

Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3rd Wednesday of the Month

Attend in Person:

1900 Pico Blvd, Business Room 117, Santa Monica Ca 90405

Attend Virtually:

<https://smc-edu.zoom.us/j/89802168458?pwd=YUI4TUV6dkF1MnUzWlRNRnhYMWpTUT09>

Call In:

One tap mobile :

+16694449171,,89802168458#,,,,*170714# US

+13462487799,,89802168458#,,,,*170714# US (Houston)

Telephone:

Webinar ID: 898 0216 8458

Passcode: 170714

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

International numbers available: <https://smc-edu.zoom.us/j/k5RqknxWU>

PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

Members of the public may address the Commission by oral presentation concerning any subject that lies within the jurisdiction of the Personnel Commission provided the requirements and procedures herein set forth are observed.

All public comments will be subject to the general rules set forth below.

- Generally, three minutes is allotted to each speaker per topic for general public comments or per agenda item.
- Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.
- Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.
- Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.

Exceptions:

This time allotment does not apply to individuals who address the Commission at the invitation or request of the Commission.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Commission, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Instructions for Submitting a Request to Speak at In-Person Meeting

Individuals wishing to speak to the Commissioners during the Personnel Commission meeting during Public Comments or regarding item(s) on the agenda must complete a request card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

General Public Comments and Consent Agenda

- The request card to speak must be submitted to Tatiana Morrison, Personnel Technician, at the meeting before the Commission reaches the applicable section in the agenda.

Instructions for Submitting a Request to Speak at Zoom Webinar

The Zoom webinar format used by the Personnel Commission Zoom meetings ensure public participation and provide an opportunity for the public to directly address the legislative body.

Public participation can occur in one of two ways. Members of the public may speak during the public meeting, or they can submit written comments to be read during the public meeting.

Individuals wishing to speak directly to the Commission can do so in one of several ways:

It is recommended that individuals wishing to speak at the Personnel Commission meeting send an email to morrison_tatiana@smc.edu by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the subject line "Commission Meeting Comments" and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item: General Public Comments or Consent Agenda (indicate number/subject)

Alternatively, during the meeting and before public comments have ended, individuals may use the Q&A feature of the Zoom webinar to request to speak.

When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker's Zoom Profile should match the name used to request to speak to expedite this process. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Instructions for Submitting Written Comments

Individuals wishing to submit written comments to be read at the Personnel Commission Meeting should send an email to morrison_tatiana@smc.edu by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the following information:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII)); for other items indicate the topic or specific item number
- Comment to be read

*Reference: Commission Policy Section 2350
Education Code Section 72121.5
Government Code Sections 54950 et seq*

<p>DEPARTMENTS: PLEASE POST Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & Records: Jackson Edwards African American Center: Sherri Bradford Athletics: Theresa Tang Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elesee Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Angela Valentine Community Education: Counseling Office: Allison Kosich Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus Department: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Debra Locke ESL Office: Jocelyn Alex Events Office: Vinessa Cook Faculty Association: Peter Morse Financial Aid Office: Sandra Hernandez Health Sciences: Clarendia Stephens Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Kasey Garland Malibu: Angela Bice Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Giselle Gradilla Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS Emeritus: Guadalupe Salgado Noncredit Programs: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Calvin Madlock IEC: N. Pressian Instructional Technology: Maintenance: Terry Kamibayashi Operations: Darryl Gray Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst SMCPA: Susan Hudelson</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Caden Stearns CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: SMC POA President: Officer Cadena Management Association: Scott Silverman</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p> <p>Revised 10/10/2023</p>
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Public Session: 12:00 p.m.

- I. Organizational Functions
 - a. Call to Order
 - b. Roll Call

Commissioner	Present	Absent
Dr. Joseph Metoyer Jr., Chair		
Joy Abbott, Vice Chair		
Barbara Greenstein		
Deborah Jansen		
Lawrence Leone		

- c. Director's Report
- d. Public Comments: Non-Actionable Items from those in attendance.
 - i. Recognition of Employee Longevity-October 2023

5 YEARS

Lanzrea Boullard, Custodian, Operations
Erin Gipson, Enrollment Services Specialist, Admissions & Records
Gustavo Kalinec, Enterprise Business Supervisor, Auxiliary Services
Yesenia Penate, Human Resources Specialist, Human Resources
Mario Samano, HVAC Mechanic, Maintenance

10 YEARS

Maria Barragan, Accounting Specialist, Auxiliary Services
Erin ONeill, Administrative Assistant II, SMCPD

25 YEARS

Wendy Liu, Director of Management Information Systems, MIS
Valente Torres, Network Communications Technician II, Telecomm

30 YEARS

Donald Roberts, Community College Police Dispatcher, SMCPD

- e. Comments from the Vice President of Human Resources
- f. Comments from the CSEA Chapter 36 Representative
- g. Comments from the Management Association President

- h. Comments from the Personnel Commission Staff
- i. Comments from the Personnel Commissioners

II. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	First Reading of Amendment to Rules and Regulations of the Classified Service: Chapter 9, Section 9.7.2 D, Chapter 13, Section 13.3.1 B Chapter 14 No Action to Be Taken	5
2	Classification Revisions and Salary Reallocation: Community College Police Dispatcher	22
3	Retitle and Classification Revisions: Community College Parking Enforcement Officer to Parking Enforcement Officer	34
4	Classification Revisions and Salary Reallocation: Senior Community College Police Dispatcher	43

III. Consent Agenda: All items to be considered and approved in one motion unless removed by a Commissioner for discussion

Report Number	Subject	Page Number
5	Ratification of Limited Term Assignments	54
6	Appointments to Limited Term Positions	55
7	Appointments to Provisional Assignments	56
8	Ratification of Working Out of Class Assignments	57
9	Ratification of Meeting Minutes	60
10	Ratification of Eligibility Lists	61
11	Extension of Eligibility Lists	62
12	Personnel Commission Project Status Report	63

IV. Adjournment

Agenda Report Number	1
Subject	First Reading of Amendment to Rules and Regulations of the Classified Service: Chapter 9, Section 9.7.2 D, Chapter 13, Section 13.3.1 B Chapter 14 No Action To Be Taken
Date	October 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

A motion was made at the Merit Rules Advisory Committee meeting on October 4, 2023, to send Merit Rule 9.7.2 D to the Personnel Commission for a First Reading.

Section 9.7.2

9.7.2

INVOLUNTARY DEMOTION (EDUCATION CODE SECTION 88121)

- A. Involuntary demotion is a disciplinary action for cause and is subject to the pertinent procedures listed in Rule 14.1.
- B. A permanent employee who has been promoted to a higher class, or transferred to a new class may be involuntarily returned to his/her/their former class during the probationary period due to unsatisfactory work performance without the right of appeal. (See Rule 9.3.3.)
- C. A permanent employee who is involuntarily demoted at any time other than the probation period(s) listed in paragraph B above, shall have the right to appeal. See 14.2.
- D. Salary placement upon involuntary demotion shall be in accordance with Rule 12.2.98.

A motion was made at the Merit Rules Advisory Committee meeting on October 4, 2023 to send Merit Rule 13.3.1 B to the Personnel Commission for a First Reading.

13.3.1 DISPLACEMENT RIGHTS FOR PERMANENT EMPLOYEES

- A.** Displacement shall be defined as the replacement of an employee by an employee with more seniority in the same class.
- B.** Permanent classified employees who are laid off may exercise displacement rights in their class or in any other class with the same or lower maximum salary in which they hold seniority credit greater than an incumbent. The employee who is displaced shall be the one with the least total seniority in the class (plus equal and higher classes). The following rules shall apply in determining displacement rights:
1. In cases of reclassification, reorganization, or abolishment of position, or in cases where the employee is promoted and subsequently disqualified during probation, an incumbent's seniority in the class shall be computed as stated in Rule 13.1.2.
 2. An employee may displace only that employee within their class who has the least seniority in the class plus higher classes.
 3. When an employee displaces into a class having positions which are full time, part time and/or assigned to different yearly assignments (greater than or less than current assignment) the employee shall be placed in that position with the next most comparable assignment. Decreases in assigned time shall be processed in accordance with Rule 9.6.3.
 4. If an employee waives the opportunity to displace within their own class, the employee may follow these procedures in any equal or lower class in which they hold seniority credit greater than the least senior incumbent, or the employee may be placed on a reemployment list.
 5. When an employee exercises displacement rights into a lower class, the employee(s) shall receive credit for accumulated seniority in all related higher classes.
 6. Each employee shall respond to the Director of the Personnel Commission within one week after notification of layoff whether or not the employee will exercise displacement into their own regular class or any other class in which seniority is held.
 7. A permanent classified employee may displace a nonpermanent employee in the same class. No regular employee shall be laid off from any position while temporary (limited-term) employees are assigned to positions in the same class, unless the regular employee declines the temporary assignment.
 8. Displacement into a lower class under this Rule shall be considered a voluntary demotion which shall qualify the employee for **Y-rate salary placement under Rule 12.2.98.**

A motion was made at the Merit Rules Advisory Committee meeting on October 4, 2023 to send Merit Rule Chapter 14 in its entirety to the Personnel Commission for a First Reading.

CHAPTER XIV – DISCIPLINARY ACTION AND APPEALS

Rule 14.1 → DISCIPLINARY ACTION – SUSPENSION, DEMOTION AND DISMISSAL (EDUCATION CODE SECTION 88123)

Section	14.1.1	General Provisions
	14.1.2	Notice of Disciplinary Action
	14.1.3	Definitions
	14.1.4	Causes for Suspension, Demotion or Dismissal
	14.1.5	Procedure for Suspension
	14.1.6	Procedure for Demotion and Dismissal
	14.1.7	Procedure for Notification of Charges

Rule 14.2 → PROCEDURE FOR APPEAL AND HEARING (EDUCATION CODE SECTIONS 88124, 88125) ?

