

INTER-OFFICE MEMORANDUM
Los Angeles Community College District
Office of the Personnel Commission

May 24, 2019

TO: Dr. Francisco Rodriguez
 Chancellor

FROM: Karen Martin, Personnel Director
 Personnel Commission



SUBJECT: **Classified Positions Requiring Approval to Hire Authorization**

Classified Staffing Requests for the following positions have been received. In accordance with the hiring process that has been put into effect, they are being forwarded to you for your disposition. Please indicate your decision to approve or disapprove filing of the position on the bottom of the second page. The completed form should be returned to the Personnel Commission. We will notify the hiring location of the decision and proceed with processing based on your decision.

Location	Job Classification	Position #	
City	CDC Food Services Aide	TBD	# 810
City	Research Analyst	82021163	#811
District	Accounting Manager	80001178	#812
East	CDC Food Services Aide	TBD	#813
East	CDC Food Services Aide	TBD	#814
Mission	College Store Buyer	80004081	#815
Southwest	Professional Development Coordinator	DISAPPROVE TBD	#816
Trade	Student Services Assistant	82023076	#817
West	Financial Aid Assistant	TBD	#818

Please feel free to contact me if you have any questions.

c: Jeanette Gordon
 Robert Miller
 Deborah La Teer



LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

810

CLASSIFIED STAFFING REQUEST FORM

Location: Los Angeles City College		Department: Child Development Center	
Initiator: Gayane Panosyan		Phone Number: 323-953-4000 x2220	Date: 1/22/19
President/Division Head Signature: <i>[Signature]</i>		Date: 3/13/19	
Vice President, Administrative Services Signature: <i>[Signature]</i>		Date: 3/12/19	

INSTRUCTIONS The signature of the President/Division Head attests that the duty statement that appears on the reverse of this form is true and complete; that the duties have been assigned to the employee by a duly authorized supervisor, and acknowledges submission of this request. Attach an organization chart or list of ALL department employees.

ACTION REQUESTED		
<input type="checkbox"/> Replacement	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Reclassification
<input checked="" type="checkbox"/> Change in Position (Basis, Shift, FTE)	<input type="checkbox"/> Change in Office Location	<input type="checkbox"/> SRP Vacancy
From: _____ To: _____	From: _____ To: _____	

POSITION CHARACTERISTICS			
Job Title of Vacancy: CDC Food Service Aide	Job Class Code: C4524	Position No.:	FTE: .468
Shift: A	Basis:	Work Days: M-F	
Employee Name:	Employee No.:	Resignation Date:	

FUNDING – Position must be fully funded at time of submission			
GL (Commitment Item): 234600-M&O Sub & Rel	Cost Center: 78768-C6960	Fund: 78768	Budgeted Dollars: 11,000
Briefly identify how the funding for the position was generated including whether or not SRP, replacement, or transferred payroll is being used to fund the position.			
SFP fund is being used to hire personnel to assist existing CDC Food Service Aide.			

JUSTIFICATION
Briefly explain the need for the position and how it relates to essential services or critical mission requirements. Existing CDC Food Service Aide requires addition assistance during peak serving hours. For preparation of food for the day and clean up of kitchen.
What other organization and staffing methodologies and/or options have been explored and exhausted prior to submitting this request? The CDC has made available a work-study position (CalWORKs and Financial Aid) for all qualified candidate interested
Briefly explain why reassignment of existing staff within the department or elsewhere at the college/location is not possible to meet the needs outlined in this request. Previously the CDC would request Work study students in a related field to assist existing Food Service Aide. In recent semester this has not been a possibility due to the increased requirements of employees of CDC Centers. The center makes every attempt to stay within acceptable practices set forth by Personnel Commission.
Briefly explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline. The center receives funding from CACFP grant, this grant requires specific knowledge in proper food handling and preparation, therefore staff turnover/under-staffing can jeopardize the day to day operations and integrity of food program.

STATEMENT OF DUTIES

List the duties assigned to the position, including supervisory duties. Begin with duties normally consuming the largest amount of time and/or most important. Be sure to indicate equipment operated, if applicable. DO NOT COPY DUTIES AS LISTED IN THE CLASS DESCRIPTION.

Duties	% of Time (Needs to add up to 100%)
In compliance with USDA and Child Adult Care Food Program, Local Health Department and Community Care Licensing:	
--Menu Creation, implementation and tracking on Menu Production Records using daily attendance of children.	60%
--Tracking of meals served to children and adults ensuring reduction of food waste.	
--Meal preparation using approved meal patterns, recipes, ensuring the quality and reduce food waste	20%
--Operate, monitor and provided basic maintenance (cleaning/sanitation) of conventional Kitchen appliances such as stove, dishwasher, freezer, refrigerator and oven.	10%
--Receive, inventory and store food and supplies according to established standards.	5%
--Perform related duties as assigned	5%

SUPERVISION RECEIVED

Immediate Supervisor	Name: Gayane Panosyan	Title: Director	Phone Number: 323-953-4000
General Supervisor	Name: <i>Armando Loren</i>	Title: <i>Dean</i>	Phone Number: <i>312/19</i>

SUPERVISION EXERCISED

Job Titles	# Employees Supervised
n/a	

RECRUITMENT PRIORITY REQUEST

Urgent
 Important
 Routine

FOR DISTRICT OFFICE USE ONLY

APPROVALS	Disposition	Contact and/or Signature	Date
Budget Office	<input checked="" type="checkbox"/> Approved <i>DL</i> <input type="checkbox"/> Disapproved	<i>[Signature]</i>	<i>5/24/19</i>
Personnel Commission	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Chancellor	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

Los Angeles City College

Dr. Mary Gallagher
President

Dr. James Lancaster
Interim V.P. Academic
Affairs

Fabiola P. Mora Assistant
Dean of Academic and
Career Pathways

Kati Miller
Department Chair

Gayane Panosyan
CDC Director

Room 141
Edith Montoya
Provisional Classified
Full Time

Room 123
Mary G. Flores
Adjunct Faculty

Room 138
Marta A. Tibbs
Faculty

Room 126
Tina Terzyan
Faculty

Office
Argelia Galicia
SFP Program Tech.

