(2) Any person employed in an exempt executive secretarial position shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except he or she shall not attain permanent status in an executive secretarial position. Positions of executive secretary shall be filled from an unranked list of eligible employees who have been found to be qualified for the positions as determined by the district chancellor or superintendent and determined by the personnel commission. Any person whose services in an executive secretarial position are discontinued for a cause other than a cause for disciplinary action specified in this code or in a rule of the commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission. This subdivision shall apply only to the employees hired on or after January 1, 1988.

(c) (1) Upon the request of a majority of the members of the governing board of a community college district, the personnel commission may exempt designated senior classified administrative positions from the requirements of this section. A "senior classified administrative employee" means a classified employee who acts as the chief business, fiscal, facilities, or information technology adviser or administrator for the district chancellor or superintendent or a college president, as determined by the governing board and certified by the personnel commission.

(2) Any person employed in an administrative position exempted under this subdivision shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except that he or she shall not attain permanent status in that administrative position. A vacancy in an administrative position that is exempted under this subdivision shall be filled from an unranked list of eligible persons who have been found to be qualified for the positions as determined by the district chancellor or superintendent and the personnel commission. Any person whose services in an administrative position exempted under this subdivision are discontinued for any reason other than for cause as specified in this code or in a rule of the personnel commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission.

(3) This subdivision shall apply only to employees hired on or after January 1, 2001.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

659

LAW AND RULES

March 8, 2017 April 20, 2022

(d) Nothing contained in this section shall authorize the selection of eligible candidates in circumvention of the affirmative action programs of any community college district.

~~**88103. Conditions for certification for employment from open competitive eligibility list before exhaustion of promotional eligibility list.**~~ When an open competitive examination and a promotional examination for a particular class are held at the same time, the commission may, prior to the examination, authorize certification for employment of candidates from the open competitive eligibility list before the promotional eligibility list has been exhausted if the candidate on the open list has a higher score before adjustment for preferential credits than the score of the highest available candidate on the promotional list after seniority credits have been added.

88117. (a) A person laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months as follows:

- (1) The person's reemployment shall take preference over new applicants.
- (2) The person shall have the right to participate in promotional examinations within the district during the period of 39 months.
- (3) If the person is reemployed in a new position and fails to complete the probationary period in the new position, he or she shall be returned to the reemployment list for the remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment.

(b) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff or to remain in his or her present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months, provided that the same tests of fitness under which the employee qualified for appointment to the class still apply. The personnel commission shall make the determination of the specific period of eligibility for reemployment on a class-by-class basis.

(c) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in his or her former class or to a position with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list the employee shall be ranked on that list in accordance with his or her proper seniority.

~~**88127. Order of layoff and reemployment; length of service.**~~ Classified employees shall be subject to layoff for lack of work or lack of funds. Whenever a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in the reverse order of layoff.

For purposes of this section, for service commencing or continuing after July 1, 1971, "length of service" means all hours in paid status, whether during the school year, a holiday, recess, or any period that a school is in session or closed, but does not include any hours compensated solely on an overtime basis as provided for in Section 88027. Nothing in this section shall preclude the governing board of a community college district from entering into an agreement with the exclusive representative of the classified employees that defines "length of service" to mean the hire date.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

659

LAW AND RULES

March 8, 2017 April 20, 2022

If a governing board enters into an agreement with the exclusive representative of classified employees that defines "length of service" to mean the hire date, the governing board may define "length of service" to mean the hire date for a classification of employee not represented by any exclusive bargaining unit.

Nothing in this section shall preclude the granting of "length of service" credit for time spent on unpaid illness leave, or unpaid industrial accident leave. In addition, for military leave of absence, "length of service" credit shall be granted pursuant to Section 88116.

"Hours in paid status" shall not be interpreted to mean any service performed prior to entering into a probationary or permanent status in the classified service of the district except service in restricted positions as provided in this chapter.

A. Certification for filling vacancies from employment lists shall be made in the following order:

1. Priority shift transfer list for the class to which appointments are to be made.
2. Reemployment list for the class to which appointments are to be made.
3. Most appropriate reemployment list.
4. Promotional area eligibility list for the class to which appointments are to be made.
5. Open area eligibility list for the class to which appointments are to be made.
6. Promotional eligibility list for the class to which appointments are to be made.
7. Open eligibility list for the class to which appointments are to be made.
8. Most appropriate promotional eligibility list.
9. Most appropriate open eligibility list.

The order of certification may be reversed between priorities 7. and 8. by action of the Personnel Commission on a case-by-case basis. This reversal is to remain in effect for the remainder-balance of the life of the most appropriate eligibility list unless the list is sooner-terminated early by action of the Personnel Commission.

A list of names of employees requesting transfer, voluntary demotion, reinstatement, return to former class or change in basis, shift, time, status, ~~class~~, and/or ~~time class~~ shall be certified at the same time names are certified from any list except for priority 1., ~~or~~ 2., or 3. lists.

B. For purposes of this rule, a reemployment list shall be defined as a list of names of employees who have:

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

659

LAW AND RULES

March 8, 2017 April 20, 2022

1. Been laid off from a permanent position due to lack of work or lack of funds, or because their positions have been abolished or reclassified.
 2. been demoted from a promotional position while serving ~~the~~ a probationary period, have permanent status in a lower class, and have not been placed in accordance with the provisions of Rule 762, EMPLOYMENT AFTER DEMOTION OF PROBATIONER FROM PROMOTIONAL POSITION.
 3. returned from military leave and have not been placed in accordance with the provisions of Rule 820, MILITARY LEAVE OF ABSENCE.
 4. exhausted all paid or unpaid leaves of absence following an illness or an accident or industrial illness or industrial accident in accordance with the provisions of Rule 804, LEAVES RESULTING FROM INDUSTRIAL ACCIDENT OR INDUSTRIAL ILLNESS, or Rule 808, ILLNESS LEAVE.
 5. returned from Peace Corps, Red Cross, or Merchant Marine leave and have not been placed in accordance with the provisions of Rule 805, PEACE CORPS OF THE UNITED STATES, AMERICAN RED CROSS, OR UNITED STATES MERCHANT MARINE LEAVE OF ABSENCE.
- C. When dual certification has been authorized by the Personnel Commission, eligibility lists resulting from ~~an open~~ competitive open and promotional examination shall be merged according to the order of the examination scores into a single eligibility list, after the scores of each candidate on the promotional list have been adjusted for seniority and dual certification points and veterans' credits have been removed from the scores of open candidates. Certification shall be made from the top three ranks of eligibles on the merged list. When dual certification is not in effect, the order of certification shall occur as outlined in Paragraph A.
- D. The Personnel Director shall submit ~~to the Personnel Commission for its approval~~ all proposals to make use of a most appropriate eligibility list or a most appropriate reemployment list to the Personnel Commission for its approval. Accompanying each recommendation shall be a statement of the reasons for the proposal, ~~together~~ with the following information ~~regarding~~:
1. The salary schedules or flat rates of the two classes.
 2. The extent to which entrance qualifications and fields of potential promotional candidates for the two classes are similar.
 3. The extent to which examination content for the two classes are similar.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

659

LAW AND RULES

March 8, 2017 April 20, 2022

- E. When a proposed use of a most appropriate list is submitted to the Personnel Commission in accordance with Paragraph D., above, and objections or requests for deferral of approval are made, the Personnel Commission will defer action until the next scheduled open meeting. Any bases for objections must be prepared and submitted to the Personnel Commission in writing at or before the meeting following the deferral of action.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 642, ESTABLISHMENT AND DURATION OF ELIGIBILITY LISTS (Tentative Approval) (Case 4062)

Personnel Commission Rule 642 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched provisions regarding the subject area at the other five merit system-based community college districts of California, as well as the Los Angeles Unified School District and Long Beach Unified School District. Most of the surveyed agencies have similar provisions in place related to the subject area. Some general and editorial updates have been made to the rule for clarification purposes.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

642

LAW AND RULES

~~March 22, 2017~~ April 20, 2022

642 ESTABLISHMENT AND DURATION OF ELIGIBILITY LISTS

Education Code Section(s)

~~88091. Vacancies in Classified Service; Promotional Applicants; Exemptions.—~~

(a) All vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission. All applicants for promotional examinations shall have the required amount of service in classes designated by the commission or meet the minimum qualifications of education, training, experience, and length of service, which shall be determined by the commission to be appropriate for the class for which they have applied. Any promotional applicant who has served the required amount of time in a designated class or who meets the minimum qualifications for admission to a promotional examination shall be admitted to the examination. Applicants shall be placed on the eligibility lists in the order of their relative merit as determined by competitive examinations. The final scores of candidates shall be rounded to the nearest whole percent for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position.

(b) (1) Upon the request of a majority of the members of the governing board of a community college district, the commission may exempt two executive secretarial positions from the requirements of this section. Exemptions authorized under this subdivision shall be limited to one executive secretary position reporting directly to members of the governing board, and one executive secretary position reporting directly to the chancellor.

