

# Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3<sup>rd</sup> Wednesday of the Month

Special Meetings Scheduled As Needed

## Attend in Person:

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

## Attend Virtually:

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

## Call In:

One tap mobile :

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+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

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## PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

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

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

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

Exceptions:

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

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

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

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

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

### **General Public Comments and Consent Agenda**

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

### **Instructions for Submitting a Request to Speak at Zoom Webinar**

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

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

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

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

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

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

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

### **Instructions for Submitting Written Comments**

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

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

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

<p>DEPARTMENTS: PLEASE POST          Academic Affairs: Sharon Thomas          Accounts Payable: Cherry Aquino          Admissions &amp; Records: Jackson Edwards          African American Center: Sherri Bradford          Athletics: Theresa Tang          Auxiliary Services: Ofelia Meza          Bundy: Beverly Redd-Walker          Business Department: Peter Murray          Campus Police Office: Jennifer Jones          Campus Store: Elease Juarez          Career Services: Vicky Rothman          Cashier's Office: Veronica Romo          Center for Media &amp; Design: Angela Valentine          Community &amp; Academic Relations: Christina Marcial          Community Education:          Counseling Office: Allison Kosich          Custodian Time Clock: Anthony Williams          Disabled Students Center: Nathalie Laille          Early Childhood Ed.: L. Manson          Emeritus Department: V. Rankin-Scales          English Dept.: Martha Hall          EOP&amp;S: Gina Brunell          ESL Office: Jocelyn Alex          Events Office: Vinnessa Cook          Faculty Association: Peter Morse          Financial Aid Office: Sandra Hernandez          Health Sciences: Clarenda Stephens          Health Office: Nancy Alfaro          Human Resources: Yesenia Penate &amp; Delia Padilla          HSS: Carolyn Baugh          Institutional Research:          International Education Center: Ana Jara          KCRW:          Latino Center: Maria Martinez          Madison: Gail Johnson          Maintenance/Operations: Kasey Garland          Malibu: Angela Bice          Math Village: Kristina Fukuda          Media Center: L. Nakamura          Modern Language: Travis Grant          Music: Lori Geller          Outreach &amp; Recruitment: Giselle Gradilla          Payroll: Ian Fraser          Science: Ingrid Cardwell          Student Life: Amelia Trejo          Superintendent/Presidents Office: L. Kilian          STEM: Vanan Yahnian          Theater Arts:          W&amp; ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS          Emeritus: Guadalupe Salgado          Noncredit Programs:          Scott Silverman          Facilities: Dennis Biddle          HR: Tre'Shawn Hall-Baker          Info Tech: Calvin Madlock          IEC: N. Pressian          Instructional Technology:          Maintenance:          Terry Kamibayashi          Operations:          Darryl Gray          Felicia Hudson          Robert Villanueva          Receiving: Lisa Davis          Supplemental          Instruction:          Wendi DeMorst          SMCPA: Susan Hudelson</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF          Superintendent/President: Kathryn Jeffery          Executive VP:          VP Academic Affairs: Jason Beardsley          VP Business/Admin: Chris Bonvenuto          VP Enroll. Services: T. Rodriguez          VP Human Resources: Sherri Lee-Lewis          VP Student Affairs: M. Tuitasi          Senior Director Government Relations &amp; Institutional Communications: Don Girard          Community Relations: Kiersten Elliott          Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION          Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p>EMPLOYEE ORGANIZATIONS          CSEA Labor Rep.: Derek Eckstein          CSEA Chapter Pres.: Cindy Ordaz          CSEA Chapter 1st V.P.: Martha Romano          CSEA Chapter 2nd V.P.: Kennisha Green          CSEA Chief Job Steward: Jonathan Rosas          CSEA Treasurer: Dagmar Gorman          CSEA Secretary: Judith Mosher          CSEA Chief Development Officer:          Luis Martin          CSEA Communications Officer: David Mendoza          SMC POA President: Officer Cadena          Management Association: Scott Silverman</p> <p>IF YOU NEED AN ACCOMMODATION          Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p> <p>Revised 1/24/2024</p>
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Public Session: 12:00 p.m.

A. Organizational Functions

1. Call to Order
2. Roll Call

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

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

1. Longevity-February 2024

**5 YEARS**

Gilbert Luna, Skilled Maintenance Worker II, Maintenance

Dawn Noguera, Human Resources Specialist, Human Resources

**10 YEARS**

Ruth Casillas, Program Coordinator-Workforce & Economic Development,  
Workforce & Economic Development

Mario Franco, Workforce & Economic Development Specialist,  
Workforce & Economic Development

Jennifer Landa, Workforce & Economic Development Specialist,  
Workforce & Economic Development

Ann Marie Leahy, Senior Career Services Advisor, Career Services Center

**15 YEARS**

Kennisha Green, DSPS Specialist, Center for Students with Disabilities

Dena Sussman-Schechter, Sign Language interpreter III,  
Center for Students with Disabilities

**25 YEARS**

Romano Vasquez, Information Technology Support Specialist, Academic Computing

- C. Comments from the Vice President of Human Resources
- D. Comments from the President of CSEA
- E. Comments from the President of Management Association
- F. Comments from Personnel Commission Staff
- G. Comments from the Personnel Commissioners

H. Agenda Reports: Major Items of Business

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I. Consent Agenda

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J. Adjournment

Agenda Report Number	1
Subject	First Reading of Amendment to Rules and Regulations of the Classified Service: Merit Rules Chapter 15 Merit Rule 11.10.5 Merit Rule 12.4.1 <b>No Action To Be Taken</b>
Date	February 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Merit Rules Chapter 15, Merit Rule 11.10.5 and Merit Rule 12.4.1 are attached for a First Reading.

Recommendations were developed with input from the Merit Rules Advisory Committee. The goals of these changes include updating and clarifying processes, and ensuring language is in compliance with relevant laws and applicable bargaining agreements.

