

# 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:

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+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 US

+1 689 278 1000 US

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+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          HR: Tre'Shawn Hall-Baker          Info Tech: Calvin Madlock          IEC: N. Pressian          Instructional Technology:          Maintenance:          Terry Kamibayashi          Operations:          Darryl Gray          Dennis Biddle          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 4/26/2024</p>
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Public Session: 2:00 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. Director's Report

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

1. Longevity-May 2024

**5 YEARS**

Jonathan Bice, Lead Receiving, Stockroom & Delivery Worker,  
Warehouse & Mail Services  
Patrick Connor, Laboratory Technician-Photography, Academic Affairs  
Jazmin Guzman, Administrative Assistant II, Workforce & Economic Development

**10 YEARS**

Nancy Alfaro, Administrative Assistant I, Health Services  
Jaime Luis, Locksmith, Maintenance

**15 YEARS**

Michele Harrison, Administrative Assistant I, Student Life

**25 YEARS**

Kenneth Cardwell, Laboratory Technician-Art, Art

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

I. Agenda Reports: Major Items of Business

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J. Consent Agenda

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K. Public Comments on Closed Session Items

L. Move to Closed Session

Public Employee Performance Evaluation, pursuant to GC 54957  
Director of the Personnel Commission

M. Adjournment

Agenda Report Number	1
Subject	Personnel Commission Budget Fiscal Year 2024-2025 Presentation of the Initial Personnel Commission Budget for Fiscal Year 2024-2025. Second Reading.
Date	May 15,2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Attached is the proposed budget for the operation of the Personnel Commission Office for Fiscal Year 2024-2025, submitted to the Personnel Commission for review and discussion.

This is the second reading of the proposed budget for which the Commission should open the public hearing and take testimony from any interested party, close the public hearing, amend as the Commission deems necessary and prudent, and then adopt.

Pursuant to Articles 88073 and 88086 of the California Education Code and Merit Rule 2.4.1 (A-D), each Personnel Commission must prepare an annual budget for its office which, upon the approval of the County Superintendent, shall be included by the governing board in the regular budget of the community college district.

The Personnel Commission's proposed budget was submitted for consideration to the Board of Trustees at their regular meeting on May 7, 2024. The Board of Trustees has accepted the Personnel Commission's budget as submitted, without any requests for changes.

### Summary

The Personnel Commission budget for Fiscal Year 2024-2025 reflects the following adjustments against the prior year's budget:

8.8% increase in total salary and benefits due to the following changes:

- Mandatory 11.2% increase in employee benefits
- Mandatory 4% increase in Commissioner benefits
- Mandatory step and column increase in salary

There are no increases anticipated during the next fiscal year for Total Operating Expenses. Outside of the mandatory salary and benefits increases, the initial budget will remain flat. There are no discretionary increases being requested at this time.

Overall, the Personnel Commission is requesting a 8.5% increase to its budget for Fiscal Year 2024-2025.

PERSONNEL COMMISSION BUDGET 2024-2025

Description	Object	2023-24	2024-25	Difference	% Change	Remarks
Administrative & Management	2110	\$ 449,061.00	\$ 513,037.00	\$ 63,976.00	14.2%	Step and Column increases Step and Column increases  CalPERS-Mandated and Increase in Health & Welfare premiums CalPERS-Mandated and Increase in Health & Welfare premiums
Clerical	2120	\$ 747,510.00	\$ 778,275.00	\$ 30,765.00	4.1%	
Clerical Hourly (Temporary Staff)	2323	11,000.00	11,000.00	\$ -		
Clerical Overtime	2324	2,000.00	2,000.00	\$ -		
Personnel Commissioners	2380	7,725.00	7,725.00	\$ -		
Other Classified Hourly	2393	0.00	0.00	\$ -		
Benefits (Staff)	Various	\$ 668,498.00	\$ 743,560.00	\$ 75,062.00	11.2%	
Benefits (Commissioners)	Various	\$ 98,805.00	\$ 103,213.00	\$ 4,408.00	4%	
<b>Total Salary &amp; Benefits</b>		<b>\$ 1,984,599.00</b>	<b>\$ 2,158,810.00</b>	<b>\$ 174,211.00</b>	<b>8.8%</b>	
Supplies	4550	\$ 4,396.00	\$ 4,396.00	\$ -		
Mileage	5210	\$ 150.00	\$ 150.00	\$ -		
Conf./Training/Staff Development	5220	\$ 6,200.00	\$ 6,200.00	\$ -		
Meeting Reimbursements	5241	\$ -	\$ -	\$ -		
Meals/Catering for Raters	5242	\$ 2,000.00	\$ 2,000.00	\$ -		
Dues & Memberships	5310	\$ 5,500.00	\$ 5,500.00	\$ -		
Repairs & Equipment Maintenance	5650	\$ 400.00	\$ 400.00	\$ -		
Legal	5730	\$ 15,000.00	\$ 15,000.00	\$ -		
Off Campus Printing	5820	\$ -	\$ -	\$ -		
Advertising	5830	\$ 6,500.00	\$ 6,500.00	\$ -		
Software Licensing	5840	\$ 18,400.00	\$ 18,400.00	\$ -		
Postage	5850	\$ -	\$ -	\$ -		
Other Contract Services	5890	\$ -	\$ -	\$ -		
<b>Total Operating Expenses</b>		<b>\$ 58,546.00</b>	<b>\$ 58,546.00</b>	<b>\$0.00</b>	<b>0.0%</b>	
<b>Total Budget</b>		<b>\$ 2,043,145.00</b>	<b>\$ 2,217,356.00</b>	<b>\$ 174,211.00</b>	<b>8.5%</b>	