Section	14.2.1	Procedure for Appeal
	14.2.2	Procedure for Hearing
	14.2.3	Findings and Order
	14.2.4	Transcript of Hearing

CHAPTER
XIV

DISCIPLINARY ACTION AND
APPEALS

¶
¶
Rule 14.1

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DISCIPLINARY → ACTION → → SUSPENSION,
DEMOTION, AND DISMISSAL (EDUCATION CODE
SECTION 88123)¶

¶
14.1.1

→

GENERAL PROVISIONS¶

- A. → A permanent classified employee shall be subject to disciplinary action only for cause as prescribed by law or Section ~~4.14.1.4~~ of this Rule. No disciplinary action shall be taken against any permanent employee for any cause which arose ~~more than two years prior to the date in which the employee became permanent, nor for any cause which arose more than two years preceding the date of the filing of the~~ Notice of Disciplinary Action, unless such cause was concealed or not disclosed by the employee, ~~when it could reasonably be assumed that the employee should have disclosed the facts to the appropriate authority.~~¶
- B. → No classified employee shall be suspended, demoted, or dismissed, ~~or in any way discriminated against because of their affiliations, ethnic group identification, race, color, national origin, religion, age, marital status, sex, sexual orientation, gender, gender identity, gender expression, disabilities, ancestry, medical condition (as defined in Government Code Section 12926), language, accent, citizenship status, parental status, economic status, veteran status, or religious or political beliefs or acts, except as provided in Section 4.14.1.4.A.6 of this Rule. No classified employee shall be suspended, demoted, or dismissed because of their basis of associations or perceived affiliations with characteristics protected groups listed in this section.~~¶
- C. → No ~~permanent or~~ probationary classified employee shall be suspended, demoted or dismissed until final approval → is given by the Board, ~~except for suspensions processed under Section 14.1.5.C of this Rule.~~¶
- ¶
¶
¶

14.1.2

NOTICE OF DISCIPLINARY ACTION ¶

A. → ~~A Notice of Disciplinary Action under this Rule shall contain specific charges in ordinary and concise language of the individual acts or omissions of the employee which have resulted in the recommendation for disciplinary action. The charges shall also include a listing of the cause specified in Section 4 of this Rule which has been violated by the employee and the date(s), time(s) and place(s) when the violation occurred. ¶~~

→ ¶
An employee recommended for disciplinary action shall be served with a notice of recommended disciplinary action ¶ which shall, in ordinary and concise language, set forth the following information: ¶

1. → A statement of the nature of the disciplinary action being recommended (e.g. suspension without pay, dismissal). ¶

2. → The specific causes and charges for disciplinary action. ¶

3. → A statement of the specific acts or omissions on which the causes are based. If a violation of a rule, policy, or regulation of the District is alleged, the rule, policy or regulation shall be stated. ¶

4. → Information about the employee's right to present information relative to the causes and charges for disciplinary action at a Pre-Disciplinary Conference (commonly called a "Skelly review meeting"), which shall take place not less than five (5) working days after receipt of this notice. ¶

5. → The date, time, and place of the Skelly review meeting. ¶

6. → The employee's right to contact their Union representative if applicable and to be accompanied by a representative of the employee's choice. ¶

7. → The employee shall be advised of their right to review and receive a copy of any documents in their personnel file ¶

B. → ~~The employee shall be advised of their right to respond either orally or in writing within 5 working days after receipt of the notice to the person so designated on the notice. The employee shall also be advised of their right to review and receive a copy of all any documents in their personnel file on which the disciplinary action is based. ¶~~

~~B, C.~~ → ~~All communications notice of recommended disciplinary action~~ from the District to the employee shall either be:¶

1. → ~~Delivered personally and signed for by the employee.~~¶
2. → ~~Emailed along with Sent by certified mail, return receipt requested, to the last known address of the employee on file with the District in the Personnel Commission Office.~~¶

14.1.3 → DEFINITIONS¶

- A. → Suspension shall mean the temporary removal of an employee from a position for cause with loss of pay as a disciplinary measure, or indefinite removal preliminary to investigation of charges pursuant to Section 88123 of the Education Code.¶
- B. → Demotion shall mean the involuntary ~~reduction change of assignment~~ of an employee from a class with a higher pay ~~scale range~~ to a class with a lower pay ~~scale range or from a higher salary increment step to a lower salary increment step~~.¶
- C. → Dismissal shall mean the involuntary separation of an employee from service for cause.¶

14.1.4 → CAUSES FOR SUSPENSION, DEMOTION OR DISMISSAL

- A. → A permanent classified employee may be subject to ~~immediate~~ disciplinary action ~~by the Board only~~ for the following causes:¶
 1. → ~~4.~~ ~~Insubordination, including, but not limited to refusal to do reasonably assigned work or any other serious breach of discipline. (The refusal to follow an unlawful order or directive does not constitute insubordination.)~~¶
 2. → ~~Dishonesty when it undermines the trust and confidence required in an employment relationship.~~¶
 - 3.2. → ~~Discourteous, or~~ ~~Offensive or~~ abusive conduct toward other employees, students or the public.¶
 - 4.3. → Misuse, ~~or~~ theft, destruction or mishandling of District property, or property of employees ~~or students~~ of the District.¶
 - 5.4. → ~~Offering anything~~ of value, or offering any

service in exchange for special treatment in connection with the employee's job or employment, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.

65. → Unauthorized possession of opened alcoholic beverage containers or drinking alcoholic beverages or being intoxicated while on the job or ~~Unauthorized use of narcotics or habit forming unlawful drugs, or being under the influence of drugs~~ not prescribed by a licensed physician while on the job.

76. → Engaging in political activities during assigned hours of employment.

87. → Immoral conduct.

98. → Conviction of a crime of violence or moral turpitude or a serious crime where the nature of the crime is such that it will indicate that the employee is a poor employment risk for the particular job they hold in the District.

109. → Conviction of a sex offense or a narcotics offense as defined in Education Code Sections 87010 or 87011. Note: An employee convicted of a sex offense as defined in the Education Code shall be dismissed.

1110. Abandonment of position, which shall be interpreted to mean an absence without approved leave or abuse of leave privileges continued notification in excess of five (5) working days except in case of dire emergency.

1211. → Knowingly falsifying any information supplied to the District including but not limited to information supplied on application forms, employment records and other records.

1312. → Persistent violation or refusal to obey District safety rules or other procedures made applicable to the District by the Board, or by any appropriate state or governmental agency.

1413. → Any willful failure of good conduct tending to injure the public service or its reputation with particular regards to students.

~~14. → Abandonment of position, which shall be~~

¶
¶
¶
C. ~~A permanent classified employee may be subject to removal from service or change in status under this rule due to physical or mental unfitness for service as determined by the District physician. The employee shall retain their right to appeal. The administration shall base its decision to recommend removal or change in status on the following factors:¶~~

1. ~~The degree of physical or mental unfitness and the doctor's prognosis as they relate to the duties to be performed. ¶~~

¶
2. ~~The number of positions in the employee's classification and subsequent uniqueness or degree of specialty in the position, and the availability of a person qualified to substitute during the absence of the employee. ¶~~

3. ~~The degree and frequency of previous sick leave usage. Particular attention shall be paid to employees who have extraordinary use or lack of use of sick leave, together with consideration for the circumstances surrounding previous use of sick leave. ¶~~

Section 44.1.5

14.1.5

PROCEDURE FOR ~~SUSPENSION~~ DISCIPLINARY ACTION

~~A. An employee may be demoted, or suspended without pay for no more than 30 calendar days, or dismissed for cause as listed in Section 14.1.4 of this Rule.~~

~~B. In connection with misconduct-related causes set forth in Section 14.1.4.A of this Rule, the District may take action appropriate to the misconduct, which may range from an oral warning to dismissal, depending on the severity of the misconduct. The District may use the steps set forth in this Section for such misconduct as it deems appropriate.~~

~~C. In connection with performance-related causes set forth in Section 14.1.4.B of this Rule, the District may take appropriate action, which may range from oral warning to dismissal, depending on its severity and only after providing the employee with notice of the deficiency and opportunity to correct it.~~

~~A. An employee may be demoted, dismissed, or suspended for cause as listed in Section 4.A.14.1.4 of this Rule without pay for no more than 30 calendar days upon the approval of the Superintendent or the District Personnel Administrator designee, subject to ratification by the Board of Trustees at their next regular meeting.~~

~~D. The employee shall be served with notice of disciplinary action in accordance with 14.1.2 of this Rule.~~

~~B. When a request for suspension is made, a Notice of Disciplinary Action must be completed by the immediate supervisor and submitted to the District Personnel Administrator for final approval after approval by the appropriate District departmental administrator. The Notice of Disciplinary Action must contain specific charges as required in Section 2 of this Rule and must be delivered to the employee not less than 1 working day prior to the effective date of the suspension. A copy of the notice shall be filed with the Director of the Personnel Commission.~~

~~C. An employee may be peremptorily suspended for up to one day without pay by their immediate supervisor with the approval of the departmental administrator for cause as listed in Section 4.A of this Rule when such suspension is necessary to safeguard the best interest of the District or the employee. Such suspensions shall be documented on the appropriate Notice of Disciplinary Action and~~

~~presented to the employee prior to their return to work at a conference with the employee's supervisor(s) and the Personnel Administrator. All procedures for notification required in these rules shall then be complied with.~~

~~D. Preemptory Board suspensions are subject to ratification by the Board at the next meeting following the suspension.~~

~~An employee recommended for disciplinary action shall be served with a notice of recommended disciplinary action which shall, in ordinary and concise language, set forth the following information:~~

~~A statement of the nature of the disciplinary action being recommended (e.g., suspension without pay, demotion, dismissal).~~

~~The specific causes and charges for disciplinary action.~~

~~A statement of the specific acts or omissions on which the causes are based. If a violation of a rule, policy, or regulation of the District is alleged, the rule, policy or regulation shall also be stated.~~

~~If the employee is represented, the following information should be included as well:~~

~~Notification of their right to present information relative to the causes and charges for disciplinary action at a Pre-Disciplinary Conference (commonly called a "Skelly review meeting") which shall take place not less than five (5) working days after receipt of the notice.~~

~~The date, time, and place of the Skelly review meeting, if applicable.~~

~~The employee's right to contact their union concerning representation and to be accompanied by a representative of the employee's choice.~~

~~E. After the employee has had an opportunity to respond to the notice of recommended disciplinary action or has not requested such an opportunity to respond, the Superintendent/President or designee shall determine whether to proceed with the recommendation for disciplinary action. In the event that the~~

~~Superintendent/President determines to recommend disciplinary action, such recommendation shall be submitted to the Board of Trustees.~~

~~F. → The Board of Trustees may either accept, modify or reject the recommendation for disciplinary action. In the event that the Board of Trustees takes action to impose discipline, such disciplinary action shall be implemented on the day following the Board of Trustees' action or such other day as determined by the Board of Trustees.~~

~~G. → No disciplinary action shall be implemented prior to action by the Board of Trustees, except as authorized by the Education Code or by a written agreement signed by the employee. However, the District may initiate an immediate suspension without pay pending final disciplinary action by the Board of Trustees when reasonable cause exists to believe the suspension is to protect the best interest of the District. In the event the District immediately suspends an employee without pay, the District shall provide the employee with a notice of disciplinary action within one (1) day after the unpaid suspension. An employee shall have the right to respond to the immediate unpaid suspension and to the notice of disciplinary action set forth in this Section.~~

→ Section 14.1.7

¶ 14.1.76 → PROCEDURE FOR NOTIFICATION OF CHARGES TO THE PERSONNEL COMMISSION ¶

- ¶
- A. → When the Board has taken final action to demote, suspend or dismiss → the employee, the ~~District Personnel Administrator~~ Vice President of Human Resources or designee shall, within 3 working days, notify the Director of the Personnel Commission in writing of the Board's action. ¶
- ¶
- B. → The Director of the Personnel Commission shall, within 10 working days of → the Board's → action → to approve → suspension, demotion, or dismissal, notify the employee. The Director of the Personnel Commission shall, at the next regular meeting, file written charges with the Commission. ¶
- ¶
- C. → The notification of charges to the employee shall contain: ¶
1. → A copy of the written charges. ¶
 2. → The time allowed to file an appeal. ¶
 3. → The right of the employee to a hearing on the appeal. ¶
 4. → The requirements for the employee's response as set forth in these Rules. ¶ _____

Rule 14.2

- ¶ Rule 14.2 → PROCEDURE FOR APPEAL AND HEARING (EDUCATION CODE SECTIONS 88124, 88125-~~2~~2, 88126)
- ¶ 14.2.1 → PROCEDURE FOR APPEAL
- ¶ A. → A permanent employee who has been ~~suspended~~, demoted, suspended or dismissed may appeal to the Personnel Commission within 14 calendar days after receipt of the Notice of Charges from the Director of the Personnel Commission by filing a written answer to the charges and they may request a hearing.
- ¶ B. → The employee's written answer to the charges must include facts based on one or more of the following grounds:
 - ¶ 1. → ~~That the~~ The charges made do not constitute sufficient cause for the action taken.
 - ¶ 2. → ~~That~~ The action taken was not in accord with the facts.
 - ¶ 3. → ~~That~~ There was an abuse of discretion.
 - ¶ 4. → ~~That~~ The procedures set forth in these rules have not been followed.
 - ¶ 5. → ~~That~~ The disciplinary action was taken because of political affiliations, or religious beliefs or opinions, race, color, national origin, ancestry, sex, employee organization members or non-membership, → marital status, disability, or medical condition (as defined in Government Code Section 12926).
- ¶ C. → For purposes of this Rule, if a notice is mailed, ~~the~~ 5 working days following the postmark date ~~and time~~ of the notice shall be considered to be the official date ~~and time~~ of receipt.
- ¶ D. → Failure to appeal as provided in this Rule shall make the action of the Board final and conclusive.

Section 14.2.2

14.2.2



PROCEDURE FOR HEARING

A. → After an employee has made and filed their appeal in answer to the charges against them, the Personnel Commission shall investigate or cause to be investigated the matter on appeal and may require further evidence from either party. The Commission may, and upon request of an accused employee, shall order a hearing. If a hearing is to be conducted, the Personnel Commission shall then fix the time and place of the hearing which shall be within a reasonable length of time from the receipt of the appeal and shall provide written notification to all parties.

The Personnel Commission may appoint a hearing officer to conduct any hearing and report the findings and recommendations to the Commission. Such recommendations shall not be binding on the Commission.

B. → Hearings shall be conducted in the manner most conducive to determination of the truth, and neither the Commission nor its hearing officers shall be bound by technical rules of evidence. Decisions made by the Commission shall not be invalidated by any informality in the proceedings.

C. → The hearing shall be electronically tape recorded. However, either party may request that the hearing be recorded by a court reporter, in which case the party making the request shall bear the cost as determined by the Director of the Personnel Commission.

D. → The Personnel Commission or its hearing officer shall determine the relevancy, weight, and credibility of testimony and evidence. It shall base its findings on a preponderance of evidence.

E. → The burden of proof shall be on the Board. _____

Section 14.2.2.F

- F. → Each party will be permitted an opening statement, with the Board or its designated representatives opening first. Each party shall be permitted closing arguments with the employee closing first. The Board shall next present its witnesses and evidence to sustain its charges, and the employee will then present his witnesses and evidence in defense.
- G. → Each party will be allowed to examine and cross-examine witnesses.
- H. → The Board, the Commission and the employee will be allowed to be represented by separate legal counsel or other designated representatives.
- I. → The Commission or the Director of the Personnel Commission may and shall, if requested by the Board or the employee, subpoena witnesses and/or require the production of records or other material evidence.
- J. → The Commission may, prior to or during a hearing, grant a continuance for any reason it believes to be important to its reaching a fair and proper decision.
- K. → A hearing shall be held in closed session unless an open hearing is requested by the employee. The Commission may, at its discretion, exclude witnesses not under examination except the employee and the party attempting to substantiate the charges against the employee and their respective counsel. When hearing testimony on alleged scandalous or indecent conduct, all persons not having a direct interest in the hearing may be excluded.
- L. → The Commission may deliberate its decision in closed session and exclude all persons other than members of the Commission and its staff or counsel. If its counsel also served as counsel for the Board, they shall → be

Section 14.2.3

14.2.3



FINDINGS AND ORDER

- A. → The Commission shall render its judgment as soon after the conclusion of the investigation or hearing as possible, and unless an agreement for an extension is accepted by all parties, the decision shall be made within 14 calendar days after conclusion of the hearing. Its decision shall set forth which charges, if any, are sustained or rejected and the reasons therefore.
 - 1. → The Commission's decision shall be set forth in writing by the Director of the Personnel Commission and signed by the chairman of the Commission and be sent to all parties of interest.
- B. → The Commission may sustain or reject any or all of the charges filed against the employee. . . . If the Commission finds in favor of the employee, it may:
 - 1. → Order the employee's reinstatement upon such terms and conditions as it may determine appropriate.
 - 2. → Modify the disciplinary action, but not to make more stringent the action taken by the Board.
 - 3. → Order paid all or part of the employee's full compensation from the time of suspension, demotion, or dismissal.
 - 4. → Order paid by the Board compensation for all or part of the legitimate expenses incurred by all parties in pursuit of the appeal.
 - 5. → Order the employee transferred or changed in work location.
 - 6. → Order seniority credit for off-time pending reinstatement.
 - 7. → Order expunction from the employee's personnel file all records pertaining to the disciplinary action on charges which were or were not sustained by the Commission.
- C. → The decision of the Commission shall be final.

Section 14.2.4

14.2.4



TRANSCRIPT OF HEARING

- A. → A copy of the transcript of the hearing shall be furnished to either party upon written request made within 90 calendar days of the decision of the Commission. The Director of the Personnel Commission shall cause the transcript to be typed and the cost of copies shall be borne by the party requesting such copies in an amount as determined by the Director of the Personnel Commission to be representative of the actual costs of preparation.

Agenda Report Number	2
Subject	Classification Revisions and Salary Reallocation: Community College Police Dispatcher
Date	October 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst Amy Gurjian, Classification & Compensation Manage

BACKGROUND

Attached for your approval are the classification revisions for **Community College Police Dispatcher**.

As part of the cyclical review process, we are reviewing classifications in the Campus Safety job discipline. The Community College Police Dispatcher receives, evaluates, prioritizes, and routes emergency and non-emergency calls for services, provides information to officers, College staff and the public, monitors alarms and surveillances, and provides clerical support to the Santa Monica College Police Department. The Department is committed to the safety and well-being of the College population. It prides itself in serving the diverse community through professionalism, respect, integrity, dedication, and excellence.

The Community College Police Dispatcher classification was established in 1991. This classification has been revised several times since its establishment. The most recent revision was approved in March 2023. There are currently five permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2022-23. Incumbents and CSEA were invited to participate in a class study orientation on December 5 & 6, 2022, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. Incumbents were asked to complete a Position Description Questionnaire by January 13, 2023.

Personnel Commission staff consulted with Chiquita Brown, Community College Police Sergeant, Bryan Wilson, Community College Police Sergeant and Johnnie Adams, Chief of Police, to discuss the classification description. In addition, the Sergeants were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Additionally, revisions are proposed to clarify duties assigned and knowledge and abilities required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, essential duties, KSAs (knowledge, skills and abilities) and minimum qualifications.