CHAPTER XV

RESIGNATION AND REINSTATEMENT

Rule 15.1

RESIGNATION AND RETIREMENT (EDUCATION CODE  
SECTION 88201)

15.1.1

GENERAL PROVISIONS

- A. ~~The Board of Trustees may accept the resignation of any employee, and may fix the date on which the resignation shall take place, which shall not be later than the close of the school year during which the resignation is received.~~
- B. ~~When an employee desires to~~ intends to resign from his/her/their position, he/she/they shall submit a Notice of Resignation/Retirement to the ~~Classified Personnel Human Resources~~ Department preferably at least 2 weeks prior to the intended date of resignation.
- C. A resignation may be withdrawn by the employee at any time prior to acceptance by the Board of Trustees.
- D. A resignation relates only to the specific position from which the employee resigns, ~~and does not impair his/her/their rights to other positions which he/she they may hold on eligibility lists, except that an~~ An employee who resigns shall not be removed from lists ~~except for a promotional eligibility list or a transfer list a promotional eligibility list.~~
- E. When an employee intends to retire, he/she they shall submit a Notice of Resignation/Retirement to the ~~Classified Personnel Human Resources~~ Department, ~~at least one month prior to the planned date of retirement. CalPERS recommends that the employee submit their retirement forms three to four months ahead of the retirement date.~~
- F. ~~The minimum age for retirement shall be 50 provided that the~~ A retiring employee must shall meet all the eligibility requirements of the applicable retirement system. There shall be no ~~compulsory mandatory~~ retirement age for classified employees.

~~15.1.1 revised P.C. 4/27/83~~

Rev. 15.1.1 F. approved by Personnel Commission 9/16/15



~~Section 15.1.1.G.~~

~~G. Employees who become members of the Public Employees Retirement System prior to July 1, 1980 will receive additional service credit on retirement of 0.004 years for each day of unused sick leave at the time of retirement. This benefit does not apply to any person who becomes a member on or after July 1, 1980.~~

15.1.2

CLASSIFIED EMPLOYEE EARLY RETIREMENT INCENTIVE (BOARD POLICY) RETIREE HEALTH BENEFITS

A. Regular classified management and confidential employees are eligible for retiree medical benefits. To be eligible for retiree medical, employees must retire from the District and retire from CalPERS or CalSTRS retirement system. Retired employees will receive the District's contribution amount towards retiree medical coverage.

B. The District shall provide supplemental health and welfare benefits for employees as stated in Merit Rule 12.4 who retire at or after the age of 55 years with 10 years of District service. Supplemental benefits shall be limited to medical, dental and vision insurance plans for the employee and eligible dependents. Dependents shall be as defined by the carrier.

As an early retirement benefit, the supplementary benefit plan shall be provided by the District until the retiree reaches their 65th birthday or the employee's death, whichever occurs first. Upon an employee's death, the supplemental benefit may be provided to the employee's eligible dependents, if the eligible dependents are receiving monthly survivor benefits from CalPERS or CalSTRS retirement system.

1. For management and confidential employees the early retirement schedule shall be:

a. at age 50 or thereafter with 10 years of continuous service in the District.

b. at age 55 or thereafter with 5 years of continuous service in the District.

C. For unit employees, the retiree health benefits shall be in accordance with the applicable bargaining agreement.

~~The District shall continue to provide health and welfare benefits for regular classified management, confidential and unit employees to age 65 or until the employee's death, whichever occurs first.~~

~~1. For management and confidential employees the retirement schedule shall be:~~

~~a. at age 50 or thereafter with 10 years of continuous service in the District.~~

~~b. at age 55 or thereafter with 5 years of continuous service in the District.~~

~~2. For unit employees the retirement schedule shall be:~~

~~a. at age 55 or thereafter with 10 years of continuous service in the District.~~

~~B. Paid benefits shall be limited to health insurance for the employee only and a family dental and vision insurance plan. For specific provisions see Rule 12.4.~~

~~15.1.2 added P.C. 4/27/83~~

## Rule 15.2

## REINSTATEMENT (EDUCATION CODE SECTION 88128)

### 15.2.1

### GENERAL PROCEDURES

- A. A permanent employee who resigned or retired in good standing may request to be reinstated in a vacant position in his/her within their former class and status within 39 months of the last date of paid service. ~~He/she~~ They may also be reinstated in a vacant position in a lower related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.
- B. Reinstatement of a former employee shall have the following effects:
1. If ~~an~~ the employee is reinstated to a permanent position in ~~his/her~~ their former class or a lower related class, ~~he/she~~ they shall be restored all the rights, benefits, and burdens of a classified employee.
  2. Restoration of salary shall be in accordance with Merit Rule Section 13 12.2.12 of Rule 12.2.

Rule 15.3 EMPLOYMENT OF PERS OR STRS RETIREES  
(EDUCATION CODE SECTION 88034)

15.3.1 GENERAL POLICY

- A. Any person receiving a retirement allowance from the California Public Employees' Retirement System or California State Teachers' Retirement System may be employed and paid in accordance with the rules and regulations of the applicable retirement system.

~~Rev. approved by the Personnel Commission 8/10/10~~

~~15.3.2 COMPENSATION~~

- ~~A. A retired employee under authority of this Rule shall be entitled only to the appropriate salary earned, including to include overtime compensation as provided for in Section 2 of Rule 12.3.~~

- ~~AB. Retired employees appointed to positions in their previous class or classes shall be placed on the step of the salary schedule closest to their last regular rate of pay. Retired personnel appointed to positions in other classifications shall be placed on the first step of the appropriate range on the salary schedule.~~

~~15.3.2, 15.3.2, 15.3.2 added P.C. 4/27/83~~

~~Section 15.3.3~~

~~15.3.3 ASSIGNMENT~~

- ~~A. A retired employee employed under this Rule is not subject to reinstatement to PERS nor does the compensation period provide for retirement allowance adjustment.~~
- ~~B. The appointing authority shall certify to the Director of the Personnel Director Commission that a retired employee employed under this Rule meets the provisions thereof and his/her combined calendar year employment does not exceed 90 working days or 35 percent of the hours employed during the last fiscal year prior to retirement.~~

11.10.5

SICK LEAVE FOR TEMPORARY EMPLOYEES  
(LABOR CODE SECTION 246).

- A. This rule shall apply to any employee not covered by other provisions of this Chapter governing sick leave.
- B. An employee who, on or after July 1, 2015, works 30 or more days within a year from the commencement of employment is entitled to paid sick days as specified in this rule.
- C. An employee shall accrue paid sick days at the rate of one hour per every 30 hours worked from the commencement of employment or July 1, 2015, whichever is later. No employee shall be allowed to have an accrual of more than ~~48~~ 80 hours of sick leave.
- D. An employee shall be entitled to use accrued paid sick days beginning on the 90<sup>th</sup> day of employment, after which day the employee may use paid sick days as they are accrued.
- E. Upon the oral or written request of an employee, an employer shall provide paid sick days for the following purposes: (1) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. (2) For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1 of the Labor Code.
- F. No compensation shall be paid to an employee for accrued, unused paid sick days upon termination, resignation, retirement, or other separation from employment.
- G. If an employee separates and is rehired within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated. The employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional paid sick days upon rehiring.

