Public Session: 11:00 a.m.

    I.   Organizational Functions

          a. Call to Order

          b. Roll Call

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

          c. Public Comments: Non-Actionable Items from those in attendance.

    II.   Agenda Reports: Major Items of Business

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2	Classification Revisions: Community College Police Captain	5
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    III.   Adjournment

Agenda Report Number	1
Subject	Establishment of Seniority List: Basic Needs Project Assistant
Date	November 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

As part of the continuing practice to update and maintain Seniority Lists for the District, we present the following seniority list for approval:

Basic Needs Project Assistant

It is recommended that the Personnel Commission certify the seniority list effective November 1, 2023.

13.1.4 SENIORITY LISTS

A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Personnel Director and certified by the Personnel Commission before it is used.

B. When a seniority list is initially established or updated, the list shall be made available to the employee(s) for review during a five (5) working day period before it is approved.

C. During the prescribed review period, an employee who believes that an error has been made on his/her seniority computation shall notify the Personnel Director, who shall review the computations together with any additional information provided by the employee. The Personnel Director shall determine if a recomputation is appropriate and present an appropriate recommendation for action by the Personnel Commission.

D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	3
Nays	0
Abstentions	0
Amendments/Comments	

"BASIC NEEDS PROJECT ASSISTANT" Seniority List

Classification: **Basic Needs Project Assistant**

Range: 28

Monthly Base Salary Range as of July 1, 2023: $ 5076 to $ 6170

PC Certification Date: November 1, 2023

Review Period: October 23 to 30, 2023

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT **Basic Needs Project Assistant**
Villalobos-Delgado, Jaime	4/17/2023	No	4/17/2023	12	40	

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of the Personnel Commission

Updated: October 23, 2023

Agenda Report Number	2
Subject	Classification Revisions: Community College Police Captain
Date	November 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Karen Monzon, Personnel Analyst

BACKGROUND

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

As part of the cyclical review process, we are reviewing classifications in the Campus Safety job discipline. The Community College Police Captain acts as the first deputy to the Chief of Police and oversees the daily activities of the SMC Police Department.

The Community College Police Captain classification was established in July 1977. This classification has been revised several times since its establishment. The most recent revision was approved in March 2023. There is currently one permanent incumbent in this classification. The proposed changes will not adversely affect the incumbent.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2022-23. The incumbent from the Community College Police Captain classification, was invited to participate in a class study orientation on December 13, 2022, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbent was requested to complete a Position Description Questionnaire (PDQ) by February 3, 2023.

Personnel Commission staff consulted with Johnnie Adams, Chief of Police, to discuss the classification description. In addition, the Chief was 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, knowledge and abilities required for the job, and to the minimum qualifications required of new employees.

Additionally, a job evaluation and an external salary study 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.

A comprehensive survey of comparable agencies was conducted. The salary survey of standard benchmark organizations 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
Santa Monica College	Community College Police Captain	$11,670	$14,184	$12,927
Cerritos College	Captain of Campus Police	$10,097	$12,701	$11,399
Contra Costa CCD	Police Lieutenant	$8,705	$10,609	$9,657
El Camino College	Campus Police Lieutenant	$10,332	$12,100	$11,216
Mt. San Antonio College	Lieutenant, Police & Campus Safety	$12,579	$13,892	$13,236
State Center CCD	Police Lieutenant	$9,511	$11,698	$10,605
Ventura County CCD	Community College Police Lieutenant	$7,244	$10,042	$8,643
	Average	$9,745	$11,840	$10,793
	25th Percentile	$8,907	$10,881	$9,894
	50th Percentile	$9,804	$11,899	$10,910
	75th Percentile	$10,273	$12,551	$11,353
	80th Percentile	$10,332	$12,701	$11,399
	90th Percentile	$11,456	$13,297	$12,317
	SMC % RANK	91.9%	#N/A	96.6%
	SMC Difference From AVG	16.5%	16.5%	16.5%
	SMC Difference From MED	16.0%	16.1%	15.6%

The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.

The current salary for Community College Police Captain is M33 on the Classified Management Salary Schedule. In this survey, SMC is in the 96th median percentile compared to all benchmark agencies with comparable classifications; that is, 4% of market comparables were paid higher than the SMC classification.

S

SALARY REALLOCATION

Based on median percentile ranking at the 96th percentile, salary reallocation is not recommended given that the current salary meets the District's goal to target the 70th percentile.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Chief of Police	A20	$16,420	$18,103	40.70%
Community College Police Captain	M33	$11,670	$14,184	30.74%
Community College Police Sergeant (Proposed Salary Reallocation) **	M22	$8,926	$10,850	28.06%
Community College Police Officer	P42	$6,970	$8,471	

  ** Proposed in a subsequent Agenda item.

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

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions for the Community College Police Captain.

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Lawrence Leone
Ayes	3
Nays	0
Abstentions	0
Amendments/Comments	

Santa Monica Community College District
Personnel Commission

Community College Police Captain

CONCEPT OF THE CLASS

~~The~~ Under general direction positions in this classification acts as the first deputy to the Chief of Police and oversees the daily activities of the Santa Monica College Police Department, Incumbents ~~Personnel to~~ ensure assigned essential College pPolice dDepartment functions are carried out, and assist with the managements of the Emergency Preparedness program and related functions. ~~, and performs high-level administration work, acting as the first deputy to the Chief of Police.~~

DISTINGUISHING CHARACTERISTICS

The Community College Police Captain oversees the assigned functions of the College Police Department and performs as the first deputy to the Chief of Police.

The Community College Police Sergeant serves as Watch Commander and first line supervisor for the College Police Department's sworn and non-sworn personnel and enforces District policies and applicable local, federal and state laws.

The Chief of Police manages and directs the operations and activities of the College Police Department and oversees the district-wide emergency preparedness programs.

ESSENTIAL DUTIES

Supervises, directs, and oversees daily activities of police department personnel, including patrol, traffic, parking, investigations, dispatch, and other related activities; ~~O~~oversees the effective deployment of personnel to ensure efficient department operations and fully operational shifts.

Liaises with the external and college community, ~~A~~administrators, City officials, faculty, staff, and students to promote a community-oriented policing approach, address campus safety and community issues and concerns and ensure that College and police policies are being followed appropriately.

Keeps accurate and up-to-date record policing data metrics, including key performance indicators, tracks data related to traffic stops and other officer-initiated contacts, conducts stakeholder climate surveys focused on campus public safety services.

Coordinates emergency preparedness measures; directs and administers the emergency management program and emergency response plan; leads committee efforts directed at emergency preparedness.

Responds to the scene of emergencies and major incidents and commands police response operations as necessary while maintaining close contact with the Chief of Police, Emergency Operations Manager, or Incident Commander.

Assumes the duties of the Chief of Police in order to provide continuous command and supervision in the absence of the Chief of Police.

Plans, assigns, coordinates and reviews the work of subordinate personnel; Ensures administrative work is completed and accurate; works with supervising personnel to ensure that follow-up investigations are completed when necessary.

Supervises, evaluates, trains, and counsels subordinate personnel.

Works with the assigned Peace Officer Standards and Training (~~P.O.S.T.~~POST) manager to ensure training is planned and completed in compliance with ~~P.O.S.T.~~POST standards and meets departmental needs and objectives.

Conducts and/or oversees internal affairs investigations and other investigations; investigates and adjudicates personnel complaints; recommends discipline for sustained allegations of misconduct.

Maintains accurate and complete ~~departmental~~ records, reports, and files; compiles data and research; prepares complex statistical and narrative reports and formal written recommendations; makes oral presentations to a variety of audiences.

Reviews policies, procedures and operations of the department, conducts audits of operations and personnel, identifies areas of concern and methods to increase efficiency and productivity, and develops and recommends policy changes.

In conjunction with the Chief of Police and department staff, performs strategic and work planning activities and develops programs, goals, and objectives to support the mission of the department and District.

Assists with preparation of departmental budget, monitors expenditures, prepares and presents budget reports.

Oversees the planning and coordination of law enforcement, parking enforcement, and crowd control for special events and incidents.

Responds to incidents, calls and events requiring special assistance or oversight; Makes arrests, interviews suspects, conducts investigations, and performs field police work as necessary.

Prepares reports and/or presentations for court as required; Appears in court to provide testimony for civil or criminal cases as required.

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:**
This position receives general direction from the Chief of Police.

***Level of* Supervision Exercised:**
This position provides general supervision to assigned sworn and non-sworn personnel.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Procedures, practices, rules, and regulations of a community college police department.

Federal, state, city, county, and District laws, rules, and regulations related to policing.

The organization, operations, mission, goals and policies of the campus police department and District as a whole.

Law enforcement methods and procedures, including criminal investigation and processing, search and seizure, arrest, evidence handling, due process, and citizens' rights.

Principles, techniques, and methods of emergency management, emergency preparedness, and tactical alert.

Community-oriented policing, community relations practices, and effective customer service techniques.

~~Principles and practices of effective supervision.~~

Effective employee supervision, training, evaluation, and development techniques and practices

Strategic planning.

Record-keeping, audit, investigations, report writing and oral presentation techniques.

~~P.O.S.T.~~ POST standards and regulations.

Ability to:

~~Ability to d~~Demonstrate a commitment to diversity, equity, ~~and~~ inclusion and accessibility principles and participate in related training

Effectively coordinate and manage the daily operations of a campus police department.

Train and supervise staff.

Plan, organize, assign and review the work of a large number of subordinate personnel.

Take command of the Campus Police Department in the absence of the Chief of Police.

Interpret, analyze, and apply laws, rules, policies, and procedures.

Maintain accurate and detailed records and logs.

Research pertinent issues, collect and analyze data, and compile information.

Develop effective policies and procedures.

Prepare logical, concise, and well-written reports.

Make effective oral presentations.

Communicate effectively, both orally and in writing.

Utilize the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, influence and solicit cooperation and seek and obtain support.

Exercise a high degree of initiative, judgment, self-management, discretion and decision-making to integrate organizational priorities, meet deadlines and achieve objectives.

Think clearly and act rationally in high-pressure situations and quickly make appropriate decision in emergency situations.

Model professional integrity and ethics and deal quickly with breaches and misconduct

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources and staffing levels wisely and strategically

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

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

~~Establish and maintain effective working relationships with subordinates, supervisors, members of the external and college community, Administrators, City officials, faculty, staff, students, and others contacted in the course of work.~~

MINIMUM QUALIFICATIONS

Education Requirement:
~~Graduation from an accredited four-year college or university, preferably~~Bachelor's degree or equivalent from an accredited college or university. ~~with a major in Administration of Justice, Criminal Justice, Public or Business Administration or closely related field. A Master's Degree in a closely related field is desirable.~~

Experience Requirement:
~~Eight (8)~~ Six years of experience in a sworn Peace Officer position, including two ~~(2)~~ years ~~of recent~~ experience in a supervisory ~~or management position~~capacity at ~~the rank of Sergeant or above~~or above the level of police sergeant.

Education/Experience Equivalency:
Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted as permitted by POST requirements for the certifications listed below.~~Additional experience beyond the eight (8) years required may substitute for the college degree requirements on a year-for-year basis.~~

Licensure and/or Certification:
Possess or be eligible to obtain a POST Advanced ~~Possession of a California P.O.S.T.~~and Supervisory Certificates at the time of appointment.
~~The ability to~~Must obtain a ~~P.O.S.T.~~POST Management Certificate within 24 months of appointment.
First Aid and CPR certificates are required within 6 months of hire.
A valid Class C California driver's license.

Special Requirements:
Must be free of any felony convictions or misdemeanor convictions involving domestic violence and meet all minimum selection standards of a peace officer as specified by ~~P.O.S.T.~~POST
Must be legally authorized to work in the United States under federal law.
Successful passage of the ~~P.O.S.T.~~POST Physical Standards for a Peace Officer.
Must meet the District and ~~P.O.S.T.~~POST medical and psychological standards, including hearing and vision requirements.
Must pass a thorough background investigation (including polygraph), in accordance with ~~P.O.S.T~~POST and District Standards.

WORKING CONDITIONS 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.

Working Conditions and Physical Demands:
Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a District vehicle, and at the College Police Station. While working indoors, the environment may resemble a normal office environment in which the employee is regularly required to sit, and use hands to keyboard, type, or handle materials. When working outdoors: may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping. Employees in this classification must be able to run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night. Employees in this classification may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical and mechanical

hazards, vehicular traffic, vibration, and noise; may administer first aid and in an emergency, push, pull, drag, and move individuals and/or others weighing 150 pounds or more; may be exposed to blood or other bodily fluids or communicable diseases. Must be able to meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, sense of smell, dexterity levels appropriate to the duties to be performed, ability to use both hands and legs appropriate to the duties to be performed. Employees in this classification will be exposed to stressful and emergency situations and must be able to work irregular hours and schedules, and effectively respond to emergency incidents.

