

TODD ROBERSON

LOS ANGELES COMMUNITY COLLEGE DISTRICT Personnel Commission CLASSIFIED STAFFING REQUEST	Location Pierce	Control Number
	Initiator/Phone Number Mark E. Henderson/(818)610-6551 ext. _____	Date 10/19/16 <i>W. Henderson</i>
	Supervisor/Phone Number Rolf Schleicher/(818)710-4142 ext. _____	Date 10/19/16 <i>R. Schleicher</i> 10/19/16
	President/Division Head Kathleen Burke <i>K. Burke</i>	Date 10/19/16 10/26/2016
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. In the event of disagreement regarding the duty statement or need for a study, a signed statement outlining the disagreement should be attached and the request forwarded to the Personnel Commission. Contract timelines may apply.		

ACTION REQUESTED: (Check One)	
<input checked="" type="checkbox"/>	Establish a New Position (Complete Sections 1, 2 & 3; submit a copy of an organization chart incl. the new position)
<input type="checkbox"/>	Reclassification of a Filled Position (Complete Sections 1, 2 & 3; submit a copy of an organization chart)
<input type="checkbox"/>	Reclassification of a Vacant Position (Complete Sections 1, 2 & 3; submit a copy of an organization chart)
<input type="checkbox"/>	Change a Position as follows: (Complete Sections 1 & 2)
	From: _____ To: _____
Change in Basis (PSA)	_____
Change in Shift	_____
Change in FTE	_____
Change in Office Location	_____

SECTION 1					
Job Title (of new or existing position, whichever is applicable) Web Designer			Job Class Code 1141	Office (Org. Unit) Information Technology	
Position No. 82019179	Assignment Basis (PSA) CPA3	EE Sub Group Code S2	Work Shift A	FTE 1	Daily Hours 8
Work Days 5	GL (Commitment Item) 213100	Cost Center/WBS P2630A	Fund 10100		
Incumbent's Name: (Complete only if position is filled with a regular incumbent)				Employee Personnel Number:	

SECTION 2
Briefly state the reason for your request. If the request is to reclassify a position, your statement should include information such as why the duties of the position have changed, when the change occurred, technological, procedural, organizational, and staffing changes which may have impacted the position, and the requested position title. This is to fulfill a fulltime web designer position to execute multiple tasks in support of the academic mission, student success, and further updates to the accreditation web site design. This position will also be integral in the design of a proactive web experience for public interaction.

PERSONNEL COMMISSION OFFICE USE ONLY	
Position Allocated to the Class of: _____	Notes:
_____ Personnel Director	_____ Date