#### 12.4.1 HEALTH AND WELFARE BENEFITS (GOVERNMENT CODE SECTION 53200)

A. The Santa Monica Community College District shall provide a basic Health and Welfare Benefit Plan to all regular employees serving in positions assigned on a half time (20 hour) basis or more.

B. Costs of basic Health and Welfare Benefits shall be approved by the Board of Trustees annually.

C. The basic Health and Welfare Benefit Plan shall provide for a contribution by the District for group medical insurance, dental insurance and vision coverage.

D. Each regular eligible employee, shall select coverage from the group health insurance, dental program, and vision plan offered by the District within the first 30 days after initial employment. Thereafter, a covered employee may change plans or add eligible family members only during open enrollment periods.

E. Employees who work five days per week, seven to eight hours per day, 35 to 40 hours per week, and who are employed for the academic year, or instructional year, shall be considered full-time employees for the purposes of this rule.

F. Employees who work less than 35 hours per week, but 20 or more hours per week, shall receive a prorata share of the amounts which are authorized for a full-time employee if they elect to be enrolled in a health, vision, and dental care plan. The pro-ration shall be based on a 40 (forty) hour week.

G. Employees who work less than 20 hours per week shall not be eligible for benefits enumerated in the Rule.

H. The District shall provide the basic Health and Welfare ~~Benefit~~ Plan benefit to eligible employees who retire from the District. The benefit plan shall provide the group medical, ~~dental and vision care~~ coverage for the employee and eligible dependents as defined by the insurance carrier, provided the employee is at least 55 years old and has completed ten years of service. The amount of contribution shall be determined by the Board of Trustees. The Health Plan should provide group medical coverage. The District shall provide supplemental retirement benefits (medical, dental, and vision) to all retirees who meet the eligibility requirements as provided in Merit Rule 15.1.2.

I. The District shall provide the supplemental retirement benefit to all retired employees who meet the eligibility requirements for the District's Classified Employees' Early Retirement Program.

~~J. The District supplemental retirement benefit shall continue until the employee's 65th birthday or the employee's death, whichever occurs first. The supplemental benefit shall not be provided to the employee's estate or surviving dependents.~~

Agenda Report Number	2
Subject	Approval Request- Reschedule Regular Personnel Commission Meeting in April
Date	February 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve rescheduling the regular Personnel Commission meeting in April as follows:

FROM:

Wednesday, April 17, 2024, 12:00 PM

TO:

Wednesday, April 24, 2024, 12:00 PM

The Public Sector Human Resources Association of Southern California (PSHRA-SC), formerly the Southern California Public Management Association – HR (SCPMA-HR), has scheduled their spring conference in Long Beach for Wednesday, April 17, 2024. The Director of the Personnel Commission and multiple Personnel Commission staff members are registered to attend this conference.

Agenda Report Number	3
Subject	Request for Approval of Abolishing Classification: Child Care Services Supervisor
Date	February 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

**BACKGROUND**

As scheduled on the annual cyclical study calendar, Commission staff has been reviewing classifications in Specialized Programs, which includes the **Child Care Services Supervisor**. During the process Commission staff noted the following:

- This classification has been vacant since 3/16/2019.
- The Board of Trustees abolished this position on 6/6/2023.
- Child care services are now offered through collaboration with the City of Santa Monica and contracted services.
- The Department confirmed this role will no longer be filled by the District.

There are currently no eligibility lists or reemployment lists for this classification. This proposal was sent for review to Department leadership, Business Services, Human Resources, and the College Superintendent/President.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve abolishing the Child Care Services Supervisor classification.

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

Agenda Report Number	4
Subject	Request for Approval of Classification Revisions and Retitle: Program Coordinator – Community & Contract Education to Program Coordinator – Community Education
Date	February 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

## **BACKGROUND**

Attached for your approval are the classification revisions for **PROGRAM COORDINATOR – COMMUNITY & CONTRACT EDUCATION**.

As scheduled on the annual cyclical study calendar, Commission staff is reviewing the Program Coordinator – Community & Contract Education classification. The Program Coordinator – Community & Contract Education oversees, coordinates, and assists in the day-to-day operation and activities of the Community & Contract Education programs, by planning and scheduling course offerings based on student enrollment, facilities and faculty availability. The Santa Monica College Community & Contract Education program offers hundreds of classes to individuals who wish to explore their personal interests or enhance their careers at low-cost. Not-for-credit Community Education courses are designed to enrich lives through hands-on workshops and lively classes in art, writing, dance, and many other areas.

The Program Coordinator – Community & Contract Education was established in March 2007. This classification was last revised in December 2011 to reflect a change in title and capture the updated organizational structure. This classification is currently vacant.

## **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2021-2022. The incumbent at that time from the Program Coordinator – Community & Contract Education classification, as well as CSEA, were invited to participate in a class study orientation on November 8, 2021, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbent was requested to complete a Position Description Questionnaire (PDQ) by December 13, 2021.

Personnel Commission staff met with Scott Silverman, Dean of Noncredit & External Programs, to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were added to clarify related roles within the occupational series, and duties were added to more accurately reflect responsibilities assigned



to this classification. The knowledge, skills and abilities section were updated with standardized language.

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

A comprehensive survey of comparable agencies was conducted. 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 an equivalent role in nature and level of responsibilities and differed in organizational structure and scope of programming. As a result, salary recommendation is based on internal alignment with the recently reviewed Program Coordinators.

## **SALARY ALLOCATION**

Commission staff found that this classification requires knowledge in specific program planning, logistics, marketing, and student enrollment practices and standards. An incumbent in this role has decision-making responsibilities for coordination of activities in support of the District's Community & Contract Education program and services. Scope and complexities of the position are found in the varied duties related to class scheduling, instructor/faculty collaboration, student enrollment, logistics, budget expenditure tracking and financial reporting, and resource allocation. This classification is most comparable to the Program Coordinator – Emeritus in that both classifications require specialized knowledge regarding their particular program and their unique enrollment registration systems and processes and are assigned primary responsibility to oversee and coordinate day-to-day operations and activities. Therefore, salary reallocation is not recommended.

See internal comparison table below. Cyclical reviews for all the classifications in this job discipline are complete.