(2) Any person employed in an exempt executive secretarial position shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except he or she shall not attain permanent status in an executive secretarial position. Positions of executive secretary shall be filled from an unranked list of eligible employees who have been found to be qualified for the positions as determined by the district chancellor or superintendent and determined by the personnel commission. Any person whose services in an executive secretarial position are discontinued for a cause other than a cause for disciplinary action specified in this code or in a rule of the commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission. This subdivision shall apply only to the employees hired on or after January 1, 1988.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

642

LAW AND RULES

March 22, 2017 April 20, 2022

(c) (1) Upon the request of a majority of the members of the governing board of a community college district, the personnel commission may exempt designated senior classified administrative positions from the requirements of this section. A "senior classified administrative employee" means a classified employee who acts as the chief business, fiscal, facilities, or information technology adviser or administrator for the district chancellor or superintendent or a college president, as determined by the governing board and certified by the personnel commission.

(2) Any person employed in an administrative position exempted under this subdivision shall continue to be afforded all of the rights, benefits, and burdens of any other classified employee serving in the regular service of the district, except that he or she shall not attain permanent status in that administrative position. A vacancy in an administrative position that is exempted under this subdivision shall be filled from an unranked list of eligible persons who have been found to be qualified for the positions as determined by the district chancellor or superintendent and the personnel commission. Any person whose services in an administrative position exempted under this subdivision are discontinued for any reason other than for cause as specified in this code or in a rule of the personnel commission shall have the right to return to a position in a classification he or she previously occupied or, if that classification no longer exists, in a similar classification, as determined by the commission.

(3) This subdivision shall apply only to employees hired on or after January 1, 2001.

(d) Nothing contained in this section shall authorize the selection of eligible candidates in circumvention of the affirmative action programs of any community college district.

~~88102. Area Eligibility Lists.~~ In any community college district which has geographical boundaries encompassing more than 200 square miles and which divides the area it serves into smaller areas for assignment of classified personnel, when an eligibility list is exhausted in one assignment area but there are available eligibles in another assignment area, an area eligibility list may be established for the assignment area in which the eligibility list is exhausted. The life of such new area eligibility list shall be one year. Seniority for the purpose specified in Section 88127 shall continue to be districtwide.

~~88103. Conditions for Certification for Employment from Open Competitive Eligibility List Before Exhaustion of Promotional List.~~ When an open competitive examination and a promotional examination for a particular class are held at the same time, the commission may, prior to the examination, authorize certification for employment of candidates from the open competitive eligibility list before the promotional eligibility list has been exhausted if the candidate on the open list has a higher score before adjustment for preferential credits than the score of the highest available candidate on the promotional list after seniority credits have been added.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

642

LAW AND RULES

March 22, 2017 April 20, 2022

88119. ~~Duration of Eligibility Lists.~~ Eligibility lists shall be established for a period of not less than one year except that when a list is exhausted for appointments to current vacancies, through use and eligibles being unavailable, the commission may, upon the recommendation of the officer charged with certifying eligibles, and after due notice to eligibles who may have made themselves unavailable for appointment, terminate it before a year has expired.

Eligibility lists may be established for a period of six months upon the approval of the personnel commission so long as the six months' duration of such a list is noted in the recruitment bulletin announcing the examination. If a list is exhausted for appointments to current vacancies, through use and eligibles being unavailable, the commission may, upon the recommendation of the officer charged with certifying eligibles, and after due notice to eligibles who may have made themselves unavailable for appointment, terminate it before the expiration date.

A list may be extended for an additional period of one year or less in the discretion of the commission.

- A. After an examination for a class is completed, the names of successful candidates shall be placed on an eligibility list ~~arranged~~ in the order of their qualifying final scores. ~~Such list shall be designated as an "eligibility list" for that class.~~
1. The final score for each successful candidate shall be rounded to the nearest whole percent. All candidates with the same percentage score will be considered as having the same rank.
 2. When dual certification has been ~~ordered~~ authorized, promotional candidates attaining a passing score shall have 2-1/2 seniority points, in addition to the seniority credit described in Rule 621, SENIORITY CREDIT ON PROMOTIONAL EXAMINATIONS, added to their final passing scores prior to their ranking on the eligibility list. Under dual certification, simultaneous open and promotional eligibility lists are merged in-score order after the addition of points for seniority and without the addition of veteran's credit. This method allows the certification of open candidates ahead of promotional candidates only when they have scored sufficiently higher in the same examination to overcome the promotional candidates' advantage of seniority credit.
 3. For job classifications designated as senior classified administrative positions, candidates attaining a passing score shall be placed on an unranked eligibility list in alphabetical order.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

642

LAW AND RULES

March 22, 2017 April 20, 2022

4. The names of eligibles resulting from a continuous examination shall be merged with the existing eligibility list, if any, for the same class in the order of their respective final scores on the examination. Such eligibles shall remain on the eligibility list for one year from the date of promulgation of the original list upon which his/her name appeared, ~~placement of the name on the eligibility list~~ unless previously removed in accordance with pertinent rules and regulations.
- B. The duration of an eligibility list shall be one year except as provided below.
1. If there are still eligibles ~~remain left~~ on the ~~eligibility~~ list after one year, the eligibility list shall be extended until a new recruitment is conducted and a new eligibility list is established or until a total period of two years has elapsed from the initial date of the establishment of the eligibility list, whichever comes first.
 2. The Personnel Commission may approve the establishment of an eligibility list for a duration of six months. The six months duration of such eligibility lists shall be noted in the recruitment bulletin announcing the examination. An eligibility list of six months duration may be extended upon approval by the Personnel Commission.
 3. Eligibility lists initially established for a duration of one year or six months, may be terminated by the Personnel Commission prior to the expiration date ~~duration of one year or six months, whichever is applicable~~, when three ranks cannot be certified to any location within the District or when other circumstances necessitate an early termination of the list. Eligibles remaining on an eligibility list shall be notified in writing of the Personnel Commission's intent to terminate an eligibility list.
 4. Eligibles who are added to an eligibility list after the initial date of promulgation of that list shall not have their eligibility extended beyond the expiration date of the eligibility list ~~because of their addition to the eligibility list after the initial promulgation date~~.
- C. An eligibility list for a class shall be applicable to all positions in that class throughout the District in accordance with Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES, and Rule 681, MERGING OF ELIGIBILITY LISTS, except as provided below.
1. When full certification cannot be made from an eligibility list to a location, as defined by the Personnel Commission, the Personnel Commission may authorize an area examination and approve the establishment of an area eligibility list for such location.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION**

642

LAW AND RULES

March 22, 2017 April 20, 2022

2. Eligibles on an area eligibility list shall be assigned only to colleges or other work locations in the District for which the area eligibility list is established.
 3. ~~A No~~ probationary employee who was appointed from an area eligibility list shall not be eligible to request a be approved for change of location, ~~at his/her request,~~ to a college or other work location in the District ~~if it which~~ was not specified in the area eligibility list from which he/she was originally appointed.
- D. When an eligibility list for a class is scheduled to expire and there is a known vacancy which will occur within 90 calendar days after the scheduled expiration date, the Personnel Director may authorize an appointment date from the eligibility list which is after the expiration date but not more than 90 calendar days after the expiration date.
- E. The provisions of Paragraph B., above, prohibiting extension of an eligibility list if a new list for the same class is established, shall not be applied if the new list and/or new examination is authorized as promotional only and the current list is either an open only list or an open and promotional list. In such cases, the open list shall be extended until the list is exhausted, ~~or~~ a new open list is established, or the list expires at the conclusion of two years.
- F. Employees who voluntarily or involuntarily terminate their employment with the District shall not be certified from promotional eligibility lists and shall have their names removed from all promotional eligibility lists upon which they appear except as provided below:
1. Persons whose names have been placed on reemployment lists.
 2. An employee whose name appears on a promotional eligibility list and resigns in good standing may make a written request to have his/her name transferred to an open eligibility list for the same class, provided that the open list was established simultaneously with the promotional list on which his/her name appears. In such case, his/her name shall be merged in score order without benefit of seniority credit, but with veteran's credit, if applicable, provided that proof of eligibility for veteran's credit is submitted at the time of the request for transfer of name to the open list. Such transfers of eligibility are contingent upon the approval of the employee's last division head or college president and the Office of ~~Employer~~ Employee and Labor Relations.
 3. Persons whose names are removed from promotional eligibility lists under the provisions of this paragraph shall not have the appeal privileges provided in Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Classification Study: Admissions & Records Assistant, EN 764701, Admissions & Records, Los Angeles Pierce College (Case 4069)

Recommendations:

- I. It is recommended that the Personnel Commission find that the position of Admissions & Records Assistant occupied by C. Yeh, EN 764701, in the Admissions & Records Office at Los Angeles Pierce College is PROPERLY classified.

- II. It is recommended that the Personnel Commission APPROVE payment for temporary work out of classification for EN 764701, as indicated below.

| <u>PAY PERIOD</u> | <u>DATES</u> | <u>HRS</u> | <u>DIFFERENTIAL PER HOUR</u> | <u>TOTAL (HRS X DIFF)</u> |
|--------------------------|---------------------------------|-------------------|-------------------------------------|----------------------------------|
| 8.2021 | October 16 – October 31, 2021 | 24 | \$1.40 | \$33.60 |
| 9.2021 | November 1 – November 15, 2021 | 60 | \$1.40 | \$84.00 |
| | OT | 6 | \$2.10 | \$12.60 |
| 10.2021 | November 16 – November 30, 2021 | 55.75 | \$1.40 | \$78.05 |
| 11.2021 | December 1 – December 15, 2021 | 48 | \$1.40 | \$67.20 |
| Est. Total | | 193.75 | | 275.45 |

Bases of Recommendations:

1. The request to study the employee’s position was initiated by the Dean, the employee’s immediate supervisor. It was requested that the position be reclassified to Admissions & Records Evaluation Technician because the supervisor and employee feel that the employee has been performing higher-level duties in the processing of student forms and requests. The college administration was informed of this request.