Open Public Hearing – Time Opened	
Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Close Public Hearing – Time Closed	
Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	



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

Agenda Report Number	2
Subject	Classified School Employees Week
Date	May 15, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Since 1986, California has taken the third week in May to honor the invaluable contributions of Classified School Employees. It is recommended that the Personnel Commission adopt the following resolution in recognition and observance of Classified School Employees Week, May 20 through May 24, 2024.

WHEREAS, classified employees provide services that are vital to excellence in education and the educational process at Santa Monica College including maintaining buildings and grounds, providing support services and assistance, keeping facilities clean and repaired, assisting in the classroom, providing a secure learning environment, and providing many specialized services directly related to student success; and

WHEREAS, classified employees are directly involved in supporting the learning environment through their professional efforts in sustaining the activities of faculty, staff, administration, and the public who utilize the programs and services of the Santa Monica Community College District; and

WHEREAS, without these services the quality of the educational pursuits of the District and students would be greatly diminished; and

WHEREAS, classified employees of the Santa Monica Community College District deserve recognition and thanks for their outstanding efforts;

NOW, THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of **May 20, 2024** as CLASSIFIED SCHOOL EMPLOYEES WEEK.

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

Agenda Report Number	3
Subject	Classification Description Revisions and Salary Reallocation: Warehouse & Mail Services Manager
Date	May 15, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Britt, Personnel Analyst Amy Gurjian, Classification & Compensation Manager

**BACKGROUND**

Attached for your approval are the classification revisions for **Warehouse & Mail Services Manager**.

In response to an ad-hoc study request submitted by the Department, Personnel Commission staff conducted a study of the Warehouse & Mail Services Manager classification in Procurement, Contracts & Logistics. The centralized warehouse is located on the main campus, and is responsible for the receipt, inspection, and delivery of goods throughout the main campus and satellite campuses. The mailroom provides a full range of mail services to the college community. Revisions to the description are being proposed to reflect the level and nature of work required by the Department, including oversight of fixed asset record maintenance, inventory, tagging, and disposal.

This classification was established in October 1987 and revised several times since its inception. The most recent revision was approved in 2017 as part of the cyclical review process. There is currently one permanent incumbent in this classification.

**METHODOLOGY**

Commission staff worked with Nyla Cotton, the Director of Procurement, Contracts & Logistics to review the job 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 classification description. Distinguishing characteristics were modified to delineate this classification from related roles, knowledge and abilities section was updated, minimum qualifications were updated and duties were added and modified to more accurately reflect fixed asset management responsibilities assigned to this classification.

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

**RESULTS**

Based on data gathered, class description revisions are being proposed to include a more accurate description of the work required. A comprehensive salary survey of 16 comparable agencies was conducted to determine current salary ranking. Sufficient market data was not available to utilize percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Commission staff found that comparable agencies differed in organizational structure, variability of functions and level of duties. Most agencies did not have a manager role over fixed asset management, warehouse and mail services collectively, or included other combinations of functions such as reprographics, switchboard, purchasing, or recycling. Somewhat similar jobs in the market included the following:

- Long Beach City College – Warehouse & Logistics Manager (\$6,440-\$8,774 per month)
- Riverside Community College District – Warehouse Supervisor (\$7,127-\$8,677 per month)

**SALARY ALLOCATION**

It is recommended that the salary for Warehouse & Mail Services Manager be reallocated from Range M7 (\$6,190 to \$7,523 per month) on the Classified Management Salary Schedule to Range M12 (\$6,993 to \$8,501 per month), a 13% increase. The proposed increase is commensurate with the new assigned responsibilities in asset management when comparing to similar roles outside of the College. Salary allocation is recommended also considering internal comparison of the occupational series to attract, motivate and retain qualified candidates through effective promotional paths. See below comparison within the job series and percentage difference between each level.

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director, Procurement, Contracts, & Logistics	M32	\$11,392	\$13,847	62.91%
<i>Warehouse &amp; Mail Services Manager (Proposed)</i>	<i>M12</i>	<i>\$6,993</i>	<i>\$8,501</i>	<i>12.97%</i>
<i>Warehouse &amp; Mail Services Manager (Current)</i>	<i>M7</i>	<i>\$6,190</i>	<i>\$7,523</i>	<i>13.25%</i>
Lead Receiving, Stockroom and Delivery Worker	31	\$5,466	\$6,643	10.25%
Receiving, Stockroom and Delivery Worker	27	\$4,958	\$6,026	5.00%
Mail Services Worker II	25	\$4,722	\$5,739	10.25%
Mail Services Worker I	21	\$4,283	\$5,206	

The results of this study have been sent to the incumbent, Department management, Business Services, Human Resources, and executive leadership.