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Program Coordinator-Workforce & Economic Development	39	\$6,643	\$8,075	4.99%
Program Coordinator-Emeritus	37	\$6,327	\$7,690	0.00%
<b>Program Coordinator-Community Education (Retitled)</b>	<b>37</b>	<b>\$6,327</b>	<b>\$7,690</b>	

Cyclical review results were sent to Department leadership, CSEA, Business Services, Human Resources, and the Superintendent/President.

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and retitle from Program Coordinator – Community & Contract Education to Program Coordinator – Community Education.

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

**Santa Monica Community College District  
Personnel Commission**

Program Coordinator – Community & Contract Education

**CONCEPT OF THE CLASS**

Under general supervision, The positions in this classification coordinate the daily operations and activities of the Community & Contract Education programs, provide assistance to the Dean and Director of Career & Workforce Development in the daily operation and coordination of the Community & Contract Education programs, which require by providing programming support, including organizing and overseeing student enrollment, planning, logistics, and maintaining accurate and detailed records management.

**DISTINGUISHING CHARACTERISTICS**

The Program Coordinator – Community Education oversees, coordinates, and assists in the day-to-day operation and activities of the Community & Contract Education programs, by planning and scheduling course offerings based on student enrollment, agreements, facilities, and instructor availability.

The Program Coordinator – Emeritus oversees, coordinates, and assists in the day-to-day operation and activities of the Emeritus program, by planning and scheduling course offerings based on student enrollment, facilities and faculty availability.

**ESSENTIAL DUTIES**

Coordinates the daily activities and agreements of the Community & Contract Education programs; reviews and resolves problems with students, instructors/faculty, community members, and program logistics as they arise; recommends modifications to program procedures.

Performs/Coordinates the schedule preparation by scheduling and selection of course offerings for community and contract education based on group and instructor/faculty availability; Ccontacts instructors to establish instruction times, dates, and locations.

Prepares and updates program descriptions; screens and makes preliminary decisions on new proposals being considered for upcoming catalog; Coordinates and develops the class schedule for the program catalog in (printed and online version) by collaborating with other college departments to streamline the creation, archiving, revisions, and replication processes of all program forms and the production of class schedule and catalog; prepares specialized text for schedule of classes, four times per year.

Assists in planning, marketing, and budgeting, invoicing, and class price determination for Ccontract Eeducation programs.

Oversees, maintains, and updates inputs specialized text into the Lumens Contract Education program registration system and Lumens B2B databases to ensure employer information, class offerings and descriptions are updated and accurate for invoicing and foree students can review offerings andto register on-line; createe catalog skeleton to submit to graphics for final print.

Monitors budget expenditures for class offerings, including determining the viability of classes based on balance sheets, tracking daily sales balances for programs, preparing financial reports as needed and preparing payroll spreadsheets.

Oversees enrollment admissions and records activities; recruits and provides guidance and training to employees who perform program enrollment and registration duties; creates training and orientation materials.

Evaluates, reviews, and makes preliminary decisions on new proposals being considered for upcoming catalog and Assists in the evaluation of the effectiveness of course offerings and determines the need for continuation.

Resolves complaints from students and makes decisions regarding refunds, credit vouchers or rejections of request.

Maintains room usage charts to use for scheduling and reserving classrooms; resolves room conflicts with academic program utilizing ISIS and Lumens to find alternative classroom facilities when conflicts arise.

Prepares work orders for room setups, maintenance problems with facilities or office; creates and processes rental agreements; prepares; invoices to clients and partners; distributes shared revenue into specified account.

~~Prepares informational materials, enrollment cards, and utilizes mailers, fliers and electronic communication to promote assigned program events, deadlines, and program updates to~~ students, ~~instructors, faculty,~~ staff and public. ~~Use~~

~~Coordinates and secures partnership services and submits agenda items to Board of Trustees; submits facilities and contractor invoices for payment; assists in schedule preparation; prepares and ensures mailing of continuing student mailer and enrollment cards; updates closed classes listing and schedule changes.~~

~~Monitors and updates class fill rates, closed class listing and schedule changes to students, staff and the public.~~

Assists in the planning of special events and activities, on and off campus meetings, and creates public relations materials such as announcements and fliers.

Researches and recommends program equipment and supplies; anticipates program supply needs and arranges equipment needs; takes inventory and orders supplies for the office and classrooms.

Participates in the selection and training of student workers and prepares timesheets.

Enters new student applications into Lumens and applicable registration system ~~and employer information in Lumens B2B database~~; updates and maintains continuing student records with information such as address changes, telephone number updates, name changes and status holds.

Performs other related duties as requested, assigned or as the situation requires. ~~relations materials such as announcements and fliers. R~~

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 a~~ General supervision is received from assigned Dean or assigned administrator. ~~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 other classified positions, ~~but may~~ ~~provide~~ work guidance and direction to classified employees and student workers, assistants, work study students, and clerks. ~~Prioritizes work.~~

#### KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

Mission, objectives, goals, and service delivery requirements of assigned program

Principles and practices involved in planning, resource allocation, coordination, organization, and implementation of student programs

Federal, State and local laws, regulations, grant requirements, and procedural guidelines pertaining to assigned student program

Business writing and effective formats for presentations, correspondence, and other written materials

Basic data collection, research, and reporting methods, techniques, and procedures

Related computer programs, systems and database development

Principles, techniques and processes for providing customer service, including customer needs assessment and evaluation of customer satisfaction

~~Admissions and Records policies and procedures.~~

~~Knowledge of~~ Community relations principles and techniques.

~~Knowledge of basic~~ Work scheduling methods.

~~Knowledge of basic accounting, budgeting and record keeping techniques.~~

~~Knowledge of personal computer based software programs that support this level of work, including word processing, spreadsheet, presentation graphics, and data management.~~

~~Ability to:~~

~~eEffectively publicize and promote College programs.~~

~~Ability to wWrite, edit, and produce catalogs, bulletins, and news releases.~~

~~Organize and schedule work for others.~~

~~Ability to kKeep track of budget expenditures.~~

~~Ability to eEvaluate the effectiveness of a variety of proposed or ongoing course offerings.~~

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

~~Meet deadlines and work in a fast-paced environment with frequent interruptions~~

~~Demonstrate sensitivity and understanding of the diverse challenges and needs faced by targeted population~~

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

~~Interpret, apply, explain, and ensure compliance applicable laws and regulations, and District policies and procedures~~

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

~~Communicate effectively, both orally and in writing~~

~~Stay updated on technology changes and adapt to new technologies~~

~~Role model exceptional internal and external customer service~~

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

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

~~Ability to schedule and select course offerings based on group and faculty availability;~~

~~Ability to make decisions on new course proposals being considered for upcoming community services catalog and contract training~~

~~Ability to develop the class schedule for the program four (4) times per year~~

~~Ability to coordinate the daily operation of a college program providing a public service.~~

~~Ability to provide sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.~~

~~Ability to work and meet deadlines with limited supervision.~~

~~Ability to establish and maintain cooperative working relationships with employees, students, and members of the public.~~

#### MINIMUM QUALIFICATIONS

##### **Education Requirement:**

Associate's of Arts-D degree or equivalent in Business Aadministration, Liberal Arts, Communications, or a closely related field.