CLASS DETAIL	

Job Family:	Public Safety
FLSA Status:	Exempt
Personnel Commission Approval Date:	07/1977
Class History:	Campus Police Captain (01/19/11)
Revision Date(s):	01/19/11, 02/21/2018, 7/21/2021, 9/7/2021, 03/15/23, 11/1/23

> **Santa Monica Community College District**
> **Personnel Commission**
>
> **Community College Police Captain**

CONCEPT OF THE CLASS

Under general direction positions in this classification acts as the first deputy to the Chief of Police and oversee the daily activities of the Santa Monica College Police Department. Incumbents ensure assigned essential College Police Department functions are carried out, and assist with the management of the Emergency Preparedness program and related functions.

DISTINGUISHING CHARACTERISTICS

The Community College Police Captain oversees the assigned functions of the College Police Department and performs as the first deputy to the Chief of Police.

The Community College Police Sergeant serves as Watch Commander and first line supervisor for the College Police Department's sworn and non-sworn personnel and enforces District policies and applicable local, federal and state laws.

The Chief of Police manages and directs the operations and activities of the College Police Department and oversees the district-wide emergency preparedness programs.

ESSENTIAL DUTIES

Supervises, directs, and oversees daily activities of police department personnel, including patrol, traffic, parking, investigations, dispatch, and other related activities; oversees the effective deployment of personnel to ensure efficient department operations and fully operational shifts.

Liaises with the external and college community, administrators, City officials, faculty, staff, and students to promote a community-oriented policing approach, address campus safety and community issues and concerns and ensure that College and police policies are being followed appropriately.

Keeps accurate and up-to-date record policing data metrics, including key performance indicators, tracks data related to traffic stops and other officer-initiated contacts, conducts stakeholder climate surveys focused on campus public safety services.
Coordinates emergency preparedness measures; directs and administers the emergency management program and emergency response plan; leads committee efforts directed at emergency preparedness.

Responds to the scene of emergencies and major incidents and commands police response operations as necessary while maintaining close contact with the Chief of Police, Emergency Operations Manager, or Incident Commander.

Assumes the duties of the Chief of Police in order to provide continuous command and supervision in the absence of the Chief of Police.

Plans, assigns, coordinates and reviews the work of subordinate personnel; Ensures administrative work is completed and accurate; works with supervising personnel to ensure that follow-up investigations are completed when necessary.

Supervises, evaluates, trains, and counsels subordinate personnel.

Works with the assigned Peace Officer Standards and Training (POST) manager to ensure training is planned and completed in compliance with POST standards and meets departmental needs and objectives.

Conducts and/or oversees internal affairs investigations and other investigations; investigates and adjudicates personnel complaints; recommends discipline for sustained allegations of misconduct.

Maintains accurate and complete records, reports, and files; compiles data and research; prepares complex statistical and narrative reports and formal written recommendations; makes oral presentations to a variety of audiences.

Reviews policies, procedures and operations of the department, conducts audits of operations and personnel, identifies areas of concern and methods to increase efficiency and productivity, and develops and recommends policy changes.

In conjunction with the Chief of Police and department staff, performs strategic and work planning activities and develops programs, goals, and objectives to support the mission of the department and District.

Assists with preparation of departmental budget, monitors expenditures, prepares and presents budget reports.

Oversees the planning and coordination of law enforcement, parking enforcement, and crowd control for special events and incidents.

Responds to incidents, calls and events requiring special assistance or oversight; Makes arrests, interviews suspects, conducts investigations, and performs field police work as necessary.

Prepares reports and/or presentations for court as required; Appears in court to provide testimony for civil or criminal cases as required.

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:
This position receives general direction from the Chief of Police.

Level of Supervision Exercised:
This position provides general supervision to assigned sworn and non-sworn personnel.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Procedures, practices, rules, and regulations of a community college police department

Federal, state, city, county, and District laws, rules, and regulations related to policing

The organization, operations, mission, goals and policies of the campus police department and District as a whole

Law enforcement methods and procedures, including criminal investigation and processing, search and seizure, arrest, evidence handling, due process, and citizens' rights

Principles, techniques, and methods of emergency management, emergency preparedness, and tactical alert

Community-oriented policing, community relations practices, and effective customer service techniques

Effective employee supervision, training, evaluation, and development techniques and practices

Strategic planning

Record-keeping, audit, investigations, report writing and oral presentation techniques.

POST standards and regulations

Ability to:

Demonstrate a commitment to diversity, equity, inclusion and accessibility principles and participate in related training

Effectively coordinate and manage the daily operations of a campus police department

Train and supervise staff

Plan, organize, assign and review the work of a large number of subordinate personnel

Take command of the Campus Police Department in the absence of the Chief of Police

Interpret, analyze, and apply laws, rules, policies, and procedures

Maintain accurate and detailed records and logs

Research pertinent issues, collect and analyze data, and compile information

Develop effective policies and procedures

Prepare logical, concise, and well-written reports

Make effective oral presentations

Communicate effectively, both orally and in writing

Utilize the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, influence and solicit cooperation and seek and obtain support

Exercise a high degree of initiative, judgment, self-management, discretion and decision-making to integrate organizational priorities, meet deadlines and achieve objectives

Think clearly and act rationally in high-pressure situations and quickly make appropriate decision in emergency situations

Model professional integrity and ethics and deal quickly with breaches and misconduct

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources and staffing levels wisely and strategically

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

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

MINIMUM QUALIFICATIONS

Education Requirement:
Bachelor's degree or equivalent from an accredited college or university.

Experience Requirement:
Six years of experience in a sworn Peace Officer position, including two years' experience in a supervisory capacity at or above the level of police sergeant.

Education/Experience Equivalency:
Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted as permitted by POST requirements for the certifications listed below.
Licensure and/or Certification:
Possess or be eligible to obtain a POST Advanced and Supervisory Certificates at the time of appointment.
Must obtain a POST Management Certificate within 24 months of appointment.
First Aid and CPR certificates are required within 6 months of hire.
A valid Class C California driver's license.

Special Requirements:
Must be free of any felony convictions or misdemeanor convictions involving domestic violence and meet all minimum selection standards of a peace officer as specified by POST
Must be legally authorized to work in the United States under federal law.
Successful passage of the POST Physical Standards for a Peace Officer.
Must meet the District and POST medical and psychological standards, including hearing and vision requirements.
Must pass a thorough background investigation (including polygraph), in accordance with POST and District Standards.

WORKING CONDITIONS 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.

Working Conditions and Physical Demands:
Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a District vehicle, and at the College Police Station. While working indoors, the environment may resemble a normal office environment in which the employee is regularly required to sit, and use hands to keyboard, type, or handle materials. When working outdoors: may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping. Employees in this classification must be able to run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night. Employees in this classification may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise; may administer first aid and in an emergency, push, pull, drag, and move individuals and/or others weighing 150 pounds or more; may be exposed to blood or other bodily fluids or communicable diseases. Must be able to meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, sense of smell, dexterity levels appropriate to the duties to be performed, ability to use both hands and legs appropriate to the duties to be performed. Employees in this classification will be exposed to stressful and

emergency situations and must be able to work irregular hours and schedules, and effectively respond to emergency incidents.

CLASS DETAIL

Job Family:	Public Safety
FLSA Status:	Exempt
Personnel Commission Approval Date:	07/1977
Class History:	Campus Police Captain
Revision Date(s):	01/19/11, 02/21/2018, 7/21/2021, 9/7/202103/15/23, 11/1/23

Agenda Report Number	3
Subject	Classification Revisions: Chief of Police
Date	November 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Karen Monzon, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Chief of Police.**

As part of the cyclical review process, we are reviewing classifications in the Campus Safety job discipline. The Chief of Police manages and directs daily operations and activities of the Santa Monica Community College District Police Department and oversees the district-wide emergency preparedness programs.

The Chief of Police classification was established in April 1983. This classification has been revised twice since its establishment. The most recent revision was approved in March 2023. There is currently one permanent incumbent in this classification. The proposed changes will not adversely affect the incumbent.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2022-23. The incumbent from the Chief of Police classification, was invited to participate in a class study orientation on December 13, 2022, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbent was requested to complete a Position Description Questionnaire (PDQ) by February 3, 2023.

Personnel Commission staff consulted with Mike Tuitasi, Vice President of Student Affairs, to discuss the classification description. In addition, Mr. Tuitasi was 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, knowledge and abilities required for the job, and to the minimum qualifications required of new employees.

Additionally, a job evaluation and an external salary study 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.

A comprehensive survey of comparable agencies was conducted. The salary survey of standard benchmark organizations 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
Santa Monica College	Chief of Police	$16,420	$18,103	$17,262
Cerritos College	Chief, Campus Police Services	$12,701	$16,963	$14,832
Contra Costa CCD	Chief of Police	$10,609	$12,927	$11,768
Glendale College	Chief of Police	$9,432	$12,036	$10,734
Mt. San Antonio College	Chief, Police and Campus Safety	$14,671	$16,010	$15,341
Pasadena City College	Chief, Police and Safety Services	$11,786	$14,327	$13,056
Riverside CCD	Chief of Police	$14,127	$17,199	$15,663
State Center CCD	Police Chief	$10,486	$11,183	$10,835
Ventura County CCD	Chief of Police	$11,621	$15,574	$13,598
	Average	$11,929	$14,527	$13,228
	25th Percentile	$10,578	$12,704	$11,535
	50th Percentile	$11,703	$14,950	$13,327
	75th Percentile	$13,057	$16,248	$14,959
	80th Percentile	$13,556	$16,582	$15,137
	90th Percentile	$14,290	$17,034	$15,437
	SMC % RANK	100%	100%	**100%**
	SMC Difference From AVG	27.4%	19.8%	23.4%
	SMC Difference From MED	28.7%	17.4%	22.8%

The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.

The current salary for the Chief of Police is A20 on the Classified Administrator's Salary Schedule. In this survey, SMC is in the 100%th median percentile compared to all benchmark agencies with comparable classifications.

SALARY REALLOCATION

Based on median percentile ranking at the 100%[th] percentile, salary reallocation is not recommended given current salary meets the District's goal to target the 70th percentile. The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Chief of Police	A20	$16,420	$18,103	40.70%
Community College Police Captain	M33	$11,670	$14,184	30.74%
Community College Police Sergeant (Proposed Salary Reallocation)**	M22	$8,926	$10,850	28.06%
Community College Police Officer	P42	$6,970	$8,471	

**Proposed in a subsequent agenda item.

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

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions for the Chief of Police.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	3
Nays	0
Abstentions	0
Amendments/Comments	

Santa Monica Community College District
Personnel Commission

Chief of Police

CONCEPT OF THE CLASS

~~This position~~Under general direction, the Chief of Police ~~plans, coordinates,~~manages and directs ~~and supervises the~~ daily operations and activities of the Santa Monica Community College District Police Department, and oversees the district-wide emergency preparedness programs.

DISTINGUISHING CHARACTERISTICS

The Chief of Police manages and directs the operations and activities of the College Police Department and oversees the district-wide emergency preparedness programs.

The Community College Police Captain acts as the first deputy to the Chief of Police and oversees assigned functions of the College Police Department.

The Community College Police Sergeant serves as Watch Commander and first line supervisor for the College Police Department's sworn and non-sworn personnel and enforces District policies and applicable local, federal and state laws.

ESSENTIAL DUTIES

~~Plans, coordinates,~~Oversees, directs and supervises the operation, enforcement policies and activities of the Santa Monica Community College Police Department.

Directs and oversees district-wide emergency preparedness to include compliance with Incident Command System (ICS), National Incident Management Systems (NIMS), and Standardized Emergency Management Systems (SEMS).

Provides leadership and demonstrates by example a community policing model for the District, including participation in shared governance, and other problem-solving approaches to law enforcement within the District.

Oversees the recording of policing data metrics including tracking data related to traffic stops and other officer-initiated contacts.

Oversees and reviews climate surveys focused on campus public safety services.

Oversees the planning, development, and implementation of District parking enforcement regulations, parking patrol schedules, and citation procedures; plans and oversees traffic control for special events and other peak traffic periods.

Oversees the development and implementation of strategic and work planning activities; develops programs, goals, and objectives to support the mission of the department and the District.

Upholds the District's campus policing philosophy. ~~E~~ensures that campus police activities are in line with the peace officer code of ethics.

Directs emergency response operations for major and minor incidents occurring within the jurisdiction of Campus Police.

20

Serves as the responsible agent of the District to ensure the collection, analysis, and timely submission of mandated crime reporting to the public, in compliance with applicable local, state, and/or federal regulations.

Directs the preparation, maintenance, and retention of files and records related to Campus Police functions and activities; maintains records of criminal activity affecting the District.

Oversees the development and presentation of training and informational programs for students, faculty, and staff in the areas of emergency preparedness, and best practices for campus safety and security.

Assists with updating and implementation of the District's Emergency Preparedness and Hazard Mitigation Plan.

Recommends improvements in campus police and security services and related policies and regulations.

Interviews qualified applicants; oversees the final selection of new Campus Police personnel, including the completion of appropriate background investigations .

Instructs campus police and security personnel in pertinent District policies and appropriate community policing procedures; revises and maintains training manual on procedures and methods for protecting personnel, students and facilities of the college campus.

Evaluates counsels and disciplines college police department personnel as needed; ensures that police personnel meet ~~P.O.S.T~~POST requirements.

