

Public Session: 12:00 p.m.

A. Organizational Functions

1. Call to Order
2. Roll Call

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

B. Director's Report

Classification Studies

Staff reviewing 34 classification projects as part of the ongoing cyclical studies. Currently completing studies for the Instructional Assistants with intent to bring recommendations forward at the next regular Personnel Commission meeting in April. Orientations for Health Services classifications, and the Performing Arts classifications are complete.

In addition to the cyclical studies, staff is conducting studies for six position reclassification requests, five classification revisions, one new classification, and three requests for salary reallocation.

Recruitment

Personnel Commission staff presented three eligibility lists for approval: Campus Safety Officer, Lead Custodian, and Senior Financial Aid and Scholarships Specialist.

At the time there 14 recruitments in process, four upcoming, and eight on hold.

Merit Rules Advisory Committee Update

The Committee presented Chapter 15, which covers Resignations and Reinstatements, Merit Rule 11.10.5, which covers Sick Leave for Temporary Employees, and Merit Rule 12.4.1, which covers Health and Welfare Benefits for a Second Reading.

Director Long informed the Commission that she was pulling Agenda Item Number 8 based on recent updates from College Administration.

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

1. Longevity-March 2024

5 YEARS

Omar Chaidez, Plumber, Maintenance

Chris Bonvenuto was present to congratulate and thank Omar for 5 years with the College.

Eric Esparza, Custodian, Operations

Chris Bonvenuto was present to congratulate and thank Eric for 5 years with the College.

Marco Godinez, Custodian, Operations

Chris Bonvenuto was present to congratulate and thank Marco for 5 years with the College.

10 YEARS

Drew Davis, Film Production Coordinator, Communications

Chris Bonvenuto was present to congratulate and thank Drew for 10 years with the College.

Johnny Jimenez, Custodian, Operations

Chris Bonvenuto was present to congratulate and thank Johnny for 10 years with the College.

Blanca Moreno Hernandez, Lead Laboratory Technician-Chemistry, Physical Science

Sasha King and Jenny Hsieh were present to congratulate and thank Blanca for 10 years with the College.

Frank Orozco, Custodian, Operations

Chris Bonvenuto was present to congratulate and thank Frank for 10 years with the College.

20 YEARS

Stacy Neal, Director of Financial Aid and Scholarships, Financial Aid

Chris Bonvenuto was present to congratulate and thank Stacy for 20 years with the College.

35 YEARS

Kham Ha, Laboratory Technician-Physics, Physical Science

Sasha King and Jenny Shay were present to congratulate and thank Kham “Kenny” for 35 years with the College.

D. Comments from the Vice President of Human Resources

Vice President Sherri Lee-Lewis congratulated all employees being honored for their longevity. She also thanked August Faustino and John Linke for participating in the HR Event during Professional Development Day stating she received great feedback.

E. Comments from the President of CSEA

Cindy Ordaz then spoke on behalf of the CSEA Negotiating Team and Executive Board, citing urgent concerns they want to bring to the attention of the Personnel Commissioners. Concerns are related to regarding recent actions taken by senior staff and the Director of the Personnel Commission which impact working conditions, employee rights, and budget issues. These actions have a detrimental impact on staff morale and wellbeing. CSEA is asking Personnel Commissioners to support them in properly addressing these issues, which also include workload that has been shifted onto the classified staff, unjustified duty additions, salary misalignment, procedural irregularities in the position reclassification process. These challenges were outlined in a previous report back in September 2023. Delays in resolving the alignment issues and maintaining the classification review schedule are creating a false sense of stability within the District. Unresolved classification issues pose a significant financial risk that cannot be ignored.

CSEA urges the Commissioners to work with us to develop recommendations for the Director on how to effectively address and resolve these pressing matters as soon as possible. Our members have been waiting for overdue resolutions on classification reviews for far too long. Even the reports provided in the agenda today fail to accurately reflect the most up to date information, leading to misleading perceptions.

CSEA is requesting assistance from the Commissioners in making recommendations on how to best address, plan and resolve these issues. Members are relying on CSEA leadership to ensure they are provided with an outlook and plan to resolve all of these issues. These are long overdue.

Additionally, miscommunication regarding classification reviews have caused undo frustration among CSEA members. We were recently told that we were holding up the process, and our members confronted us because we are trying to address the issues to help resolve the major issues. So it is imperative for the Personnel Commission to prioritize and maintain an equitable classification schedule, ensuring alignment and integrity within job families. Requesting an ad hoc review is fair, but is it equitable? And is that timeline equitable, especially for members who have been waiting over ten years to get a cyclical review. So we seek that transparency and a concrete plan of action to address these concerns. Our aim is to cultivate a fair and equitable environment for all of our SMC employees, but we need to foster that trust by addressing those issues We need cohesion with our HR Department and our Personnel Commission, and we are open to working together and collaborating on that, because we want to make sure that we are all on the same page.