The salary survey of standard benchmark agencies resulted in moderate to strong matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	TOTAL EMPLOYEE FTE
Santa Monica College	Community College Police Dispatcher	\$5,206	\$6,327	\$5,767	41,108	1,245
Cerritos College	Dispatcher-Campus Police	\$4,769	\$5,713	\$5,241	30,390	943
City of Santa Monica	Communications Operator-Police	\$5,689	\$7,024	\$6,357	NA	1,877
El Camino College	Public Safety Dispatcher	\$5,203	\$6,668	\$5,936	30,933	1,044
Foothill DeAnza CCD	Police Dispatcher	\$5,224	\$6,999	\$6,112	59,046	1,501
Mtoun San Antonio College	Dispatcher I	\$4,526	\$5,776	\$5,151	63,181	1,328
Pasadena City College	Police Dispatcher	\$3,866	\$4,934	\$4,400	37,762	900
State Center CCD	Police Communications Dispatcher	\$3,859	\$4,746	\$4,302	69,618	1,925
	Average	\$4,734	\$5,980	\$5,357		
	25th Percentile	\$4,196	\$5,324	\$4,775		
	50th Percentile	\$4,769	\$5,776	\$5,241		
	75th Percentile	\$5,214	\$6,834	\$6,024		
	80th Percentile	\$5,220	\$6,933	\$6,076		
	90th Percentile	\$5,457	\$7,012	\$6,210		
	SMC % RANK	69.0%	60.2%	62.6%		
	SMC Difference From AVG	9.1%	5.5%	7.1%		
	SMC Difference From MED	8.4%	8.7%	9.1%		

The current salary range for Community College Police Dispatcher is Range 29 on the Classified Employee Salary Schedule. In this survey, SMC is in the 63rd median percentile compared to all

benchmark agencies with comparable classifications; that is, 37% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that the salary for Community College Police Dispatcher be reallocated from Range 29 to Range 31 on the Classified Employee Salary Schedule, a 5% increase. The proposed increase would place the median salary for this classification at the 77th percentile compared to the market median. Salary reallocation is justified given that it meets the College’s goal to target base median salary at the 70th percentile. One range lower would place the salary below the 70th percentile ranking as compared to the market median.

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
CC Police Officer	42P	\$6,970	\$8,471	24.55%
CC Police Officer Trainee	33P	\$5,596	\$6,803	-4.77%
Senior CC Police Dispatcher (Proposed) ¹	34	\$5,876	\$7,143	7.50%
<i>CC Police Dispatcher (Proposed)</i>	<i>31</i>	<i>\$5,466</i>	<i>\$6,643</i>	<i>2.55%</i>
Senior CC Police Dispatcher (Current)	30	\$5,330	\$6,479	2.38%
<i>CC Police Dispatcher (Current)</i>	<i>29</i>	<i>\$5,206</i>	<i>\$6,327</i>	<i>0.00%</i>
Police Services Assistant	29	\$5,206	\$6,327	0.00%
Senior Campus Safety Officer	29	\$5,206	\$6,327	7.70%
Campus Safety Officer	26	\$4,834	\$5,876	15.76%
Parking Enforcement Officer (Proposed Retitle) ¹	20	\$4,176	\$5,076	

¹See related agenda report.

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Community College Police Dispatcher as follows:

FROM: Range 29 – Classified Employee Salary Schedule

TO: Range 31 – Classified Employee Salary Schedule

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Community College Police Dispatcher

CONCEPT OF THE CLASS

Under general supervision, this position in this classification performs a variety of dispatcher and clerical duties, by receiving and prioritizing all emergency and non-emergency telephone calls made to received by the Campus Police Department and by monitoring alarm signals and security cameras.

DISTINGUISHING CHARACTERISTICS

The Community College Police Dispatcher is responsible for receiving, prioritizing, and routing emergency and non-emergency calls from the public to the Campus Police Department.

The Senior Community College Police Dispatcher is responsible for training newly hired Community College Police Dispatchers in all aspects of the position. Assignment to this class is limited to temporary projects associated with providing formal training to newly hired Community College Police Dispatchers.

ESSENTIAL DUTIES

Receives, screens, prioritizes and records incoming and outgoing emergency and non-emergency police calls using police telephones, computer generated calls for services and radio communication equipment.

Dispatches calls to college police personnel using appropriate police codes, and requests additional assistance as needed from local police and/or fire agencies; ~~Refers~~ non-law enforcement matters to appropriate college personnel.

Uses a computer aided dispatch (CAD) system ~~to~~ input data regarding calls, alarms, and observations to ensure immediate and correct police response; and uses a record information management system (RIMS) to input, retrieve and generate reports and other data; accesses other relevant systems and databases to retrieve and relay information.

Maintains ~~contact~~ status, location and contact with all police officers, campus safety officers, parking enforcement officers, and police cadets on duty. ~~Maintains status and location of all field units.~~

Inquires, interprets, verifies, receives, and disseminates information from law enforcement computer networks relating to wanted persons, stolen property, ~~and~~ vehicle registrations, ~~etc and~~ other pertinent information; Analyzes situations accurately and takes effective action to help assure officer and public safety.

~~Types a variety of college and police department forms and documents.~~

~~Files and duplicates a variety of college and police reports and other related forms.~~

Operates, monitors and maintains surveillance and various alarm systems; ~~Monitors including~~ multiple video monitors ~~and various alarm systems~~; ~~Operates~~ electronic access system, as requested.

Provides information and assistance to callers in a pleasant, calm and sensitive manner.

In addition to handling emergency, non-emergency and informational requests for the police department, answers after business hours calls for the campus; ~~Provides~~ general information and assistance to the public and ~~contacts college personnel on-call facilities and maintenance management~~ for emergencies.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received:

Under general supervision from a [Community College Police Sergeant, or other management staff within the Campus Police Department](#), the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised:

[None](#) Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

[Relevant information technology and telecommunications systems, databases and applications](#)

[Customer service and telephone techniques](#)

[Knowledge of English grammar, punctuation and spelling usage](#)

[Knowledge of modern office practices and skills](#)

[Knowledge of basic record keeping and filing systems](#)

[Knowledge of confidentiality of records including but not limited to Family Educational Rights and Privacy Act \(FERPA\) and Health Insurance Portability and Accountability Act \(HIPPA\)](#)

Ability to:

[Demonstrate a commitment to diversity, equity, and inclusion principles](#)

[Learn radio dispatching principles, procedures, and equipment](#)

[Operate multi-line phone systems and two-way radio and voice radio communication systems](#)

[Multi-task, while simultaneously talking on the telephone/police radio, monitoring alarms, and typing](#)

[Ability to control conversations, quickly gathering pertinent and relevant information](#)

[Ability to react quickly, efficiently and calmly in emergencies and stressful situations](#)

[Ability to accurately assess problems and understand needs and situations](#)

[Ability to learn and memorize numerous related police and municipal codes, campus geography, surrounding streets, and locations of allied agencies and service providers](#)

[Ability to learn and adhere to \[Federal Communications Commission \\(FCC\\)\]\(#\) rules and regulations](#)

[Operate a computer using computer applications, programs and standard office equipment](#)

[Ability to accurately and quickly report and record information](#)

[Organize and maintain specialized files and confidentiality of employee and student information](#)

[Communicate effectively, both orally and in writing](#)

[Ability to speak clearly and concisely in a courteous and pleasant manner](#)

[Ability to exercise good judgment when \[routing, referring\]\(#\) calls to appropriate personnel](#)

[Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility](#)

~~Ability to r~~Read and discern visual images on a variety of media including multiple computer system's screens

~~Ability to h~~Hear alarms and other auditory devices

~~Ability to l~~Learn college and department policies and procedures

~~Ability to d~~Develop knowledge of cooperating agency procedures and resources—~~mutual aid~~

~~Ability to w~~Work within an established chain of command organizational structure

Role model exceptional internal and external customer services

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

~~Ability to work under stress and remain calm~~

~~Ability to use tact in a multi-cultural and multi-ethnic educational environment~~

~~Ability to input data into the computer quickly and accurately~~

~~Ability to work independently and efficiently in a variety of situations~~

~~Ability to respond to emergency situations in a calm manner~~

~~Ability to provide effective customer service~~

~~Ability to work independently and exercise independent judgment, discretion, maturity and confidence~~

~~Ability to operate a computer terminal, computer peripherals, and computer software/hardware~~

~~Ability to understand and follow oral and written directions~~

~~Ability to effectively communicate in English, both orally and in writing~~

~~Ability to learn police and municipal codes as they relate to community college law enforcement~~

~~Skill to operate a two-way radio and voice radio communication system~~

~~Skill in multi-tasking by simultaneously talking on the telephone/police radio and typing into a computer~~

~~Skill to type at 30 w.p.m. net~~

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or equivalent. Successful completion of 30 units or the equivalent of college level coursework in communications or criminal justice is desirable.

Experience Requirement:

~~Six~~ months of recent, ~~paid-work~~ experience involving heavy public contact and working with computers. Recent, ~~paid-work~~ experience performing radio dispatching and call center duties is desirable.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

Successful completion of a California Commission on Peace Officers Standards and Training (POST) ~~P.O.S.T.~~ approved Basic Dispatcher Course during the 12-month probationary period.

~~A P.O.S.T. basic dispatcher certificate must be obtained upon completion of the first 12 months of service in this classification.~~

Lateral candidates must possess a POST P.O.S.T. basic dispatcher certificate.

Special Requirements:

Must be free of any felony convictions and meet all minimum selection standards of a dispatcher as specified by POST the California Commission on Peace Officer Standards and Training,

Must ~~pass~~successfully complete a thorough background investigation in accordance with POST P.O.S.T. and District Standards.

Meet the District and POST P.O.S.T. medical and psychological standards for dispatchers.

Must pass a 12-month probationary period in this position.

The Campus Police Department is a 24/7 operation. Dispatchers may be assigned to days, swing, or graveyard shifts, weekends and holidays in accordance with the terms of their collective bargaining unit agreement.