Coordinates and supervises the scheduling and assignment of College Police Department personnel, students and facilities.

Oversees the recruitment and training for the Police Cadets Program.

Supervises and coordinates criminal investigations, including the interrogation of subjects, control and appearance at hearing and trials .

Supervises and may participate in patrol, enforcement and providing security for events and gatherings.

Recommends enforcement and providing security for events and gatherings; recommends improvement in campus police and security services and related policy regulations.

Reviews reports submitted by police and security personnel for accuracy, completeness and appropriateness of action taken.

Prepares and administers the police department budget; prepares recommendations and justifications regarding budget requests; authorizes expenditures according to District policies.

Prepares, submits, and presents special statistical and narrative reports to the Board of Trustees, President/Superintendent, and senior management staff as required.

Performs other related duties as assigned or requested.

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:**
The position in this classification receives general direction from the Vice President of Student Affairs.

Level of Supervision Exercised:
This position exercises general supervision to assigned sworn and non-sworn personnel. over a Community College Police Captain, the Community College Police Sergeants, Community College Police Officers, Police Dispatchers, Parking Security Officers, and administrative support staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles of police science, administration and organization

Law enforcement procedures, police methodology and preventive security measures within a higher education environment

Applicable federal, state, city, and county laws, rules, and regulations, including laws of search, seizure and arrest, legal rights of citizens, court procedures, and rules of evidence

Proper use and care of firearms

Standardized Emergency Management Systems (ICS [Incident Command System], NIMS, SEMS)

Principles and procedures of emergency preparedness, including threat assessment, workplace violence prevention, crime prevention, and critical incident protocols

Principles and practices of community policing programs

Principles, practices, and techniques for criminal and civil investigations, internal affairs investigations, police background investigations, and administrative investigations

Training and certification requirements for law enforcement officers and support staff in compliance with State and Federal statutes

Administration of Public Safety Officer's Bill of Rights

Crowd control and vehicle control procedures

Recent court decisions affecting police work

Supervisory procedures and practices including effective recruitment and selection; assigning and delegating work, evaluating performance, motivating employees, training and developing staff, handling grievances and imposing corrective and/or disciplinary action

Participatory governance, committee leadership, and other community college governance processes

Ability to:

Ability to dDemonstrate a commitment to diversity, equity, and inclusion and accessibility principles and participate in related training

Plan, organize, direct and manage on a District level the operations of a campus police department, including hiring, evaluating, and disciplining employees

Train and manage personnel according to P.O.S.T.POST mandates and accepted law enforcement methods and the principles of community policing

Analyze, interpret, and enforce federal/state/local laws, rules, and regulations

Analyze situations accurately and adopt an effective course of action

Interrogate suspects and interview complainants and witnesses; conduct confidential criminal and civil investigations

Recognize drug or alcoholic induced behavior, criminal activity, dangerous or threatening behavior, and violations of federal/state/local laws and District policies

Speak, write, and present policies, procedures, reports, and presentations effectively, in court, and to the public, District management, and the media

Set priorities and manage time and work in fast-paced and busy environment with multiple tasks and interruptions

Make quick decisions in emergencies

Direct investigations, make arrests, file criminal complaints and detect and prevent criminal activity

Recommend improvements in department operations and changes in policies and procedures

Prepare clear, concise and comprehensive verbal and statistical reports

Maintain focus and emotional control in stressful and threatening situations

Model professional integrity and ethics and deal quickly with breaches and misconduct

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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

~~Commitment to inclusion and global diversity, including but not limited to race, sex, religion, ethnicity, sexual orientation, gender expression, gender expression, socioeconomic status, veteran status, and disability~~

~~Establish and maintain cooperative working relationships with other staff, faculty, administrators, managers, students and all additional components of the District community and the public, including the media~~

MINIMUM QUALIFICATIONS

Education Requirement:
Bachelor's degree or equivalent from an accredited college or university.~~in Criminal Justice, Psychology, Sociology, or a closely related field~~.

Experience Requirement:
~~Five (5)~~Ten years of ~~recent~~ public law enforcement and investigative experience which included ~~two (2)~~ four years in a supervisory capacity at or above the level of police sergeant.

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.~~as permitted by POST requirements for the certifications listed below.

Licensure and/or Certification:
Possession of a POST Management Certificate at the time of appointment.
Successfully complete the POST Executive Development Course within 24 months of appointment.
~~Satisfactory completion of a P.O.S.T supervisory training course~~
~~Successful passage of the P.O.S.T Physical Standards for a Peace Officer~~
~~Successful completion of a P.O.S.T middle management course required within one (1) year after appointment~~
First Aid and CPR certificates are required within 6 months of hire.
Valid Class C California ~~D~~driver's ~~L~~license

Special Requirement:
Must be legally authorized to work in the United States under federal law.
Must be free of any felony convictions or misdemeanor convictions involving domestic violence and meet all minimum selection standards of a peace officer as specified by POST.
Successful passage of the POST Physical Standards for a Peace Officer
Must meet the District and POST medical and psychological standards, including hearing and vision requirements.
Must pass a thorough background investigation (including polygraph), in accordance with POST and District Standards.

WORKING ENVIRONMENT & 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.

Working Conditions and Physical Demands:
Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a District vehicle (including motorcycles), on a bicycle and at the College Police Station. While working indoors, the environment may resemble a normal office environment in which the employee is regularly required to sit, and use hands to keyboard, type, or handle materials. When working outdoors: may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping. Employees in this classification must be able to run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night. Employees in this classification may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical, and mechanical hazards, vehicular traffic, vibration, and noise; may administer first aid and in an emergency, push, pull, drag, and move individuals and/or others weighing 150 pounds or more. may be exposed to blood or other bodily fluids or communicable diseases. Must be able to meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, sense of smell, dexterity levels appropriate to the duties to be performed, ability to use both hands and legs appropriate to the duties to be performed. Employees in this classification will be exposed to stressful and emergency situations and must be able to work irregular hours and schedules, and effectively respond to emergency incidents.

CLASS DETAIL

Job Family:	Public Safety
FLSA Status:	Exempt
Personnel Commission Approval Date:	04/1983
Class History:	Community College Police Chief
Revision Date(s):	10/94; 7/30/2015; 03/15/23, 11/1/2023

Job Family: Public Safety & Community Outreach
FLSA Status: Exempt

Personnel Commission Approval Date:
Class History: Established April, 1983
Revision Date(s):   10/94; Updated and Revised Revised 7/30/2015; 03/15/23

Santa Monica Community College District
Personnel Commission
Chief of Police

CONCEPT OF THE CLASS

Under general direction, the Chief of Police manages and directs daily operations and activities of the Santa Monica Community College District Police Department, and oversees the district-wide emergency preparedness programs.

DISTINGUISHING CHARACTERISTICS

The <u>Chief of Police</u> manages and directs the operations and activities of the College Police Department and oversees the district-wide emergency preparedness programs.

The <u>Community College Police Captain</u> acts as the first deputy to the Chief of Police and oversees assigned functions of the College Police Department.

The <u>Community College Police Sergeant</u> serves as Watch Commander and first line supervisor for the College Police Department's sworn and non-sworn personnel and enforces District policies and applicable local, federal and state laws.

ESSENTIAL DUTIES

Oversees, directs and supervises the operation, enforcement policies and activities of the Santa Monica Community College Police Department.

Directs and oversees district-wide emergency preparedness to include compliance with Incident Command System (ICS), National Incident Management Systems (NIMS), and Standardized Emergency Management Systems (SEMS).

Provides leadership and demonstrates by example a community policing model for the District, including participation in shared governance, and other problem-solving approaches to law enforcement within the District.

Oversees the recording of policing data metrics including tracking data related to traffic stops and other officer-initiated contacts.

Oversees and reviews climate surveys focused on campus public safety services.

Oversees the planning, development, and implementation of District parking enforcement regulations, parking patrol schedules, and citation procedures; plans and oversees traffic control for special events and other peak traffic periods.

Oversees the development and implementation of strategic and work planning activities; develops programs, goals, and objectives to support the mission of the department and the District.

Upholds the District's campus policing philosophy, ensures that campus police activities are in line with the peace officer code of ethics.

Directs emergency response operations for major and minor incidents occurring within the jurisdiction of Campus Police.

Serves as the responsible agent of the District to ensure the collection, analysis, and timely submission of mandated crime reporting to the public, in compliance with applicable local, state, and/or federal regulations.

Directs the preparation, maintenance, and retention of files and records related to Campus Police functions and activities; maintains records of criminal activity affecting the District.

Oversees the development and presentation of training and informational programs for students, faculty, and staff in the areas of emergency preparedness, and best practices for campus safety and security.

Assists with updating and implementation of the District's Emergency Preparedness and Hazard Mitigation Plan.

Recommends improvements in campus police and security services and related policies and regulations.

Interviews qualified applicants; oversees the final selection of new Campus Police personnel, including the completion of appropriate background investigations .

Instructs campus police and security personnel in pertinent District policies and appropriate community policing procedures; revises and maintains training manual on procedures and methods for protecting personnel, students and facilities of the college campus.

Evaluates counsels and disciplines college police department personnel as needed; ensures that police personnel meet POST requirements.

Coordinates and supervises the scheduling and assignment of College Police Department personnel, students and facilities.

Oversees the recruitment and training for the Police Cadets Program.

Supervises and coordinates criminal investigations, including the interrogation of subjects, control and appearance at hearing and trials .

Supervises and may participate in patrol, enforcement and providing security for events and gatherings.

Recommends enforcement and providing security for events and gatherings; recommends improvement in campus police and security services and related policy regulations.

Reviews reports submitted by police and security personnel for accuracy, completeness and appropriateness of action taken.

Prepares and administers the police department budget; prepares recommendations and justifications regarding budget requests; authorizes expenditures according to District policies.

Prepares, submits, and presents special statistical and narrative reports to the Board of Trustees, President/Superintendent, and senior management staff as required.

Performs other related duties as assigned or requested.

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:
The position in this classification receives general direction from the Vice President of Student Affairs.

Level of Supervision Exercised:
This position exercises general supervision to assigned sworn and non-sworn personnel.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles of police science, administration and organization

Law enforcement procedures, police methodology and preventive security measures within a higher education environment

Applicable federal, state, city, and county laws, rules, and regulations, including laws of search, seizure and arrest, legal rights of citizens, court procedures, and rules of evidence

Proper use and care of firearms

Standardized Emergency Management Systems

Principles and procedures of emergency preparedness, including threat assessment, workplace violence prevention, crime prevention, and critical incident protocols

Principles and practices of community policing programs

Principles, practices, and techniques for criminal and civil investigations, internal affairs investigations, police background investigations, and administrative investigations

Training and certification requirements for law enforcement officers and support staff in compliance with State and Federal statutes

Administration of Public Safety Officer's Bill of Rights

Crowd control and vehicle control procedures

Recent court decisions affecting police work

Supervisory procedures and practices including effective recruitment and selection; assigning and delegating work, evaluating performance, motivating employees, training and developing staff, handling grievances and imposing corrective and/or disciplinary action

Participatory governance, committee leadership, and other community college governance processes

Ability to:

Demonstrate a commitment to diversity, equity, , inclusion and accessibility principles and participate in related training

Plan, organize, direct and manage on a District level the operations of a campus police department, including hiring, evaluating, and disciplining employees

Train and manage personnel according to POST mandates and accepted law enforcement methods and the principles of community policing

Analyze, interpret, and enforce federal/state/local laws, rules, and regulations

Analyze situations accurately and adopt an effective course of action

Interrogate suspects and interview complainants and witnesses; conduct confidential criminal and civil investigations

Recognize drug or alcoholic induced behavior, criminal activity, dangerous or threatening behavior, and violations of federal/state/local laws and District policies

Speak, write, and present policies, procedures, reports, and presentations effectively, in court, and to the public, District management, and the media

Set priorities and manage time and work in fast-paced and busy environment with multiple tasks and interruptions

Make quick decisions in emergencies

Direct investigations, make arrests, file criminal complaints and detect and prevent criminal activity

Recommend improvements in department operations and changes in policies and procedures

Prepare clear, concise and comprehensive verbal and statistical reports

Maintain focus and emotional control in stressful and threatening situations

Model professional integrity and ethics and deal quickly with breaches and misconduct

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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

MINIMUM QUALIFICATIONS

Education Requirement: Bachelor's degree or equivalent from an accredited college or university..

Experience Requirement:
Ten years of public law enforcement and investigative experience which included four years in a supervisory capacity at or above the level of police sergeant.

Education/Experience Equivalency:
Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted as permitted by POST requirements for the certifications listed below.

Licensure and/or Certification:
Possession of a POST Management Certificate at the time of appointment.
Successfully complete the POST Executive Development Course within 24 months of appointment.

First Aid and CPR certificates are required within 6 months of hire.
Valid Class C California driver's license

Special Requirement:
Must be legally authorized to work in the United States under federal law.
Must be free of any felony convictions or misdemeanor convictions involving domestic violence and meet all minimum selection standards of a peace officer as specified by POST.
Successful passage of the POST Physical Standards for a Peace Officer
Must meet the District and POST medical and psychological standards, including hearing and vision requirements.
Must pass a thorough background investigation (including polygraph), in accordance with POST and District Standards.