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Warehouse & Mail Services Manager as follows:

**FROM:           Range M7 – Classified Management Salary Schedule**  
**TO:               Range M12 – Classified Management Salary Schedule**

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

**Santa Monica Community College District  
Personnel Commission**

**Warehouse & Mail Services Manager**

**CONCEPT OF THE CLASS**

Under general supervision, ~~The~~ position in this classification plans and manages the District's fixed asset warehouses, receiving, delivery, and mail services operations.

**DISTINGUISHING CHARACTERISTICS**

The **Warehouse & Mail Services Manager** plans and oversees the daily activities of the fixed asset warehouse, ~~and~~ mail services areas, which includes responsibility for developing and implementing policies and procedures to meet business objectives, budget maintenance, and serving as the first-line supervisor to warehouse and mail services staff.

The Director of Purchasing-Procurement, Contracts & Logistics ~~directs and manages the District's purchasing and asset management functions, including the warehouse and mail services areas.~~ provides strategic direction and manages a variety of centralized business services functions, including procurement, contract administration, asset management, warehouse, receiving, and mailroom services.

**Lead Receiving, Stockroom and Delivery Workers** serve in a lead capacity over a group of Receiving, Stockroom and Delivery Workers responsible for receiving, storing, shipping and issuing a variety of supplies, in addition to performing the work of a Receiving, Stockroom, and Delivery Worker. This classification assists the manager by assigning work, training, providing direction to lower-level staff, and ensuring that work is completed in accordance with department and District policies and procedures.

**ESSENTIAL DUTIES**

Selects, develops, evaluates and directs the work of warehouse and mail services staff; reviews and evaluates employees' job performance and effectively recommends personnel actions. Provides day-to-day leadership and management of staff to ensure a high performance, customer service-oriented work environment, which supports achieving District objectives and service expectations.

Manages the work of employees responsible for receiving, inspecting, asset tagging, storing, issuing and delivering warehouse items.

Manages mail services operations and ensures that activities and products comply with quality standards and District, United States Postal Service and other logistic services companies' policies, rules, regulations and procedures.

Establishes and maintains a warehouse and mail services distribution system ensuring that all items, equipment, and materials are received, stored, shipped and delivered to and from District departments/sites in a timely, safe and efficient manner and in compliance with all applicable laws, rules, codes and District policy and practices.

Establishes policies, procedures, schedules and methods for warehouse, receiving, delivery, and mailroom operations; recommends improvements and modifications as needed.

Ensures safety, security and cleanliness of warehouse facility; regularly inspects and audits warehouse facility for fire, safety, storage and security discrepancies, identifies issues and plans, directs and monitors appropriate resolutions to meet OSHA standards; designs and lays-out warehouse storage areas and shelf arrangements for maximum capacity and efficient organization; organizes, coordinates and inspects maintenance and upkeep of warehouse facilities.

Coordinates all processes related to the disposal of the District's fixed assets, including arranging disposal pick-up and notifying all internal departments of disposal, to ensure assets are successfully removed.

Uses the fixed asset system to maintain records of the District's equipment and other fixed assets, from acquisition through disposal of each item, to ensure effective tracking, management, and accounting for the District's assets.

Oversees bi-annual physical inventory of fixed assets and makes necessary changes in the fixed asset system to reconcile any discrepancies.

Coordinates the asset tagging of all new buildings that require asset location tags, coordinates asset tagging for equipment stored in District buildings, and adds the new information in the fixed asset system in order to maintain accurate records of the District's fixed assets.

Maintains departmental budget and authorizes expenditures as needed to carry out warehouse, receiving, delivery, and mail services operations, such as overtime pay and purchase orders, within established limits.

Serves as the primary information resource for District personnel regarding effective methods and requirements of logistics, recommending comparable services, and providing costs and delivery times

Recommends and assists in developing goals and objectives for the warehouse, receiving, delivery, and mail services functions.

Analyzes current and historical budgetary data to identify trends and calculate projected expenditures.

~~Keeps abreast of current trends and developments in warehousing, logistics, safety, and mail services.~~

Resolves non-routine or sensitive problems and complaints, including those escalated from lower-level staff, related to warehouse and mailroom operations and services.

Issues identification numbers for equipment, office and classroom furniture, appliances, and other items.

May drive forklift, load and unload trucks, and transport heavy materials on campus

May participate in the receiving, inspecting, asset tagging, storing, issuing, and delivery of warehouse items.

May advise Marketing department staff on complex mail piece production elements, to ensure clarity of printed information during the production process.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

##### *Level of Supervision Received*

~~The position in this classification is~~ This position receives general direction from the Director of Procurement, Contracts & Logistics.