##### **Experience Requirement:**

Four (4)-years of experience with planning, and coordinating a student or public program, ~~providing a public service.~~  
~~Experience in an educational institution is highly desirable.~~

##### **Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None.

**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:**

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

**CLASS DETAIL**

<b>Job Family:</b>	Student Services <u>(Non-<del>C</del>Classroom)</u>
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	3/21/2007
<b>Class History:</b>	<u>Program Coordinator – Community &amp; Contract Education</u> Program Coordinator – Continuing & Community Education Community Services Operations Technician
<b>Revision Date(s):</b>	12/14/11, <u>2/21/24</u>

**Santa Monica Community College District  
Personnel Commission**  
Program Coordinator – Community Education

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification coordinate the daily operations and activities of the Community & Contract Education programs by providing program support, including organizing and overseeing student enrollment, planning, logistics, and maintaining accurate and detailed records management.

**DISTINGUISHING CHARACTERISTICS**

The Program Coordinator – Community Education oversees, coordinates, and assists in the day-to-day operation and activities of the Community & Contract Education programs, by planning and scheduling course offerings based on student enrollment, agreements, facilities, and instructor availability.

The Program Coordinator – Emeritus oversees, coordinates, and assists in the day-to-day operation and activities of the Emeritus program, by planning and scheduling course offerings based on student enrollment, facilities and faculty availability.

**ESSENTIAL DUTIES**

Coordinates the daily activities and agreements of the Community & Contract Education programs; reviews and resolves problems with students, instructors, community members, and program logistics as they arise; recommends modifications to program procedures.

Coordinates the schedule preparation by scheduling and selection of course offerings for community and contract education based on group and instructor availability, contacts instructors to establish instruction times, dates, and locations.

Coordinates and develops the class schedule for the program catalog in print and online by collaborating with other college departments to streamline the creation, archiving, revisions, and replication processes of all program forms and the production of class schedule and catalog; prepares specialized text for schedule of classes.

Assists in planning, marketing, budgeting, invoicing, and class price determination for Contract Education programs.

Oversees, maintains, and updates Contract Education program registration system and Lumens B2B databases to ensure employer information, class offerings and descriptions are updated and accurate for invoicing and for students to register online.

Monitors budget expenditures for class offerings, including determining the viability of classes based on balance sheets, tracking daily sales balances for programs, preparing financial reports as needed and preparing payroll spreadsheets.

Oversees enrollment activities; recruits and provides guidance and training to employees who perform program enrollment and registration duties; creates training and orientation materials.

Evaluates, reviews, and makes preliminary decisions on new proposals being considered for upcoming catalog and assists in the evaluation of the effectiveness of course offerings and determines the need for continuation.

Resolves complaints from students and makes decisions regarding refunds, credit vouchers or rejections of request.

Maintains room usage charts to use for scheduling and reserving classrooms; resolves room conflicts with academic program utilizing ISIS and Lumens to find alternative classroom facilities when conflicts arise.

Prepares work orders for room setups, maintenance problems with facilities or office; creates and processes rental agreements; prepares; invoices to clients and partners; distributes shared revenue into specified account.

Prepares informational materials, enrollment cards, and utilizes mailers, flyers and electronic communication to promote assigned program, events, deadlines, and program updates to students, instructors, staff and public.

Coordinates and secures partnership services and submits agenda items to Board of Trustees and contractor invoices for payment.

Monitors and updates class fill rates, closed class listing and schedule changes to students, staff and the public.

Assists in the planning of special events and activities, on and off campus meetings, and creates public relations materials such as announcements and flyers.

Researches and recommends program equipment and supplies; anticipates program supply needs and arranges equipment needs; takes inventory and orders supplies for the office and classrooms.

Participates in the selection and training of student workers and prepares timesheets.

Enters new student applications into Lumens and applicable registration system; updates and maintains continuing student records with information such as address changes, telephone number updates, name changes and status holds.

Performs other related duties as requested, assigned or as the situation requires.

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:*

General supervision is received from assigned Dean or assigned administrator. 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 other classified positions, but may provide work guidance and direction to classified employees and student workers.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Mission, objectives, goals, and service delivery requirements of assigned program

Principles and practices involved in planning, resource allocation, coordination, organization, and implementation of student programs

Federal, State and local laws, regulations, grant requirements, and procedural guidelines pertaining to assigned student program

Business writing and effective formats for presentations, correspondence, and other written materials

Basic data collection, research, and reporting methods, techniques, and procedures

Related computer programs, systems and database development

Principles, techniques and processes for providing customer service, including customer needs assessment and evaluation of customer satisfaction

Admissions and Records policies and procedures

Community relations principles and techniques

Work scheduling methods

Basic accounting, budgeting and record keeping techniques

**Ability to:**

Effectively publicize and promote College programs

Write, edit, and produce catalogs, bulletins, and news releases



Organize and schedule work for others.  
Keep track of budget expenditures

Evaluate the effectiveness of a variety of proposed or ongoing course offerings

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

Meet deadlines and work in a fast-paced environment with frequent interruptions

Demonstrate sensitivity and understanding of the diverse challenges and needs faced by targeted population

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

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

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Demonstrate a commitment to 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:***

Associate's degree or equivalent in business administration, liberal arts, communications, or a closely related field.

***Experience Requirement:***

Four years of experience with planning and coordinating a student or public program.

***Education/Experience Equivalency:***

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

***Licensure and/or Certification:***

None.

#### 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:***

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

**CLASS DETAIL**

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	3/21/2007
<b>Class History:</b>	Program Coordinator – Community & Contract Education Program Coordinator – Continuing & Community Education Community Services Operations Technician
<b>Revision Date(s):</b>	12/14/11, 2/21/24

Agenda Report Number	5
Subject	Review of Position Reclassification Study: Senior Veteran’s Resource Specialist
Date	February 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission initially heard the appeal of a position classification study for Senior Veterans Resource Specialist at our regular meeting on September 20, 2023. At the meeting on September 20, Commissioners requested the Director of the Personnel Commission to present a written report outlining all steps taken by Personnel Commission staff in reviewing this position study request. This item was placed on the agenda again for our meeting on October 12, 2023, and again on December 20, 2023. This item was pulled from both agendas, and a motion was made to table the “Consideration of Appeal” until a time and date to meet could be agreed upon by all parties.