F. Comments from the President of Management Association

Management Association President Scott Silverman expressed his gratitude and admiration for Classified Staff and congratulated employees receiving longevity recognition.

G. Comments from Personnel Commission Staff

None.

H. Comments from the Personnel Commissioners

Chair Metoyer took a moment to speak on a recent fundraising evening conducted by the Santa Monica Rotary Club, which raised over \$20,000 for the Santa Monica College students in the Guardian Scholars Program.

Commissioner Leone stated that he would be open to conducting a Personnel Commission Meeting in the evening to support those employees working a night shift.

I. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Second 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	4

J. Consent Agenda

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K. Adjournment

Agenda Report Number	1
Subject	Second 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
Date	March 20, 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 Second Reading.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

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 90th 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.~~

J. Consent Agenda

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Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Deborah Jansen
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	2
Subject	Establishment of Seniority List
Date	March 20, 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:

Instructional & Universal Designer

It is recommended that the Personnel Commission certify the seniority list effective March 20, 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.

"INSTRUCTIONAL and UNIVERSAL DESIGNER" Seniority List

Classification: **Instructional & Universal Designer**

Range: 51

Monthly Base Salary Range as of July 1, 2023: \$ 8903 to \$ 10821

PC Certification Date: March 20, 2024

Review Period: February 28 to March 5, 2024

Meeting Agenda

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 Instructional & Universal Designer
Larcin, Mehmet Matt	8/21/2023	No	8/21/2023	12	40	

Retitled from "Instructional Designer" to "Instructional & Universal Designer" at April 18, 2023 PC Meeting.

Approved at May 2, 2023 BOT Meeting. Effective Date: May 2, 2023

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel

Updated: February 27, 2024

Agenda Report Number	3
Subject	Ratification of Eligibility Lists
Date	March 20, 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
Campus Safety Officer	0	4	03/04/2025
Lead Custodian (Promo)	3	3	3/20/2025
Senior Financial Aid & Scholarships Specialist	3	4	03/06/2025

Agenda Report Number	4
Subject	Ratification of Meeting Minutes
Date	March 20, 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 – February 21, 2024

Agenda Report Number	5
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	March 20, 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. Provisional Assignment

Name/Permanent Class	Provisional Assignment	Assignment Dates
Tyrone Taylor	Custodial Operations Supervisor	3/8/2024-6/30/2024

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

II. Correction to Substitute Assignments

Name/Permanent Class	Substitute Assignment	Initial Assignment Date	Corrected Dates
Jasmine Revels	Supplemental Instruction Coordinator	10/2/2023-2/8/2024	10/2/2023-1/31/2024
Jasmine Revels	Tutoring Coordinator- English & Humanities	2/1/2024-6/30/2024	

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.

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.

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	6
Subject	Appointments to Provisional Assignments
Date	March 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

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*
Tina Juarez	Events Assistant	SMC Performing Arts Center	2/21/2024-6/30/2024
James MacLean	Events Assistant	SMC Performing Arts Center	2/26/2024-6/30/2024
Emily Valdez	Student Services Clerk	Outreach & Onboarding	7/11/2023-1/13/2024
David Rios	Theatre Technical Specialist	Facilities	3/11/2024-6/30/2024
Martha Koelle	Theatre Technical Specialist	Facilities	3/10/2024-6/30/2024
Paul Gabriel Martinez	Theatre Operations Assistant	Theatre Arts	01/23/2024 - 06/28/2024

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

Agenda Report Number	7
Subject	Examination Schedule
Date	March 20, 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
Human Resources Analyst – Employee and Labor Relations (Confidential)	Promotional & Open	3 weeks
Professional Development Coordinator	Promotional	3 weeks

Agenda Report Number	8
Subject	Extension of Eligibility Lists
Date	March 20, 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
Accounting Manager – Foundation	1/10/2024	4/10/2024	4	3	7/10/2024
Custodian	10/24/2023	4/24/2024	15	5	7/24/2024
Enrollment Services Specialist	10/5/2023	4/5/2024	3	3	7/5/2024
Grounds Equipment Operator (Promotional)	3/30/2024	3/30/2024	2	2	6/30/2024
Grounds Equipment Operator (Open)	3/30/2024	3/30/2024	3	3	6/30/2024
Human Resources Technician	3/27/2024	3/27/2024	1	1	6/27/2024
International Student Services Specialist	1/4/2024	4/4/2024	5	4	7/4/2024

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	9
Subject	Personnel Commission Project Status Report
Date	March 20, 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			
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		
Student Judicial Affairs Specialist	OV	3/21/2024	4/11/2024	
Case Manager (NEW CD)	OV			
Program Coordinator - Community Education	OV			
Senior Financial Aid and Scholarships Specialist	OV	12/21/2023	1/22/2024	3/20/2024
Emergency and Safety Coordinator				
Web Content Developer				

Classification and Compensation

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

K.Adjournment at 12:39 p.m.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Deborah Jansen
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Weekday	Month	Day	Year	Time	Venue
Wednesday	April	24	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 March 20, 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.