

SMC Seeking Applicants for Personnel Commissioner

The Santa Monica Community College District is seeking applications for an appointment to a seat on the Santa Monica Community College District Personnel Commission. The appointment will be effective December 1, 2013 for a three-year term through December 1, 2016.

The five-member SMC Personnel Commission is the public body responsible for the administration of the college's Merit System, a civil service system for classified employees and for fostering the advancement of a career service for such employees. To execute these responsibilities, the State Education Code provides that the Personnel Commissioners shall classify positions; hear appeals of disciplinary and dismissal matters, and protests involving examinations, selection and appointment procedures; and prescribe rules related to a variety of personnel practices.

The application deadline is October 11, 2013.

To qualify for appointment to the SMC Personnel Commission, the applicant:

- must be a registered voter and resident of the Santa Monica Community College District, which encompasses Santa Monica and Malibu.
- Must support the concept of employment, continuance in employment, in-service promotional opportunities and other related matters on the basis of merit and fitness.

Personnel Commissioners have the following responsibilities:

- The Personnel Commission ensures that classified employees receive fair and equitable treatment.
- Personnel Commissions represent the public's interest by providing a personnel system dedicated to the hiring and retaining of the best qualified employees.
- Personnel Commissions work in cooperation with the governing board and administrators in the quest for competent employees and good personnel administration.

The Board of Trustees will review all applications and make the final appointments.

Applications may be obtained from the Superintendent's Office by calling (310) 434-4402, and at the SMC website:

For additional information on responsibilities of Personnel Commissioners, go to:
<http://www.smc.edu/HumanResources/PersonnelCommission/Pages/default.aspx>

Santa Monica Community College District Office of the Board of Trustees

Application for Appointment to the Personnel Commission

Last Name	First Name	Middle Initial
Address	Daytime Telephone	FAX Number
City	State/Zip	Email

1. Are you currently a registered voter and resident within the Santa Monica Community College District? Yes No
2. Are you currently a member of any community college district's Board of Trustees or a member of the County Board of Education or an employee of the Santa Monica Community College District? Yes No
3. This position requires that you are known as an adherent to the principle of the merit system which is defined by Education Code as a person who by the nature of his or her public or private service has evidenced that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.

Please provide a brief statement as to your views regarding the merit system as it relates to the position of Personnel Commission.

Please list relevant experience to service as a personnel commissioner. (This may include public or private experience).

All applications must be submitted to the Office of the Board of Trustees by October 11, 2013
By mail: 1900 Pico Boulevard, Santa Monica, CA 90405
In person: 2714 Pico Boulevard, Santa Monica
Via email: ROSE_LISA@smc.edu