Kitchen
Jaime Calderon
CDC Food Service Aide

Kitchen
Requesting
CDC Food Service Aide

2 Provisional Classified
Part-Time

2 Provisional Classified
Part-Time

2 Provisional Classified
Part-time

2 Provisional Classified
Part Time

2 Provisional Classified
Part-Time

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811



LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

CLASSIFIED STAFFING REQUEST FORM

Location: City		Department: Institutional Effectiveness	
Initiator: Anna Badalyan	Phone Number: 323-953-4000 ext. 2372	Date: 5/17/19	
President/Division Head Signature: <i>[Signature]</i>		Date: 5/20/19	
Vice President, Administrative Services Signature: <i>[Signature]</i>		Date: 5/21/19	

INSTRUCTIONS: The signature of the President/Division Head attests that the duty statement that appears on the reverse of this form is true and complete; that the duties have been assigned to the employee by a duly authorized supervisor; and acknowledges submission of this request. **Attach an organization chart or list of ALL department employees.**

ACTION REQUESTED		
<input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> New Position	<input type="checkbox"/> Reclassification
<input type="checkbox"/> Change in Position (Basis, Shift, FTE)	<input type="checkbox"/> Change in Office Location	<input type="checkbox"/> SRP Vacancy
From: To:	From: To:	

POSITION CHARACTERISTICS			
Job Title of Vacancy: Research Analyst	Job Class Code: 2079	Position No.: 82021163	FTE: 1
Shift: A	Basis: CMA3	Work Days: M-F	
Employee Name: Christopher Lamb	Employee No.: 1067961	Resignation Date: 2/19/2019	

FUNDING – Position must be fully funded at time of submission			
GL (Commitment Item): 212100	Cost Center: 10434-C6611; 10431-C6405	Fund: 10434, 10431	Budgeted Dollars: 110,000
Briefly identify how the funding for the position was generated including whether or not SRP, replacement, or transferred payroll is being used to fund the position.			
This position will be funded from multiple funds as it will support the work of several areas such as Student Equity and SSSP.			

JUSTIFICATION
Briefly explain the need for the position and how it relates to essential services or critical mission requirements. In order to support the college's needs in research, the data driven culture, the new funding model, Guided Pathways and accreditation efforts, the Institutional Effectiveness office requires a research analyst position for the college's data collection and analysis efforts.
What other organization and staffing methodologies and/or options have been explored and exhausted prior to submitting this request? Due to the College's financial situation, the department tried to absorb the work. Unfortunately, this strategy did not work. The situation negatively impacted the College's outcomes in several areas.
Briefly explain why reassignment of existing staff within the department or elsewhere at the college/location is not possible to meet the needs outlined in this request. There are no other positions in the College that have the qualifications to perform the duties required of a Research Analyst.
Briefly explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline. It is urgent that the position be filled immediately to facilitate the successful submission of the college's annual accreditation report, federal gainful employment disclosure reports, provide data for targeted marketing activities, as well as provide analysis and data to increase program completions, which will impact future college funding.

STATEMENT OF DUTIES

the duties assigned to the position, including supervisory duties. Begin with duties normally consuming the largest amount of time and/or most important. Be sure to indicate equipment operated, if applicable. **DO NOT COPY DUTIES AS LISTED IN THE CLASS DESCRIPTION.**

Duties	% of Time (Needs to add up to 100%)
Keeps abreast of new and proposed laws and regulations. Identifies data and reports needed to analyze their impact as well as provide recommendations on college activities based on findings. Provides data for Federal, State, Accreditation and other mandated requests.	20%
Designs research and evaluative studies of college services (DSPS, Financial Aid, etc.), programming (e.g. scheduling efficiency and effectiveness), curriculum, completion (degree and certificate completion analysis), enrollment (course offerings, enrollment patterns, FTES) and matriculation (assessment, orientation, counseling, etc.) components using quantitative and qualitative methods in order to determine the most effective practices. Provides data to use in decision-making strategies that help promote student learning and institutional effectiveness and efficiency.	20%
Coordinates research activities that include; but are not be limited to survey design, focus groups and statistical analysis of quantitative data. Uses of SPSS, ACCESS, Excel, Hyperion, Tableau, Crystal Reports, survey software and other related softwares as deemed necessary for each study. Presents findings and recommendations to college administration and shared governance bodies along with recommendations for improvement.	20%
Utilizes district databases and college data systems to independently analyze college and program level data. Designs and maintains systems to analyze data as methodologically deemed fit for program review, programs developed and approved through the integrated planning and resource allocation process and evaluation of college planning. Presents interpretations of data and recommendations to inform the college decision-making processes.	20%
Creates consumable reports and visuals that are easily readable to non-research personnel. Works with all college groups to determine needs and presents findings, interpretations and recommendations in written and oral formats. Writes instructions, procedures and manuals for the operational use. Develops on-line and face to face training modules to assist faculty, staff and administration in using available interactive databases and planning mechanisms.	15%
Performs other duties and activities as assigned.	5%

SUPERVISION RECEIVED

Immediate Supervisor	Name: Anna Badalyan	Title: Dean	Phone Number: x2372
General Supervisor	Name: James Lancaster	Title: Interim Vice President	Phone Number: x2051


SUPERVISION EXERCISED

Job Titles	# Employees Supervised

RECRUITMENT PRIORITY REQUEST

Urgent
 Important
 Routine

FOR DISTRICT OFFICE USE ONLY

APPROVALS	Disposition	Contact and/or Signature	Date
Budget Office	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		8-24-19
Personnel Commission	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Chancellor	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		



LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

#812

CLASSIFIED STAFFING REQUEST FORM

Location: ESC	Department: Accounting
Initiator: Charalambos Ziogas	Phone Number: 213-891-2102 Date: 5/16/19
President/Division Head Signature: Jeanette Gordon	Date: 5/23/19
Vice President, Administrative Services Signature: Charalambos Ziogas	Date: 5/16/19

INSTRUCTIONS: The signature of the President/Division Head attests that the duty statement that appears on the reverse of this form is true and complete; that the duties have been assigned to the employee by a duly authorized supervisor; and acknowledges submission of this request. Attach an organization chart or list of ALL department employees.

ACTION REQUESTED		
<input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> New Position	<input type="checkbox"/> Reclassification
<input type="checkbox"/> Change in Position (Basis, Shift, FTE)	<input type="checkbox"/> Change in Office Location	<input type="checkbox"/> SRP Vacancy
From: To:	From: To:	

POSITION CHARACTERISTICS			
Job Title of Vacancy: Accounting Mgr	Job Class Code: C1123	Position No.: 80001178	FTE: 1
Shift: A	Basis: D000 CMA 1	Work Days: Monday - Friday	
Employee Name: Jackson Kuo	Employee No.: 1047678	Resignation Date: 6/11/19	

FUNDING – Position must be fully funded at time of submission			
GL (Commitment Item): 213100	Cost Center: D0260A	Fund: 10100	Budgeted Dollars: 119,301.60
Briefly identify how the funding for the position was generated including whether or not SRP, replacement, or transferred payroll is being used to fund the position.			
Funding from current accounting department unrestricted (10100) budget.			

JUSTIFICATION
Briefly explain the need for the position and how it relates to essential services or critical mission requirements. The position is needed to oversee 4 units within the Accounting Department as well as numerous financial reporting, audit, management functions.
What other organization and staffing methodologies and/or options have been explored and exhausted prior to submitting this request? Some tasks has been temporarily assigned to other staff and managers however most tasks remain unperformed.
Briefly explain why reassignment of existing staff within the department or elsewhere at the college/location is not possible to meet the needs outlined in this request. No available staff with the skill sets and proper classification are available for assignment.
Briefly explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline. We need to fill the position ASAP so the person can receive adequate training to oversee year end closing and audits.

STATEMENT OF DUTIES

List the duties assigned to the position, including supervisory duties. Begin with duties normally consuming the largest amount of time and/or most important. Be sure to indicate equipment operated, if applicable. **DO NOT COPY DUTIES AS LISTED IN THE CLASS DESCRIPTION.**

Duties	% of Time (Needs to add up to 100%)
I. Plans, schedules and supervises complex professional and clerical accounting activities in the collection, recording, processing, consolidation and distribution of a wide variety of financial data in the following areas. 1. GL Accounting, Bank and Financial Reporting Unit. a. Processing of daily accounting entries b. Preparation of financial statements, audit reports, special financial reports, statements, summaries, and projections c. Reconciliation of Bank Accounts d. Coordinate with LA County regarding movement of District's funds. 2. Auxiliary Unit. a. Assist colleges with centralized accounting of bookstore and cafeteria operations. b. Prepare and distribute monthly operating reports detailing the results of bookstore and cafeteria operations. c. Provide colleges with accounting guidance. d. Review and reconcile revolving fund. 3. Financial Aid Accounting Unit. 15% a. Process financial aid disbursements to students via the District's banking institutions such as City National Bank and Higher One. b. Record financial aid disbursements and adjustments in SAP. c. Compile and report financial reports to external agencies. 4. Specially Funded Programs Unit. 30% a. Provide oversight and guidance over Federal, State and Locally funded programs. This involves reviewing grant and contract documents to identify the scope and timing of each program. b. Review the appropriateness of certain transactions proposed by colleges. This helps to ensure that program expenses incurred are allowable by the granting agency. c. Record specially funded program related financial transactions in SAP. d. Compile quarterly and annual reports detailing expenditures and achievement of objectives established by granting agencies.	1. 20% 2. 10% 3. 15% 4. 30%
II. Plan and oversee annual financial reporting such as CAFR, IPEDS and CCFS-311. 15%	II. 15%
III. Address various questions and issues from other departments and Colleges. 2%	III. 2%
IV. Review and approve Journal Vouchers, Budget Transfers. 2%	IV. 2%
V. Supervise staff and resolve personnel issues. 4%	V. 4%
VI. Work with other departments to achieve objectives of the Accounting Department. 2%	VI. 2%

SUPERVISION RECEIVED

Immediate Supervisor	Name: Charalambos Ziogas	Title: Director of Accounting	Phone Number: 213-891-2102
General Supervisor	Name: Jeanette Gordon	Title: CFO	Phone Number: 213-891-2090