2. Staff audited the position and found that the employee’s primary duties consist of the following:
 - Explains the admissions and records policies and procedures of the college to students, staff, and the public.
 - Processes a wide variety of forms related to the admissions and records process such as general petitions, record adjustments, class drops and adds, K-12, residency, and graduation petitions.
 - Posts grades and grade changes to cumulative records.
 - Processes transcript requests.
 - Retrieves information, processes requests, and responds to routine student inquiries for verification of student enrollment, status, and records.
 - Checks college admission applications for completeness, accuracy, and authenticity.

- Checks and corrects cumulative records for areas such as service indicator, student career number, term dates, or missing grades.
3. The classification concept for the employee’s current classification of Admissions & Records Assistant is based on performing a variety of specialized clerical duties in a college Admissions and Records Office related to student enrollment, progress, and status. The classification concept for the class that was requested (Admissions & Records Evaluation Technician) is based on evaluating the academic records of incoming and continuing students to determine probation, deficiencies, completion of graduation requirements, placement on honor lists, and eligibility for graduation honors; and explaining evaluations and requirements to students and the public; and maintaining various other records related to a student’s academic standing.

After a thorough analysis of the employee’s assigned duties, staff found that the primary duties the employee performs fall within the scope of her current class of Admissions & Records Assistant because she performs a variety of specialized clerical duties related to student enrollment, progress, and status in the Admissions and Records Office. The employee’s duties do not rise to the higher-level class of an Admissions & Records Evaluation Technician because the employee does not evaluate the academic records of incoming or continuing students for enrollment eligibility, course credit eligibility, graduation requirements, and certificates or degrees to be awarded.

4. During the time period of October 25, 2021 through December 8, 2021, EN 764701 was asked to temporarily evaluate students’ records to determine eligibility for graduation, certifications, degrees, and honors. These duties had been temporarily assigned by the administration in order to meet mandated deadlines for the backlog of graduation petitions. In accordance with Personnel Commission Rule 550, Temporary Work Out of Classification, staff notes that the college administration should have hired a relief Admissions & Records Evaluation Technician through the customary selection process to appropriately address this issue. However, in order to not adversely impact the employee, staff recommends the claims be accepted so that the employee can be compensated for the higher-level work she has performed. It was estimated that EN 764701 spent approximately 100% of her time performing the higher-level duties, which were found to rise to the level of an Admissions & Records Evaluation Technician, during the applicable time period.

The recommended differential considers the difference in salary between the classes of Admissions & Records Assistant and Admissions & Records Evaluation Technician and rules of promotion.

| Class | PSL 1 | PSL 2 | PSL 3 | PSL 4 | PSL 5 | |
|---------------------------|--------------|--------------------------|--------------|--------------|--------------------------|---------|
| A&R Assistant | \$3,562.28 | \$3,758.2 | \$3,964.92 | \$4,182.98 | <u>\$4,413.04</u> | Monthly |
| A&R Evaluation Technician | \$4,413.04 | <u>\$4,655.76</u> | \$4,911.82 | \$5,181.97 | \$5,466.98 | Monthly |

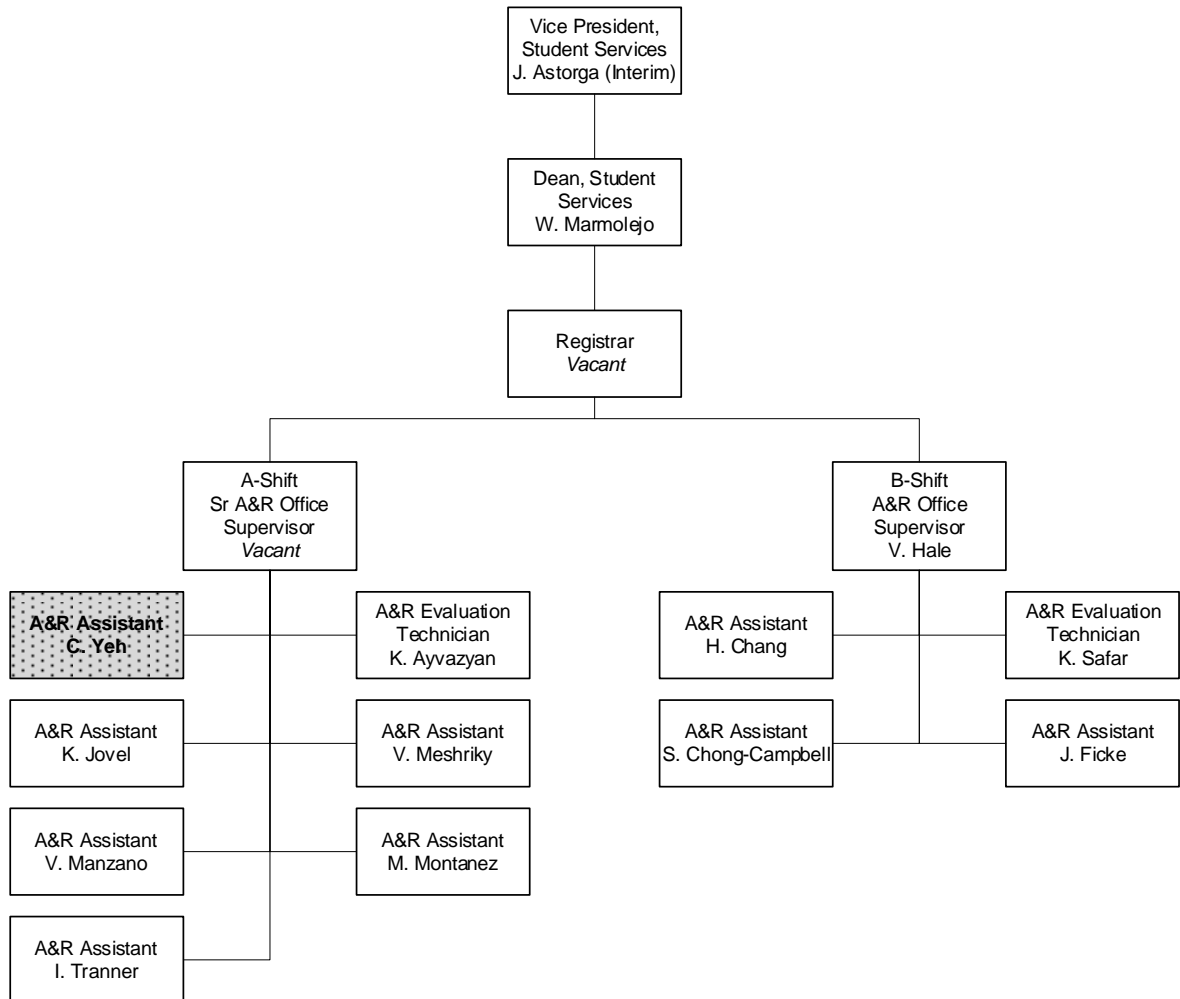
Upon promotion, in the classified service, an employee shall be paid that rate of the higher salary range, which provides an increase of at least 5% over the employee’s current schedule and step. Therefore, in this case, a typical comparison would be made between the employee’s step placement in her position of Admissions & Records Assistant and the step

on the Admissions & Records Evaluation Technician salary schedule which represents at least a salary increase of 5%. Based on these factors, the recommended salary differential for EN 764701 is approximately 5.5% above her salary rate in the Admissions & Records Assistant position.



**LOS ANGELES COMMUNITY COLLEGE
DISTRICT ORGANIZATIONAL CHART**

**LOS ANGELES PIERCE COLLEGE
-Admissions & Records Office-**



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Classification Study: Admissions & Records Assistant, EN 1075424, Admissions & Records, Los Angeles Pierce College (Case 4070)

Recommendations:

- I. It is recommended that the Personnel Commission find that the position of Admissions & Records Assistant occupied by K. Jovel, EN 1075424, in the Admissions & Records Office at Los Angeles Pierce College is PROPERLY classified.
- II. It is recommended that the Personnel Commission APPROVE payment for temporary work out of classification for EN 1075424, as indicated below.

| <u>PAY PERIOD</u> | <u>DATES</u> | <u>HRS</u> | <u>DIFFERENTIAL PER HOUR</u> | <u>TOTAL (HRS X DIFF)</u> |
|--------------------------|---------------------------------|-------------------|-------------------------------------|----------------------------------|
| 10.2021 | November 16 – November 30, 2021 | 3 | \$2.59 | \$7.77 |
| 11.2021 | December 1 – December 15, 2021 | 27 | \$2.59 | \$69.93 |
| 12.2021 | December 16 – December 31, 2021 | 21 | \$2.59 | \$54.39 |
| Est. Total | | 51 | | 132.09 |

Bases of Recommendations:

1. The request to study the employee's position was initiated by the Dean, the employee's immediate supervisor. It was requested that the position be reclassified to Admissions & Records Evaluation Technician because the supervisor and employee feel that the employee has been performing higher-level duties in the processing of student forms and requests. The college administration was informed of this request.
2. Staff audited the position and found that the employee's primary duties consist of the following:
 - Explains the admissions and records policies and procedures of the college to students, staff, and the public.
 - Processes a wide variety of forms related to the admissions and records process such as general petitions, record adjustments, class drops and adds, athletic eligibility, K-12, AB 540, and graduation petitions.
 - Posts grades and grade changes to cumulative records.
 - Processes transcript requests.
 - Retrieves information, processes requests, and responds to routine student inquiries for verification of student enrollment, status, and records.
 - Checks college admission applications for completeness, accuracy, and authenticity.
 - Checks and corrects cumulative records for areas such as service indicator, student career number, term dates, or missing grades.