Working Environment & Physical Demands **WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to ~~work~~ work is performed in a confined office environment. ~~Requires e~~Extended sitting and speaking and the simultaneous use of several computer keyboards, mice and monitors. Stressful conditions often occur when dispatching and responding to emergency and non-emergency calls.

CLASS DETAIL

Job Family:	Public Safety/ Community Outreach
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	<u>5/1/91</u>
Class History:	College Police Dispatcher
Revision Date(s):	9/21/11, 3/15/23, <u>10/18/23</u>

Santa Monica Community College District
Personnel Commission
Community College Police Dispatcher

CONCEPT OF THE CLASS

Under general supervision, this position performs a variety of dispatch and clerical duties, by receiving and prioritizing emergency and non-emergency calls received by the Campus Police Department and by monitoring alarm signals and security cameras.

DISTINGUISHING CHARACTERISTICS

The **Community College Police Dispatcher** is responsible for receiving, prioritizing, and routing emergency and non-emergency calls from the public to the Campus Police Department.

The **Senior Community College Police Dispatcher** is responsible for training newly hired Community College Police Dispatchers in all aspects of the position. Assignment to this class is limited to temporary projects associated with providing formal training to newly hired Community College Police Dispatchers.

ESSENTIAL DUTIES

Receives, screens, prioritizes and records incoming and outgoing emergency and non-emergency police calls using police telephones, computer generated calls for services and radio communication equipment.

Dispatches calls to college police personnel using appropriate police codes, and requests additional assistance as needed from local police and/or fire agencies; refers non-law enforcement matters to appropriate college personnel.

Uses a computer aided dispatch system to input data regarding calls, alarms, and observations to ensure immediate and correct police response; uses a record information management system to input, retrieve and generate reports and other data; accesses other relevant systems and databases to retrieve and relay information.

Maintains status, location and contact with all police officers, campus safety officers, parking enforcement officers and police cadets on duty.

Inquires, interprets, verifies, receives, and disseminates information from law enforcement computer networks relating to wanted persons, stolen property, vehicle registrations, and other pertinent information; analyzes situations accurately and takes effective action to help assure officer and public safety.

Operates, monitors and maintains surveillance and various alarm systems, including multiple video monitors; operates electronic access system, as requested.

Provides information and assistance to callers in a pleasant, calm and sensitive manner.

In addition to handling emergency, non-emergency and informational requests for the police department, answers after business hours calls for the campus; provides general information and assistance to the public and college personnel for emergencies.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received:

Under general supervision from a Community College Police Sergeant, or other management staff within the Campus Police Department, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised:

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Relevant information technology and telecommunications systems, databases and applications

Customer service and telephone techniques

English grammar, punctuation and spelling

Modern office practices and skills

Basic record keeping and filing systems

Confidentiality of records including but not limited to Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPPA)

Ability to:

Demonstrate a commitment to diversity, equity, and inclusion principles

Learn radio dispatching principles, procedures, and equipment

Operate multi-line phone systems and two-way radio and voice radio communication systems

Multi-task, while simultaneously talking on the telephone/police radio, monitoring alarms, and typing

Control conversations, quickly gathering pertinent and relevant information

React quickly, efficiently and calmly in emergencies and stressful situations

Accurately assess problems and understand needs and situations

Learn and memorize related police and municipal codes, campus geography, surrounding streets, and locations of allied agencies and service providers

Learn and adhere to Federal Communications Commission (FCC) rules and regulations

Operate a computer using computer applications, programs and standard office equipment

Accurately and quickly report and record information

Organize and maintain specialized files and confidentiality of employee and student information

Communicate effectively, both orally and in writing

Speak clearly and concisely in a courteous and pleasant manner

Exercise good judgment when routing calls to appropriate personnel

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility

Read and discern visual images on a variety of media including multiple computer screens

Hear alarms and other auditory devices

Learn college and department policies and procedures

Develop knowledge of cooperating agency procedures and resources
Work within an established chain of command organizational structure
Role model exceptional internal and external customer services
Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training
Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or equivalent. Successful completion of 30 units or the equivalent of college level coursework in communications or criminal justice is desirable.

Experience Requirement:

Six months of recent experience involving heavy public contact and working with computers. Recent experience performing radio dispatching and call center duties is desirable.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification: Successful completion of a California Commission on Peace Officers Standards and Training (POST) approved Basic Dispatcher Course during the 12-month probationary period.

Lateral candidates must possess a POST basic dispatcher certificate.

Special Requirements:

Must be free of any felony convictions and meet all minimum selection standards of a dispatcher as specified by POST.

Must successfully complete a thorough background investigation in accordance with POST and District Standards.

Meet the District and POST medical and psychological standards for dispatchers.

Must pass a 12-month probationary period in this position.

The Campus Police Department is a 24/7 operation. Dispatchers may be assigned to days, swing, or graveyard shifts, weekends and holidays in accordance with the terms of their collective bargaining unit agreement.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to work in a confined office environment. Extended sitting and speaking and the simultaneous use of several computer keyboards, mice and monitors. Stressful conditions often occur when dispatching and responding to emergency and non-emergency calls.

CLASS DETAIL

<i>Job Family:</i>	Public Safety
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	5/1/91
<i>Class History:</i>	College Police Dispatcher
<i>Revision Date(s):</i>	9/21/11, 3/15/23, 10/18/23

Agenda Report Number	3
Subject	Retitle and Classification Revisions: Community College Parking Enforcement Officer to Parking Enforcement Officer
Date	October 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst Amy Gurjian, Classification & Compensation Manage

BACKGROUND

Attached for your approval are the classification revisions for **Community College Parking Enforcement Officer**.

As part of the cyclical review process, we are reviewing classifications in the Campus Safety job discipline. The Community College Parking Enforcement Officer provides information to College visitors and maintains the safety and security of the main campus and satellite parking lots by patrolling, issuing parking citations, and reporting suspicious activity to the College Police Department.

This classification was established in 1977 and has been revised several times since its establishment. The most recent revision was approved in March 2023. There are currently two incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2022-23. Incumbents and CSEA were invited to participate in a class study orientation on December 5 & 6, 2022, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. Incumbents were asked to complete a Position Description Questionnaire by January 13, 2023.

Personnel Commission staff consulted with Chiquita Brown, Community College Police Sergeant, and Johnnie Adams, Chief of Police, to discuss the classification description. In addition, the managers were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Additionally, revisions are proposed to clarify duties assigned and knowledge and abilities required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey of standard benchmark agencies was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, essential duties, KSAs (knowledge, skills and abilities) and minimum qualifications.

Sufficient market data was not available to utilize percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Benchmark agencies differed in organizational structure, variability of functions and level of duties. For instance, similar functions were performed by an external agency, such as a local city police/sheriff’s department, or were assigned to broader security officer roles. Salary recommendation was based on comparison with the Campus Safety Officer.

SALARY ALLOCATION

Salary recommendation was based on comparison with the recently reviewed Campus Safety Officer, which was not reallocated given market standing above the 70th percentile. No change in salary is recommended to maintain the current differential between these two roles, which is justified given the differences in level of decision-making authority and scope and effect of work.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
CC Police Officer	42P	\$6,970	\$8,471	24.55%
CC Police Officer Trainee	33P	\$5,596	\$6,803	-4.77%
Senior CC Police Dispatcher (Proposed) ¹	34	\$5,876	\$7,143	7.50%
CC Police Dispatcher (Proposed) ¹	31	\$5,466	\$6,643	2.55%
Senior CC Police Dispatcher (Current)	30	\$5,330	\$6,479	2.38%
CC Police Dispatcher (Current)	29	\$5,206	\$6,327	0.00%
Police Services Assistant	29	\$5,206	\$6,327	0.00%
Senior Campus Safety Officer	29	\$5,206	\$6,327	7.70%
Campus Safety Officer	26	\$4,834	\$5,876	15.76%
<i>Parking Enforcement Officer (Proposed Retitle)</i>	<i>20</i>	<i>\$4,176</i>	<i>\$5,076</i>	

¹See related agenda report.

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle and classification description revisions for Community College Parking Enforcement Officer.

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Community College Parking Enforcement Officer

CONCEPT OF THE CLASS

Under general supervision, this Positions in this classification maintains the safety and security of the main campus and satellite parking lots by patrolling, issuing parking citations, reporting suspicious activity to the College Police Department, and providing information to students, staff, and visitors.

DISTINGUISHING CHARACTERISTICS

The Community College Parking Enforcement Officer classification is responsible for patrolling District parking lots and directing traffic.

The Campus Safety Officer classification is responsible for assisting sworn Community College Police Officers with maintaining the safety and security of students, staff, visitors, and personal property on assigned campuses, in addition to providing a uniformed patrol presence on District properties, including all building and grounds areas.

The Senior Campus Safety Officer classification is responsible for training newly hired Campus Safety Officers in all aspects of the position. Assignment to this class is limited to temporary projects associated with providing formal training to new Campus Safety Officers.

ESSENTIAL DUTIES

Patrols the main campus and satellite parking lots on foot or using an electric or gas vehicle to ensure the safety of students, staff, ~~and~~ visitors and their vehicles.

Issues parking citations to illegally parked vehicles.

Impounds vehicles or installs immobilization boots on vehicles and completes impound reports as required.

Observes and reports any suspicious activity on campus or in the parking lots to the College Police Department.

Reports hazardous conditions and safety issues.

Provides information to the public about parking, campus activities, campus directions and ~~parking and~~ shuttle schedules.

Directs traffic and performs traffic control at major campus events or emergencies.

Escorts students to their vehicles and assists them in locating lost vehicles.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received:

Under close supervision of the Watch Commander, a Community College Police Sergeant, or other management staff within the Campus Police Department, the employee receives assignments, special details, and instructions on handling unusual situations.