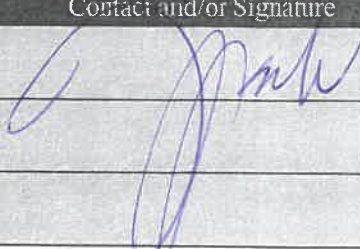
SUPERVISION EXERCISED

Job Titles	# Employees Supervised
Sr. Accountants	4
Accountants	12
Sr. Accounting Techs	2
Accounting Techs	4

RECRUITMENT PRIORITY REQUEST

Urgent
 Important
 Routine

FOR DISTRICT OFFICE USE ONLY

APPROVALS	Disposition	Contact and/or Signature	Date
Budget Office	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		5/24/19
Personnel Commission	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Chancellor	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		



LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

#813
E-CSR-335

CLASSIFIED STAFFING REQUEST FORM

Location: EAST		Department: Child Development Center	
Initiator: Marcia Cagigas		Phone Number: 323-415-5383	Date: 5/10/19
President/Division Head Signature:		Date: 5/13/19	
Vice President, Administrative Services Signature:		Date: 5/17/19	
INSTRUCTIONS: The signature of the President/Division Head attests that the duty statement that appears on the reverse of this form is true and complete; that the duties have been assigned to the employee by a duly authorized supervisor; and acknowledges submission of this request. <u>Attach an organization chart or list of ALL department employees.</u>			

ACTION REQUESTED		
<input type="checkbox"/> Replacement	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Reclassification
<input type="checkbox"/> Change in Position (Basis, Shift, FTE)	<input type="checkbox"/> Change in Office Location	<input type="checkbox"/> SRP Vacancy
From: To:	From: To:	

POSITION CHARACTERISTICS			
Job Title of Vacancy: CDC Food Service Aide	Job Class Code: C4524	Position No.:	FTE: 1.0
Shift: A	Basis:	Work Days: Monday-Friday, 8:00 am - 3:00 pm	
Employee Name:	Employee No.:	Resignation Date:	

FUNDING - Position must be fully funded at time of submission			
GL (Commitment Item): 214100	Cost Center: 77052-E6960	Fund: 77052	Budgeted Dollars: \$46,600
Briefly identify how the funding for the position was generated including whether or not SRP, replacement, or transferred payroll is being used to fund the position.			
Child and Adult Food Program (CACFP) funds will be used to pay for the position.			

JUSTIFICATION
Briefly explain the need for the position and how it relates to essential services or critical mission requirements. The CDC Food Service Aide position is needed to offer healthy food choice to young children and maintain compliance with the meal pattern regulations.
What other organization and staffing methodologies and/or options have been explored and exhausted prior to submitting this request? The CDC has maintained compliance using CDC Assistants out of work classifications. This position is needed to provide maintain healthy meals to young children.
Briefly explain why reassignment of existing staff within the department or elsewhere at the college/location is not possible to meet the needs outlined in this request. The CDC Food Service Aide position has a different job description and work requirements.
Briefly explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline. The CDC is looking at hiring this position by June 14, 2019 when the provisional assignment ends.

STATEMENT OF DUTIES

List the duties assigned to the position, including supervisory duties. Begin with duties normally consuming the largest amount of time and/or most important. Be sure to indicate equipment operated, if applicable. DO NOT COPY DUTIES AS LISTED IN THE CLASS DESCRIPTION.

Duties	% of Time (Needs to add up to 100%)
Prepares and serves meals with established menu, recipes, and meal pattern requirements in accordance with the Child and Adult Care Food Program (CACFP). Prepares monthly meal menus in accordance with the establishes requirements and assists in the monitoring and reduction of food waste. Prepares, handles, and stores food in accordance with established health and safety regulations and practices.	50%
Operate conventional kitchen appliances such as a stove, oven, microwave, toaster, mixer, food processor, and blender. Maintains kitchen appliances and work and serving areas in a clean and sanitary manner in accordance with established health and safety regulations and practices. Washes, cleans, and stores kitchen equipment, dishes, utensils and related items.	30%
Receives, labels, and stores food and supplies according to established standards; assists in taking inventory.	10%
Tracks the number of meals served.	5%
Perform related duties as assigned.	5%

SUPERVISION RECEIVED

Immediate Supervisor	Name: Jacqueline Zavala	Title: Faculty	Phone Number: 323-265-6789
General Supervisor	Name: Marcia Cagigas	Title: Director	Phone Number: 323-415-6383

SUPERVISION EXERCISED

Job Titles	# Employees Supervised

RECRUITMENT PRIORITY REQUEST

Urgent
 Important
 Routine

FOR DISTRICT OFFICE USE ONLY

APPROVALS	Disposition	Contact and/or Signature	Date
Budget Office	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		5/24/19
Personnel Commission	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Chancellor	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

#814

E-CSR-336



LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

CLASSIFIED STAFFING REQUEST FORM

Location: EAST	Department: Child Development Center	
Initiator: Marcia Cagigas	Phone Number: 323-415-5383	Date: 5/10/19
President/Division Head Signature: <i>[Signature]</i>	Date: 5/13/19	
Vice President, Administrative Services Signature: <i>[Signature]</i>	Date: 5/13/19	

INSTRUCTIONS: The signature of the President/Division Head attests that the duty statement that appears on the reverse of this form is true and complete; that the duties have been assigned to the employee by a duly authorized supervisor; and acknowledges submission of this request. Attach an organization chart or list of ALL department employees.