- The classification concept for the employee's current classification of Admissions & Records Assistant is based on performing a variety of specialized clerical duties in a college Admissions and Records Office related to student enrollment, progress, and status. The classification concept for the class that was requested (Admissions & Records Evaluation Technician) is based on evaluating the academic records of incoming and continuing students to determine probation, deficiencies, completion of graduation requirements, placement on honor lists, and eligibility for graduation honors; and explaining evaluations and requirements to students and the public; and maintaining various other records related to a student's academic standing.

After a thorough analysis of the employee's assigned duties, staff found that the primary duties the employee performs fall within the scope of her current class of Admissions & Records Assistant because she performs a variety of specialized clerical duties related to student enrollment, progress, and status in the Admissions and Records Office. The employee's duties do not rise to the higher-level class of an Admissions & Records Evaluation Technician because the employee does not evaluate the academic records of incoming or continuing students for enrollment eligibility, course credit eligibility, graduation requirements, and certificates or degrees to be awarded.

- During the time period of November 30, 2021 through December 29, 2021, EN 1075424 was asked to temporarily evaluate students' records to determine eligibility for graduation, certifications, degrees, and honors. These duties had been temporarily assigned by the administration in order to meet mandated deadlines for the backlog of graduation petitions. In accordance with Personnel Commission Rule 550, Temporary Work Out of Classification, staff notes that the college administration should have hired a relief Admissions & Records Evaluation Technician through the customary selection process to appropriately address this issue. However, in order to not adversely impact the employee, staff recommends the claims be accepted so that the employee can be compensated for the higher-level work she has performed. EN 1075424 provided specifics hours for the time she spent performing the higher-level duties of an Admissions & Records Evaluation Technician during the applicable time period.

The recommended differential considers the difference in salary between the classes of Admissions & Records Assistant and Admissions & Records Evaluation Technician and rules of promotion.

| Class | PSL 1 | PSL 2 | PSL 3 | PSL 4 | PSL 5 | |
|---------------------------|--------------------------|--------------|--------------------------|--------------|--------------|---------|
| A&R Assistant | \$3,562.28 | \$3,758.2 | <u>\$3,964.92</u> | \$4,182.98 | \$4,413.04 | Monthly |
| A&R Evaluation Technician | <u>\$4,413.04</u> | \$4,655.76 | \$4,911.82 | \$5,181.97 | \$5,466.98 | Monthly |

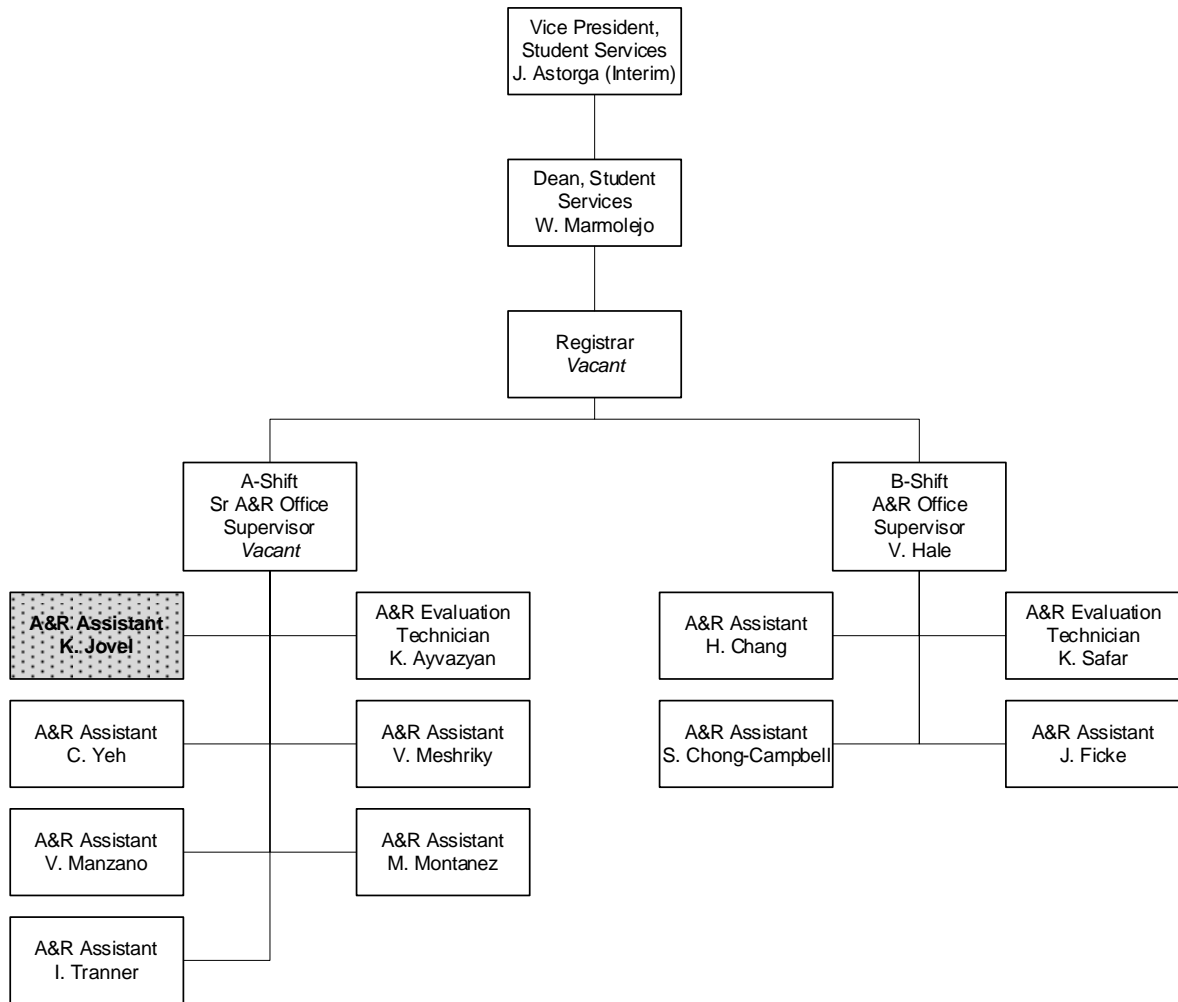
Upon promotion, in the classified service, an employee shall be paid that rate of the higher salary range, which provides an increase of at least 5% over the employee's current schedule and step. Therefore, in this case, a typical comparison would be made between the employee's step placement in her position of Admissions & Records Assistant and the step on the Admissions & Records Evaluation Technician salary schedule which represents at least a salary increase of 5%. Based on these factors, the recommended salary differential for

EN 1075424 is approximately 11.3% above her salary rate in the Admissions & Records Assistant position.



**LOS ANGELES COMMUNITY COLLEGE
DISTRICT ORGANIZATIONAL CHART**

**LOS ANGELES PIERCE COLLEGE
-Admissions & Records Office-**



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Classification Study: Admissions & Records Assistant, EN 1062114, Admissions & Records, Los Angeles Pierce College (Case 4071)

Recommendation:

It is recommended that the Personnel Commission find that the position of Admissions & Records Assistant occupied by J. Ficke, EN 1062114, in the Admissions & Records Office at Los Angeles Pierce College is PROPERLY classified.