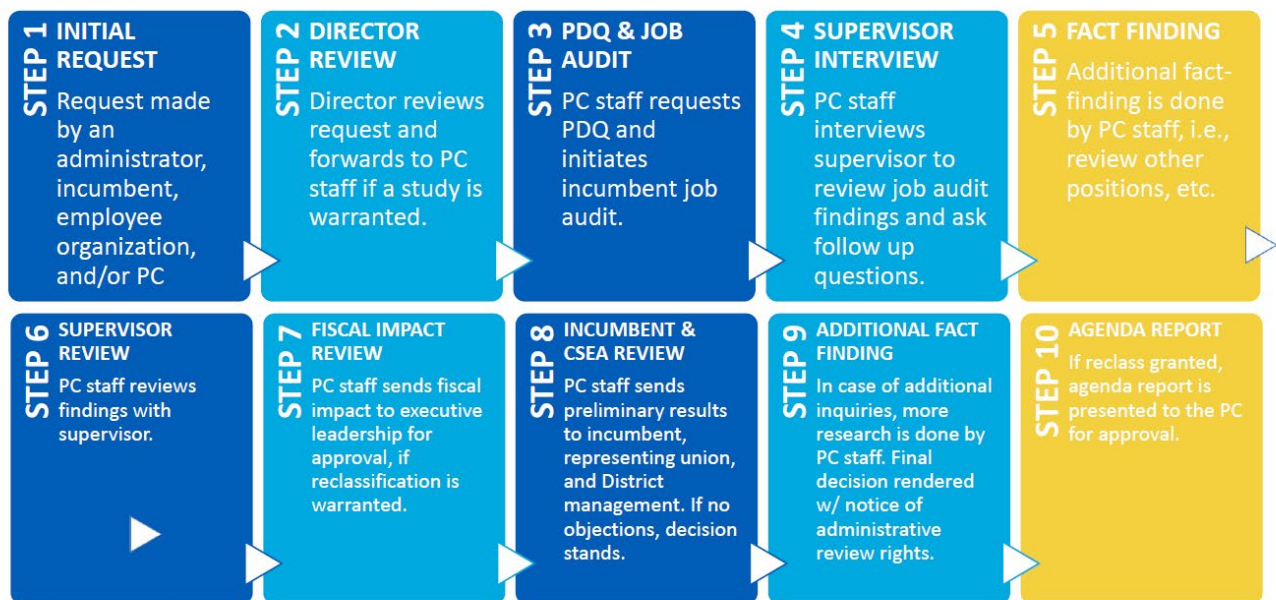
Our initial recommendations are as follows:

1. The request for reclassification should be denied.
2. Personnel Commission staff should conduct a formal salary review of the existing classification. While a formal salary review is not standard practice for all position reclassification studies, I am recommending that we move forward with this process, given the complexity of this request.
3. The request for a classification title change is placed on hold until we have the opportunity to meet with the new supervisor who now oversees the Veterans Resource Center.

The Commissioners, current incumbent, and CSEA have been sent a revised report outlining all steps taken during our review of the Senior Veterans Resource Specialist position and classification, justification for denying the position reclassification request, and recommendations for appropriate next steps.

The chart which documents our current process for conducting Position Reclassification studies is pasted below. Commissioners are requested to review this chart, the revised full report, and recommendations listed above, in order to determine if all procedures were followed correctly, or if there is cause for a different outcome.

# RECLASSIFICATION PROCESS



## Merit Rule 3.2.5 Interpretation of Classification Descriptions

### 3.2.5 INTERPRETATION OF CLASSIFICATION DESCRIPTIONS

A. The classification descriptions and their various parts shall be interpreted according to the following rules:.

2. The description for each classification is considered as a whole in determining the class to which any position shall be allocated, giving consideration not to isolated clauses, phrases, or words, apart from their context but to the general duties, responsibilities, specific tasks, and qualification requirements as affording a picture of the positions included in the class. A classification is deemed appropriate when it describes eighty (80) percent of the duties and responsibilities assigned to a position.

## Merit Rule 3.3 Reclassification

### 3.3.3 RECLASSIFICATION ANALYSIS

A determination of whether a reclassification is appropriate will be based on an analysis of the duties and responsibilities currently assigned to the position. The analysis will assess:

- A. The nature and scope of each identified change in duties and responsibilities.

- B. The date the incumbent began the performance of the newly acquired duties and responsibilities.
- C. Clear and convincing evidence of the employee’s continued performance of the added duties and responsibilities.
- D. The extent to which the added duties and responsibilities are not accurately defined by the existing classification.
- E. If added duties and responsibilities are not incorporated within an existing classification, creation of a new classification may be appropriate.

3.3.5 RECLASSIFICATION REVIEWS

- A. Within fifteen (15) calendar days from receipt of a reclassification request, the Director of Classified Personnel shall provide the employee with written acknowledgement indicating the general expected time schedule for the review of the position.
- B. Personnel Commission staff will review all pertinent documentation. If needed, this review will also include a site visit and/or interview with the incumbent and supervisor to identify actual duties assigned and performed; and additional reviews of work flow, work environment, work products, and any related documents.

**Merit Rule 16.1 Complaint Procedures for Classified Personnel**

16.1.1 PURPOSE OF THE COMPLAINT PROCEDURE

F. The Complaint Procedure is the medium through which permanent classified employees may bring complaints arising out of alleged violations of the Merit Rules.

16.1.3 GENERAL PROCEDURES

D.Complaints within the jurisdiction of the Commission shall be investigated by the Director of Classified Personnel. Appropriate action shall be taken in response to the complaint. The Director of Classified Personnel shall provide the Commission with a report of any action taken on a complaint.

G.The resolution of a complaint by either the Director of Classified Personnel or the Commission shall be final and there shall be no further appeal or review.

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

I. Consent Agenda

Report Number	Subject	Page Number
6	Establishment of Seniority List	28
7	Advisory Item: Request for Reinstatement	30
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9	Ratification of Meeting Minutes	32
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11	Ratification of Limited Term Assignments	36
12	Appointments to Limited Term Positions	37
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14	Examination Schedule	39
15	Extension of Eligibility Lists	40
16	Personnel Commission Project Status Report	41

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

Agenda Report Number	6
Subject	Establishment of Seniority List
Date	February 21, 2024
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:

Information Technology Support Specialist

It is recommended that the Personnel Commission certify the seniority list effective February 21, 2024.