WORKING ENVIRONMENT & 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.

Working Conditions and Physical Demands:
Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a District vehicle (including motorcycles), on a bicycle and at the College Police Station. While working indoors, the environment may resemble a normal office environment in which the employee is regularly required to sit, and use hands to keyboard, type, or handle materials. When working outdoors: may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping. Employees in this classification must be able to run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night. Employees in this classification may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical, and mechanical hazards, vehicular traffic, vibration, and noise; may administer first aid and in an emergency, push, pull, drag, and move individuals and/or others weighing 150 pounds or more. may be exposed to blood or other bodily fluids or communicable diseases. Must be able to meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, sense of smell, dexterity levels appropriate to the duties to be performed, ability to use both hands and legs appropriate to the duties to be performed. Employees in this classification will be exposed to stressful and emergency situations and must be able to work irregular hours and schedules, and effectively respond to emergency incidents.

CLASS DETAIL

Job Family:	Public Safety
FLSA Status:	Exempt
Personnel Commission Approval Date:	04/1983
Class History:	Community College Police Chief
Revision Date(s):	10/94; 7/30/2015; 03/15/23, 11/1/2023

Agenda Report Number	4
Subject	Classification Revisions and Salary Reallocation: Community College Police Sergeant
Date	November 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Karen Monzon, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions and salary reallocation for **Community College Police Sergeant**.

As part of the cyclical review process, we are reviewing classifications in the Campus Safety job discipline. The Community College Police Sergeant serves as the Watch Commander for the SMC Police Department. This role is responsible for enforcing District policies, procedures, safety regulations and ensuring a safe environment for students, staff and the public.

The Community College Police Sergeant classification was established in June 1977. This classification has been revised several times since its establishment. The most recent revision was approved in March 2023. There are currently three permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2022-23. Incumbents were invited to participate in a class study orientation, 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 February 3, 2023.

Personnel Commission staff consulted with Johnnie Adams, Chief of Police, to discuss the classification description. In addition, the Chief of Police was 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
Santa Monica College	Community College Police Sergeant	$8,501	$10,333	$9,417
Contra Costa CCD -	Police Services Sergeant	$7,537	$9,183	$8,360
El Camino College	Campus Police Sergeant	$8,201	$10,559	$9,380
Foothill De Anza CCD	Police Sergeant	$7,861	$10,550	$9,206
Glendale College	Police Sergeant	$7,019	$8,950	$7,985
Mt. San Antonio College	Sergeant, Police and Campus Safety	$9,997	$11,250	$10,624
Pasadena City College	Sergeant, Police & Safety Services	$8,739	$10,686	$9,712
Riverside CCD	Sergeant	$9,582	$11,665	$10,624
	Average	$8,419	$10,406	$9,413
	25th Percentile	$7,699	$9,867	$8,783
	50th Percentile	$8,201	$10,559	$9,380
	75th Percentile	$9,160	$10,968	$10,168
	80th Percentile	$9,413	$11,137	$10,441
	90th Percentile	$9,748	$11,416	$10,624
	SMC % RANK	59.2%	30.6%	51.8%
	SMC Difference From AVG	1.0%	-0.7%	0.0%
	SMC Difference From MED	3.5%	-2.2%	0.4%

The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.

The current salary range for Community College Police Sergeant is M20 on the Classified Management Salary Schedule. In this survey, SMC is in the 51.8% median percentile compared to all benchmark agencies with comparable classifications, that is, 48.2% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that the salary for Community College Police Sergeant be reallocated from M20 to M22 on the Classified Management Salary Schedule, a 5% increase. The proposed increase would place the median salary for this classification at the 70th 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.

Cyclical review results have been sent to the incumbents, 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	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Chief of Police	Vice President of Student Affairs	A20	$16,420	$18,103	40.70%
Community College Police Captain	Chief of Police	M33	$11,670	$14,184	30.74%
Community College Police Sergeant (Proposed Salary Reallocation)	Chief of Police	M22	$8,926	$10,850	28.06%
Community College Police Officer	Chief of Police	P42	$6,970	$8,471	

RECOMMENDATION

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

FROM: M20 – Classified Management Salary Schedule

TO: M22 – Classified Management Salary Schedule

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Lawrence Leone
Ayes	3
Nays	0
Abstentions	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Community College Police Sergeant

CONCEPT OF THE CLASS

Under general direction, ~~P~~positions in this classification serve as the ~~Campus Police Department~~ Watch Commander for the Santa Monica College District Police Department, ~~and are assigned primary responsibility as a working~~ first line supervisor for the police department's sworn and non-sworn personnel; enforces District policies, procedures, and safety regulations, and ensures a safe environment for students, staff and the public. ~~as well as applicable local, federal, and state law and ordinances; provides and supervises all department services District wide as required; and performs specialized police and other related work as required.~~

The Community College Police Sergeant serves as Watch Commander and first line supervisor for the College Police Department's sworn and non-sworn personnel enforces District policies and applicable local, federal and state laws.

The Community College Police Captain oversees assigned functions of the College Police Department and performs as the first deputy to the Chief of Police.

The Community College Police Officer is the classification of sworn Police Officer requiring successful completion of a basic law enforcement training program at a California Commission on Peace Officer Standards and Training (POST) certified academy.

ESSENTIAL DUTIES

Supervises, schedules, coordinates, and monitors the activities of an assigned shift of law enforcement personnel, parking officers, and dispatchers by making spot inspections of personnel on all District owned or controlled property or while personnel are conducting District business; monitors workloads and insures that department regulations and policies are followed.

Schedules and coordinates the daily work assignments of personnel on various shifts and monitors their attendance; schedules department staff to cover absences.

Keep~~sing~~ accurate and up-to-date record policing data metrics, including key performance indicators; tracks data related to traffic stops and other officer-initiated contacts.

Assists in ensuring District owned or controlled properties, as well as streets adjacent to District owned or controlled properties are protected against damage, trespassing, theft, loitering, and other offenses.

Patrols all District properties and surrounding areas by vehicle, bicycle or foot to establish positive rapport and cooperative relationships with the public and members of the District community.

Deters, locates, reprimands, detains, cites, and/or arrests persons committing crimes, creating disruptions, or violating District polices or procedures; administers first aid when needed.

Engages and assists in ensuring the safety of students, faculty, staff, and guests of the college.

Conducts daily briefings with police department personnel to conduct trainings, assign activities, update personnel on policies and laws, and share information regarding criminal activity.

Responds to campus and community complaints and radio calls.

Schedules training for law enforcement personnel and for civilian employees, and monitors and schedules police officer advanced training required by ~~P.O.S.T.~~POST; maintains training records.

Participates in the selection, training and evaluation of police department staff.

Maintains integrity and confidentiality at all times, and monitors subordinates for compliance.

Conducts and/or supervises criminal and civil investigations; evidence collection and maintenance; reviews reports and provides feedback as needed and may perform or assign follow-up activities to clarify or resolve reported incidents or problems; writes complex criminal, civil, and incident reports; maintains accurate and complete records, reports, and files; assists in maintaining confidential and other department records.

Responds to subpoenas; testifies in court as required; operates all department and law enforcement computer systems and programs as needed.

Assists in the planning and coordinating of law enforcement, parking operations and enforcement, security, and crowd control for special events.

Conducts or assists with internal affairs, background, or other confidential investigations as needed.

Conducts parking citation administrative appeal reviews as assigned.

Demonstrates a community oriented approach to police work; maintains good working relationships with students, staff, faculty, administrators, and the public regarding law enforcement services, public programs and services.

Maintains cooperative working relationships with local, state and federal law enforcement and criminal justice agencies, the City and District Attorney's offices and the courts.

Actively participates in District, community, federal and state meetings, task forces and committees, as assigned and represents the District and department.

Assists with the District's emergency preparedness procedures to include evacuation of buildings and facilities, securing perimeters, and coordination of emergency services. Provides training in Emergency Preparedness or other related topics as needed or assigned.

Maintains the level of proficiency required for the position; remains current with case and statutory laws relating to functions of the department; attends mandatory ~~P.O.S.T.~~POST, department, and in-service training to maintain required law enforcement standards.

Makes recommendations to the Police Command Staff regarding departmental policies and procedures, staffing, budgeting, and other related matters.

Performs administrative functions related to the documentation of performance evaluations, counseling, written warnings, and commendation letters.

May perform and/or supervise special assignments such as, but not limited to~~:~~, emergency disaster planning, cadet program, evidence and property, crime prevention, gang suppression, FTO program, investigations, motors, range, parking and transportation programs, in-service training, or specific grant funded assignments.

Assumes primary responsibility for the Police Department in the absence of the Chief of Police, Captain, or other higher ranking sworn officer.

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 direction, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised:
This position provides general supervision to assigned sworn and non-sworn personnel. ~~Supervision may be exercised over the following classifications: Community College Police Officer, Community College Police Recruit, Community College Parking Enforcement Officer, Community College Police Dispatcher, Administrative Assistant I, Campus Safety Officer, Police Services Assistant, and Police Cadets (students).~~

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Terms, procedures, codes, and regulations used by community college police

~~Knowledge of f~~Federal, state, county, city, and District laws ~~related to the apprehension, arrest, search and seizure, legal rights of citizens, court procedures and prosecution of individuals accused of committing misdemeanors and felonies.~~ and ordinances including applicable sections of the California Penal code, and State Education Code

~~Knowledge of r~~Rules of evidence

~~Knowledge of the d~~Department manual and the Peace Officer Bill of Rights

~~Knowledge of~~ Community-Oriented Policing and educational law enforcement principles, practices, techniques and mandates to include the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Title IX, Violence Against Women Act (VAWA), and the Kristin Smart Campus Safety Act

~~Knowledge of i~~Investigative techniques and procedures

~~Knowledge of u~~Use and care of firearms

~~Knowledge of s~~Supervision techniques

~~Knowledge of l~~Law enforcement training procedures and methods

~~Knowledge of~~ District mission and vision statements, shared governance practices, accreditation process, and principles of governance in the California Community College System

~~Knowledge of c~~Crowd and traffic control and enforcement procedures

~~Knowledge of e~~Emergency dispatching administration and organization

~~Knowledge of t~~Technical and operating principles, practices and problems in public safety communications

~~Knowledge of~~ Police records filing systems, including California Law Enforcement Telecommunication System (CLETS) and Justice Data Interface Controller (JDIC)

~~Knowledge of u~~Uniform reporting standards in the use of information by local and state law enforcement agencies and other federal and state authorities

~~Knowledge of f~~First aid and CPR

Ability to:

~~d~~Demonstrate a commitment to diversity, equity, ~~and~~ inclusion, ~~principles~~ and accessibility principles and participate in related training

~~Ability to c~~Coordinate, schedule, monitor, and supervise the work of assigned personnel

~~Ability to remain calm in stressful situations~~

~~Ability to m~~Meet demands of police work, such as arresting combative subjects

~~Ability to g~~Gather, assemble, analyze, and evaluate facts and evidence

Ability to interpret and apply laws, rules, and regulations.

Ability to eEvaluate training programs and methods.

Ability to tTrain and evaluate law enforcement and civilian personnel.

Ability to uUnderstand and interpret written and oral instructions and directives.

Ability to prepare clear, concise, and comprehensive written reports and instructions.

Ability to dDemonstrate safe and effective law enforcement practices.

Ability to rRespond quickly, effectively and efficiently in emergency or crisis situations.

Ability to lLearn to develop, plan, and implement a comprehensive training program.

Ability to uUnderstand and interpret District employee labor contracts.

Ability to establish and maintain effective working relationships in a diverse multi-cultural and multi-ethnic educational environment.

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

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

Communicate effectively, both orally and in writing

Role model exceptional internal and external customer service

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct

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

MINIMUM QUALIFICATIONS

Education Requirement:
Associate's Ddegree or equivalent from an accredited college or university. in Administration of Justice or a related field. A Bbachelor's Ddegree in a related field is preferred.

Experience Requirement:
Three (3)Four years of experience as a P.O.S.T.POST certified sworn police Peace oOfficer.

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 basisas required by POST.

Licensure and/or Certification:
Possession of a P.O.S.T.Possession of a POST bBasic cCertificate.
 and mMeet all requirements to obtain a P.O.S.T.POST iIntermediate cCertificate. An intermediate certificate must be obtained within 6 months of hire.
Must successfully complete a P.O.S.T.POST supervisory training course (applicable toward a P.O.S.T.POST sSupervisory cCertificate) within 12 months of appointment.
First Aid and CPR certificates are required within 6 months of hire.
Possession of a valid Class C California driver's license.

Special Requirements:
Must be free of any felony convictions or misdemeanor convictions involving violence and meet all minimum selection standards of a peace officer as specified by POST the California Commission on Peace Officer Standards and Training.
Must be legally authorized to work in the United States under federal law.
Must pass a thorough background investigation (including polygraph), in accordance with P.O.S.T. POST and District Standards.
Must meet the District and P.O.S.T. POST medical and psychological standards, including hearing and vision requirements.
Must pass a 12-month probationary period in this position.
Required to wear various uniforms and body armor, carry and use approved firearms and weapons within the confines of the law in a safe and responsible manner.