Bases of Recommendation:

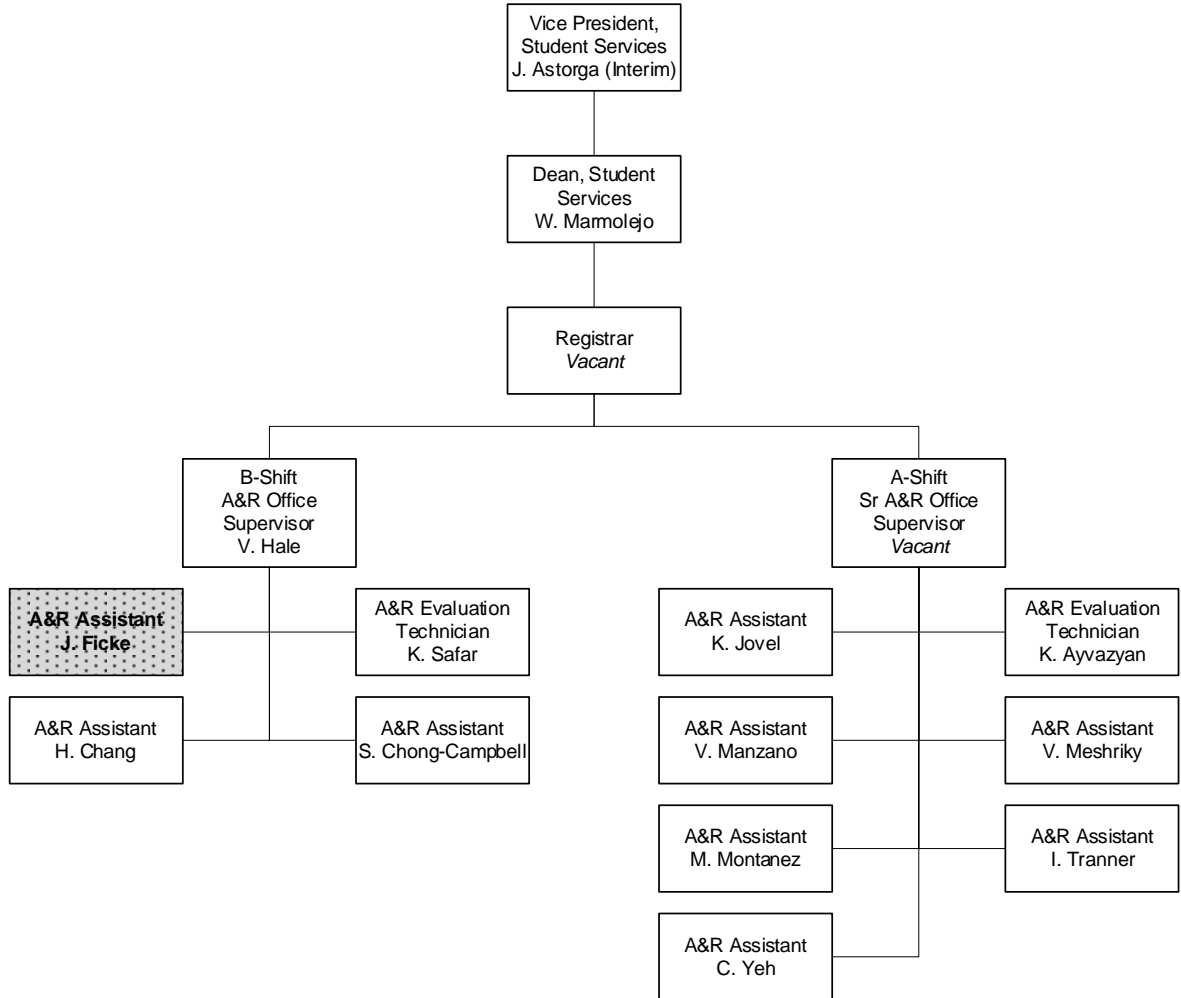
1. The request to study the employee's position was initiated by the Dean, the employee's immediate supervisor. It was requested that the position be reclassified to Admissions & Records Evaluation Technician because the supervisor and employee feel that the employee has been performing higher-level duties in the processing of student forms and requests. The college administration was informed of this request.
2. Staff audited the position and found that the employee's primary duties consist of the following:
 - Explains the admissions and records policies and procedures of the college to students, staff, and the public.
 - Processes a wide variety of forms related to the admissions and records process such as general petitions, record adjustments, class drops and adds, athletic eligibility, K-12, residency, AB 540, and graduation petitions.
 - Posts grades and grade changes to cumulative records.
 - Processes transcript requests.
 - Retrieves information, processes requests, and responds to routine student inquiries for verification of student enrollment, status, and records.
 - Checks college admission applications for completeness, accuracy, and authenticity.
 - Checks and corrects cumulative records for areas such as service indicator, student career number, term dates, or missing grades.
3. The classification concept for the employee's current classification of Admissions & Records Assistant is based on performing a variety of specialized clerical duties in a college Admissions and Records Office related to student enrollment, progress, and status. The classification concept for the class that was requested (Admissions & Records Evaluation Technician) is based on evaluating the academic records of incoming and continuing students to determine probation, deficiencies, completion of graduation requirements, placement on honor lists, and eligibility for graduation honors; and explaining evaluations and requirements to students and the public; and maintaining various other records related to a student's academic standing.

After a thorough analysis of the employee's assigned duties, staff found that the primary duties the employee performs fall within the scope of her current class of Admissions & Records Assistant because she performs a variety of specialized clerical duties related to student enrollment, progress, and status in the Admissions and Records Office. The employee's duties do not rise to the higher-level class of an Admissions & Records Evaluation Technician because the employee does not evaluate the academic records of incoming or continuing students for enrollment eligibility, course credit eligibility, graduation requirements, and certificates or degrees to be awarded.



LOS ANGELES COMMUNITY COLLEGE
DISTRICT ORGANIZATIONAL CHART

LOS ANGELES PIERCE COLLEGE
-Admissions & Records Office-



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Classification Study: Admissions & Records Assistant, EN 786708, Admissions & Records, Los Angeles Pierce College (Case 4072)

Recommendations:

- I. It is recommended that the Personnel Commission find that the position of Admissions & Records Assistant occupied by V. Manzano, EN 786708, in the Admissions & Records Office at Los Angeles Pierce College is PROPERLY classified.

- II. It is recommended that the Personnel Commission APPROVE payment for temporary work out of classification for EN 786708, as indicated below.

| <u>PAY PERIOD</u> | <u>DATES</u> | <u>HRS</u> | <u>DIFFERENTIAL PER HOUR</u> | <u>TOTAL (HRS X DIFF)</u> |
|--------------------------|---------------------------------|-------------------|-------------------------------------|----------------------------------|
| 8.2021 | October 16 – October 31, 2021 | 40 | \$1.40 | \$56.00 |
| 9.2021 | November 1 – November 15, 2021 | 46 | \$1.40 | \$64.40 |
| 10.2021 | November 16 – November 30, 2021 | 48 | \$1.40 | \$67.20 |
| | OT | 8 | \$2.10 | \$16.80 |
| 11.2021 | December 1 – December 15, 2021 | 48 | \$1.40 | \$67.20 |
| Est. Total | | 190.00 | | 271.60 |

Bases of Recommendations:

1. The request to study the employee’s position was initiated by the Dean, the employee’s immediate supervisor. It was requested that the position be reclassified to Admissions & Records Evaluation Technician because the supervisor and employee feel that the employee has been performing higher-level duties in the processing of student forms and requests. The college administration was informed of this request.

2. Staff audited the position and found that the employee’s primary duties consist of the following:
 - Explains the admissions and records policies and procedures of the college to students, staff, and the public.
 - Processes a wide variety of forms related to the admissions and records process such as general petitions, record adjustments, class drops and adds, K-12, residency, AB 540, and graduation petitions.
 - Posts grades and grade changes to cumulative records.
 - Processes transcript requests.
 - Retrieves information, processes requests, and responds to routine student inquiries for verification of student enrollment, status, and records.
 - Checks college admission applications for completeness, accuracy, and authenticity.

- Checks and corrects cumulative records for areas such as service indicator, student career number, term dates, or missing grades.
3. The classification concept for the employee’s current classification of Admissions & Records Assistant is based on performing a variety of specialized clerical duties in a college Admissions and Records Office related to student enrollment, progress, and status. The classification concept for the class that was requested (Admissions & Records Evaluation Technician) is based on evaluating the academic records of incoming and continuing students to determine probation, deficiencies, completion of graduation requirements, placement on honor lists, and eligibility for graduation honors; and explaining evaluations and requirements to students and the public; and maintaining various other records related to a student’s academic standing.

After a thorough analysis of the employee’s assigned duties, staff found that the primary duties the employee performs fall within the scope of her current class of Admissions & Records Assistant because she performs a variety of specialized clerical duties related to student enrollment, progress, and status in the Admissions and Records Office. The employee’s duties do not rise to the higher-level class of an Admissions & Records Evaluation Technician because the employee does not evaluate the academic records of incoming or continuing students for enrollment eligibility, course credit eligibility, graduation requirements, and certificates or degrees to be awarded.

4. During the time period of October 25, 2021 through December 14, 2021, EN 786706 was asked to temporarily evaluate students’ records to determine eligibility for graduation, certifications, degrees, and honors. These duties had been temporarily assigned by the administration in order to meet mandated deadlines for the backlog of graduation petitions. In accordance with Personnel Commission Rule 550, Temporary Work Out of Classification, staff notes that the college administration should have hired a relief Admissions & Records Evaluation Technician through the customary selection process to appropriately address this issue. However, in order to not adversely impact the employee, staff recommends the claims be accepted so that the employee can be compensated for the higher-level work she has performed. It was estimated that EN 786706 spent approximately 100% of her time performing the higher-level duties, which were found to rise to the level of an Admissions & Records Evaluation Technician, during the applicable time period.