##### *Level of Supervision Exercised*

This position exercises general supervision over the Lead Receiving, Stockroom and Delivery Worker, Receiving, Stockroom and Delivery Workers, Mail Services Worker IIs, and Mail Services Worker Is.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge of:**

~~Effective supervisory principles and practices, including work assignment and delegation, performance evaluation, employee motivation, staff development and training, grievance management, and imposition of corrective or disciplinary action.~~

Current trends in warehouse, logistics, inventory, asset management, and mailroom operations, systems and procedures

General mailing rules and regulations, including those related to bulk and pre-sort mailings, mail production methodology, mail handling methods and techniques, and postal regulations

[Principles, methods, practices, and techniques involved in fixed asset management](#)

[Federal, state, and local laws, regulations, and court decisions applicable to asset management](#)

Mailroom processing equipment

Proper methods for storing and controlling equipment, materials and supplies;

Purchasing, logistics, and mailroom terminology

Safe warehouse practices and laws (e.g., OSHA regulations, HAZMAT, MSDS procedures);

Forklift operation, pallet jack, electric cart and manual transmission truck operation

Computer applications utilized for receiving items, reporting on warehouse receiving and mailroom activities, ~~and for~~ processing bulk and pre-sort mailings, [and for fixed asset database software programs](#)

Effective record keeping techniques; data compilation and report generation

~~Effective customer services techniques~~

Basic mathematics

Budgeting procedures, as needed to maintain budgets, forecast departmental operating costs, and ensure sufficient funds to fulfill departmental objectives

[Effective employee supervision, training, evaluation, and development techniques and practices](#)

Ability to:

Plan, organize, coordinate and supervise the work of others; evaluate performance and if necessary, impose corrective or disciplinary action

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

Utilize spreadsheet and other business computer programs and standard office equipment

Research and analyze information, and exercise independent judgment to devise solutions to a variety of routine and non-routine problems

~~Stay abreast of~~ [updated on current technology, trends and developments in warehousing, logistics, safety, and mail services](#) ~~technology changes and adapt to new technologies~~

Communicate effectively, both orally in writing

Lead, coach, instruct and motivate employees

Independently prioritize activities within multiple works and manage multiple projects

Work in a fast-paced environment with frequent interruptions

Create correspondence, and standard technical and financial reports

Maintain accurate inventory, financial, timekeeping, and project records

Accurately interpret and comply with union contracts and district policies which are applicable to management of staff and operations within the warehouse



Effectively coordinate activities with the ~~Purchasing Department~~procurement department staff in order to expedite receipt of all District orders and effectively resolve problems

Role model exceptional internal and external customer service utilizing tact and diplomacy

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

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

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

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

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

High School diploma or GED equivalent. An Associate's degree or equivalent with a major in business or a related field is desirable.

**Experience Requirement:**

Four ~~(4)~~ years of ~~progressively responsible~~ experience working in a warehouse and/or stock room, including at least two years in a supervisory or lead capacity. ~~One (1) year experience coordinating the activities of a warehouse or mailroom is preferred.~~

**Education/Experience Equivalency:**

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis. ~~An Associate's degree or equivalent in business or a related field may substitute for 1 year of experience.~~

**Licensure and/or Certification:**

Valid/current Forklift Operator's Certification.

A valid driver's license.

APICS Certification as a Certified Supply Chain Professional (CSPC), Certified in Production and Inventory Management (CPIM), and/or Certified in Logistics, Transportation and Distribution (CLTD) is desirable.

#### WORKING ENVIRONMENT AND PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

The employee works in a warehouse. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; is regularly required to stand and walk, use hands to handle materials, tools, and equipment, key in data, or type. Must be able to stand for extended periods of time. The employee is regularly required to sit. Requires sufficient hand, arm, and eye coordination to operate push button and keyboard-type equipment, and sort and file documents. The employee is regularly required to lift, carry, push or pull up to 50 pounds on a recurring basis without assistance or the aid of equipment or devices that assist in the lifting effort. The employee is regularly required to lift, carry, push, or pull more than 50 pounds with assistance or the aid of equipment or devices that assist in the lifting effort. Occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

Must be able to operate all of the tools and equipment of the job in a safe manner. Requires the ability to perform manual labor, carrying, and moving heavy equipment and supplies.

While performing the duties of this job, the noise level in the work environment is usually moderate to loud and interruptions are frequent and expected.

**CLASS DETAIL**

<i>Job Family:</i>	Business Administration & Fiscal Services
<i>FLSA Status:</i>	Exempt
<i>Personnel Commission Approval Date:</i>	<del>Established</del> 10/21/87
<i>Class History:</i>	Warehouse & Mail Services Supervisor
<i>Revision Date(s):</i>	7/17/02, 8/19/09, 7/20/2016, 12/13/17, <u>5/15/24</u>

**Santa Monica Community College District  
Personnel Commission**

**Warehouse & Mail Services Manager**

**CONCEPT OF THE CLASS**

Under general supervision, the position in this classification plans and manages the District's fixed asset, warehouses, receiving, delivery, and mail services operations.

**DISTINGUISHING CHARACTERISTICS**

The **Warehouse & Mail Services Manager** plans and oversees the daily activities of the fixed asset, warehouse, mail services areas, which includes responsibility for developing and implementing policies and procedures to meet business objectives, budget maintenance, and serving as the first-line supervisor to warehouse and mail services staff.

The **Director of Procurement, Contracts & Logistics** provides strategic direction and manages a variety of centralized business services functions, including procurement, contract administration, asset management, warehouse, receiving, and mailroom services.

**Lead Receiving, Stockroom and Delivery Workers** serve in a lead capacity over a group of Receiving, Stockroom and Delivery Workers responsible for receiving, storing, shipping and issuing a variety of supplies, in addition to performing the work of a Receiving, Stockroom, and Delivery Worker. This classification assists the manager by assigning work, training, providing direction to lower-level staff, and ensuring that work is completed in accordance with department and District policies and procedures.

**ESSENTIAL DUTIES**

Selects, develops, evaluates and directs the work of warehouse and mail services staff; reviews and evaluates employees' job performance and effectively recommends personnel actions. Provides day-to-day leadership and management of staff to ensure a high performance, customer service-oriented work environment, which supports achieving District objectives and service expectations.

Manages the work of employees responsible for receiving, inspecting, asset tagging, storing, issuing and delivering warehouse items.

Manages mail services operations and ensures that activities and products comply with quality standards and District, United States Postal Service and other logistic services companies' policies, rules, regulations and procedures.

Establishes and maintains a warehouse and mail services distribution system ensuring that all items, equipment, and materials are received, stored, shipped and delivered to and from District departments/sites in a timely, safe and efficient manner and in compliance with all applicable laws, rules, codes and District policy and practices.

Establishes policies, procedures, schedules and methods for warehouse, receiving, delivery, and mailroom operations; recommends improvements and modifications as needed.

Ensures safety, security and cleanliness of warehouse facility; regularly inspects and audits warehouse facility for fire, safety, storage and security discrepancies, identifies issues and plans, directs and monitors appropriate resolutions to meet OSHA standards; designs and lays-out warehouse storage areas and shelf arrangements for maximum capacity and efficient organization; organizes, coordinates and inspects maintenance and upkeep of warehouse facilities.

Coordinates all processes related to the disposal of the District's fixed assets, including arranging disposal pick-up and notifying all internal departments of disposal, to ensure assets are successfully removed.

Uses the fixed asset system to maintain records of the District's equipment and other fixed assets, from acquisition through disposal of each item, to ensure effective tracking, management, and accounting for the District's assets.

Oversees bi-annual physical inventory of fixed assets and makes necessary changes in the fixed asset system to reconcile any discrepancies.

Coordinates the asset tagging of all new buildings that require asset location tags, coordinates asset tagging for equipment stored in District buildings, and adds the new information in the fixed asset system in order to maintain accurate records of the District's fixed assets.

Maintains departmental budget and authorizes expenditures as needed to carry out warehouse, receiving, delivery, and mail services operations, such as overtime pay and purchase orders, within established limits.

Serves as the primary information resource for District personnel regarding effective methods and requirements of logistics, recommending comparable services, and providing costs and delivery times

Recommends and assists in developing goals and objectives for the warehouse, receiving, delivery, and mail services functions.

Analyzes current and historical budgetary data to identify trends and calculate projected expenditures.

Resolves non-routine or sensitive problems and complaints, including those escalated from lower-level staff, related to warehouse and mailroom operations and services.

Issues identification numbers for equipment, office and classroom furniture, appliances, and other items.

May drive forklift, load and unload trucks, and transport heavy materials on campus

May participate in the receiving, inspecting, asset tagging, storing, issuing, and delivery of warehouse items.

May advise Marketing department staff on complex mail piece production elements, to ensure clarity of printed information during the production process.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

##### *Level of Supervision Received*

This position receives general direction from the Director of Procurement, Contracts & Logistics.

##### *Level of Supervision Exercised*

This position exercises general supervision over the Lead Receiving, Stockroom and Delivery Worker, Receiving, Stockroom and Delivery Workers, Mail Services Worker IIs, and Mail Services Worker Is.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge of:**

Current trends in warehouse, logistics, inventory, asset management, and mailroom operations, systems and procedures

General mailing rules and regulations, including those related to bulk and pre-sort mailings, mail production methodology, mail handling methods and techniques, and postal regulations

Principles, methods, practices, and techniques involved in fixed asset management

Federal, state, and local laws, regulations, and court decisions applicable to asset management

Mailroom processing equipment

Proper methods for storing and controlling equipment, materials and supplies

Purchasing, logistics, and mailroom terminology

Safe warehouse practices and laws (e.g., OSHA regulations, HAZMAT, MSDS procedures)

Forklift operation, pallet jack, electric cart and manual transmission truck operation