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.

## "INFORMATION TECHNOLOGY SUPPORT SPECIALIST" Seniority List

Classification: Information Technology Support Specialist

Range: 37

Monthly Base Salary Range as of July 1, 2023: \$ 6327 to \$ 7690

PC Certification Date: February 21, 2024

Review Period: February 8 to 15, 2024

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 Information Technology Support Specialist
Nakamura, LeRoy	10/15/1990	No	10/15/1990	12	40	
Peterson, Lee	7/11/1995	No	7/11/1995	12	40	
Griskevicius, Agnius	09/30/1997 (Adjusted)	Yes	09/30/1997 (Adjusted)	12	40	
Pena, Cherie	06/29/1998+.92(Adjusted)	Yes	06/29/1998+.92(Adjusted)	12	40	
Vasquez, Romano	02/13/1999 (Adjusted)	Yes	02/13/1999 (Adjusted)	12	40	
Fakih, Mohamad	7/31/2000	No	7/31/2000	12	40	
Kabwe, Myron	6/1/2004	No	9/27/1999	12	40	
Williams, Brandon	6/4/2012	No	6/4/2012	12	40	
Karpinski, Rafal	4/18/2016	No	4/18/2016	12	40	
Chen, Yanping Linda	4/25/2016	No	4/25/2016	12	40	

"Academic Computing Instructional Specialist" and "Multimedia Technician" consolidated into a new class

"Information Technology Support Specialist" at the November 1, 2023, PC Meeting.

Approved at the December 5, 2023, BOT Meeting. Effective Date: November 8, 2023

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of the Personnel Commission

Updated: January 24, 2024



Agenda Report Number	7
Subject	Advisory Item: Request for Reinstatement
Date	February 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission is advised of the following requests for placement on the Reinstatement List as specified below.

Name	Classification	Resignation Date	Reinstatement Effective Dates
Andrea de Brito	Administrative Assistant I	2/13/2024	2/14/2024-5/13/2027

Rule 15.2 REINSTATEMENT (EDUCATION CODE SECTION 88128)

15.2.1 GENERAL PROCEDURES

A. A permanent employee who resigned in good standing may be reinstated in a vacant position in his/her former class and status within 39 months of the last date of paid service. He/she may also be reinstated in a vacant position in a lower related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.

Agenda Report Number	8
Subject	Ratification of Eligibility Lists
Date	February 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Eligibility Lists.

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Community College Police Dispatcher	0	6	2/11/2025
Construction Maintenance Manager	2	2	2/11/2025
It User System Administrator	4	11	2/22/2025
Program Specialist	3	3	8/7/2024
Special Skills – Bilingual English/Spanish	3	3	Ongoing

Agenda Report Number	9
Subject	Ratification of Meeting Minutes
Date	February 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Minutes:

1. Regular Meeting Minutes - January 17, 2024
2. Special Meeting Minutes - January 29, 2024

Agenda Report Number	10
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	February 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following provisional working out of class assignments.

I. Substitute Limited Term Assignment

Name/Permanent Class	Substitute Assignment	Assignment Dates
Giselle Gradilla, Administrative Assistant II	Outreach and Recruitment Specialist	1/16/2024 to 6/11/2024
Jasmine Revels, Instructional Assistant - English	Tutoring Coordinator – English	2/1/2024 to 6/30/2024

*\*Unless otherwise noted, WOC assignments are paid at 100%.*

II. Extension to Existing Working out of Class Assignment

Name/Permanent Class	WOC Assignment	Dates of Initial Assignment	Dates of Extension
Karen Monzon, Personnel Analyst	Human Resources Analyst – Employee & Labor Relations (Confidential)	11/1/2023 to 3/5/2024	3/6/2024 to 4/16/2024
Emily Raby, Custodian	Custodial Operations Supervisor	9/5/2023 to 1/26/2024	1/27/2024 to 3/8/2024

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

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

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.
3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

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

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

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

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## 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.

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out-of-class for the appropriate stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above).

Agenda Report Number	11
Subject	Ratification of Limited Term Assignments
Date	February 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Department	Effective Dates
Student Services Clerk	Welcome Center	1/29/2024-6/30/2024
Student Services Clerk	Welcome Center	1/29/2024-6/30/2024
Student Services Clerk	Welcome Center	1/29/2024-6/30/2024
Student Services Clerk	Welcome Center	2/27/2024-6/30/2024

Agenda Report Number	12
Subject	Appointments to Limited Term Positions
Date	February 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Candidate	Position	Department	Duration*	Eligible List Date
Denise Avila Galeana	Student Services Clerk	Welcome Center	1/29/2024-6/30/2024	8/30/2023
Brittany Tostado	Student Services Clerk	Welcome Center	1/29/2024-6/30/2024	8/30/2023
Mario Martin Olivares	Student Services Clerk	Welcome Center	1/29/2024-6/30/2024	8/30/2023
Victoria Hong	Student Services Clerk	Welcome Center	2/27/2024-6/30/2024	8/30/2023

\*Not to exceed 960 hours or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee.

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment  
Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.



Agenda Report Number	13
Subject	Appointments to Provisional Assignments
Date	February 21, 2024
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*
Taylor Anzai	Cosmetology Assistant	Cosmetology	1/31/2024-6/30/2024
Steven Neal Profitt	Events Assistant	Performing Arts Center	11/21/2023-6/30/2024
Shana Mofarrah-Garcia	Graphic Designer	Marketing	2/12/2024-6/28/2024

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

Agenda Report Number	14
Subject	Examination Schedule
Date	February 21, 2024
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
Assistant Director of Human Resources-Employee and Labor Relations	Merged Promotional and Open Competitive	3 weeks
Cosmetology Assistant	Merged Promotional and Open Competitive	3 weeks
Database Administrator	Merged Promotional and Open Competitive	3 weeks

Agenda Report Number	15
Subject	Extension of Eligibility Lists
Date	February 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Accompanist – Performance	8/25/2023	2/25/2024	8	6	4/25/2024
Basic Needs Project Assistant	3/5/2024	3/5/2024	7	5	9/5/2024
Director of Marketing and Communications	6/15/2023	3/15/2024	5	5	6/15/2024
EOPS Specialist (Promotional)	2/29/2024	2/29/2024	5	4	8/29/2024
Library Assistant	9/8/2023	3/6/2024	14	8	9/8/2024

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated for the next six months.