The recommended differential considers the difference in salary between the classes of Admissions & Records Assistant and Admissions & Records Evaluation Technician and rules of promotion.

| Class | PSL 1 | PSL 2 | PSL 3 | PSL 4 | PSL 5 | |
|---------------------------|--------------|--------------------------|--------------|--------------|--------------------------|---------|
| A&R Assistant | \$3,562.28 | \$3,758.2 | \$3,964.92 | \$4,182.98 | <u>\$4,413.04</u> | Monthly |
| A&R Evaluation Technician | \$4,413.04 | <u>\$4,655.76</u> | \$4,911.82 | \$5,181.97 | \$5,466.98 | Monthly |

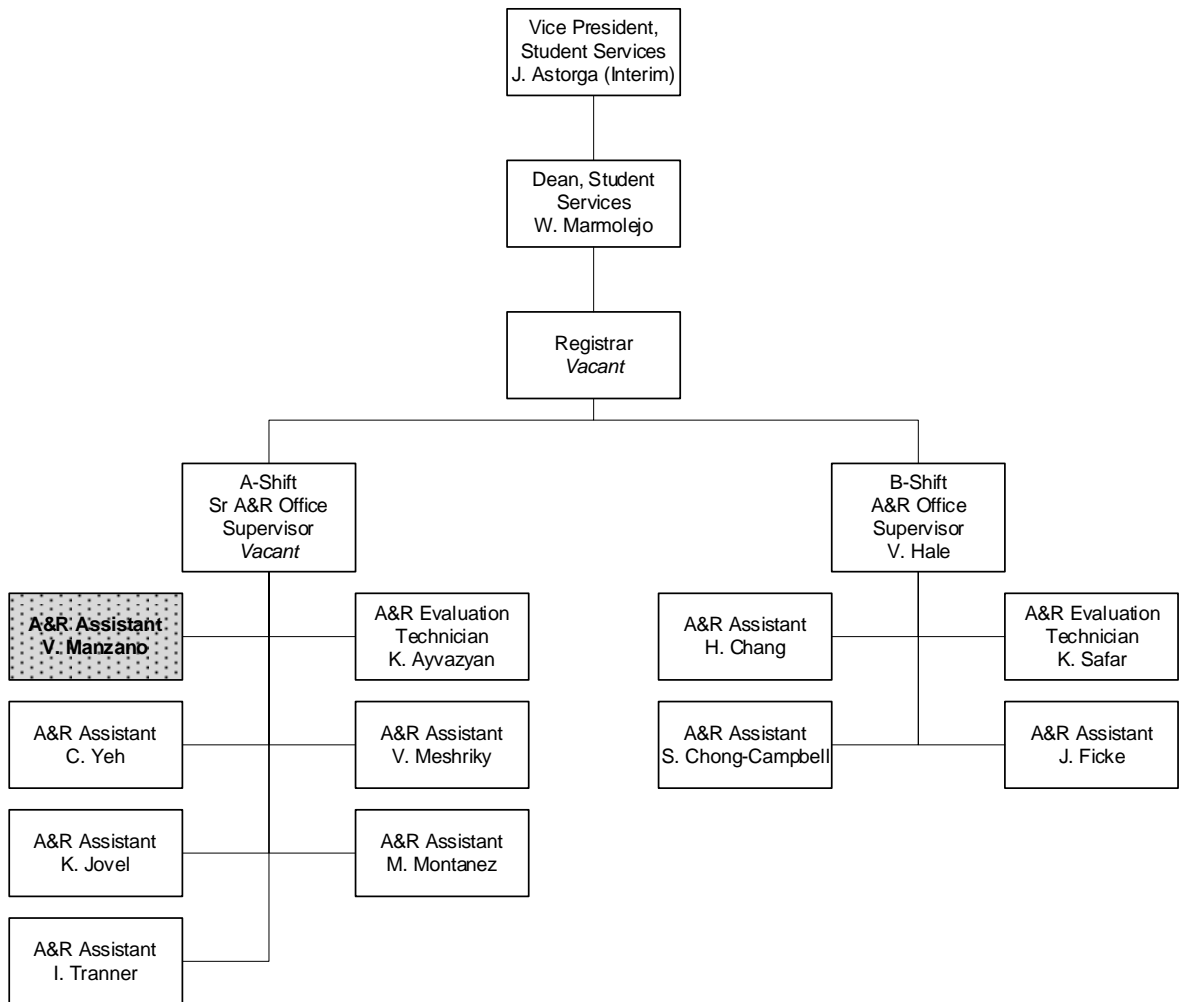
Upon promotion, in the classified service, an employee shall be paid that rate of the higher salary range, which provides an increase of at least 5% over the employee’s current schedule and step. Therefore, in this case, a typical comparison would be made between the employee’s step placement in her position of Admissions & Records Assistant and the step

on the Admissions & Records Evaluation Technician salary schedule which represents at least a salary increase of 5%. Based on these factors, the recommended salary differential for EN 786706 is approximately 5.5% above her salary rate in the Admissions & Records Assistant position.



**LOS ANGELES COMMUNITY COLLEGE
DISTRICT ORGANIZATIONAL CHART**

**LOS ANGELES PIERCE COLLEGE
-Admissions & Records Office-**



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Classification Study: Admissions & Records Assistant, EN 1075583, Admissions & Records, Los Angeles Pierce College (Case 4073)

Recommendation:

It is recommended that the Personnel Commission find that the position of Admissions & Records Assistant occupied by I. Tranner, EN 1075583, in the Admissions & Records Office at Los Angeles Pierce College is PROPERLY classified.

Bases of Recommendation:

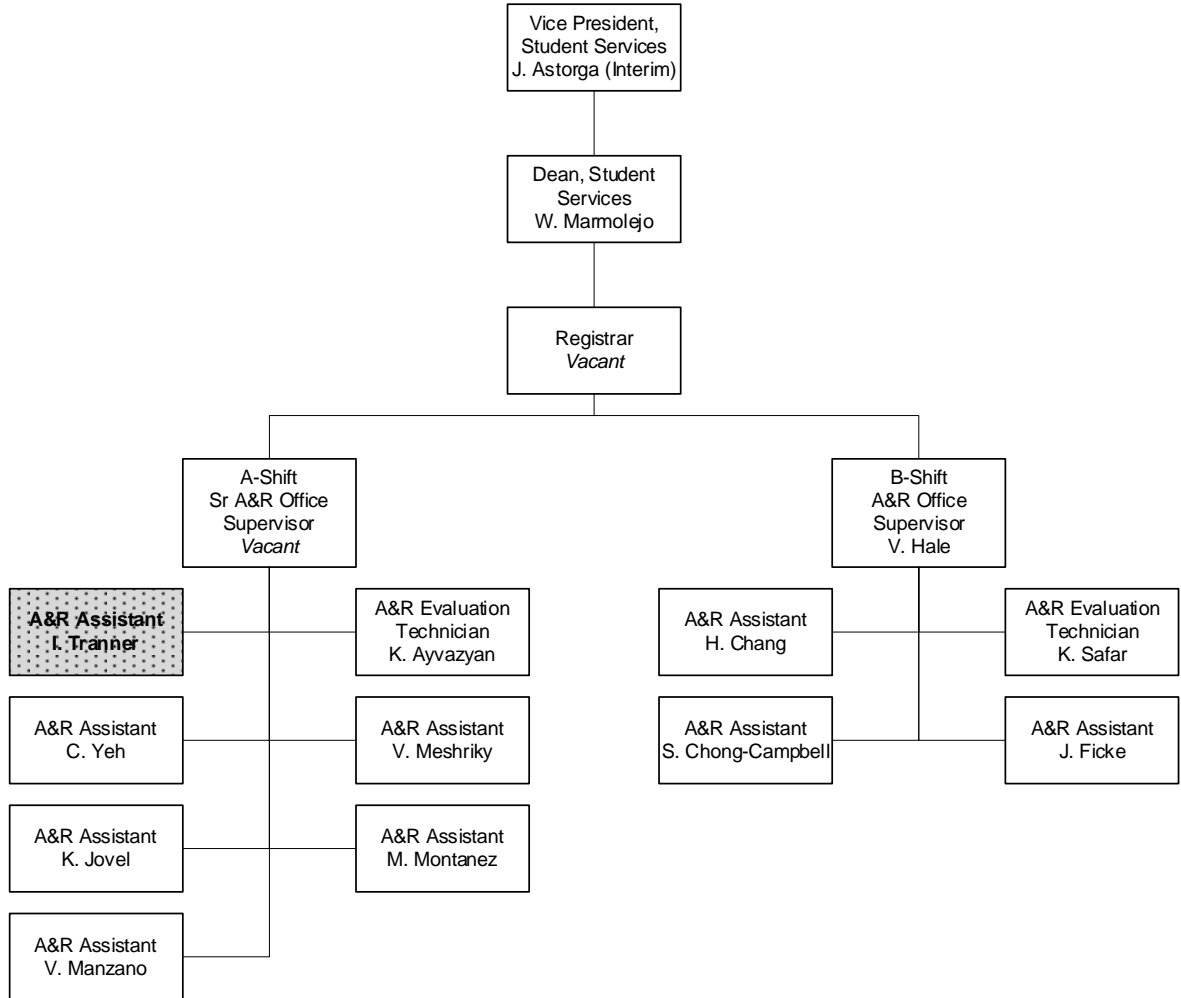
1. The request to study the employee's position was initiated by the Dean, the employee's immediate supervisor. It was requested that the position be reclassified to Admissions & Records Evaluation Technician because the supervisor and employee feel that the employee has been performing higher-level duties in the processing of student forms and requests. The college administration was informed of this request.
2. Staff audited the position and found that the employee's primary duties consist of the following:
 - Explains the admissions and records policies and procedures of the college to students, staff, and the public.
 - Processes a wide variety of forms related to the admissions and records process such as general petitions, record adjustments, class drops and adds, athletic eligibility, K-12, and graduation petitions.
 - Posts grades and grade changes to cumulative records.
 - Processes transcript requests.
 - Retrieves information, processes requests, and responds to routine student inquiries for verification of student enrollment, status, and records.
 - Checks college admission applications for completeness, accuracy, and authenticity.
 - Checks and corrects cumulative records for areas such as service indicator, student career number, term dates, or missing grades.
3. The classification concept for the employee's current classification of Admissions & Records Assistant is based on performing a variety of specialized clerical duties in a college Admissions and Records Office related to student enrollment, progress, and status. The classification concept for the class that was requested (Admissions & Records Evaluation Technician) is based on evaluating the academic records of incoming and continuing students to determine probation, deficiencies, completion of graduation requirements, placement on honor lists, and eligibility for graduation honors; and explaining evaluations and requirements to students and the public; and maintaining various other records related to a student's academic standing.