Computer applications utilized for receiving items, reporting on warehouse receiving and mailroom activities, processing bulk and pre-sort mailings, and for fixed asset database software programs

Effective record keeping techniques; data compilation and report generation

Basic mathematics

Budgeting procedures, as needed to maintain budgets, forecast departmental operating costs, and ensure sufficient funds to fulfill departmental objectives

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

**Ability to:**

Plan, organize, coordinate and supervise the work of others; evaluate performance and if necessary, impose corrective or disciplinary action

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

Utilize spreadsheet and other business computer programs and standard office equipment

Research and analyze information, and exercise independent judgment to devise solutions to a variety of routine and non-routine problems

Stay updated on current technology, trends and developments in warehousing, logistics, safety, and mail services

Communicate effectively, both orally in writing

Lead, coach, instruct and motivate employees

Independently prioritize activities within multiple works and manage multiple projects

Work in a fast-paced environment with frequent interruptions

Create correspondence, and standard technical and financial reports

Maintain accurate inventory, financial, timekeeping, and project records

Accurately interpret and comply with union contracts and district policies which are applicable to management of staff and operations within the warehouse

Effectively coordinate activities with the procurement department staff in order to expedite receipt of all District orders and effectively resolve problems

Role model exceptional internal and external customer service utilizing tact and diplomacy

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

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

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

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

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

High School diploma or GED equivalent. An Associate's degree or equivalent with a major in business or a related field is desirable.

**Experience Requirement:**

Four years of experience working in a warehouse and/or stock room, including at least two years in a supervisory or lead capacity.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

Valid/current Forklift Operator's Certification.

A valid driver's license.

APICS Certification as a Certified Supply Chain Professional (CSPC), Certified in Production and Inventory Management (CPIM), and/or Certified in Logistics, Transportation and Distribution (CLTD) is desirable.

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**CLASS DETAIL**

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<b>Personnel Commission Approval Date:</b>	10/21/87
<b>Class History:</b>	Warehouse & Mail Services Supervisor
<b>Revision Date(s):</b>	7/17/02, 8/19/09, 7/20/2016, 12/13/17, 5/15/24

Agenda Report Number	4
Subject	Advisory Item: Update on Cyclical Classification Studies
Date	May 15, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

**Background**

The Personnel Commission is moving forward with orientations for our last group of classification studies that are a part of our first round of cyclical reviews. This is the first of several public meeting reports designed to keep the Commissioners, District management and staff, union partners, and the public updated regarding the status of these studies, and research and development of new processes prior to the start of our next round of cyclical reviews.

**Timeline and Prioritization of Current Classification Reviews**

The Personnel Commission began the first round of these studies in the latter part of 2016, anticipating completion of first-cycle studies in early 2022. As acknowledged, we are approximately 2 ½ years behind schedule due to multiple challenges encountered during our first round of reviews, including budget uncertainties, bargaining obligations, and overall Personnel Commission workload.

In response to the pandemic, many of our District departments had to redesign the processes and procedures used to deliver services. These services, normally delivered in person, needed to be revised on short notice to be carried out remotely, and to continue in this manner for an indefinite period of time. Many of the SMC departments under cyclical review were challenged to provide much of the information required for classification reviews during this time, causing delays in our process.

The Personnel Commission has received significant increase in the number of Ad Hoc requests for reclassification or individual salary reviews during the past two years. These requests fall outside of the scheduled cyclical review studies. Current practices allow employees and District management to submit requests for ad hoc studies, with approvals required from both senior staff and CSEA before we move forward. During the past two years, approximately 40% of the classification review projects were from ad hoc study requests. Given current staffing levels and timeline concerns, the Personnel Commission will be modifying the criteria for accepting Ad Hoc review requests.

Until this first round of cyclical classification studies has been completed, all studies that are part of these cyclical reviews will be prioritized over ad hoc requests, as follows:

1. Cyclical reviews for 2023-24 Calendar
2. Ad Hoc Requests approved by department management and area Vice President that meet the following criteria:
  - a. Position reclassifications that don't involve creating a new classification

- b. Duty changes requested from department management
3. Ad Hoc Requests approved by department management and area Vice President that meet the following criteria
  - a. Position reclassifications that involve creating a new classification
  - b. Request for new classification
  - c. Salary reviews

Reviews for Instructional Assistants are anticipated for completion in June 2024, along with reviews for the majority of Performing Arts non-management classifications. Reviews for Performing Arts management classifications, KCRW, and the remainder of the Student Services group are anticipated to begin prior to the end of May. Orientations for management and employees of each of these groups have been scheduled for the week of May 20<sup>th</sup>. Fact-finding will begin once employees have had the opportunity to complete and submit individual Position Description Questionnaires.

#### **Preparation for our Second Round of Cyclical Reviews**

Prior to the start of our next round of cyclical studies, Personnel Commission staff will meet with multiple stakeholders, including CSEA and senior staff, to review our current processes and consider recommendations for changes.