ACTION REQUESTED		
<input type="checkbox"/> Replacement	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Reclassification
<input type="checkbox"/> Change in Position (Basis, Shift, FTE)	<input type="checkbox"/> Change in Office Location	<input type="checkbox"/> SRP Vacancy
From: _____ To: _____	From: _____ To: _____	

POSITION CHARACTERISTICS			
Job Title of Vacancy: CDC Food Service Aide	Job Class Code: C4524	Position No.:	FTE: 1.0
Shift: A	Basis:	Work Days: Monday-Friday, 8:00 am - 3:00 pm	
Employee Name:	Employee No.:	Resignation Date:	

~~FUNDING~~ - Position must be fully funded at time of submission

GL (Commitment Item): 214100	Cost Center: 77052-E6960	Fund: 77052	Budgeted Dollars: \$46,600
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Briefly identify how the funding for the position was generated including whether or not SRP, replacement, or transferred payroll is being used to fund the position.

Child and Adult Food Program (CACFP) funds will be used to pay for the position.

JUSTIFICATION
Briefly explain the need for the position and how it relates to essential services or critical mission requirements. The CDC Food Service Aide position is needed to offer healthy food choice to young children and maintain compliance with the meal pattern regulations.
What other organization and staffing methodologies and/or options have been explored and exhausted prior to submitting this request? The CDC has maintained compliance using CDC Assistants out of work classifications. This position is needed to provide maintain healthy meals to young children.
Briefly explain why reassignment of existing staff within the department or elsewhere at the college/location is not possible to meet the needs outlined in this request. The CDC Food Service Aide position has a different job description and work requirements.
Briefly explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline. The CDC is looking at hiring this position by June 14, 2019 when the provisional assignment ends.

STATEMENT OF DUTIES

List the duties assigned to the position, including supervisory duties. Begin with duties normally consuming the largest amount of time and/or most important. Be sure to indicate equipment operated, if applicable. DO NOT COPY DUTIES AS LISTED IN THE CLASS DESCRIPTION.

Duties	% of Time (Needs to add up to 100%)
Prepares and serves meals with established menu, recipes, and meal pattern requirements in accordance with the Child and Adult Care Food Program (CACFP). Prepares monthly meal menus in accordance with the establishes requirements and assists in the monitoring and reduction of food waste. Prepares, handles, and stores food in accordance with established health and safety regulations and practices.	50%
Operate conventional kitchen appliances such as a stove, oven, microwave, toaster, mixer, food processor, and blender. Maintains kitchen appliances and work and serving areas in a clean and sanitary manner in accordance with established health and safety regulations and practices. Washes, cleans, and stores kitchen equipment, dishes, utensils and related items.	30%
Receives, labels, and stores food and supplies according to established standards; assists in taking inventory.	10%
Tracks the number of meals served.	5%
Perform related duties as assigned.	5%

SUPERVISION RECEIVED

Immediate Supervisor	Name: Jacqueline Zavala	Title: Faculty	Phone Number: 323-265-8789
General Supervisor	Name: Marcia Cagigas	Title: Director	Phone Number: 323-415-5383

SUPERVISION EXERCISED

Job Titles	# Employees Supervised

RECRUITMENT PRIORITY REQUEST

Urgent
 Important
 Routine

FOR DISTRICT OFFICE USE ONLY

APPROVALS	Disposition	Contact and/or Signature	Date
Budget Office	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		5/24/19
Personnel Commission	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Chancellor	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

#815



LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

CLASSIFIED STAFFING REQUEST FORM

191 203 51 0 0

Location: Los Angeles Mission College	Department: Student Store/Business Office	
Initiator: Zoila Rodriguez-Doucette	Phone Number: 818-364-7767	Date: 5/21/2019
President/Division Head Signature: <i>[Signature]</i>	Date: <i>[Signature]</i>	

INSTRUCTIONS: The signature of the President/Division Head attests that the duty statement that appears on the reverse of this form is true and complete; that the duties have been assigned to the employee by a duly authorized supervisor; and acknowledges submission of this request. Attach an organization chart or list of ALL department employees.

ACTION REQUESTED		
<input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> New Position	<input type="checkbox"/> Reclassification
<input type="checkbox"/> Change in Position (Basis, Shift, FTE)	<input type="checkbox"/> Change in Office Location	<input type="checkbox"/> SRP Vacancy
From: To:	From: To:	

POSITION CHARACTERISTICS			
Job Title of Vacancy: College Store Buyer	Job Class Code: 5162	Position No.: 80004081	FTE: 1.0
Shift: B	Basis: CTA3	Work Days: M-F	
Employee Name: Pabla R. Rosales	Employee No.: 1014247	Resignation Date: 05/19/19	

FUNDING - Position must be fully funded at time of submission			
GL (Commitment Item): 213100	Cost Center: M1990B	Fund: 80008	Budgeted Dollars: 48,476

Briefly identify how the funding for the position was generated including whether or not SRP, replacement, or transferred payroll is being used to fund the position.