After a thorough analysis of the employee's assigned duties, staff found that the primary duties the employee performs fall within the scope of her current class of Admissions & Records Assistant because she performs a variety of specialized clerical duties related to student enrollment, progress, and status in the Admissions and Records Office. The employee's duties do not rise to the higher-level class of an Admissions & Records Evaluation Technician because the employee does not evaluate the academic records of incoming or continuing students for enrollment eligibility, course credit eligibility, graduation requirements, and certificates or degrees to be awarded.



LOS ANGELES COMMUNITY COLLEGE
DISTRICT ORGANIZATIONAL CHART

LOS ANGELES PIERCE COLLEGE
-Admissions & Records Office-



LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Classification Study: Assistant ERP Functional Business Analyst, EN 1020454, Information Technology-SIS Support Group, Educational Services Center (Case 4077)

Recommendation:

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

From:
Assistant ERP Functional Business Analyst*
(\$6,472.97 – \$8,018.88/month)

To:
ERP Functional Business Analyst (Student Systems)
(\$8,018.88 – \$9,933.99/month)

Location:
Information Technology-SIS Support Group
Educational Services Center

Incumbent:
S. Leon (EN 1020454)

Effective Date: February 23, 2022

*Salary includes an anticipated 5.07% COLA increase for FY 21/22

Bases of Recommendation:

1. The request to study the employee's position was initiated by the employee. He requested that his position be reclassified to ERP Functional Business Analyst (Student Systems) because of his responsibilities related to the configuration and maintenance of the Curriculum module in the PeopleSoft Student Information System. The Administration was informed about this request.
2. Staff audited the position and found that the employee is responsible for performing the following primary duties:
 - Analyzes and evaluates existing business functions and processes related to Curriculum and course development and management to determine how to configure the Curriculum module in the PeopleSoft system to meet particular business requirements which also includes integration with front-end third party software such as OnBase and eLumen systems.
 - Configures the Curriculum module by creating and maintaining the rules and requirements related to course development and management including the implementation of fixes, changes, and enhancements.
 - Performs unit, system integration, and user acceptance testing and data validation and troubleshoots problems after changes and/or upgrades have been made to the Curriculum module.
 - Acts as a liaison between functional process owners, end-users, and programmers to ensure that the course development and management function is programmed in the Curriculum module to meet the needs and objectives outlined in the business specifications.

- Tracks and documents changes in business specifications provided by functional process owners and writes detailed business process procedures and other training materials for end-users.
 - Trains end users and technical staff on matters related to the Curriculum module functionality.
 - Serves as a back-up and assists in the configuration of the Academic Advisement module related to degree audit and Student Educational Plan (SEP) functions and business processes.
3. The classification concept for the employee's current classification of Assistant SAP/ERP Business Analyst is based on applying a basic knowledge of SAP or ERP systems functionality and applications when participating in the analysis and translation of departmental business processes and user needs into deployed functionality in the assigned SAP systems or ERP student systems modules. Systems modules include SAP Human Resources, SAP Financial, SAP Material Management, SAP Government Risk and Compliance, SAP Planning Budget and Formulation, SAP Plant Maintenance, SAP HP Quality Control, SAP Portal (ESS and MSS), or ERP student systems modules related to academic scheduling, course development and management, academic advising, coursework evaluation, student financial aid, student registration, admissions, and grade reporting. Assignments are selected to enhance the employee's skills and professional development in preparation for promotion to higher-level analyst positions. The classification concept for the requested class of ERP Functional Business Analyst (Student Systems) is based on analyzing and defining complex ERP student systems functions, business processes, and user needs and performing complex functional configuration, testing, and maintenance tasks for the District's ERP student systems modules according to operational needs. Incumbents in this classification use ERP functional and applications knowledge to analyze and translate departmental requirements into deployed functionality in the District's ERP student systems. The performance of technical programming duties is not part of this position. After a thorough analysis of the employee's assigned duties, staff found that the duties the employee performs fall within the ERP Functional Business Analyst (Student Systems) because he is independently configuring and maintaining the Curriculum module; analyzing, defining, and documenting business processes and procedures related to course development and management; performing unit, system integration, and user acceptance testing and data validation; and provides technical assistance and training to technical staff and end users.

STATUS OF INCUMBENT

S. Leon, EN 1020454, may be appointed to his reclassified position without participating in an examination process in accordance with the provisions of Personnel Commission Rule 545, CLASSIFICATION STUDIES.

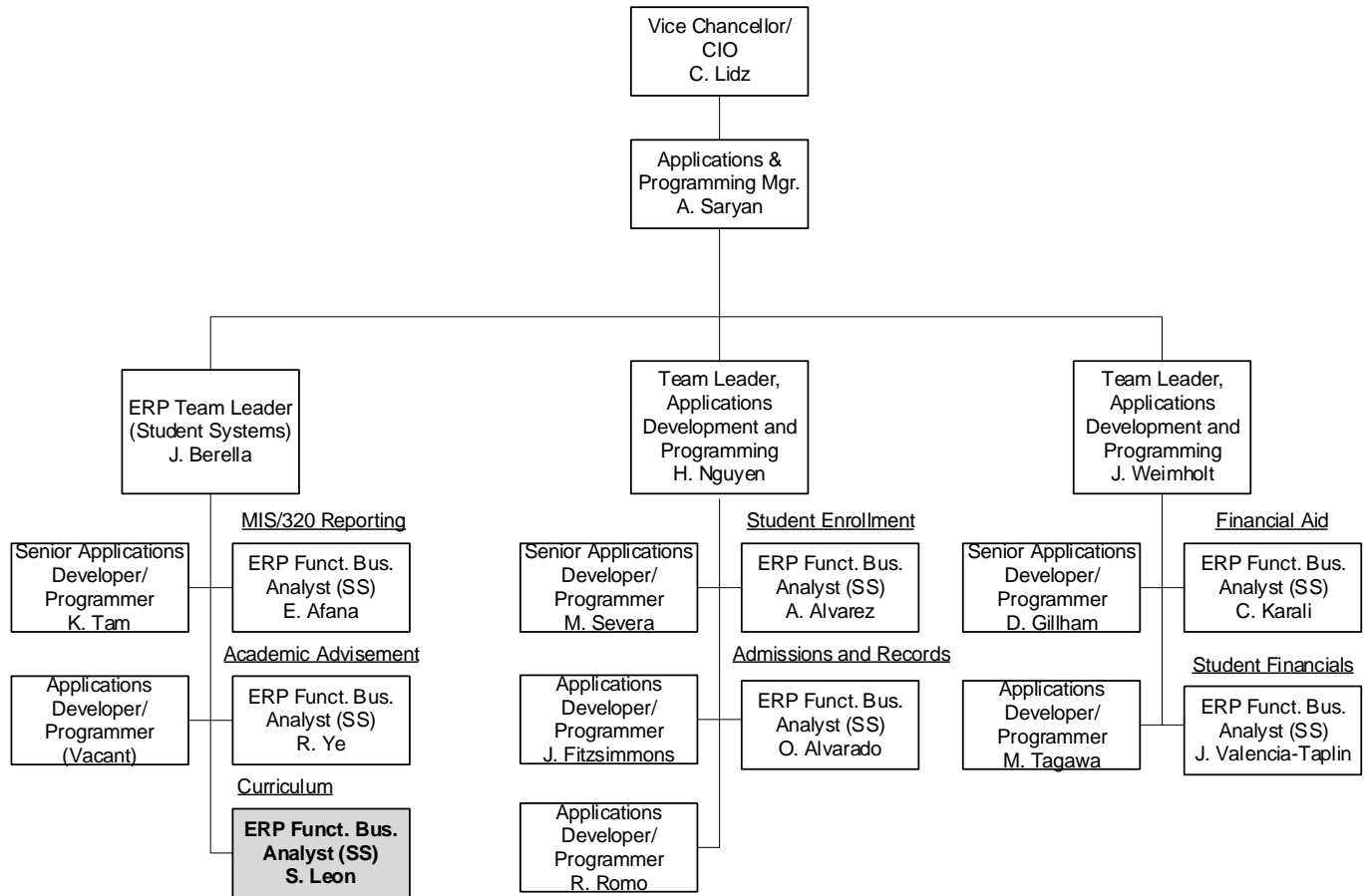
Date of Last Performance Evaluation: March 4, 2022

Classification of position check box was checked "No" by the employee and the immediate supervisor.