Areas for review include external agencies used in our market surveys, pay philosophy, level of transparency and communication with stakeholders, and prioritization of studies. Legal mandates and limitations will be reviewed as well, to clarify our ability to make changes.

Concerns have recently been raised about how internal alignment between classifications are monitored and addressed. Education Code 88076 requires the Personnel Commission to “allocate positions to appropriate classes, arrange classes into occupational hierarchies, and determine reasonable relationships within occupational hierarchies.” There is no legal requirement, nor objective formula at present for determining appropriate internal alignment between occupational hierarchies, i.e., Accountants and Electricians, Administrative Assistants and Student Services Specialists. Comparing jobs only within these occupational groups minimizes subjectivity involved in determining appropriate hierarchies (Note: It is common for employees from other occupational hierarchies to promote to Administrative Assistant positions, and for Administrative Assistants to promote to other jobs outside of their occupational group. However, this does not negate the fact that the Administrative Assistant group is distinctly different from other occupational groups, with its own set of unique requirements and responsibilities that differentiate it from other classifications.) Further review will be done during this preparation period to determine if there is a way to better address concerns about potential promotional ladders between similar occupational hierarchies.



J. Consent Agenda

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

Agenda Report Number	5
Subject	Ratification of Eligibility Lists
Date	May 15, 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
Cosmetology Assistant	0	13	5/2/2025
Custodial Operations Manager	4	4	5/14/2025
Human Resources Analyst- Employee and Labor Relations (Confidential) (OPEN)	0	2	5/2/2025
Mechanical Systems Manager	2	2	5/12/2025
Student Judicial Affairs Specialist (PROMO)	4	4	11/3/2024
Student Services Assistant (PROMO)	3	3	11/12/2024

Agenda Report Number	6
Subject	Ratification of Meeting Minutes
Date	May 15, 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 – April 24, 2024

Agenda Report Number	7
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	May 15, 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 Working Out of Class Assignment

Name/Permanent Class	Provisional Assignment	Assignment Dates
Ana Gino, Student Services Assistant	International Student Services Specialist	12/1/2023 to 4/1/2024
Hannah Mock, Administrative Assistant II	Administrative Assistant I, EPI Center	5/15/2024 to 6/30/2024
Dawn Noguera, Human Resources Specialist	Human Resources Technician	5/1/2024-8/1/2024

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

I. Limited Term Working Out of Class Assignment

Name/Permanent Class	Limited Term Assignment	Assignment Dates
Saul Ramirez, Skilled Maintenance Worker II	Locksmith	5/16/2024 to 6/30/2024
Saul Ramirez, Skilled Maintenance Worker II	Locksmith	7/1/2024 to 11/5/2024

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

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	8
Subject	Appointments to Provisional Assignments
Date	May 15, 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*
Ester Postolova	Events Assistant	SMC Performing Arts	5/9/2024-6/30/2024
Rafael A. Lainez	Student Services Clerk	Outreach & Onboarding	7/1/2023-4/10/2024*
Jeremy Brewer	Theatre Technical Specialist	Facilities	4/25/2024-6/30/2024
Rafael Bittencourt	Theatre Technical Specialist	Facilities	5/1/2024-6/30/2024
Jacob Ibarra	Theatre Technical Specialist	Facilities	5/6/2024-6/30/2024

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

Agenda Report Number	9
Subject	Ratification of Limited Term Assignments
Date	May 15, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

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
Instructional Tutor-ESL	ESL	5/8/2024-6/30/2024

Agenda Report Number	10
Subject	Appointment of Limited Term Assignments
Date	May 15, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

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:

Candidate	Classification	Department	Effective Dates
Thomas Brown	Instructional Tutor-ESL	ESL	5/8/2024-6/30/2024



Agenda Report Number	11
Subject	Extension of Eligibility Lists
Date	May 15, 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
Instructional Assistant – Learning Disabilities	5/18/2024	5/18/2024	4	3	8/18/2024
Personnel Specialist (Promotional)	11/16/2023	5/16/2024	2	2	11/16/2024
Plumber	5/16/2024	5/16/2024	8	4	8/16/2024
Stage Construction Technician	6/6/2024	6/6/2024	6	6	9/6/2024
Veterans’ Resource Specialist (Promotional)	6/14/2024	6/14/2024	1	1	6/14/2025

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	12
Subject	Exam Schedule
Date	May 15, 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
Administrative Assistant II	Promotional	3 weeks
Outreach and Recruitment Specialist	Promotional	3 weeks
Personnel Specialist	Promotional	3 weeks
Personnel Technician	Promotional	3 weeks
Program Coordinator – Community Education	Promotional	3 weeks