WORKING CONDITIONS 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:
Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a District vehicle, and at the College Police Station. While working indoors, the environment may resemble a normal office environment in which the employee is regularly required to sit, and use hands to keyboard, type, or handle materials. When working outdoors: may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping. Employees in this classification must be able to run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night. Employees in this classification may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise; may administer first aid and in an emergency, push, pull, drag, and move individuals and/or others weighing 150 pounds or more; may be exposed to blood or other bodily fluids or communicable diseases. Must be able to meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, sense of smell, dexterity levels appropriate to the duties to be performed, ability to use both hands and legs appropriate to the duties to be performed. Employees in this classification will be exposed to stressful and emergency situations and must be able to work irregular hours and schedules, and effectively respond to emergency incidents.

Works outside. Walks and drives a vehicle. Exposed to various weather conditions and potential combative and stressful situations that may be dangerous or life threatening. Sitting and standing for extended periods of time. Works on holidays, weekends, nights and/or rotating shifts.

CLASS DETAIL

Job Family:	Public Safety
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	06/1977
Class History:	Campus Police Sergeant

Revision Date(s):   07/20/88, 03/17/93, 10/16/95, 12/21/05,
                                         05/18/11; 03/15/23, **11/1/2023**

Job Family: Public Safety
Personnel Commission Approval Date:
Class History: Campus Police Sergeant (June 1977)
Revision Date(s): 07/20/88, 03/17/93, 10/16/95, 12/21/05, 05/18/11; 03/15/23

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<tr><td>
Santa Monica Community College District
Personnel Commission

Community College Police Sergeant
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CONCEPT OF THE CLASS

Under general direction, positions in this classification serve as the Watch Commander for the Santa Monica College District Police Department, enforces District policies, procedures, and safety regulations, and ensures a safe environment for students, staff and the public.

The **Community College Police Sergeant** serves as Watch Commander and first line supervisor for the College Police Department's sworn and non-sworn personnel enforces District policies and applicable local, federal and state laws.

The **Community College Police Captain** oversees assigned functions of the College Police Department and performs as the first deputy to the Chief of Police.

The **Community College Police Officer** is the classification of sworn Police Officer requiring successful completion of a basic law enforcement training program at a California Commission on Peace Officer Standards and Training (POST) certified academy.

ESSENTIAL DUTIES

Supervises, schedules, coordinates, and monitors the activities of an assigned shift of law enforcement personnel, parking officers, and dispatchers by making spot inspections of personnel on all District owned or controlled property or while personnel are conducting District business; monitors workloads and insures that department regulations and policies are followed.

Schedules and coordinates the daily work assignments of personnel on various shifts and monitors their attendance; schedules department staff to cover absences.

Keeps accurate and up-to-date record policing data metrics, including key performance indicators; tracks data related to traffic stops and other officer-initiated contacts.
Assists in ensuring District owned or controlled properties, as well as streets adjacent to District owned or controlled properties are protected against damage, trespassing, theft, loitering, and other offenses.

Patrols all District properties and surrounding areas by vehicle, bicycle or foot to establish positive rapport and cooperative relationships with the public and members of the District community.

Deters, locates, reprimands, detains, cites, and/or arrests persons committing crimes, creating disruptions, or violating District polices or procedures; administers first aid when needed.

Engages and assists in ensuring the safety of students, faculty, staff, and guests of the college.

Conducts daily briefings with police department personnel to conduct trainings, assign activities, update personnel on policies and laws, and share information regarding criminal activity.

Responds to campus and community complaints and radio calls.

Schedules training for law enforcement personnel and for civilian employees, and monitors and schedules police officer advanced training required by POST; maintains training records.

Participates in the selection, training and evaluation of police department staff.

Maintains integrity and confidentiality at all times, and monitors subordinates for compliance.

Conducts and/or supervises criminal and civil investigations; evidence collection and maintenance; reviews reports and provides feedback as needed and may perform or assign follow-up activities to clarify or resolve reported incidents or problems; writes complex criminal, civil, and incident reports; maintains accurate and complete records, reports, and files; assists in maintaining confidential and other department records. Responds to subpoenas; testifies in court as required; operates all department and law enforcement computer systems and programs as needed.

Assists in the planning and coordinating of law enforcement, parking operations and enforcement, security, and crowd control for special events.

Conducts or assists with internal affairs, background, or other confidential investigations as needed.

Conducts parking citation administrative appeal reviews as assigned.

Demonstrates a community oriented approach to police work; maintains good working relationships with students, staff, faculty, administrators, and the public regarding law enforcement services, public programs and services.

Maintains cooperative working relationships with local, state and federal law enforcement and criminal justice agencies, the City and District Attorney's offices and the courts.

Actively participates in District, community, federal and state meetings, task forces and committees, as assigned and represents the District and department.

Assists with the District's emergency preparedness procedures to include evacuation of buildings and facilities, securing perimeters, and coordination of emergency services. Provides training in Emergency Preparedness or other related topics as needed or assigned.

Maintains the level of proficiency required for the position; remains current with case and statutory laws relating to functions of the department; attends mandatory POST, department, and in-service training to maintain required law enforcement standards.

Makes recommendations to the Police Command Staff regarding departmental policies and procedures, staffing, budgeting, and other related matters.

Performs administrative functions related to the documentation of performance evaluations, counseling, written warnings, and commendation letters.

May perform and/or supervise special assignments such as, but not limited to, emergency disaster planning, cadet program, evidence and property, crime prevention, gang suppression, FTO program, investigations, motors, range, parking and transportation programs, in-service training, or specific grant funded assignments.

Assumes primary responsibility for the Police Department in the absence of the Chief of Police, Captain, or other higher ranking sworn officer.

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 direction, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised:
This position provides general supervision to assigned sworn and non-sworn personnel.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Terms, procedures, codes, and regulations used by community college police

Federal, state, county, city, and District laws and ordinances including applicable sections of the California Penal code, and State Education Code

Rules of evidence

Department manual and the Peace Officer Bill of Rights

Community-Oriented Policing and educational law enforcement principles, practices, techniques and mandates to include the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Title IX, Violence Against Women Act (VAWA), and the Kristin Smart Campus Safety Act

Investigative techniques and procedures

Use and care of firearms

Supervision techniques

Law enforcement training procedures and methods

District mission and vision statements, shared governance practices, accreditation process, and principles of governance in the California Community College System

Crowd and traffic control and enforcement procedures

Emergency dispatching administration and organization

Technical and operating principles, practices and problems in public safety communications

Police records filing systems, including California Law Enforcement Telecommunication System (CLETS) and Justice Data Interface Controller (JDIC)

Uniform reporting standards in the use of information by local and state law enforcement agencies and other federal and state authorities

First aid and CPR

Ability to:

Demonstrate a commitment to diversity, equity, inclusion, and accessibility principles and participate in related training

Coordinate, schedule, monitor, and supervise the work of assigned personnel

Meet demands of police work, such as arresting combative subjects

Gather, assemble, analyze, and evaluate facts and evidence

Evaluate training programs and methods

Train and evaluate law enforcement and civilian personnel

Understand and interpret written and oral instructions and directives

Demonstrate safe and effective law enforcement practices

Respond quickly, effectively and efficiently in emergency or crisis situations

Learn to develop, plan, and implement a comprehensive training program

Understand and interpret District employee labor contracts

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

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

Communicate effectively, both orally and in writing

Role model exceptional internal and external customer service

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct

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

MINIMUM QUALIFICATIONS

Education Requirement:
Associate's degree or equivalent from an accredited college or university.

Experience Requirement:
Four years of experience as a POST sworn Peace Officer.

Education/Experience Equivalency:
Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted as required by POST.

Licensure and/or Certification:
Possession of a POST Basic Certificate.
Meet all requirements to obtain a POST Intermediate Certificate.
Must successfully complete a POST supervisory training course (applicable toward a POST Supervisory Certificate) within 12 months of appointment.
First Aid and CPR certificates are required within 6 months of hire.
Possession of a valid Class C California driver's license.

Special Requirements:
Must be free of any felony convictions or misdemeanor convictions involving violence and meet all minimum selection standards of a peace officer as specified by POST.
Must be legally authorized to work in the United States under federal law.
Must pass a thorough background investigation (including polygraph), in accordance with POST and District Standards.
Must meet the District and POST medical and psychological standards, including hearing and vision requirements.
Must pass a 12-month probationary period in this position.

WORKING CONDITIONS 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:
Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a District vehicle, and at the College Police Station. While working indoors, the environment may resemble a normal office environment in which the employee is regularly required to sit, and use hands to keyboard, type, or handle materials. When working outdoors: may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping. Employees in this classification must be able to run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night. Employees in this classification may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise; may administer first aid and in an emergency, push, pull, drag, and move individuals and/or others weighing 150 pounds or more; may be exposed to blood or other bodily fluids or communicable diseases. Must be able to meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, sense of smell, dexterity levels appropriate to the duties to be performed, ability to use both hands and legs appropriate to the duties to be performed. Employees in this classification will be exposed to stressful and emergency situations and must be able to work irregular hours and schedules, and effectively respond to emergency incidents.

CLASS DETAIL

Job Family:	Public Safety
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	06/1977
Class History:	Campus Police Sergeant
Revision Date(s):	07/20/88, 03/17/93, 10/16/95, 12/21/05, 05/18/11; 03/15/23, 11/1/2023

Agenda Report Number	5
Subject	New Class Description and Salary Allocation: Theatre Arts Operations Assistant
Date	November 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval is a new classification description and salary allocation for **Theatre Arts Operations Assistant**.

This new classification will perform specialized theatre duties to support the Theatre Arts Department, including but not limited to marketing and publicizing events, relationship building with industry partners, applying for production rights, records management and outreach. The Theatre Arts Operations Assistant will report to the Director of Facilities Programming.

METHODOLOGY

Personnel Commission staff worked with Rob Rudolph, Director of Facilities Programming and Perviz Sawoski, Theatre Arts Department Chair to develop the new role. Discussions took place to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if a recommendation for a new classification was warranted. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this occupational series.

A Job evaluation and external salary study was conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed in order to ensure that there is proper alignment within other classifications, and duties were adequately distinguished from other related classifications. Once the duties were finalized, Commission staff prepared the class description and salary proposal and sent recommendations for review to senior leadership and union partners.

Commission staff will conduct further meetings with Department management prior to opening recruitment, in order to gather and analyze documentation for developing a recruitment plan and creating talent assessment content.

RESULTS

Key factors in determining that a new classification should be established involved the scope of responsibilities, knowledge required for the position, scope and effect of work, level of complexity, nature and purpose of contacts in the course of work, and level of decision-making. The individual selected for this position will:

- Compile data related to theatrical productions, prepare informational and or descriptive statistical reports; maintain records; budget accounts and inventory; communicate with vendors in collaboration with procurement department; place service calls/work orders.
- Coordinate writing and design of departmental promotional materials; maintain and update Theatre Arts Department website and bulletin boards; develop creative content campaigns for social media to showcase Theatre Arts Department activities and productions, boosting engagement and driving future traffic.
- Perform a variety of clerical duties for the Department of Theatre Arts; maintain databases and spreadsheets; compose, edit and format letters, emails, reports; proofread and edit documents, create and distribute meeting agendas and minutes.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking. 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). Comparable agencies did not have a specialized role that matched the job purpose for Theatre Arts Operations Assistant. As a result, salary allocation is recommended based on internal alignment with similar roles at the College.

SALARY ALLOCATION

It is recommended that the salary for the Theatre Arts Operations Assistant be allocated to Range 29 on the Classified Employee Salary Schedule. The goal was to recommend a competitive salary to attract, motivate and retain qualified candidates through effective promotional paths.

Based on job analysis findings, higher paid roles require a higher level of technical knowledge and experience, more independent decision-making, and wider scope/impact of work. Please see salary data for jobs in the Performing Arts job discipline at the College.

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Theatre Technical Director	43	$7,324	$8,903	10.25%
Lead Theater Technician	39	$6,643	$8,075	4.99%
Theatre Technical Specialist	37	$6,327	$7,690	10.25%
Theater Technician	33	$5,739	$6,975	4.99%
Event Scheduling Specialist	31	$5,466	$6,643	4.99%
Theatre Arts Operations Assistant (New)	29	$5,206	$6,327	

The proposal for this new classification was sent for review to Department leadership, CSEA, Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the new class description and salary allocation for Theatre Arts Operations Assistant at Range 29 on the Classified Employee Salary Schedule.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	3
Nays	0
Abstentions	0
Amendments/Comments	

Santa Monica Community College District
Personnel Commission

Theatre Arts Operations Assistant

CONCEPT OF THE CLASS

Under general supervision, this position performs a variety of specialized theatre duties to support the Theatre Arts department, which involves marketing and publicizing theatre events and activities, relationship building with industry partners, applying for production rights, records management, and outreach.

DISTINGUISHING CHARACTERISTICS

A **Theatre Arts Operations Assistant** performs specialized duties to support the Theatre Arts department in general operations and in theatre productions.