EDUCATIONAL SERVICES CENTER

**Information Technology
-SIS Support Group-**



DIRECTOR OF COLLEGE FACILITIES

DEFINITION

Plans, coordinates, evaluates, and directs the building maintenance, alteration, and repair, custodial, and grounds and equipment maintenance operations activities of a college; participates in the planning, design, review, and integration of construction projects.

TYPICAL DUTIES

Directs the scheduling, assignment, and review of the work of building trades, custodial, and grounds and equipment maintenance staff to ensure that college buildings, structures, grounds, and equipment are maintained and repaired according to established standards and timelines.

Ensures effective integration of new buildings and equipment with existing systems.

Evaluates bond projects for design, manageability, and consistency with other buildings.

Recommends and implements policies, procedures, and work standards involving maintenance and operations projects that improve efficiency and cost effectiveness.

Plans, directs, and maintains an effective preventative maintenance program for college buildings and associated equipment and systems.

Directs the allocation of resources to meet regular and special requirements and to respond to emergencies.

Meets with administrators and other officials to consult regarding facilities needs, funding, planning, design, feasibility, estimating costs and timing of maintenance, alteration, and capital outlay projects.

Inspects work projects in progress at various college locations to ensure compliance with District standards, Building, Health and Safety Codes and other applicable laws and regulations, and resolves deficiencies as needed.

In cooperation with District staff, develops proposals, and implements energy conservation programs and energy management systems.

Serves as liaison between college staff, administrators, and contract architectural and engineering firms.

Reviews construction related scope and budget documents and makes recommendations to college administrators.

Directs the inspection of maintenance contract work and recommends payment upon satisfactory completion.

Coordinates and directs the space planning process for college facilities and provides asset management analysis for best utilization of existing college facilities.

Plans and directs training programs for building trades, custodial, and grounds and equipment maintenance staff on policies, work methods, materials, equipment, and safety.

Directs the efficient processing of facility work orders through a computerized system.

Coordinates implementation of the Southern California Air Quality Management District (AQMD) regulations.

Administers the building trades, custodial operations, grounds and equipment maintenance, and utilities budgets and controls and authorizes expenditures in accordance with established limitations.

Certifies a college's Storm Water Pollution Prevention Plan (SWPPP) and authorizes an assigned contractor to enter the SWPPP into the SMARTS system.

Directs the requisition, receipt, and control of supplies, equipment, and materials for assigned areas.

Prepares building construction and service contract specifications.

Directs the safe disposal of hazardous and non-hazardous waste.

Prepares and/or directs the preparation of correspondence, reports, and presentations regarding assigned activities.

Directs the preparation and maintenance of comprehensive records related to staff, budget, funding, construction projects, and related activities.

Attends at a variety of on-site and off-site meetings and committees as the college representative, involving construction, building maintenance, alteration, and repair, equipment maintenance, and custodial and grounds operations activities.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Director of College Facilities** plans, coordinates, evaluates, and directs the building maintenance, alteration, and repair, custodial, and grounds and equipment maintenance operations activities of a college; participates in the planning, design, review, and integration of construction projects.

A **General Foreman** plans, coordinates, and supervises the work of skilled journey-level workers of at least three building trades and other staff assigned to work projects at a college, and has job site responsibility for various building trades projects.

An **Operations Manager** plans, coordinates, and directs the operational activities of a college campus.

SUPERVISION

General direction is received from an ~~academic or~~ classified administrator. General supervision is exercised over building trades, custodial, and grounds and equipment maintenance staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles, practices, and procedures pertaining to construction, building maintenance alteration, and repair, and custodial, grounds, and equipment maintenance operations of building complexes and appurtenances

Principles of management, training, and supervision

Principles of construction project management and scheduling

Principles of construction contracts, contracts administration, and management

Applicable State and local building codes, regulations, and administrative orders and ordinances

Methods, materials, and equipment used in various constructions, building maintenance, alteration, and repair, custodial, and grounds, and equipment maintenance specialties

Preventative maintenance methods and procedures

Inspection methods used in the construction industry

Energy usage and conservation concepts

Principles of budgetary preparation and management

Harmful effects of hazardous or toxic materials and the protection and safeguards required when working with or disposing such materials

Safety and health regulations and practices pertinent to maintenance and operations

Record and reporting systems

Capabilities of computer applications, systems, and hardware used in facilities management

Ability to:

Plan, direct, and administer a complex and diverse building maintenance, alteration, repair, and custodial and grounds maintenance program for a college

Effectively direct the work of others through subordinate supervisors

Analyze problems and situations, evaluate alternatives, and adopt an effective course of action

Develop and implement policies, procedures, and work standards to achieve goals and objectives set for assigned area

Analyze and evaluate the effectiveness of plans, procedures, and programs

Assure compliance with safety practices and various code requirements

Estimate project requirements and organize resources to meet goals and timelines

Act quickly in emergencies

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

Travel to on-site and off-site meetings

Travel to various locations to inspect work projects in progress

Motivate and develop others

Stimulate teamwork and promote cohesiveness to achieve departmental goals

Evaluate work methods and performance

Effectively utilize management information systems in the performance of duties

Prepare effective written and oral communications, reports, and presentations

Establish and maintain effective working relationships with administrators, contractors, and staff throughout the District

Read and interpret complex architectural and engineering designs, plans, and specifications

Analyze and interpret technical manuals

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education:

A bachelor's degree from a recognized college or university preferably with a major in business or public administration, architecture, engineering, construction management, or a field closely related to facilities management. ~~Four years of additional qualifying experience may be substituted for the degree requirement.~~

Experience:

~~Four~~ Five years of recent, full-time, paid experience in the management of building maintenance and repair operations of large commercial or public building complexes. Experience with the oversight of custodial and/or grounds maintenance operations must have been part of the experience noted above. Additional qualifying experience may be substituted for the educational requirement on a year-for-year basis.

Supervisory experience over a variety of trades is desirable.

Special:

A valid Class “C” California driver's license.

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.

SAP BUSINESS DATA WAREHOUSE DEVELOPER

DEFINITION

Develops, models, and maintains a District-wide SAP business data warehouse that enables end-users to extract and analyze business information from a wide range of data sources.

TYPICAL DUTIES

Analyzes reporting needs of client users, configures and models business data from a wide range of data sources, and develops SAP BW reports.

Develops and deploys query parameters, layout, filters, and analytics for client user reports.

Designs and executes testing plans to validate the data loading process, data integrity, and that reports meet business requirements.

Identifies and debugs business data upload and extract errors.

Performs quality assurance and essential data audit checks to ensure accuracy of SAP BW reports.

Analyzes business processes for metrics enterprise data architecture.

Interfaces with functional unit process owners and users to identify, define, and document operational reporting needs and objectives, current operational reporting procedures, problems, input and output requirements, and levels of systems access.

Interfaces with programming staff in the development of custom SAP BW reports and data extractors and retractors.

Identifies opportunities to leverage SAP data warehouse capabilities to address business, transactional, and operational problems and recommends improvements in functionality.

Identifies security requirements including the creation of new roles and/or additions to existing business needs.

Responds to end-user inquiries regarding the usage of the SAP data warehouse and data analysis.

Trains end-users in the usage of SAP BW reports.

Prepares and maintains SAP data warehouse documentation.

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 Business Data Warehouse Developer** is responsible for developing, modeling, and maintaining a District-wide SAP business data warehouse that enables end-users to extract and analyze business information from a wide range of data sources.

A **Database Administrator** is responsible for the integration of database elements into a common system for the purpose of improving data processing efficiency and maintenance related to applications and storage. 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 each system.

SUPERVISION

General supervision is received from a classified technical manager or supervisor. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Principles of SAP Business Warehouse including business objects

Business data warehouse concepts and applications including extraction, broadcasting reports, transformation, loading, data modeling, cleansing, and query tuning

SAP Enterprise Resource Planning (ERP) system

Public Budget Formation (PBF) system

Information access strategies

Multidimensional data modeling and mapping techniques and tools

Online analytical processing development and tools

Query and reporting tools

Building reports using Business Objects (BO) system

Support Packs Updates on Business Warehousing and Business Objects systems

NetWeaver Portal Integration for Reports

System development life cycle methodology

Techniques and methods of business analysis

Methods and techniques of project management

Current trends and developments in concepts, methodology and technology related to SAP business data warehousing and related fields

Principles and procedures of program documentation

Ability to:

Analyze reporting needs of client users, model business data, and develop SAP BW reports

Solve complex business data design problems from an enterprise perspective

Analyze structured and unstructured data, recognize significant factors, relationships and trends and formulate conclusions and solutions

Prepare effective written communications, reports, and training materials

Effectively communicate complex technical concepts in understandable terms

Provide technical assistance to users

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 effective and cooperative working relationships with administrators, technical and functional team members, and users

Train system users effectively

Write clear and logical documentation

Meet project schedules and deadlines

Present and lead discussions on SAP business data warehouse functionality as it relates to current operational reporting needs

Stay abreast of current trends and technical advancements in data warehousing/business intelligence

Learn and apply new concepts in SAP business data warehousing

ENTRANCE QUALIFICATIONS

Education and Experience:

A bachelor's degree from a recognized 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 experience in business data warehouse development and maintenance using an SAP Business Warehouse system.

Special:

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

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

Reasonable Accommodation

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

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