Level of Supervision Exercised:

Positions in this classification do not supervise others classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Applicable federal, state, city, county and district laws, rules, and regulations

~~Public safety and security procedures used in traffic and crowd control-~~

Basic law enforcement and safety practices

Correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to:

To demonstrate a commitment to diversity, equity, and inclusion principles

Role model exceptional internal and external customer service

~~Patrol the main campus and satellite campus parking lots-~~

~~Ability to identify violations and issue appropriate traffic citations-~~

~~Ability to learn California Vehicle Code and applicable Santa Monica Municipal Code-~~

~~Ability to learn District rules, regulations and procedures-~~

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

~~Ability to learn the basic operation of an electric vehicle and a police two-way radio-~~

~~Ability to collect money and make change-~~

~~Ability to analyze situations and adopt an effective course of action-~~

Communicate effectively, both orally and in writing

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

~~Ability to interpret, explain, and enforce applicable city and campus laws, regulations, and policies-~~

~~Ability to establish and maintain cooperative working relationships with students, faculty, staff, and members of the public-~~

~~Ability to follow oral and written instructions-~~

~~Ability to work independently-~~

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or equivalent.

Experience Requirement:

Six ~~(6)~~ months of recent experience performing security duties, or ~~the~~ patrolling of parking areas, in an educational or public service environment is desirable.

Education/Experience Equivalency:

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

~~A~~ Possession of a valid California Class C Driver's License.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

Normal Office Work Environment:

While performing the duties of this job the employee is regularly required to work outside and is subject exposed to changing weather conditions. Extended sitting, walking, and/or standing at an assigned post is required.

CLASS DETAIL

<u>Job Family:</u>	<u>Public Safety</u>
<u>FLSA Status:</u>	<u>Non-exempt</u>
<u>Personnel Commission Approval Date:</u>	<u>8/77</u>
<u>Revision Dates:</u>	<u>8/1/90, 11/30/06, 3/15/23, 10/18/2023</u>
<u>Class History:</u>	<u>Parking Security Officer</u>

~~Job Family: Public Safety~~

~~FLSA Status: Non-exempt~~

~~Personnel Commission Approval Date: 11/30/06~~

~~Revision Date(s): Established: PC August 1977, Revised: August 1, 1990, Hay Study 11/30/06~~

~~Class History: Parking Security Officer~~

**Santa Monica Community College District
Personnel Commission**

Parking Enforcement Officer

CONCEPT OF THE CLASS

Under general supervision, this position maintains the safety and security of the main campus and satellite parking lots by patrolling, issuing parking citations, reporting suspicious activity to the College Police Department, and providing information to students, staff, and visitors.

DISTINGUISHING CHARACTERISTICS

The **Community College Parking Enforcement Officer** classification is responsible for patrolling District parking lots and directing traffic.

The **Campus Safety Officer** classification is responsible for assisting sworn Community College Police Officers with maintaining the safety and security of students, staff, visitors, and personal property on assigned campuses, in addition to providing a uniformed patrol presence on District properties, including all building and grounds areas.

The **Senior Campus Safety Officer** classification is responsible for training newly hired Campus Safety Officers in all aspects of the position. Assignment to this class is limited to temporary projects associated with providing formal training to new Campus Safety Officers.

ESSENTIAL DUTIES

Patrols the main campus and satellite parking lots on foot or using an electric or gas vehicle to ensure the safety of students, staff, visitors and their vehicles.

Issues parking citations to illegally parked vehicles.

Impounds vehicles or installs immobilization boots on vehicles and completes impound reports as required.

Observes and reports any suspicious activity on campus or in the parking lots to the College Police Department.

Reports hazardous conditions and safety issues.

Provides information to the public about parking, campus activities, campus directions and shuttle schedules.

Directs traffic and performs traffic control at major campus events or emergencies.

Escorts students to their vehicles and assists them in locating lost vehicles.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received:

Under close supervision of a Community College Police Sergeant, or other management staff within the Campus Police Department, the employee receives assignments, special details, and instructions on handling unusual situations.

Level of Supervision Exercised:

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Applicable federal, state, city, county and district laws, rules, and regulations

Public safety and security procedures used in traffic and crowd control

Basic law enforcement and safety practices

Correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to:

To demonstrate a commitment to diversity, equity, and inclusion principles

Role model exceptional internal and external customer service

Patrol the main campus and satellite campus parking lots

Identify violations and issue appropriate traffic citations

Learn California Vehicle Code and applicable Santa Monica Municipal Code

Learn District rules, regulations and procedures

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

Learn the basic operation of an electric vehicle and a two-way radio

Collect money and make change

Analyze situations and adopt an effective course of action

Communicate effectively, both orally and in writing

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or equivalent.

Experience Requirement:

Six months of recent experience performing security duties, or patrolling parking areas, in an educational or public service environment is desirable.

Education/Experience Equivalency:

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

A valid driver's License.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Work Environment:

While performing the duties of this job the employee is regularly required to work outside and is exposed to changing weather conditions. Extended sitting, walking, and/or standing at an assigned post is required.

CLASS DETAIL

<i>Job Family:</i>	Public Safety
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	8/77
<i>Revision Dates:</i>	8/1/90, 11/30/06, 3/15/23, 10/18/23
<i>Class History:</i>	Parking Security Officer

Agenda Report Number	4
Subject	Classification Revisions and Salary Reallocation: Senior Community College Police Dispatcher
Date	October 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst Amy Gurjian, Classification & Compensation Manage

BACKGROUND

Attached for your approval are the classification revisions for **Senior Community College Police Dispatcher**.

As part of the cyclical review process, we are reviewing classifications in the Campus Safety job discipline. The Senior Community College Police Dispatcher is a classification used on a temporary basis to provide training and guidance to newly hired dispatchers and provide emergency dispatch services.

The Senior Community College Police Dispatcher classification was established in 2017. This classification has been revised several times since its establishment. The most recent revision was approved in March 2023. There are currently no incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2022-23. CSEA was invited to participate in a class study orientation on December 5 & 6, 2022, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. This classification was vacant at the time of the study.

Personnel Commission staff consulted with Chiquita Brown, Community College Police Sergeant, Bryan Wilson, Community College Police Sergeant and Johnnie Adams, Chief of Police, to discuss the classification description. In addition, the Sergeants were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Additionally, revisions are proposed to clarify duties assigned and knowledge and abilities required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey of standard benchmark agencies was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on data gathered, class description revisions are being proposed to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, essential duties, KSAs (knowledge, skills and abilities) and minimum qualifications.

Sufficient market data was not available to utilize percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Benchmark agencies differed in organizational structure, variability of functions and level of duties. For instance, similar functions were performed by an external agency, such as a local city police/sheriff’s department, or incorporated in higher-level supervisory positions. Salary recommendation was based on comparison with the Community College Police Dispatcher.

SALARY ALLOCATION

It is recommended that the salary for Senior Community College Police Dispatcher be reallocated from Range 30 to Range 34 on the Classified Employee Salary Schedule, a 10% increase. Salary recommendation was based on comparison with the Community College Police Dispatcher, in addition to considering the recently approved differential increase between Campus Safety Officer and Senior Campus Safety Officer from 5% to 7.5%. The Senior Campus Safety Officer is also a temporary role utilized in a similar level by performing security services and training incoming Campus Safety Officers.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
CC Police Officer	42P	\$6,970	\$8,471	24.55%
CC Police Officer Trainee	33P	\$5,596	\$6,803	-4.77%
<i>Senior CC Police Dispatcher (Proposed)</i>	<i>34</i>	<i>\$5,876</i>	<i>\$7,143</i>	<i>7.50%</i>
CC Police Dispatcher (Proposed) ¹	31	\$5,466	\$6,643	2.55%
<i>Senior CC Police Dispatcher (Current)</i>	<i>30</i>	<i>\$5,330</i>	<i>\$6,479</i>	<i>2.38%</i>
CC Police Dispatcher (Current)	29	\$5,206	\$6,327	0.00%
Police Services Assistant	29	\$5,206	\$6,327	0.00%
Senior Campus Safety Officer	29	\$5,206	\$6,327	7.70%
Campus Safety Officer	26	\$4,834	\$5,876	15.76%
Parking Enforcement Officer (Proposed Retitle) ¹	20	\$4,176	\$5,076	

¹See related agenda report.

Cyclical review results have been sent to CSEA, Department Management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Senior Community College Police Dispatcher as follows:

FROM: Range 30 – Classified Employee Salary Schedule

TO: Range 34 – Classified Employee Salary Schedule

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Senior Community College Police Dispatcher

CONCEPT OF THE CLASS

Under general ~~supervision~~direction, this position provides training, direction, and guidance to newly hired Community College Police Dispatchers on Campus Police and District practices, policies, ~~and~~ procedures, and business systems, as well as performing a variety of dispatcher and clerical duties, by receiving and prioritizing all emergency and non-emergency incoming ~~telephone~~ calls to Campus Police and monitoring alarm signals and security cameras.

DISTINGUISHING CHARACTERISTICS

~~Positions in the~~ The Senior Community College Police Dispatcher classification ~~are is~~ responsible for training newly hired Community College Police Dispatchers in all aspects of the position. Assignment to this class is limited to temporary projects associated with providing formal training to newly hired Community College Police Dispatchers.

~~Positions in the~~ The Community College Police Dispatcher classification ~~are is~~ responsible for receiving, prioritizing, and routing emergency and non-emergency ~~incoming telephone~~ calls from the public to the Campus Police Department.

ESSENTIAL DUTIES

Exemplifies and guides the Community College Police ~~d~~Dispatcher on professional ~~telephone~~ demeanor while receiving, screening, prioritizing, and recording ~~incoming and outgoing~~ emergency and non-emergency police calls using police ~~telephone and radio~~ communication equipment.

Trains the dispatcher ~~on~~ the definition of specialized police radio codes used to dispatch calls to college police personnel; and on requesting additional assistance, as needed from local police and/or fire agencies.