Regular budgeted position

JUSTIFICATION
<p>Briefly explain the need for the position and how it relates to essential services or critical mission requirements.</p> <p>Our College Store business has changed dynamically regarding market place book competition and our general merchandise has been transformed to offset the reduction in book sales. We are also growing our programs on campus and carry more specialized clothing and supplies and therefore we need more than one buyer to also accommodate the needs of the faculty and students. The demand for more variety in our confections requires more regular and frequent ordering, receiving and restocking. This is true for both the main store and the convenient store.</p>
<p>What other organization and staffing methodologies and/or options have been explored and exhausted prior to submitting this request?</p> <p>We keep Sub and Relief until they exhaust their assignments and we are required to give them a break in between assignments. However 6 weeks is too short for a 16 week semester.</p>
<p>Briefly explain why reassignment of existing staff within the department or elsewhere at the college/location is not possible to meet the needs outlined in this request.</p> <p>We are currently operating with 3 full-time staff: College Store Manager, College Store Buyer and Cashier. Our Stock Control Assistant resigned effective March 26, 2019. Our regular "B" shift College Store Buyer is now "A" Shift effective 5/20/2019.</p>
<p>Briefly explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline.</p> <p>The urgency is that the 3 staff members are all reaching the point of exhaustion as they have been very nice to work overtime and volunteer sometimes. We open the main store 49.5 hours/week during the regular semester and more hours during the first 2 to 3 weeks of both Fall and Spring and fewer days for summer and/or winter sessions. The convenient store is open 24 hours/week (4 day week). We cannot cut any of the business hours, in fact we need to extend the C-store hours as the East Campus needs more of the service we provide with quick grab and go food, snacks, drinks, testing material, sundries. We also have a printer that needs to be supervised and available for students during business hours. Ultimately we are missing revenue opportunities as well as the opportunity to better serve our college community.</p>

STATEMENT OF DUTIES

List the duties assigned to the position, including supervisory duties. Begin with duties normally consuming the largest amount of time and/or most important. Be sure to indicate equipment operated, if applicable. **DO NOT COPY DUTIES AS LISTED IN THE CLASS DESCRIPTION.**

Duties	% of Time (Needs to add up to 100%)
Maintains textbook requisitions to include working with faculty obtaining book information. Communicates in all formats with vendors & publishers to obtain most current editions and update return and vendor policies.	35%
Orders Textbooks, tradebooks, reference books and general books.	30%
Orders General Merchandise to include school supplies, softgoods, giftware	15%
Places custom orders for specialized programs	9.5%
Receives and Stocks GM	5%
Covers cashiers morning break & half lunch	5%
Assist in Closing the store	0.25%
Maintains Vending Machine(s)	0.25%

SUPERVISION RECEIVED

Immediate Supervisor	Name: Zoila Rodriguez-Doucette	Title: College Store Manager	Phone Number: 618-364-7767
General Supervisor	Name: Same	Title:	Phone Number:

SUPERVISION EXERCISED

Job Titles	# Employees Supervised

RECRUITMENT PRIORITY REQUEST

<input checked="" type="checkbox"/> Urgent	<input type="checkbox"/> Important	<input type="checkbox"/> Routine
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APPROVALS	Disposition	Contact and/or Signature	Date
Budget Office	<input checked="" type="radio"/> Approved <input type="radio"/> Disapproved		5/24/19
Personnel Commission	<input type="radio"/> Approved <input type="radio"/> Disapproved		
Chancellor	<input type="radio"/> Approved <input type="radio"/> Disapproved		



LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

CLASSIFIED STAFFING REQUEST FORM

816

Location: Los Angeles Southwest College (LASC)	Department: President's Office	Date: 04/15/2019
Initiator: Daniel Hall, Vice President of Administrative Services	Phone Number: 323-241-5467	Date: 5/22/19
President/Division Head Signature: 		Date: 5/22/19

INSTRUCTIONS: The signature of the President/Division Head attests that the duty statement that appears on the reverse of this form is true and complete; that the duties have been assigned to the employee by a duly authorized supervisor; and acknowledges submission of this request. Attach an organization chart or list of ALL department employees.

ACTION REQUESTED		
<input type="checkbox"/> Replacement	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Reclassification
<input type="checkbox"/> Change in Position (Basis, Shift, FTE)	<input type="checkbox"/> Change in Office Location	<input type="checkbox"/> SRP Vacancy
From: To:	From: To:	

POSITION CHARACTERISTICS			
Job Title of Vacancy: Professional Development Coordinator	Job Class Code: 5043	Position No.:	FTE: 1.0
Shift: A	Basis: A	Work Days: M-F	
Employee Name:	Employee No.	Resignation Date:	

FUNDING – Position must be fully funded at time of submission			
GL (Commitment Item): 2131	Cost Center: S8390A	Fund: 10100	Budgeted Dollars: \$144,116 incl. Benefits
Briefly identify how the funding for the position was generated including whether or not SRP, replacement, or transferred payroll is being used to fund the position.			
Funds from the vacant Instructional Assistant – Piano Accompanist position (\$51,230) will be used to partially fund the position			

JUSTIFICATION
Briefly explain the need for the position and how it relates to essential services or critical mission requirements.
The Professional Development Coordinator is critical to developing LASC staff potential
What other organization and staffing methodologies and/or options have been explored and exhausted prior to submitting this request?
Currently utilizing classified support staff from various departments to help organize professional development activities at LASC
Briefly explain why reassignment of existing staff within the department or elsewhere at the college/location is not possible to meet the needs outlined in this request
Reassigning staff from various departments at the college is not sufficient to adequately develop, implement, manage and evaluate a professional development program
Briefly explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline.
Deferring filling this position will prohibit LASC from the effective use of budgeted professional development funds for staff training and development

STATEMENT OF DUTIES

List the duties assigned to the position, including supervisory duties. Begin with duties normally consuming the largest amount of time and/or most important. Be sure to indicate equipment operated, if applicable. DO NOT COPY DUTIES AS LISTED IN THE CLASS DESCRIPTION.