Merit Rule 6.2.3 (C) Duration of Eligibility List  
6.2.3 (C)

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

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

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility list shown above for an additional six months.

Agenda Report Number	16
Subject	Personnel Commission Project Status Report
Date	February 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment

Title	Assigned to	Open Date	Close Date	Agenda Date
Grounds Manager	JB			
Cosmetology Assistant	JB			
Director of Sustainability	JB	9/8/2023	9/28/2023	
Laboratory Technician - Fashion	JB			
Laboratory Technician - Life Science	AF			
Lead Custodian	AF	2/12/2024	3/4/2024	
Grounds Worker	AF			
Theatre Arts Program Assistant	AF	12/4/2023	1/2/2024	
Campus Safety Officer	JG	1/27/2023	9/12/2023	6/21/2023
Community College Police Dispatcher	JG	10/20/2022	12/15/2023	
Community College Police - Lateral	JG	10/30/2023	12/4/2023	
Police Recruit	JG			
Senior Grounds Equipment Operator	JG			
Senior Information Technology Support Specialist	JL			
Associate Programmer Analyst	JL	1/17/2024	1/30/2024	
Construction Maintenance Manager	JL	9/5/2023	9/25/2023	
Custodial Operations Manager	JL			
IT User Systems Administrator	JL	11/30/2023	12/20/2023	
Mechanical Systems Manager	JL			
Database Administrator	JL			
HR Analyst - Employee & Labor Relations	JL			
Professional Development Coordinator	JL			
Event Scheduling Specialist	TM			
Events Assistant	TM	10/20/2021		
Mail Services Worker I	TM			
Skilled Maintenance Worker II	TM			
Theatre Technical Specialist (Cont.)	TM	10/15/2021		
Case Manager (NEW CD)	OV			
Program Coordinator - Community Education	OV			
Program Specialist	OV	12/21/2023	1/22/2024	2/21/2024
Senior Financial Aid and Scholarships Specialist	OV	12/21/2023	1/22/2024	
Emergency and Safety Coordinator				
Web Content Developer				

Classification and Compensation

Title	Progress	Type of Request	Assigned to	PDQ	Date Completed
Disabled Student Services Assistant	Stakeholder Review	Cyclical Review	JB	6/2/2023	12/13/2023
Instructional Assistant - English	Development	Cyclical Review	JB	6/2/2023	
Instructional Assistant - ESL	Development	Cyclical Review	JB	6/2/2023	
Instructional Assistant - Learning Disabilities	Development	Cyclical Review	JB	6/2/2023	
Instructional Assistant - Math	Development	Cyclical Review	JB	6/2/2023	
Warehouse & Mail Services Manager	Upcoming	Description Revision	JB		
Accounting Specialist	Research & Planning	Salary Reallocation	AF	4/18/2023	
Administrative Assistant II	Development	Position Review	AF	2/2/2022	
Administrative Assistant III	Post Approval	Cyclical Review	AF	11/18/2022	11/16/2023
Class Scheduling Specialist	Upcoming	Position Review	AF	1/4/2024	
Curriculum Specialist	Research & Planning	Position Review	AF	11/20/2023	
Costume Designer	Administration	Cyclical Review	JG	12/20/2023	
Dance Production Specialist	Research & Planning	Cyclical Review	JG	12/20/2023	
Director of Facilities Programming	Research & Planning	Cyclical Review	JG	12/20/2023	
Events Assistant	Research & Planning	Cyclical Review	JG	12/20/2023	
Lead Theater Technician	Research & Planning	Cyclical Review	JG	12/20/2023	
Planetarium Staff Administrator	Research & Planning	Cyclical Review	JG	12/20/2023	
Production Manager	Research & Planning	Cyclical Review	JG	12/20/2023	
Stage Construction Technician	Research & Planning	Cyclical Review	JG	12/20/2023	
Stage Construction Technician - Sound	Research & Planning	Cyclical Review	JG	12/20/2023	
Stage Construction Technician -Lighting	Research & Planning	Cyclical Review	JG	12/20/2023	
Stage Design Technician	Research & Planning	Cyclical Review	JG	12/20/2023	
Theater Technician	Research & Planning	Cyclical Review	JG	12/20/2023	
Theatre Technical Director	Research & Planning	Cyclical Review	JG	12/20/2023	
Theatre Technical Specialist	Research & Planning	Cyclical Review	JG	12/20/2023	
Information Systems Administrator	Appeal	Position Review	JL	9/13/2023	11/14/2023
DSPS Specialist	Hold	Description Revision	JL		11/25/2022
Human Resources Specialist	Upcoming	Salary Reallocation	JL		
Senior Technology User Support Specialist	Upcoming	Cyclical Review	JL	11/3/2023	
Program Coordinator - Community & Contract Ed	PC Agenda	Cyclical Review	OV	1/25/2022	2/1/2024
Senior Veterans Resource Specialist	Appeal	Position Review	OV	1/17/2023	2/9/2023
Career Education Specialist	Hold	Cyclical Review	OV	11/15/2022	2/1/2023
Child Care Services Supervisor	PC Agenda	Cyclical Review	OV		2/6/2024
Instructional Media Specialist	Research & Planning	Position Review	OV	10/11/2023	
Tutoring Coordinator - Business	Research & Planning	Cyclical Review	OV	10/13/2023	
Tutoring Coordinator - English & Humanities	Research & Planning	Cyclical Review	OV	10/13/2023	
Tutoring Coordinator - Learning Disabilities	Research & Planning	Cyclical Review	OV	7/20/2023	
Tutoring Coordinator - Math	Research & Planning	Cyclical Review	OV	10/13/2023	
Tutoring Coordinator - Modern Language	Research & Planning	Cyclical Review	OV	10/13/2023	
Tutoring Coordinator - Science	Research & Planning	Cyclical Review	OV	10/13/2023	
Campus Store Operations Assistant	Upcoming	Description Revision			
Course Materials Buyer	Upcoming	Description Revision			
Customer Service Assistant	Upcoming	Description Revision			
Digital Marketing Manager	Upcoming	New Class			
Senior Graphics Designer	Upcoming	Position Review			

J.Adjournment

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

Weekday	Month	Day	Year	Time	Venue
Wednesday	March	20	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117
Wednesday	April	17	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117
Wednesday	May	15	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117
Thursday	June	20	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117

As required by law, the agenda for the February 21, 2024, Regular 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.