A **Theatre Technical Specialist** performs technical duties in a specialized area of theatre production, including audio, electrical or rigging for productions and events.

ESSENTIAL DUTIES

Compiles data related to theatrical productions, prepares informational and or descriptive statistical reports; maintains records of box office receipts, departmental requisitions, invoices, budget accounts and inventory; communicates with vendors in collaboration with procurement department; places service calls/work orders.

Performs a variety of clerical duties for the Department of Theatre Arts; maintains databases and spreadsheets; composes, edits and formats letters, emails, reports; proofreads and edits documents, organizes and disseminates information; creates, formats and distributes meeting agendas and minutes; attends meetings and maintains background and historical materials/documentation.

Coordinates writing and design of departmental promotional materials; maintains and updates Theatre Arts Department website and bulletin boards, ensuring accessibility.

Develops engaging and creative content campaigns for social media accounts to showcase Theatre Arts Department activities and productions; responds to comments and messages from followers in a timely manner to boost engagement and drive future traffic.

Assists in developing and monitoring individual budgets for departmental productions, compiles and organizes budget information.

Identifies and locates the copyright holders for specific theatrical works to be performed; prepares and applies for theatrical license rights, follows up to ensure the college is compliant with licensing requirements.

Creates and maintains primary departmental production calendar including all presentations, productions and performance planning critical dates.

Develops and fosters relationships with industry and community partners and other educational institutions to improve aspects of performance operations and promote theatrical productions.

Provides logistical production support in the form of corresponding with organizers, scheduling, venue usage, technical support, procuring production materials and organizing travel for performances, festivals and competitions.

Participates in departmental outreach activities with youth summer camps and area high schools to increase attendance at Theatre for the Younger Audience events and to support college regular and dual enrollment efforts.

Participates with faculty and department management in strategy development for new innovative programs; researches and gathers related information for department planning and production meetings.

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
Positions in this classification receive general supervision from the Director of Facilities Programming or assigned administrator.

Level of Supervision Exercised
Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Theatre and entertainment industry principles, practices and terminology

Rules, processes and procedures for obtaining theatrical performance rights

Current trends and practices in social media and other emerging technologies related to digital marketing

Principles of marketing, promotion and advertising

Rules, regulations, laws and policies governing community college districts

Customer service principles and techniques

Modern office procedures, practices and equipment

Records management practices and procedures including electronic filing practices

English usage, vocabulary, spelling, grammar and punctuation

Basic bookkeeping practices and procedures

Computer applications and programs that support this level of work including creating and editing documents, spreadsheet, presentation, data management, document scanning and web/video conferencing

Ability to:

Set priorities and independently manage time and work in a fast-paced and busy environment with multiple tasks and interruptions

Communicate effectively, both orally and in writing

Craft social media content and engage with online users

Operate a computer using word processing and other business software, and standard office equipment

Interpret and follow oral and written instructions

Exercise sound independent judgment within assigned areas of responsibility

Role model exceptional internal and external customer service

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:
High school diploma or equivalent. An associate's degree in theatre arts, liberal arts, communication, business administration or a closely related field is preferred.

Experience Requirement:
Two years of clerical experience in an academic theatre department, performing arts center or other entertainment-oriented productions, activities, and events.

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:
None

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 sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is frequently required to stand, walk, and reach. The employee is regularly required to lift, carry, push, or pull up to 10

pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL	

Job Family:	Community Outreach
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	
Class History:	New Class
Revision Date(s):	None

Agenda Report Number	6
Subject	Ratification of Working out of Class and Internal Limited Term Assignments
Date	November 1, 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 internal limited term assignment(s).

Provisional Working out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment	Assignment Dates
Karen Monzon, Personnel Analyst	Human Resources Analyst – Employee & Labor Relations (Confidential)	11/1/2023 to 3/5/2024
Abigail Orosz, International Student Services Specialist	Professional Development Coordinator	11/16/2023 to 3/14/2024

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

3.2.10

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).

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

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.

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

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.

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

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.

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Lawrence Leone
Ayes	3
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	7
Subject	Appointments to Provisional Assignments
Date	November 1, 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*
Anthony Marcial	Events Assistant	Performing Arts Center	10/13/2023-6/30/2024
Kyle D. Smith	Events Assistant	Performing Arts Center	7/10/2023-6/30/2024
Paul Aninyei	Events Assistant	Performing Arts Center	10/25/2023 - 06/30/2024

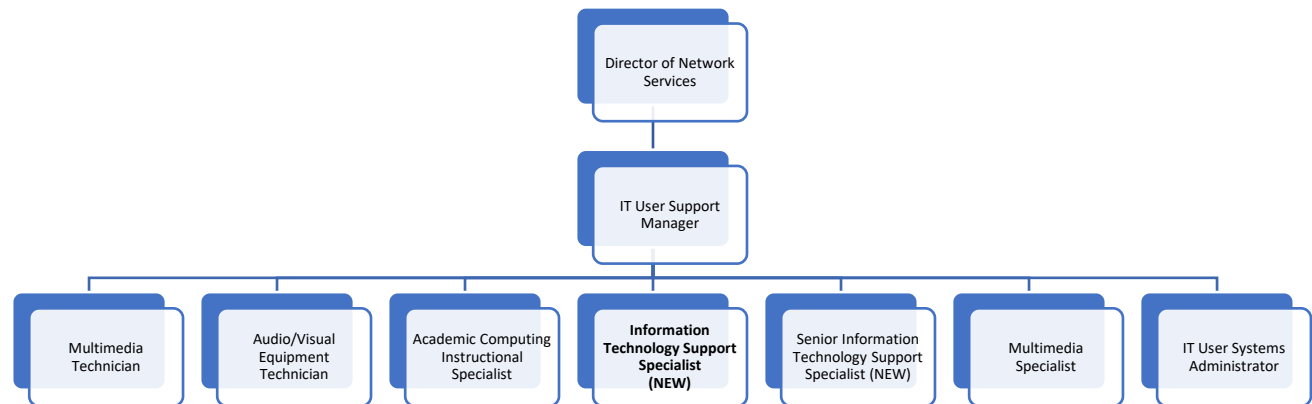*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	3
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	8
Subject	New Classification Description and Salary Allocation: Information Technology Support Specialist
Date	November 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a new classification description and salary allocation for
Information Technology Support Specialist.

The Information Technology department is currently undergoing a reorganization to align their
user support operations with the IT Master Plan and enhance operational consistency across
District sites. As part of this effort, management has requested the creation of two new
classifications, the Information Technology Support Specialist and Senior Information Technology
Support Specialist, that will provide IT technical support services to District staff and students
and ensure that technology resources are accessible to users across all District sites. These
classifications will incorporate duties from existing multimedia and computer technical support
classifications and help to streamline operations while providing a promotional pathway for
existing District employees. This position will report to the IT User Support Manager.

METHODOLOGY

Personnel Commission staff discussed this new role with Matthew Kiaman, Director of Network Services. Discussions took place to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if further study was needed to assess the need for a new classification. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other related classifications.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed to ensure proper alignment with, and delineation from, related IT classifications. Once the duties were finalized, Commission staff prepared the class description and salary proposal, and sent recommendations for review to stakeholders.

RESULTS

Key factors in determining the need for a new classification consist of the knowledge required for the position, scope and effect of work, level of complexity, nature and purpose of contacts in the course of work, and level of decision-making. Incumbents in this classification will:

- Provide broad end user technology support and training to facilitate access to District systems, computers, software, audio visual equipment and peripherals by responding to user requests in-person, by phone, and electronically; provide timely response and resolution to requests and escalate issues to appropriate information technology personnel as needed.

- Perform moves, adds, changes, repairs, testing, and maintenance of software and IT hardware including computers, monitors, scanners, speakers, and other peripheral devices at all college locations including employee offices, computer labs, and classrooms to provide end users with current and consistent access to hardware and software.

- Maintain and troubleshoot basic audio-visual equipment issues, including podium PCs and peripherals; transport, set up, and operate audio/video equipment for District activities; coordinate efforts with other College personnel and refer as needed.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking. This survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN[1]	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Information Technology Support Specialist (proposed)	$6,327	$7,690	$7,009	22,135	$244M
Cerritos College	Technical Support Specialist	$6,137	$7,381	$6,759	16,881	$161M
El Camino College	Computer Systems Support Technician	$6,860	$8,827	$7,844	16,062	$182M
Long Beach City College	Help Desk Support Specialist	$5,955	$7,346	$6,651	20,226	$192M
North Orange County CCD	IT Technician I	$6,048	$7,302	$6,675	33,960	$321M
Santa Barbara City College	Technology Services Specialist	$7,096	$8,645	$7,870	12,038	$153M
State Center CCD	IT Customer Support Technician	$5,712	$7,024	$6,368	29,832	$330M
Ventura County CCD	Information Technology Support Specialist I	$5,430	$7,489	$6,460	26,232	$245M
	Average	$6,177	$7,716	$6,947		
	25th Percentile	$5,833	$7,324	$6,555		
	50th Percentile	$6,048	$7,381	$6,675		
	75th Percentile	$6,498	$8,067	$7,301		
	80th Percentile	$6,715	$8,414	$7,627		
	90th Percentile	$6,954	$8,718	$7,854		
	SMC % RANK	71.0%	69.5%	70.5%		
	SMC Differences From AVG	2.4%	-0.3%	0.9%		
	SMC Differences From MED	4.4%	4.0%	4.8%		

[1]*The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.*

SALARY ALLOCATION

Based on external market data presented above, it is recommended that salary for the Information Technology Support Specialist be allocated to **Range 37** on the Classified Employees Salary Schedule. This will place the median salary at the 71st percentile, which satisfies the District's target of 70th percentile. Allocating the salary one range lower will result in a median salary at the 68th percentile, which is below the District's 70th percentile target.

The following chart shows classifications within the proposed series.

JOB TITLE	RANGE	MIN	MAX	% DIFFERENCE BETWEEN LEVELS
Director of Network Services	A15	$14,539	$16,029	37.35%
IT User Support Manager	M29	$10,585	$12,866	24.84%
IT User Systems Administrator	49	$8,479	$10,306	21.55%
Senior Information Technology Support Specialist (Proposed)	41	$6,975	$8,479	10.24%
Information Technology Support Specialist (Proposed)	37	$6,327	$7,690	5.00%
Academic Computing Instructional Specialist (Proposed for Abolishment)	35	$6,026	$7,324	5.00%
Multimedia Technician (Proposed for Abolishment)	33	$5,739	$6,975	

The class description and salary allocation were reviewed in labor-management as part of reorganization efforts in IT. See subsequent agenda report on the consolidation of Academic Computing Instructional Specialist and Multimedia Technician.

RECOMMENDATION

It is recommended that the Commission approve the attached new class description and salary allocation for Information Technology Support Specialist to Range 37 on the Classified Employee Salary Schedule.

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Lawrence Leone
Ayes	3
Nays	0
Abstentions	0
Amendments/Comments	

Santa Monica Community College District
Personnel Commission

Information Technology Support Specialist

CONCEPT OF THE CLASS

Under general supervision, positions in this classification respond to technical support requests from end users, including College employees and students, to facilitate effective and secure access to District supported technology resources. Incumbents troubleshoot, move, add, replace, repair, configure and maintain multi-platform computer hardware and software, computer peripherals, audio-visual and multimedia equipment, and other information technology equipment.

DISTINGUISHING CHARACTERISTICS

The **Information Technology Support Specialist** provides technical support and training to ensure end user access to a wide-range of technologies including computer software, hardware, and peripherals, audio-visual and multimedia equipment, and District systems.

The **Senior Information Technology Support Specialist** serves as a project lead for complex end user computing projects, assists lower-level IT staff with complex end user support issues, and provides complex technical support to ensure end user access to a wide-range of technologies including computer software, hardware, and peripherals, audio-visual and multimedia equipment, and District systems.

The **IT User Systems Administrator** facilitates end user access to IT resources by planning, analyzing, implementing, and monitoring system capacity and resource allocation in physical and virtual infrastructure with full awareness of network, server, and storage infrastructure impacts on client computing deployment strategy. This position serves in a lead capacity to assigned user support staff in the Information Technology department.

ESSENTIAL DUTIES

Provides broad end user technology support and training to facilitate access to District systems, computers, software, audio visual equipment and peripherals by responding to user requests in-person, by phone, and electronically; provides timely response and resolution to requests and escalates issues to appropriate information technology personnel as needed.

Performs moves, adds, changes, repairs, testing and maintenance of software and IT hardware including computers, monitors, scanners, speakers, and other peripheral devices at all college locations including employee offices, computer labs, and classrooms to provide end users with current and consistent access to hardware and software.

Maintains and troubleshoots basic audio-visual equipment issues, including podium PCs and peripherals; transports, sets up, and operates audio/video equipment for District activities; coordinates efforts with other College personnel and refers as needed.

Creates new images from scratch using appropriate scripting, security, management and deployment tools for smaller, moderately complex ad-hoc deployments using applicable applications.

Performs hardware decommissioning activities and ensures hard drives are securely wiped or shredded according to established processes; updates and maintains department records, including hardware and software license inventory, and internal and customer-facing knowledge base/support resources.