Duties	% of Time (Needs to add up to 100%)
Develops, implements, manages and evaluates professional development (PD) programs and activities for groups and individuals at the college	20
Works collaboratively with College Council, Academic Senate and administrators in the development of PD priorities, plans and programs	10
Develops, coordinates, schedules and assesses campus New Employee Orientations	10
Develops and maintains a campus PD master calendar	10
Collaborates and coordinates with other PD efforts on campus and with the District Office to ensure that business and contract training, hiring processes, performance management, and diversity and sexual harassment training are completed and that participation thresholds are met	10
Utilizes a broad range of traditional as well as technology approaches to deliver PD training and content	5
Promotes, publicizes and markets PD programs and training opportunities to the campus	5
Coordinates, organizes and promotes employee recognition and team building events	5
Collects data and develops methods and tools to evaluate the effectiveness of PD activities and participation; prepares reports and recommendations related to outcomes and potential improvements	5
Identifies sources and evaluates consultant and vendor provided PD courses and materials	5
Prepares PD unit budget requests and manages expenditures in a manner consistent with college and District policies and priorities	5
Oversees the processing of tuition reimbursement applications and documentation for staff development activities	5
Other duties as assigned	5
Total	100


Immediate Supervisor	Name: Dr. Seher Awan	Title: President	Phone Number: 323-241-5273
General Supervisor	Name:	Title:	Phone Number:

SUPERVISION EXERCISED

Job Titles	# Employees Supervised

RECRUITMENT PRIORITY REQUEST

Urgent	Important	Routines
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APPROVALS	Disposition	Contact and/or Signature	Date
Budget Office	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	LACK OF BUDGET	 5.29.19
Personnel Commission	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Chancellor	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

#817



LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
632

CLASSIFIED STAFFING REQUEST FORM 19 MAY 17 11:14

Location: Los Angeles Trade Tech	Department: EOP&S
Initiator: Maggie Cordero	Phone Number: 213-763-7101 Date: 04/02/19
President/Division Head Signature: Laurence B. Frank	Date: 04/02/19
Vice President, Administrative Services Signature: Pamela Sanford	Date: 04/02/19

INSTRUCTIONS: The signature of the President/Division Head attests that the duty statement that appears on the reverse of this form is true and complete; that the duties have been assigned to the employee by a duly authorized supervisor, and acknowledges submission of this request. Attach an organization chart or list of ALL department employees.

ACTION REQUESTED

<input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> Reclassification
<input checked="" type="checkbox"/> Change in Position (Basis, Shift, FTE)	<input type="checkbox"/> SRP Vacancy
From: B To: A	From: To:

Handwritten: New Position, UC 5/16/19, Change in Office Location

POSITION CHARACTERISTICS

Job Title of Vacancy: Student Services Assistant	Job Class Code: 5046	Position No.: 82023076 <i>MC</i>	FTE: 3/16/19
Shift: A	Basis: CTA3	Work Days: Mon-Fri	
Employee Name:	Employee No.:	Resignation Date:	

FUNDING – Position must be fully funded at time of submission

GL (Commitment Item): 213100	Cost Center: 10487-76310/10401-76310	Fund: 10487/10401	Budgeted Dollars: 36714
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Briefly identify how the funding for the position was generated including whether or not SRP, replacement, or transferred payroll is being used to fund the position.

Handwritten: Step 1: 12,821.16 May-June 2019 FY 2020: 76,926.96

Funding received through the State Chancellor's Office for CAFYES and EOPS as part of an annual allocation. Position will be paid 50/50 from each budget beginning in November.

JUSTIFICATION

Briefly explain the need for the position and how it relates to essential services or critical mission requirements.

The EOPS/CARE/CAFYES program at LATTC is one of the largest program in the state serving over 1,900 students per year. It currently has 6 full time counselors and only 2 classified staff. There is a great need for additional classified staff to assist with the day to day work that is outside the counselor's duties such as eligibility verification, maintaining records, MIS reporting, referrals, phone calls and follow up with students, etc. In addition to the EOPS services, the department provides additional services to single parents through CARE and foster youth through CAFYES. This position would provide classified support to the CAFYES program that currently has 88 foster youth students and only a counselor to assist. In addition, the CAFYES program is located in a separate location from the EOPS office. The counselor is currently housed there and there is a need for a classified staff to assist as well.

What other organization and staffing methodologies and/or options have been explored and exhausted prior to submitting this request?

The only SSA staff member has been working overtime, the interim dean has been assisting with the clerical work, and unclassified staff is being used to assist.

Briefly explain why reassignment of existing staff within the department or elsewhere at the college/location is not possible to meet the needs outlined in this request.

Counselors are faculty members assigned to see students. EOPS requires 3 counseling contacts per semester, it is not part of the counselor's job to do clerical work. Title 5 requires that student files and notes be maintained for each student. Currently the office has an SOA staff member that takes care of all requisitions, purchases, time cards, and other fiscally related duties. There is one SSA who has been working overtime to ensure that all the works gets done along with the Interim Dean. One SSA is not enough to oversee a program with over 1,900 students.

Briefly explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline.

The department has a CAFYES lounge for its foster youth student in a separate office space from the main EOPS office. A classified staff member is needed to help staff the lounge and assist the counselor and Interim Dean with the many activities, speakers, etc. that will take place in this location. The current SSA cannot continue to work such long days and be at two places at once.

STATEMENT OF DUTIES

List the duties assigned to the position, including supervisory duties. Begin with duties normally consuming the largest amount of time and/or most important. Be sure to indicate equipment operated, if applicable. DO NOT COPY DUTIES AS LISTED IN THE CLASS DESCRIPTION.

Duties	% of Time (Needs to add up to 100%)
Conducts intake screening and verifies eligibility of students into the EOPS/CAFYES program.	20
Prepares materials and participates in and oversees the dissemination of information regarding EOPS/CARE/CAFYES.	10
Performs a wide variety of para-professional staff duties related to the coordination and production of student events, programs, publications, special services, and other related functions.	10
Assist students in identifying and developing educational, career, and vocational needs and goals; provides support services to students and referrals.	15
Attends various meetings, job fairs, and recruiting events to provide students or potential students with information regarding EOPS/CARE/CAFYES.	10
Assists in selection, orientation, and training of staff and participants.	5
Contacts and maintains liaison with community and public agencies to promote programs and services.	10
Participates in the design and writing of bulletins, brochures, flyers, news releases, and other materials to publicize or provide information on EOPS/CAFYES and services.	10
Assists in preparing annual budget and in controlling expenditures for services and activities.	3
Writes descriptive, statistical, and evaluative reports related to EOPS/CARE/CAFYES services and participates in the maintenance of student services files and records.	5
Performs related duties as assigned.	2

SUPERVISION RECEIVED

Immediate Supervisor	Name: Maggie Cordero	Title: Associate Dean of Student Services	Phone Number: 213-763-7101
General Supervisor	Name: Dr. Henan Joof	Title: VP of Student Services	Phone Number: 213-763-7076

SUPERVISION EXERCISED

Job Titles	# Employees Supervised

RECRUITMENT PRIORITY REQUEST

Urgent
 Important
 Routine

FOR DISTRICT OFFICE USE ONLY

APPROVALS	Disposition	Contact and/or Signature	Date
Budget Office	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	5/24/19
Personnel Commission	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	
Chancellor	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	



LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

CLASSIFIED STAFFING REQUEST FORM

Location: West Los Angeles College		Department: Financial Aid	
Initiator: G. Schenk	Phone Number: (310) 287-4275	Date: 5/16/2019	
President/Division Head Signature: R. Gonzalez		Date: 5/16/19	
Vice President Administrative Services Signature: I. Ingram		Date: 5/16/19	

INSTRUCTIONS: The signature of the President/Division Head attests that the duty statement that appears on the reverse of this form is true and complete; that the duties have been assigned to the employee by a duly authorized supervisor; and acknowledges submission of this request. Attach an organization chart or list of ALL department employees.

ACTION REQUESTED		
<input type="checkbox"/> Replacement	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Reclassification
<input type="checkbox"/> Change in Position (Basis, Shift, FTE)	<input type="checkbox"/> Change in Office Location	<input type="checkbox"/> SRP Vacancy
From: To:	From: To:	

POSITION CHARACTERISTICS			
Job Title of Vacancy: Financial Aid Assistant	Job Class Code: 2584	Position No.: 03	FTE: 1.0
Shift: A	Basis: A8	Work Days: M-F	
Employee Name:	Employee No.:	Resignation Date:	

FUNDING - Position must be fully funded at time of submission			
GL (Commitment Item): 213100	Cost Center: 10434-W6408	Fund: 10434	Budgeted Dollars: 43,200
Briefly identify how the funding for the position was generated including whether or not SRP, replacement, or transferred payroll is being used to fund the position. Student Equity Fund - identified each year in annual state budgeting process through the Student Equity prioritization funding allocation			

Financial Aid overall is an essential student service that students heavily rely upon to meet their educational objectives and goals

What other organization and staffing methodologies and/or options have been explored and exhausted prior to submitting this request?

The Financial Aid Assistant is a specialized classified position that is critical to ensure the college is meeting its Administrative capability to properly deliver Title IV aid

Briefly explain why reassignment of existing staff within the department or elsewhere at the college/location is not possible to meet the needs outlined in this request.

Financial Aid Office is unable to reassign existing staff based on the current demands to meet expectations and outcomes for the college's mission as its SCFF goals

Briefly explain the urgency of the need and the consequences of not filling the position within a 3 to 6 month timeline.

The college must maintain its administrative capability and compliance standards to ensure we are meeting Expected district, state and federal guidelines and regulations and to deliver aid in a timely manner

STATEMENT OF DUTIES

List the duties assigned to the position, including supervisory duties. Begin with duties normally consuming the largest amount of time and/or most important. Be sure to indicate equipment operated, if applicable. DO NOT COPY DUTIES AS LISTED IN THE CLASS DESCRIPTION.

Duties	% of Time (Needs to add up to 100%)
Office - in person at the counter, telephone, live chat and email service provided to students and parents	50
Intake processing/review and follow up contacting students with incomplete financial aid Promise grant applications and handling student queries	30
Work with special populations and cohorts like foster youth, veterans, homeless, Adult Ed, Guided Pathways students and other learning communities with FAFSA application processing; follow up with students that have incomplete applications to prepare files for awarding	10
In-reach and outreach financial aid workshops provided on and off campus for the college's service area communities we serve	5
Other assigned duties, projects and clerical work to help increase the number of Pell/Promise grant recipients each award year for the college	5

SUPERVISION RECEIVED

Immediate Supervisor	Name: Irma Diaz	Title: Financial Aid Supervisor	Phone Number: X4215
General Supervisor	Name: Glenn Schenk	Title: Financial Aid Director	Phone Number: X4275

SUPERVISION EXERCISED

Job Titles	# Employees Supervised
Student workers	2

RECRUITMENT PRIORITY REQUEST

Urgent <input checked="" type="checkbox"/>	Important	Routine
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FOR DISTRICT OFFICE USE ONLY

APPROVALS	Disposition	Contact and/or Signature	Date
Budget Office	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		5/24/19
Personnel Commission	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Chancellor	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		