Demonstrates the use of business information technology systems to input data regarding calls, alarms, and observations to ensure immediate and correct police responses, retrieve and generate reports, search warrants, weapons, restraining orders, vehicle checks including entering impound impounds.

Describes the processes and procedures to the dispatcher ~~trainee~~ for inquiring, interpreting, verifying, receiving, and disseminating information from law enforcement computer networks relating to, wanted persons, stolen property, vehicle registrations, parking, and event services, etc.

Exemplifies situational awareness of all police department employees and maintains contact with employees assigned police radios on assignment; maintains status and location of all field units.

Documents training performed and maintains a daily observation report on the dispatcher's performance.

Educates dispatcher on District operations and on monitoring ~~of~~ fire alarms, access control, and surveillance systems, and emergency procedures and responses.

Provides dispatchers with performance feedback to ensure appropriate processes and procedures are followed.

Demonstrates processes and procedures for completing, filing and duplicating a variety of District forms, police reports and documents.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

Under general supervision from a Community College Police Sergeant, or other management staff within the Campus Police Department, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification do not supervise others, but provide lead direction to newly hired Community College Police Dispatchers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Radio dispatching principles, procedures, and equipment

Relevant information technology and telecommunication systems, databases, and applications such as, information systems, safety applications and telecommunication systems

Training methods and techniques

District, Department and cooperating agency policies, procedures and resources

Basic record keeping and filing systems

Confidentiality of records including but not limited to Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPPA)

Customer service and telephone techniques

Modern office practices and skills

English grammar, punctuation and spelling

Ability to:

Demonstrate a commitment to diversity, equity, and inclusion principles

Train, engage, and monitor the work of others

Multi-task, while simultaneously while talking on the telephone/police radio, monitoring alarms, and typing into a computer

Interpret, apply, explain and reach sound decisions in accordance with applicable laws, regulations, District policies and procedures

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility

Organize and maintain specialized files and confidentiality of employee and student information

Control conversations, quickly gathering pertinent and relevant information

React quickly, efficiently and calmly in emergencies and stressful situations

Accurately assess problems and understand needs and situations

Memorize numerous related police and municipal codes, campus geography, surrounding streets, and locations of allied agencies and service providers

~~Learn and a~~Adhere to Federal Communications Commission (FCC) rules and regulations, District college and dDepartment policies and procedures

Operate a computer using computer applications, programs and standard office equipment

Accurately and quickly report and record information

Communicate effectively, both orally and in writing

Exercise good judgment when routing referring calls to appropriate personnel

Read and discern visual images on a variety of media including multiple computer system's screens

Hear alarms and other auditory devices

Work within an established chain of command organizational structure

Role model exceptional internal and external customer services

Operate multi-line phone system and a two-way radio and voice radio communication system

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

~~Learn radio dispatching principles, procedures, and equipment~~

~~Learn police and municipal codes as they relate to community college law enforcement~~

~~Use related computer systems, applications, software and hardware~~

~~Effectively communicate, understand and following directions in English, both orally and in writing~~

~~Develop knowledge of cooperating agency procedures and resources~~

~~Provide effective customer service~~

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or equivalent. Successful completion of 30 units or the equivalent of college level coursework in communications or criminal justice is desirable.

Experience Requirement:

Two ~~(2)~~ years of experience as a Community College Police Dispatcher at Santa Monica College.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

California Commission on Peace Officers Standards and Training (POST) P-O-S-T. Basic Dispatcher Certificate.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to ~~work is performed~~ in a confined office environment. Requires extended sitting and speaking and the simultaneous use of several computer keyboards, mice and monitors. Stressful conditions often occur when dispatching and responding to emergency and non-emergency calls.

CLASS DETAIL

<i>Job Family:</i>	Public Safety/ Community Outreach
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	7/7/17
<i>Class History:</i>	
<i>Revision Date(s):</i>	<u>3/15/23, 10/18/2023</u>

**Santa Monica Community College District
Personnel Commission**

Senior Community College Police Dispatcher

CONCEPT OF THE CLASS

Under general supervision, this position provides training, direction, and guidance to newly hired Community College Police Dispatchers on Campus Police and District practices, policies, procedures, and business systems, as well as performing a variety of dispatcher and clerical duties, by receiving and prioritizing all emergency and non-emergency incoming calls to Campus Police and monitoring alarm signals and security cameras.

DISTINGUISHING CHARACTERISTICS

The **Senior Community College Police Dispatcher** is responsible for training newly hired Community College Police Dispatchers in all aspects of the position. Assignment to this class is limited to temporary projects associated with providing formal training to newly hired Community College Police Dispatchers.

The **Community College Police Dispatcher** classification is responsible for receiving, prioritizing, and routing emergency and non-emergency calls from the public to the Campus Police Department.

ESSENTIAL DUTIES

Exemplifies and guides the Community College Police Dispatcher on professional demeanor while receiving, screening, prioritizing, and recording emergency and non-emergency police calls using police communication equipment.

Trains the dispatcher on the definition of specialized police radio codes used to dispatch calls to college police personnel and on requesting additional assistance, as needed from local police and/or fire agencies.

Demonstrates the use of business information technology systems to input data regarding calls, alarms, and observations to ensure immediate and correct police responses, retrieve and generate reports, search warrants, weapons, restraining orders, vehicle checks including entering impound impounds.

Describes the processes and procedures to the dispatcher for inquiring, interpreting, verifying, receiving, and disseminating information from law enforcement computer networks relating to, wanted persons, stolen property, vehicle registrations, parking, and event services, etc.

Exemplifies situational awareness of all police department employees and maintains contact with employees assigned police radios on assignment; maintains status and location of all field units.

Documents training performed and maintains a daily observation report on the dispatcher's performance.

Educates dispatcher on District operations and on monitoring fire alarms, access control, surveillance systems, emergency procedures and responses.

Provides dispatchers with performance feedback to ensure appropriate processes and procedures are followed.

Demonstrates processes and procedures for completing, filing and duplicating a variety of District forms, police reports and documents.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

Under general supervision from a Community College Police Sergeant, or other management staff within the Campus Police Department, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification do not supervise others, but provide lead direction to newly hired Community College Police Dispatchers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Radio dispatching principles, procedures, and equipment

Relevant information technology and telecommunication systems, databases, and applications

Training methods and techniques

District, Department and cooperating agency policies, procedures and resources

Basic record keeping and filing systems

Confidentiality of records including but not limited to Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA)

Customer service and telephone techniques

Modern office practices and skills

English grammar, punctuation and spelling

Ability to:

Demonstrate a commitment to diversity, equity, and inclusion principles

Train, engage, and monitor the work of others

Multi-task, while simultaneously talking on the telephone/ radio, monitoring alarms, and typing

Interpret, apply, explain and reach sound decisions in accordance with applicable laws, regulations, District policies and procedures

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility

Organize and maintain specialized files and confidentiality of employee and student information

Control conversations, quickly gathering pertinent and relevant information

React quickly, efficiently and calmly in emergencies and stressful situations

Accurately assess problems and understand needs and situations

Memorize related police and municipal codes, campus geography, surrounding streets, and locations of allied agencies and service providers

Adhere to Federal Communications Commission (FCC) rules and regulations, District and Department policies and procedures

Operate a computer using computer applications, programs and standard office equipment

Accurately and quickly report and record information

- Communicate effectively, both orally and in writing
- Exercise good judgment when routing calls to appropriate personnel
- Read and discern visual images on a variety of media including multiple computer ' screens
- Hear alarms and other auditory devices
- Work within an established chain of command organizational structure
- Role model exceptional internal and external customer services
- Operate multi-line phone system and a two-way radio and voice radio communication system
- Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:
Graduation from high school or equivalent. Successful completion of 30 units or the equivalent of college level coursework in communications or criminal justice is desirable.

Experience Requirement:
Two years of experience as a Community College Police Dispatcher at Santa Monica College.

Education/Experience Equivalency:
Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:
California Commission on Peace Officers Standards and Training (POST) Basic Dispatcher Certificate.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:
While performing the duties of this job the employee is regularly required to work in a confined office environment. Requires extended sitting and speaking and the simultaneous use of several computer keyboards, mice and monitors. Stressful conditions often occur when dispatching and responding to emergency and non-emergency calls.

CLASS DETAIL

Job Family:	Public Safety
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	7/7/17
Class History:	
Revision Date(s):	3/15/23, 10/18/23

III. Consent Agenda: All items to be considered and approved in one motion unless removed by a commissioner for discussion.

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Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	5
Subject	Ratification of Limited Term Assignments
Date	October 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission is requested to ratify the classification of the following Limited Term positions pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

Classification	Department	Effective Dates
Administrative Assistant I	Dance/ESL	10/16/2023-12/08/2023
Custodian	Operations	10/1/2023-4/6/2024
Custodian	Operations	10/1/2023-4/6/2024
Custodian	Operations	10/1/2023-4/6/2024
Student Services Clerk	Outreach & Recruitment	10/2/2023-6/30/2024

Agenda Report Number	6
Subject	Appointments to Limited Term Positions
Date	October 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission is advised that the following persons have been appointed to the following Limited Term positions from certified eligibility lists pursuant to Section [7.4.3(A)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*	Eligible List Date
Daniel Ponce	Administrative Assistant I	Dance/ESL	10/16/2023-12/08/2023	7/17/2023
Elijah Arnold	Custodian	Operations	10/1/2023-4/6/2024	11/16/2022
Mamie Humphrey	Custodian	Operations	10/1/2023-4/6/2024	11/16/2022
Earl Minor	Custodian	Operations	10/1/2023-4/6/2024	11/16/2022
Aamna Munnee	Student Services Clerk	Outreach & Recruitment	10/2/2023-6/30/2024	8/30/2023

*Not to exceed six (6) months or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee.