Diagnoses basic network problems by visually inspecting connections and using basic tools (e.g., ping) to check connectivity; escalates problems to appropriate information technology personnel as needed.

Develops technical and procedural documentation as needed.

Assists in hiring and training student workers; schedules work hours and provides work direction to student workers.

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 the IT User Support Manager or designee, 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. May provide work direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Current Windows, Macintosh and mobile operating systems

Computer and mobile hardware, including PC, Mac, and peripheral equipment

Software commonly used in educational and office settings including, but not limited to, Adobe and Microsoft products

Methods and procedures for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware, peripherals, and basic audio-visual equipment issues

Field equipment set-ups and technical operations using microphones, speakers, projectors, laptops and optical playback decks

Operation and use of a wide variety of multimedia equipment

Processes, techniques, and systems related to image creation and basic network troubleshooting.

Ability to:

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

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

Troubleshoot and identify issues related to hardware, software, peripherals, and basic audio-visual equipment issues

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

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

Communicate and train others on technical information effectively, both orally and in writing

Learn existing college technologies and stay updated and adaptable to new technologies including software, hardware, procedures and best practices

Safely and correctly use tools and equipment utilized in the installation, repair, and maintenance of computers and peripherals

Role model exceptional internal and external customer service

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:
Associate's degree in computer science or a related field.

Experience Requirement:
Two years of experience installing and maintaining computer hardware, software and peripherals in a multi-user, networked environment, or two years of experience providing technical support for the set-up and maintenance of audio/video equipment.

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:
A valid driver 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 Environment:

While performing the duties of this job, the employee is required to stand, walk, reach, and travel around the main campus or satellite locations to perform fieldwork. The employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to climb. The employee is frequently required to lift, carry, push or pull up to 50 pounds. While performing the duties of this job, the employee is also regularly required to stoop, bend, and crouch in small spaces, such as under a desk.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	8/16/2023
Class History:	None
Revision Date(s):	New Class

Agenda Report Number	9
Subject	Classification Consolidation and Abolishment of two classifications: Academic Computing Instructional Specialist and Multimedia Technician
Date	November 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

The Information Technology department is currently undergoing a reorganization to align their user support operations with the IT Master Plan and enhance operational consistency across District sites. As part of this effort, management has requested the creation of two new classifications, the Information Technology Support Specialist and Senior Information Technology Support Specialist, which are presented for the Commission's approval in separate agenda reports. The purpose of creating these two classifications was, in part, to consolidate the existing **Academic Computing Instructional Specialist** and **Multimedia Technician** classifications under the Information Technology Support Specialist.

Labor-management met on October 12, 2023, to discuss consolidation of these three classifications. The following process was agreed upon by labor-management during this meeting:

- The Academic Computing Instructional Specialist and Multimedia Technician classifications will be consolidated under the Information Technology Support Specialist.
- Incumbents in the Academic Computing Instructional Specialist and Multimedia Technician positions will be assigned to the Information Technology Support Specialist classification in permanent status, without the need for a probationary period, and will carry over their seniority credit and salary step from their current classification.
- The Academic Computing Instructional Specialist and Multimedia Technician classifications will be abolished upon consolidation.

The following chart shows classifications within the proposed series.

JOB TITLE	RANGE	MIN	MAX	% DIFFERENCE BETWEEN LEVELS
Director of Network Services	A15	$14,539	$16,029	37.35%
IT User Support Manager	M29	$10,585	$12,866	24.84%
IT User Systems Administrator	49	$8,479	$10,306	21.55%
Senior Information Technology Support Specialist (Proposed)	41	$6,975	$8,479	10.24%
Information Technology Support Specialist (Proposed)	37	$6,327	$7,690	5.00%
Academic Computing Instructional Specialist (Proposed for Abolishment)	35	$6,026	$7,324	5.00%
Multimedia Technician (Proposed for Abolishment)	33	$5,739	$6,975	

RECOMMENDATION

It is recommended that the Personnel Commission approve the consolidation of the Academic Computing Instructional Specialist and Multimedia Technician into the Information Technology Support Specialist, and the abolishment of the Academic Computing Instructional Specialist and Multimedia Technician classifications, as agreed upon in labor-management.

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Lawrence Leone
Ayes	3
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	10
Subject	Classification Description Revisions: IT User Systems Administrator
Date	November 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are class description revisions for **IT User Systems Administrator**. Changes to this classification were presented and approved at the regular Personnel Commission meeting on October 18, 2023.

While preparing to open recruitment, Personnel Commission staff found that the education/experience equivalency statement relating to minimum qualifications is inconsistent with standard verbiage. This study is not part of the cyclical review process.

METHODOLOGY

Personnel Commission staff discussed the proposed change with Matthew Kiaman, Director of Network Services, and Miguel Reyes, IT User Support Manager, and the equivalency criteria was updated to reflect standard verbiage. Additionally, the distinguishing characteristics were updated to include the proposed Senior Information Technology Support Specialist, which is presented for approval in a separate agenda report.

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for IT User Systems Administrator.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	3
Nays	0
Abstentions	0
Amendments/Comments	

Santa Monica Community College District
Personnel Commission

IT User Systems Administrator

CONCEPT OF THE CLASS

Under general supervision, positions in this classification serve in a lead capacity to assigned IT user support staff. Incumbents plan, design, configure, deploy, monitor, and maintain the District's client computing infrastructure, including physical and virtual system capacity and resource allocation, as needed to efficiently provide end users with proper access to up-to-date applications and technology resources.

DISTINGUISHING CHARACTERISTICS

The **IT User Systems Administrator** facilitates end user access to IT resources by planning, analyzing, implementing, and monitoring system capacity and resource allocation in physical and virtual infrastructure with full awareness of network, server, and storage infrastructure impacts on client computing deployment strategy. This position serves in a lead capacity to assigned user support staff in the Information Technology department.

The **IT User Support Manager** plans and manages activities that facilitate District-wide end user access to personal computing hardware and cloud-based software applications through oversight of the IT help desk and management of related information systems.

The **Information Systems Administrator** class performs complex, highly specialized and technical activities to analyze, develop, configure, maintain, and administer core information systems and network services with mission-critical, District-wide impact.

The Senior Information Technology Support Specialist serves as a project lead for complex end user computing projects, assists lower-level IT staff with complex end user support issues, and provides complex technical support to ensure end user access to a wide-range of technologies including computer software, hardware, and peripherals, audio-visual and multimedia equipment, and District systems.

ESSENTIAL DUTIES

Assists supervisory staff with providing work direction to Information Technology staff responsible for supporting end-user access to District technology resources.

Plans, analyzes, implements, and monitors system capacity, operations, and resource allocation in physical and virtual infrastructure to achieve optimal user experiences and prevent service interruptions with full awareness of network, server, and storage infrastructure impacts on client computing deployment strategy.

Administers and performs all levels of client computing delivery mechanisms, including hardware/software installation, configurations, maintenance, upgrade, software packaging and delivery, computer imaging and deployment, as well as desktop application provisioning and delivery in the virtual computing environment.

Independently troubleshoots and resolves complex technical issues and works as an effective team member with both technical staff and end users to plan and implement technical solutions to ensure integration and compliance of District-wide technical standards.

Analyzes, recommends, and implements college client technology and application deployment standards to improve the overall operational efficiency and cost effectiveness of services.

Researches, analyzes, evaluates, recommends, and implements automated system management approach to effectively deliver needed applications and technology resources to authorized users.

Works with supervisory and management staff to establish and develop technical operational procedures and documents to lead, guide, and train assigned Information Technology support staff; delivers training to District employees as needed.

Provides direct technical support to end users; assists departments in selecting proper technology equipment and software solutions.

Assists supervisory and management staff with recruiting, interviewing, and hiring of staff.

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 the IT User Support Manager, 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 serve in a lead capacity to IT user support staff and other assigned Information Technology staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Operating systems, drivers, and application installation tools and procedures

On-premise and cloud, physical and virtual infrastructure, resource allocation, and capacity planning

District policies, fundamental employment laws, codes, and regulations including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

Various virtual desktop, virtual application tools, technologies and associated deployment strategies

Directory structure, such as Microsoft Active Directory, Group Policies, and Windows Registry

Network protocols, internet architecture, and client/server theory and practices

Security and privacy protection techniques related to networks, servers, client devices, and applications

User authentication and access control mechanisms for computing resources, hardware, applications, and mobile computing

Scripting languages

Basic principles and practices of project management

Basic practices of customer service and conflict management

Ability to:

Provide lead direction to staff, which includes coordinating, delegating, monitoring, and directing work orders and project tasks

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

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

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

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

Communicate effectively and train others on technical information, both orally and in writing

Learn existing college technologies and stay updated and adaptable to new technologies including software, hardware, procedures and best practices

Role model exceptional internal and external customer service

Safely and correctly use tools and equipment utilized in the installation, repair, and maintenance of computers and peripherals

Maintain composure and focus with a high workload, competing and conflicting demands and multiple interruptions

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:
Bachelor's degree from an accredited university or college in Computer Science, Computer Software Engineering, Information Science, or a closely related field

Experience Requirement:
Three years of experience using scripting and endpoint configuration management tools to deploy configurations in an organization with at least 50 users and 100 endpoints. Experience as a technology project lead is also required.   Experience implementing and administering virtual server/client infrastructure is highly desirable.

Education/Experience Equivalency:
~~Additional experience of the same kind, level or amount as required in the minimum qualifications may be substituted for educational requirements on a year for year basis.~~
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:
Valid driver license .
Microsoft Certified System Engineer (MCSE), A+, and/or Cisco Certified Network Associate (CCNA) certifications are highly desirable.

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 sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	10/16/2013
Class History:	Network Services Support Analyst
Revision Date(s):	10/12/2023; 11/1/2023

Santa Monica Community College District
Personnel Commission

IT User Systems Administrator

CONCEPT OF THE CLASS

Under general supervision, positions in this classification serve in a lead capacity to assigned IT user support staff. Incumbents plan, design, configure, deploy, monitor, and maintain the District's client computing infrastructure, including physical and virtual system capacity and resource allocation, as needed to efficiently provide end users with proper access to up-to-date applications and technology resources.

DISTINGUISHING CHARACTERISTICS

The **IT User Systems Administrator** facilitates end user access to IT resources by planning, analyzing, implementing, and monitoring system capacity and resource allocation in physical and virtual infrastructure with full awareness of network, server, and storage infrastructure impacts on client computing deployment strategy. This position serves in a lead capacity to assigned user support staff in the Information Technology department.

The **IT User Support Manager** plans and manages activities that facilitate District-wide end user access to personal computing hardware and cloud-based software applications through oversight of the IT help desk and management of related information systems.

The **Information Systems Administrator** class performs complex, highly specialized and technical activities to analyze, develop, configure, maintain, and administer core information systems and network services with mission-critical, District-wide impact.

The **Senior Information Technology Support Specialist** serves as a project lead for complex end user computing projects, assists lower-level IT staff with complex end user support issues, and provides complex technical support to ensure end user access to a wide-range of technologies including computer software, hardware, and peripherals, audio-visual and multimedia equipment, and District systems.

ESSENTIAL DUTIES

Assists supervisory staff with providing work direction to Information Technology staff responsible for supporting end-user access to District technology resources.

Plans, analyzes, implements, and monitors system capacity, operations, and resource allocation in physical and virtual infrastructure to achieve optimal user experiences and prevent service interruptions with full awareness of network, server, and storage infrastructure impacts on client computing deployment strategy.

Administers and performs all levels of client computing delivery mechanisms, including hardware/software installation, configurations, maintenance, upgrade, software packaging and delivery, computer imaging and deployment, as well as desktop application provisioning and delivery in the virtual computing environment.

Independently troubleshoots and resolves complex technical issues and works as an effective team member with both technical staff and end users to plan and implement technical solutions to ensure integration and compliance of District-wide technical standards.

Analyzes, recommends, and implements college client technology and application deployment standards to improve the overall operational efficiency and cost effectiveness of services.

Researches, analyzes, evaluates, recommends, and implements automated system management approach to effectively deliver needed applications and technology resources to authorized users.

Works with supervisory and management staff to establish and develop technical operational procedures and documents to lead, guide, and train assigned Information Technology support staff; delivers training to District employees as needed.

Provides direct technical support to end users; assists departments in selecting proper technology equipment and software solutions.

Assists supervisory and management staff with recruiting, interviewing, and hiring of staff.

