



LOS ANGELES COMMUNITY COLLEGE DISTRICT  
Division of HUMAN RESOURCES

<b>COLLEGE OR DIVISION:</b>	<b>CONTROL NUMBER:</b>	
<b>INITIATOR:</b>		
Print or Type	Signature	Signature Date
Initiator Telephone Number:		
<b>PRESIDENT / DIVISION HEAD:</b>		
Print or Type	Signature	Signature Date
Your signature attests that the statement of position duties that appears below is true and complete.		

**PROFESSIONAL EXPERT  
OR  
COMMUNITY REPRESENTATIVE  
ASSIGNMENT REQUEST FORM**

Please print or type and ensure all information is provided as omissions can delay processing.

1.	<b>NAME OF CANDIDATE:</b>				
		Last Name	First Name	MI	Employee Personnel Number
2.	<b>TYPE OF ASSIGNMENT:</b>	Select One of the following: <input type="checkbox"/> Professional Expert (Hourly) <input type="checkbox"/> Professional Expert (Session) <input type="checkbox"/> Community Representative			
		Total Number of Sessions: _____			
3.	<b>ASSIGNMENT DATA</b>	<b>DEPARTMENT:</b>			
		<b>ASSIGNMENT DATES:</b>	Start Date:	End Date:	
		<b>SALARY: (SELECT ONE)</b>	<input type="checkbox"/> Hourly Rate: \$	<input type="checkbox"/> Rate Per Session: \$	
		<b>ASSIGNMENT HOURS:</b>	Hours Per Month:	Total Hours:	
		<b>BUDGETED ACCOUNT:</b>	WBS/Cost Center:	Fund:	
4.	<b>POSITION DUTIES:</b>	<i>List specific duties for the position, not the purpose of the overall project. Attach additional sheet(s) if necessary.</i>			
5.	<b>CANDIDATE'S QUALIFICATIONS:</b>	<i>Attach a statement or resume that clearly identifies the candidate's educational preparation and work experience as related to the project.</i>			

**INFORMATION FOR INITIATOR REQUESTING  
PROFESSIONAL EXPERTS OR COMMUNITY REPRESENTATIVES**

Education Code § 88076 and § 88078 have very specific provisions relating to the employment of persons outside the Classified Service. In addition, some work may be allocated to Academic Service classifications. Collective bargaining provisions may also apply. Refer to Human Resources Guide R-310 and Personnel Commission Rule 517 prior to submission.

**FOR HUMAN RESOURCES / PERSONNEL COMMISSION USE ONLY**

<b>HUMAN RESOURCES DIVISION</b>		<b>PERSONNEL COMMISSION</b>	
<input type="checkbox"/> Approved for Processing	<input type="checkbox"/> Not Approved: Duties Applicable to _____	<input type="checkbox"/> Approved for Processing	<input type="checkbox"/> Not Approved: Duties Applicable to _____
<input type="checkbox"/> Not Approved for the following reason(s):		<input type="checkbox"/> Not Approved for the following reason(s):	
Human Resource Division	Date:	Personnel Commission	Date: