

## Resume

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### Accomplishments

- Recovery** As the interim Chief Business Officer and as a Consultant for Compton Community College District, helped the district recover from a “going concern” to an “unqualified” financial audit. Also, improved the FCMAT fiscal standards score from “planned”(2) to “recommendations implemented monitored, and adjusting”(7). As a Consultant for Peralta Community College District, helped the district recover from a “qualified” to a “unqualified” financial audit.
- Policy and Procedure** As a consultant for the Los Angeles Community Colleges, developed and implemented new human resources policies and procedures to institutionalize department based administrative systems. Performance criteria and accountability were established for every step of the process. As a consultant for the Compton and Peralta Community College Districts, developed new Board Policies, Administrative Regulations and Procedures to respond to recommendations from the Accreditation Commission and Auditors.
- Systems Development** As the Los Angeles Community Colleges Project Manager for the SAP HR implementation and the Payroll Improvement Project, dramatically improved the timeliness and accuracy of human resources and payroll by revamping administrative policies, procedures and technology used for human resources and payroll administration.
- Employee Benefits** As the Los Angeles Community Colleges Chief Negotiator for employee benefits with all unions, over a period of six years, obtained the trust and cooperation of labor leaders resulting in benefit program changes saving six million dollars annually.
- Instruction** As a Vice-President of Academic Affairs, led the development of a new instructional paradigm for remedial English. Remedial English was transformed from a traditional classroom lecture and textbook instructional modality to a learning skills laboratory focused on instructor guided individualized software. Dramatic improvement in the retention rate and progress of remedial students resulted.
- Administration** As a Vice-President of Administration, championed the redesign of administrative policies, procedures and technology based on department, rather than central office, responsibility, authority, and accountability. The concepts originally only implemented at one college, were ultimately implemented district wide as of Associate Vice Chancellor and Consultant.

## Education

Master of Public Administration, University of Southern California, 1971.  
Bachelor of Arts, Political Science, Santa Clara University, 1968.

## Professional Experience

Jan. 2010 to Consultant  
Mar. 2011 Peralta Community College District

Began the fiscal recovery process for the district by developing the 2009-10 budget including the Board of Trustees Adoption of a fiscal recovery plan. Assisted the Fiscal Advisor with the correction of procedures to create an effective financial system. Assisted the Chancellor in responding to Accreditation and Grand Jury recommendations by developing new Board of Trustees policies.

Dec. 2008 to Chief Business Officer/Consultant (retiree)  
Jan. 2011 Compton Community College District

Developed and implemented new district policies, regulations and procedures to restore business processes and create an effective financial system. Eliminated a structural \$2,000,000 deficit of several years standing. Working with the Special Trustee, the CEO, the cabinet and shared governance groups, helped restore basic functionality by developing new policies and regulations for all departments.

Jan. 2005 to Associate Vice-Chancellor (retiree consultant)  
June 2008 Los Angeles Community Colleges

Rewrote district policies and procedures to improve compliance, timeliness, accuracy and efficacy of human resources processes. Worked with the Human Resources Council of Presidents and Vice-Presidents to ensure that implementation was appropriate. Trained staff, developed reporting mechanisms, evaluated performance, and adjusted policies and procedures when warranted.

July 2000 to Associate Vice-Chancellor  
Dec. 2005 Los Angeles Community Colleges

Project Manager for SAP HR systems implementation. Also, District Chief Negotiator with all unions for employee benefits.

July 1998 to Vice-President, Academic Affairs  
June 2000 Los Angeles Trade-Technical College

Administered the college's instructional program. Provided leadership to the development of new instructional programs and modalities such as learning skills. Led the installation of ten computer-based instructional software laboratories tailored to each of the major vocational departments.

March 1997 Assistant to the Chancellor  
June 1998 Los Angeles Community Colleges

Conducted a business renewal study of the District in order to transform administrative processes into an integrated system. Made recommendations to the Chancellor and The Board of Trustees to improve the delivery of services.

July 1983 Vice-President, Administration  
March 1997 Los Angeles Trade-Technical College

Administered the college business services and student services programs. Functions included budget, fiscal administration, information technology, police, personnel, payroll, facilities planning and maintenance, bookstore, food services, student discipline, athletics, child care, employee relations, counseling, admissions and records, matriculation, financial aid, EOPS, and student activities.