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 the IT User Support Manager, 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 serve in a lead capacity to IT user support staff and other assigned Information Technology staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Operating systems, drivers, and application installation tools and procedures

On-premise and cloud, physical and virtual infrastructure, resource allocation, and capacity planning

District policies, fundamental employment laws, codes, and regulations including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

Various virtual desktop, virtual application tools, technologies and associated deployment strategies

Directory structure, such as Microsoft Active Directory, Group Policies, and Windows Registry

Network protocols, internet architecture, and client/server theory and practices

Security and privacy protection techniques related to networks, servers, client devices, and applications

User authentication and access control mechanisms for computing resources, hardware, applications, and mobile computing

Scripting languages

Basic principles and practices of project management

Basic practices of customer service and conflict management

Ability to:

Provide lead direction to staff, which includes coordinating, delegating, monitoring, and directing work orders and project tasks

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

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

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

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

Communicate effectively and train others on technical information, both orally and in writing

Learn existing college technologies and stay updated and adaptable to new technologies including software, hardware, procedures and best practices

Role model exceptional internal and external customer service

Safely and correctly use tools and equipment utilized in the installation, repair, and maintenance of computers and peripherals

Maintain composure and focus with a high workload, competing and conflicting demands and multiple interruptions

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:
Bachelor's degree from an accredited university or college in Computer Science, Computer Software Engineering, Information Science, or a closely related field

Experience Requirement:
Three years of experience using scripting and endpoint configuration management tools to deploy configurations in an organization with at least 50 users and 100 endpoints. Experience as a technology project lead is also required.   Experience implementing and administering virtual server/client infrastructure is highly 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:
Valid driver license .
Microsoft Certified System Engineer (MCSE), A+, and/or Cisco Certified Network Associate (CCNA) certifications are highly desirable.

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 sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.
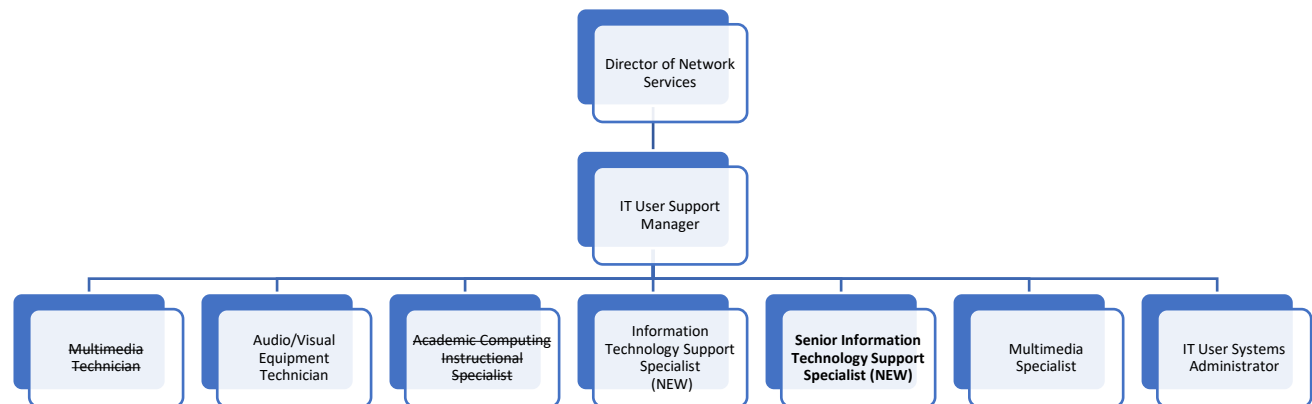
CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	10/16/2013
Class History:	Network Services Support Analyst
Revision Date(s):	10/12/2023; 11/1/2023

Agenda Report Number	11
Subject	New Classification Description and Salary Allocation: Senior Information Technology Support Specialist
Date	November 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a new classification description and salary allocation for **Senior Information Technology Support Specialist**.

The Information Technology department is currently undergoing a reorganization to align their user support operations with the IT Master Plan and enhance operational consistency across District sites. As part of this effort, management has requested the creation of two new classifications, the Information Technology Support Specialist and Senior Information Technology Support Specialist, that will provide IT technical support services to District staff and students and ensure that technology resources are accessible to users across all District sites. These classifications will incorporate duties from existing multimedia and computer technical support classifications and help to streamline operations while providing a promotional pathway for existing District employees. This position will report to the IT User Support Manager.

METHODOLOGY

Personnel Commission staff discussed this new role with Matthew Kiaman, Director of Network Services. Discussions took place to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if further study was needed to assess the need for a new classification. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other related classifications.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed to ensure proper alignment with, and delineation from, related IT classifications. Once the duties were finalized, Commission staff prepared the class description and salary proposal, and sent recommendations for review by stakeholders.

Commission staff will conduct further meetings with Department management prior to opening recruitment, in order to gather and analyze documentation for developing a recruitment plan and creating test content.

RESULTS

Key factors in determining the need for a new classification consist of the knowledge required for the position, scope and effect of work, level of complexity, nature and purpose of contacts in the course of work, and level of decision-making. Incumbents in this classification will:

- Plan, coordinate and lead complex end user computing projects such as multi-department/multi-lab computer upgrades; assist with developing resource estimates, task analysis, and operational coordination for assigned projects.

- Create new images from scratch using appropriate scripting, security, management and deployment tools for larger, complex deployments in a networked environment.

- Assist in the administration of configuration management systems; design, configure, deploy, monitor, and maintain Windows Active Directory or similar group policies, and logon script; coordinates more complex changes with Systems Administration staff as needed.

- Work with functional areas to build, test and deploy electronic workflows in platforms such as work order systems and other District-provided applications.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking. Sufficient market data was not available to utilize

the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). As a result, salary allocation is recommended based on internal alignment. Commission staff found variation in organizational structure at benchmark agencies that limited appropriate matches, including roles that had higher level technical responsibilities for network infrastructure or server administration and those without project lead responsibility.

SALARY ALLOCATION

It is recommended that salary for the Senior Information Technology Support Specialist be allocated to **Range 41** on the Classified Employee Salary Schedule. This will provide a 10% difference between the Information Technology Support Specialist and Senior Information Technology Support Specialist roles, which is appropriate given the Senior's responsibility for leading IT user support projects and performing more complex technical support work requiring expanded knowledge of IT systems.

The following chart shows classifications within the proposed series.

JOB TITLE	RANGE	MIN	MAX	% DIFFERENCE BETWEEN LEVELS
Director of Network Services	A15	$14,539	$16,029	37.35%
IT User Support Manager	M29	$10,585	$12,866	24.84%
IT User Systems Administrator	49	$8,479	$10,306	21.55%
Senior Information Technology Support Specialist (Proposed)	41	$6,975	$8,479	10.24%
Information Technology Support Specialist (Proposed)	37	$6,327	$7,690	5.00%
Academic Computing Instructional Specialist (Proposed for Abolishment)	35	$6,026	$7,324	5.00%
Multimedia Technician (Proposed for Abolishment)	33	$5,739	$6,975	

The class description and salary allocation were reviewed in labor-management as part of reorganization efforts in IT. See subsequent agenda report on the consolidation of Academic Computing Instructional Specialist and Multimedia Technician.

RECOMMENDATION

It is recommended that the Commission approve the attached new class description and salary allocation for Senior Information Technology Support Specialist to Range 41 on the Classified Employee Salary Schedule.

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Lawrence Leone
Ayes	3
Nays	0
Abstentions	0
Amendments/Comments	

Santa Monica Community College District
Personnel Commission

Senior Information Technology Support Specialist

CONCEPT OF THE CLASS

Under general supervision, positions in this classification function as a project lead for complex end user computing projects and respond to the full scope of technical support requests from end users, including College employees and students, to facilitate effective and secure access to District supported technology resources. Incumbents apply advanced knowledge of operating systems and configuration tools to build, test and deploy computing configurations and software packages on a large scale.

DISTINGUISHING CHARACTERISTICS

The **Senior Information Technology Support Specialist** serves as a project lead for complex end user computing projects, assists lower-level IT staff with complex end user support issues, and provides complex technical support to ensure end user access to a wide-range of technologies including computer software, hardware, and peripherals, audio-visual and multimedia equipment, and District systems.

The **Information Technology Support Specialist** provides technical support and training to ensure end user access to a wide-range of technologies including computer software, hardware, and peripherals, audio-visual and multimedia equipment, and District systems.

The **IT User Systems Administrator** facilitates end user access to IT resources by planning, analyzing, implementing, and monitoring system capacity and resource allocation in physical and virtual infrastructure with full awareness of network, server, and storage infrastructure impacts on client computing deployment strategy. This position serves in a lead capacity to assigned user support staff in the Information Technology department.

ESSENTIAL DUTIES

Plans, coordinates and leads complex end user computing projects such as multi-department/multi-lab computer upgrades; assist with developing resource estimates, task analysis, and operational coordination for assigned projects.

Creates new images from scratch using appropriate scripting, security, management and deployment tools for larger, complex deployments in a networked environment.

Assists in the administration of configuration management systems; designs, configures, deploys, monitors, and maintains Windows Active Directory or similar group policies, and logon scripts; coordinates more complex changes with Systems Administration staff as needed.

Works with functional areas to build, test and deploy electronic workflows in platforms such as work order systems and other District-provided applications.

Evaluates equipment, software, and technology services for purchase; assists in developing hardware standards to support applications and services.

Assists other IT staff with troubleshooting complex end-user computing issues; performs root cause analyses in troubleshooting end-user computing issues and develops solutions to address root causes.

Performs moves, adds, changes, repairs, testing and maintenance of software and IT hardware including computers, monitors, scanners, speakers, audio-visual equipment, and other peripheral devices at all college locations including employee offices, computer labs, and classrooms to provide end users with current and consistent access to hardware and software; forwards requests to add/replace audio-visual equipment attached to ceilings and/or walls to the appropriate IT staff.

Provides broad end user technology support and training to facilitate access to District systems, computers, software, audio visual equipment and peripherals by responding to user requests in-person, by phone, and electronically; provides timely response and resolution to requests and escalates issues to appropriate information technology personnel as needed.

Diagnoses basic network problems by visually inspecting connections and using basic tools (e.g., ping) to check connectivity; escalates problems to appropriate information technology personnel as needed.

Develops technical and procedural documentation as needed.

Assists in hiring and training student workers; schedules work hours and provides work direction to student workers.

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 the IT User Support Manager, 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. May provide work direction and guidance to lower-level IT staff and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Advanced functionality and troubleshooting techniques for current Windows, Macintosh and mobile operating systems, configuration tools and methods

Directory structure, such as Microsoft Active Directory, Group Policies, and Windows Registry

Basic principles and practices of project management

Computer and mobile hardware, including PC, Mac, and peripheral equipment

Software commonly used in educational and office settings including, but not limited to, Adobe and Microsoft products

Advanced methods and procedures for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals.

Field equipment set-ups and technical operations using microphones, speakers, projectors, laptops and optical playback decks

Operation and use of a wide variety of multimedia equipment

Processes, techniques, and systems related to image creation and basic network troubleshooting

Ability to:

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility, and plan, monitor and implement project activities in support of assigned end user computing projects

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

Assess, troubleshoot and identify solutions related to electronic workflows and complex issues related to hardware, software, and peripherals

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

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

Communicate and train others on technical information effectively, both orally and in writing

Learn existing college technologies and stay updated and adaptable to new technologies including software, hardware, procedures and best practices

Safely and correctly use tools and equipment utilized in the installation, repair, and maintenance of computers and peripherals

Role model exceptional internal and external customer service

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:
Associate's degree in computer science or a related field.

Experience Requirement:
Two years of experience installing and maintaining computer hardware, software and peripherals in a multi-user, networked environment. Two years of experience using software to build and deploy computer configurations in an organization with at least 50 users is also required.

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:
A valid driver 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 Environment:

While performing the duties of this job, the employee is required to stand, walk, reach, and travel around the main campus or satellite locations to perform fieldwork. The employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to climb. The employee is frequently required to lift, carry, push or pull up to 50 pounds. While performing the duties of this job, the employee is also regularly required to stoop, bend, and crouch in small spaces, such as under a desk, and is frequently exposed to outdoor weather conditions.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/1/2023
Class History:	None
Revision Date(s):	New Class

Agenda Report Number	12
Subject	Examination Schedule
Date	November 1, 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 Examination Schedule:

Class Title	Field of Competition	Time
Information Technology Support Specialist	Promotional	3 weeks
Mail Services Worker I	Merged Promotional and Open Competitive	3 weeks
Senior Information Technology Support Specialist	Promotional	3 weeks
Theatre Operations Assistant	Merged Promotional and Open Competitive	3 weeks

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Lawrence Leone
Ayes	3
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	13
Subject	Advisory Item: Reappointment of Barbara Greenstein
Date	November 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Please be advised that Commissioner Greenstein's current term is scheduled to expire on November 30, 2023. Commissioner Greenstein is one of the CSEA nominees to the Personnel Commission.

Education Code 88065 states:"In any community college district which has a five-member personnel commission, two members of the commission shall be appointed by the governing board of the district and two members, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those four members of the personnel commission shall, in turn, appoint the fifth member to the commission."

CSEA Chapter 36 has notified the Personnel Commission Office that they voted to re-appoint Barbara Greenstein to serve as a Commissioner for another three-year term, beginning December 1, 2023.

The Board of Trustees will be advised that Barbara Greenstein is the CSEA nominee and per Education Code 88065, shall be appointed by the governing board of the district. This item has been placed on the November 2023 Board of Trustees agenda.

IV. Adjournment at 11:12 a.m.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	3
Nays	0
Abstentions	0
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 November 1, 2023, Special Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 24 hours prior to the date and time of this meeting.