SECTION 3

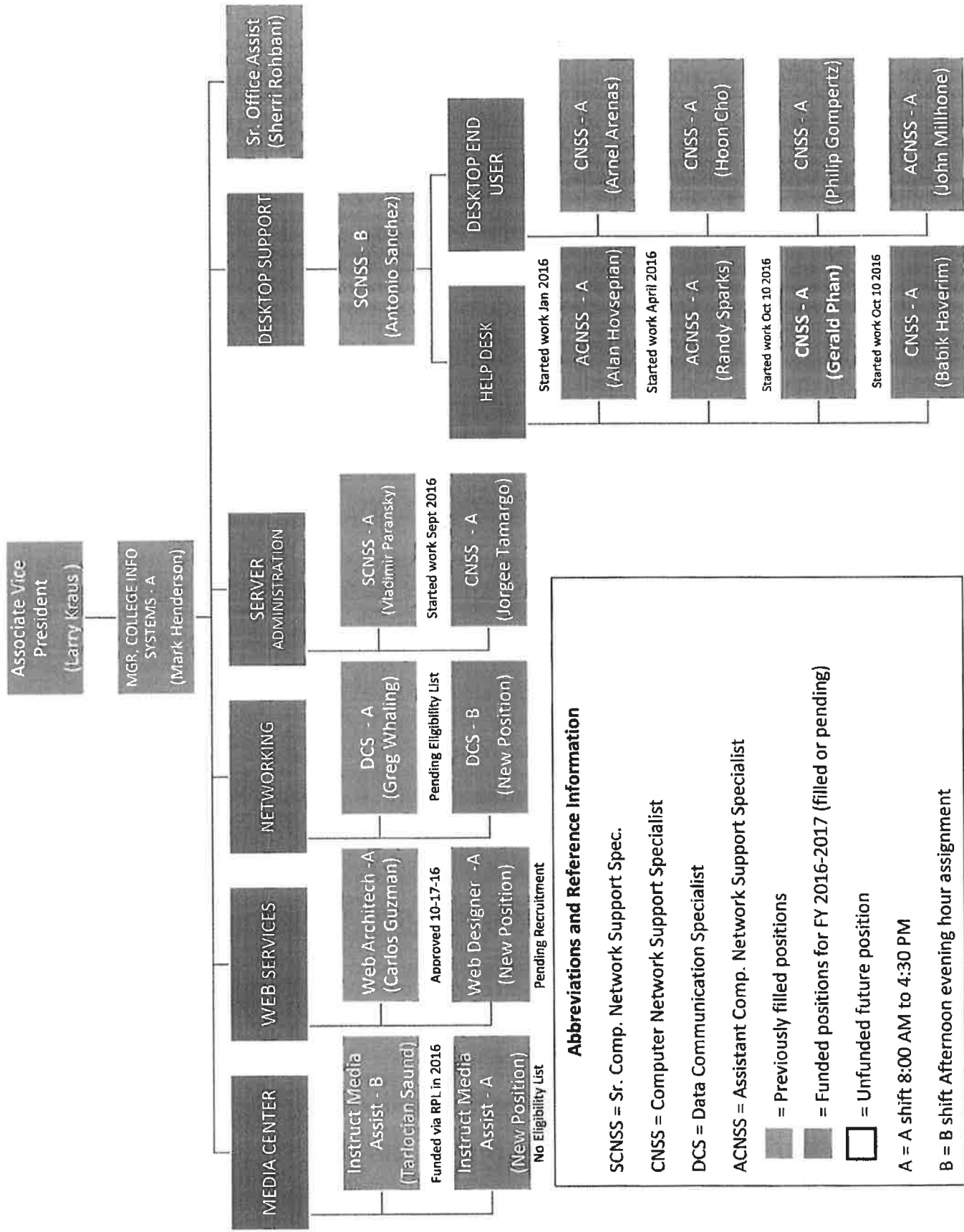
Statement of Duties: List duties assigned to the position, including supervisory duties. Begin with duties normally consuming the largest amounts of time. Be sure to indicate machines or equipment operated, if applicable. List licenses required, if applicable. Attach additional pages as needed. **DO NOT COPY DUTIES AS LISTED IN THE CLASS DESCRIPTION.**

Duties	% of Time (needs to add up to 100%)
Maintains awareness of District and college policies and management initiatives, and identifies opportunities to use Web and portal technologies to further those initiatives.	10
Interfaces with technical staff and outside resources to develop and enhance Web presence.	10
Consults with administrators and department leaders to review and to define content and knowledge management strategies and appropriate taxonomies to support those strategies.	20
Obtains materials from users and converts the content so that it can be posted on a web based platform. May have to design and edit the material so that it can be hyperlinked and confirms to ADA compliant forms.	20
Designs, creates, and optimizes software-based Web graphics including user interface features, site animation, and special effects elements.	20
Tests and maintains Web links by implementing Web site management software.	20

Supervisors			
Immediate Supervisor	Name Mark E. Henderson	Title Manager, College Information Systems	Phone Number (818)610-6551 ext. _____
General Supervisor	Name Rolf Schleicher	Title Vice President; Administrative Services	Phone Number (818)710-4142 ext. _____
Supervision Exercised:	Class Title(s)		No. Supervised

Note: Forward completed form to the Personnel Commission Office at the District Office. If you have any questions pertaining to the completion of the form, please call the Personnel Commission Office at (213) 891-2333.

ITSG Organizational Chart
October 17, 2016



Abbreviations and Reference Information

SCNSS = Sr. Comp. Network Support Spec.
 CNSS = Computer Network Support Specialist
 DCS = Data Communication Specialist
 ACNSS = Assistant Comp. Network Support Specialist

= Previously filled positions
 = Funded positions for FY 2016-2017 (filled or pending)
 = Unfunded future position

A = A shift 8:00 AM to 4:30 PM
 B = B shift Afternoon evening hour assignment