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment

Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

Agenda Report Number	7
Subject	Appointments to Provisional Assignments
Date	October 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission is advised that the following persons have been appointed to the following provisional assignments, not to exceed 90 working days pursuant to Section 7.2 of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*
Christina Gasparich	Theatre Technical Specialist	Performing Arts Center	9/29/2023-6/30/2024
Blanca Ramos	Graphic Designer	Marketing	10/16/2023-6/28/2024
Joan Nandawula	Student Services Clerk	IEC	7/10/2023-9/19/2023
Baylee Heximer	Events Assistant	Performing Arts Center	10/6/2023-6/30/2024
Sonja Inge	Events Assistant	Performing Arts Center	10/6/2023-6/30/2024
Vergie Nwonwu	Events Assistant	Performing Arts Center	10/6/2023-6/30/2024
Andrea Rodriguez	Events Assistant	Performing Arts Center	10/6/2023-6/30/2024
Zahra Zaveri	Events Assistant	Performing Arts Center	10/6/2023-6/30/2024

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year

Agenda Report Number	8
Subject	Ratification of Working Out of Class and Limited Term Assignments
Date	October 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following working out of class and limited term assignment(s).

Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment	Assignment Dates Previously Submitted
Alan Kuykendahl, Assistant Director of Human Resources – Employee & Labor Relations	**Director of Human Resources (50%)	7/6/2023 to 9/15/2023
Jasmine Revels, Instructional Assistant – English	Supplemental Instruction Coordinator	10/2/2023 to 2/8/2024
Jonathan Rosas, Campus Safety Officer	Senior Campus Safety Officer	10/16/2023 to 11/30/2023
Manuel Virgen, Campus Safety Officer	Senior Campus Safety Officer	10/16/2023 to 11/30/2023
Alexander Zamora, Campus Safety Officer	Senior Campus Safety Officer	10/16/2023 to 11/30/2023

***Pending PBAR Approval*

**Merit Rule 3.2.10 Working Out of Class
(Education Code Section 88010, 88087, 88106 - 88108)**

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working

days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

B. Procedure for Supervisor Requesting Approval for Working Out of Class

3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

Agreement between Santa Monica Community College and CSEA, Chapter 36, Article 11

11.7 Work Out of Classification

11.7.1 Definition:

Working out of classification assignments shall not exceed a period of ninety (90) working days per fiscal year and no more than ninety (90) days in any one hundred eighty (180) day period.

11.7.3 Compensation:

- a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.
- b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

- 11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less

than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

Merit Rule 7.4 Limited Term (Temporary) Appointments (Education Code Section 88105)

7.4.1 LIMITED TERM POSITIONS DEFINED

- A. Positions established to perform duties which are not expected to exceed six months in one fiscal year shall be designated as temporary limited-term positions.
- B. Positions established to replace temporarily absent employees shall be designated as substituted limited-term positions.

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

- C. When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.
- D. Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

7.4.3 ELIGIBILITY FOR APPOINTMENT

- A. Limited-term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out of class and limited term assignments for the appropriate stipend as indicated under the above applicable sections of CSEA, Chapter 36, Article 11.7, and Merit Rules 3.2.10 and 7.4.

Agenda Report Number	9
Subject	Ratification of Meeting Minutes
Date	October 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. Regular Meeting Minutes-September 20, 2023
2. Special Meeting Minutes-October 12, 2023

Agenda Report Number	10
Subject	Ratification of Eligibility Lists:
Date	October 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Instructional Assistant-ESL	1	6	10/17/2024

Agenda Report Number	11
Subject	Extension of Eligibility Lists
Date	October 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission Office is requesting that the following eligibility list(s) be extended as indicated below:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
HVAC Mechanic	11/14/2023	11/14/2023	1	1	5/14/2024
Lead Theater Technician	4/18/2023	10/23/2023	5	3	1/18/2024
Outreach and Recruitment Specialist (Open)	4/20/2023	10/20/2023	4	4	1/20/2024
Outreach and Recruitment Specialist (Promo)	4/20/2023	10/20/2023	3	3	1/20/2024
Tutoring Coordinator – Business	10/30/2023	10/30/2023	4	4	1/30/2024

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated until the new proposed expiration dates.

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

B. An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The personnel Director shall base his/her recommendation for extension of an eligibility list on the following factors:

- 1.a sufficient number of available eligibles remain to fill expected future vacancies;
- 2.the composition of the list reflects appropriate representation of ethnic minorities, underrepresented groups, or non-traditional candidates;
- 3.the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility list(s) shown above.

Agenda Report Number	12
Subject	Personnel Commission Project Status Report
Date	October 18, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment

Title	Assigned to	Open Date	Close Date	1st Test Part	Agenda Date
Irrigation Systems Specialist					
Campus Safety Officer	JG	1/27/2023	2/17/2023	3/25/2023	6/21/2023
Community College Police Dispatcher	KM	10/20/2022			
Construction Maintenance Manager	KM				
Custodial Operations Manager	KM				
Grounds Manager	KM				
Mechanical Systems Manager	KM				
Community College Police - Lateral	KM				
Community College Police Captain	JL	7/3/2023	9/8/2023		
Director of Sustainability	JB	9/8/2023	9/28/2023		
HR Analyst - Employee & Labor Relations	JL				
Instructional Assistant - ESL	JG				
Instructional Assistant - Math	JG				
Laboratory Technician - Fashion	JB				
Professional Development Coordinator	JL				
Supplemental Instruction Coordinator	OV	10/13/2023	11/6/2023	11/2/2023	
Lead Custodian	KM				
Accounting Specialist	AF	7/17/2023	8/4/2023	8/19/2023	
Emergency and Safety Coordinator					
Event Scheduling Specialist	TM				
Events Assistant	JG/TM/JB	10/20/2021			
Program Specialist	OV				
Senior Financial Aid and Scholarships Specialist					
Senior Grounds Equipment Operator	JG				
Skilled Maintenance Worker II	KM				
Theatre Technical Specialist (Cont.)	JG/JB/TM	10/15/2021			
Web Content Developer					

Classification and Compensation

Title	Type of Request	Assigned to	PDQ	Date Completed
Academic Computing Instructional Specialist	Cyclical Review	JL	11/3/2023	
Administrative Assistant III	Cyclical Review	AF	11/18/2022	
Administrative Assistant III - Confidential	Cyclical Review	AF	11/18/2022	
Administrative Assistant IV-Confidential	Cyclical Review	AF	11/18/2022	
Assistant Director of Human Resources	Position Review	JL		
Career Education Specialist	Cyclical Review	OV	11/15/2022	2/1/2023
Chief of Police	Cyclical Review	KM		
Community College Parking Enforcement Officer	Cyclical Review	JG		9/14/2023
Community College Police Captain	Cyclical Review	KM		
Community College Police Dispatcher	Cyclical Review	JG		9/14/2023
Community College Police Sergeant	Cyclical Review	KM		
DSPS Specialist	Description Revision	JL		11/25/2022
Executive Coordinator - District & BOT - Confidential	Cyclical Review	AF	11/18/2022	
Grounds Equipment Operator	Position Review	KM		
Instructional Media Specialist	Position Review	OV	9/25/2023	
IT Support Specialist	New Class	JL	4/3/2023	7/24/2023
Network Services Support Analyst	Description Revision	JL		7/24/2023
Professional Development Coordinator	Description Revision	JL		
Program Coordinator - Community & Contract Ed	Cyclical Review	OV	1/25/2022	
Senior Community College Police Dispatcher	Cyclical Review	JG		9/14/2023
Senior IT Support Specialist	New Class	JL	4/3/2023	7/24/2023
Senior Veterans Resource Specialist	Position Review	OV	1/17/2023	2/9/2023
Theatre Arts Project Assistant	New Class	AF	8/3/2023	
Instructional Technology Services Manager	Cyclical Review	JL		
Instructional Technology Services Manager - Entertainment Technology	Cyclical Review	JL		
Academic Computing Laboratory Specialist - CMD	Cyclical Review	JL	11/3/2023	
Accounting Specialist	Salary Reallocation	AF	4/18/2023	
Disabled Student Services Assistant	Cyclical Review	JG	6/2/2023	
Film Production Coordinator	Cyclical Review	JB	9/27/2023	
Instructional Assistant - English	Cyclical Review	JB	6/2/2023	
Instructional Assistant - ESL	Cyclical Review	JB	6/2/2023	
Instructional Assistant - Learning Disabilities	Cyclical Review	JB	6/2/2023	
Instructional Assistant - Math	Cyclical Review	JB	6/2/2023	
Music Equipment Assistant	Cyclical Review	OV	6/2/2023	
Senior Technology User Support Specialist	Cyclical Review	JL	11/3/2023	
Tutoring Coordinator - Business	Cyclical Review	OV	10/13/2023	
Tutoring Coordinator - English & Humanities	Cyclical Review	OV	10/13/2023	
Tutoring Coordinator - Learning Disabilities	Cyclical Review	OV	7/20/2023	
Tutoring Coordinator - Math	Cyclical Review	OV	10/13/2023	
Tutoring Coordinator - Modern Language	Cyclical Review	OV	10/13/2023	
Tutoring Coordinator - Science	Cyclical Review	JL	10/13/2023	

IV. Adjournment

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Weekday	Month	Day	Year	Time	Venue
Wednesday	November	15	2023	12:00 p.m.	Business Bldg. Room 117
Wednesday	December	20	2023	12:00 p.m.	Business Bldg. Room 117
Wednesday	January	17	2024	12:00 p.m.	Business Bldg. Room 117
Wednesday	February	21	2024	12:00 p.m.	Business Bldg. Room 117
Wednesday	March	20	2024	12:00 p.m.	Business Bldg. Room 117
Wednesday	April	17	2024	12:00 p.m.	Business Bldg. Room 117
Wednesday	May	15	2024	12:00 p.m.	Business Bldg. Room 117
Thursday	June	20	2024	12:00 p.m.	Business Bldg. Room 117

As required by law, the agenda for the October 18, 2023, Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.