Agenda Report Number	13
Subject	Personnel Commission Project Status Report
Date	May 15, 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
Laboratory Technician - Life Science	AF	3/20/2024	4/10/2024	
Administrative Assistant I	AF	3/28/2024	4/18/2024	
Theatre Arts Program Assistant	AF	12/4/2023	1/2/2024	On Hold
Campus Safety Officer	JG	1/27/2023	9/12/2023	Continuous
Community College Police Dispatcher	JG	10/20/2022	12/15/2023	Continuous
Community College Police - Lateral	JG	10/30/2023		Continuous
Custodial Operations Manager	JL	9/5/2023	9/25/2023	5/15/2024
Mechanical Systems Manager	JL	1/9/2024	1/30/2024	5/15/2024
Database Administrator	JL	3/4/2024	3/22/2024	
Events Assistant	TM	10/20/2021		Continuous
Theatre Technical Specialist	TM	10/15/2021		Continuous
Student Judicial Affairs Specialist	OV	4/5/2024	4/26/2024	5/15/2024
Student Services Assistant	OV	4/5/2024	4/26/2024	5/15/2024
Program Coordinator - Community Education	OV	4/29/2024	5/17/2024	
Outreach & Recruitment Specialist	OV	4/29/2024	5/17/2024	

Classification and Compensation

Title	Type of Request	Progress	Assigned to	PDQ	Date Completed
Tutoring Coordinator - Business	Cyclical Review	Development	OV	10/13/2023	
Tutoring Coordinator - English & Humanities	Cyclical Review	Development	OV	10/13/2023	
Tutoring Coordinator - Learning Disabilities	Cyclical Review	Development	OV	7/20/2023	
Tutoring Coordinator - Math	Cyclical Review	Development	OV	10/13/2023	
Tutoring Coordinator - Modern Language	Cyclical Review	Development	OV	10/13/2023	
Tutoring Coordinator - Science	Cyclical Review	Development	OV	10/13/2023	
Costume Designer	Cyclical Review	Development	TM	12/20/2023	
Career Education Specialist	Cyclical Review	Hold	OV	11/15/2022	
Instructional Assistant - English	Cyclical Review	Post Approval	JB	6/2/2023	4/24/2024
Events Assistant	Cyclical Review	Research & Planning	JG	12/20/2023	
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	
Theater Technician	Cyclical Review	Research & Planning	JG	12/20/2023	
Theatre Technical Specialist	Cyclical Review	Research & Planning	JG	12/20/2023	
Clinical Placement Specialist	Cyclical Review	Research & Planning	OV	3/13/2024	
Dance Production Specialist	Cyclical Review	Research & Planning	TM	12/20/2023	
Health Assistant	Cyclical Review	Research & Planning	OV	3/13/2024	
Health Center Supervisor	Cyclical Review	Research & Planning	OV		
Health Sciences Learning Lab Specialist	Cyclical Review	Research & Planning	OV		
Lead Theater Technician	Cyclical Review	Research & Planning	JG	12/20/2023	
Nurse Practitioner	Cyclical Review	Research & Planning	OV	2/2/2024	
Registered Nurse - Health Services	Cyclical Review	Research & Planning	OV	2/2/2024	
Stage Design Technician	Cyclical Review	Research & Planning	JG	12/20/2023	
Theatre Technical Director	Cyclical Review	Research & Planning	JG	12/20/2023	
Disabled Student Services Assistant	Cyclical Review	Stakeholder Review	JB	6/2/2023	
Director of Facilities Programming	Cyclical Review	Upcoming	JG	12/20/2023	
Planetarium Staff Administrator	Cyclical Review	Upcoming	JG	12/20/2023	
Production Manager	Cyclical Review	Upcoming	JG	12/20/2023	
Senior Technology User Support Specialist	Cyclical Review	Upcoming	JL	11/3/2023	
Warehouse & Mail Services Manager	Description Revision	PC Agenda	JB	1/16/2024	5/15/2024
DSPS Specialist	Description Revision	Stakeholder Review	JL		
Campus Store Operations Assistant	Description Revision	Stakeholder Review	AG		
Course Materials Buyer	Description Revision	Stakeholder Review	AG		
Customer Service Assistant	Description Revision	Stakeholder Review	AG		
Audio-Visual Equipment Technician	Description Revision	Upcoming			
Digital Marketing Manager	New Class	Research & Planning	JB		
Basic Needs Case Manager	New Class	Upcoming	OV	3/26/2024	
Class Scheduling Specialist	Position Review	Research & Planning	AF	1/4/2024	
Curriculum Specialist	Position Review	Research & Planning	AF	11/20/2023	
Senior Graphics Designer	Position Review	Research & Planning	JB		
Administrative Assistant II	Position Review	Stakeholder Review	AF	2/2/2022	
Senior Career Services Advisor	Position Review	Upcoming			
Accounting Specialist	Salary Reallocation	Research & Planning	AF	4/18/2023	
Human Resources Specialist	Salary Reallocation	Stakeholder Review	JL		
Senior Veterans Resource Specialist	Salary Reallocation	Upcoming	OV	1/17/2023	
Instructional Media Specialist	Salary Reallocation	Upcoming	OV	10/11/2023	

M.Adjournment

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

Weekday	Month	Day	Year	Time	Venue
Thursday	June	20	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117

As required by law, the agenda for the May 15, 2024, Special Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 24 hours prior to the date and time of this meeting.