

Public Session: 12:00 p.m.

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

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

- c. Director's Report

Annual Report

During the past fiscal year, the Personnel Commission has taken steps to bring more interviews, written tests, and performance tests back to in-person administration. Our primary concerns are minimizing any adverse impact the method of administration may cause.

While we have seen a slight decrease in the number of recruitments requested this past year, we have seen a significant increase in the number of new hires made from the eligibility lists we produced.

The number of new class descriptions requested has also continued to increase, doubling the number requested from last year.

The Personnel Commission publicly recognized 60 Santa Monica College classified employees for longevity this past fiscal year, including 19 employees who completed at least twenty years of service, and two employees who completed at least thirty years of service.

We completed 12 Merit Rule changes which have been approved by the Personnel Commission, thanks to the work of the Merit Rules Advisory Committee.

Classification Studies

The Personnel Commission brought forward the annual calendar of cyclical classification reviews for 2023-2024. Following the completion of the studies listed on the calendar, staff will have completed the first round of cyclical studies. During the Spring Semester, staff plans to start discussions with senior management and CSEA regarding priorities and potential process changes for the next round of cyclical reviews, which is scheduled to begin in 2024-2025.

Staff also presented one additional change to the Knowledge, Skills, and Abilities which were presented at the Personnel Commission Meeting on June 21, 2023.

Plans to work on additional reviews for cyclical studies that include the Instructional Assistants and Tutoring Coordinators and completing reviews for Administrative Support and Campus Safety .

Director Long announced that she and Amy Gurjian, Classification & Compensation Manager, will give a presentation on the Personnel Commission's cyclical classification studies.

Recruitment

Two eligibility lists were presented for approval: Director of Facilities Management and Director of Facilities Operations, both promotional eligibility lists. There are currently nine recruitments in process, ten upcoming recruitments, and seven more recruitments temporarily on hold.

Merit Rules Advisory Committee Update

The Merit Rules Advisory Committee submitted a second reading of: MR 5.2.16 (Protest and Appeal of Examination), MR 6.4.1 (Notification of Eligibles). If approved, revisions will be finalized and placed on the PC web site. The Committee will continue its review of Merit Rule Chapter 14 and 15.

- d. Public Comments: Non-Actionable Items from those in attendance.
 - i. Longevity for September 2023

5 YEARS

Isaac Benavidez, Library Assistant, Library

Davon Dean, Custodian, Operations

Sara Eazell, Class Scheduling Specialist, Academic Affairs

Dionne Carter and Jason Beardsley congratulated and thanked Sara for 5 years with SMC.

Edgar Hernandez Solis, Accounting Specialist, Campus Store

Ana Sanchez, Accounting Specialist, Fiscal Services

James Stevenson, Jr., Outreach & Recruitment Specialist,

Outreach, Onboarding & Student Engagement

Sara Eazell congratulated and acknowledged James for 5 years with the College.

Angela Valentine, Administrative Assistant II, Center for Media and Design

Jason Beardsley congratulated and thanked Angela for 5 years with the College.

15 YEARS

Marvlynn Frazier, Custodian, Operations

Wendi DeMorst and Sara Eazell congratulated and thanked Marvlynn for 15 years with the College.

Mark Litver, Accompanist-Dance Performance, Dance

Anthony Williams, Jr., Lead Custodian, Operations

35 YEARS

Ann Mirsky, Media Resources Assistant, LRC

Wendi DeMorst acknowledged and thanked Ann for 35 years with the College.

- e. Comments from the Vice President of Human Resources
No Comments
- f. Comments from the CSEA Chapter 36 Representative

CSEA President Cindy Ordaz recognized and congratulated the Longevity Recipients. She went on to share concerns that have been expressed to her from CSEA members. Those concerns included:

That the Personnel Commission should operate independently without requiring constant monitoring or intervention by CSEA membership.

That the Personnel Commission strive to provide fair compensation to all Classified employees adhering to the principle of “like pay for like work”.

That the Personnel Commission not permit job duties from other bargaining units to be added to CSEA classifications.

That position reclassification studies use an impartial approach that should include input from the employee’s direct supervisor only, and not faculty members or other management.

That classifications be reviewed in a timelier manner with more appropriate grouping.

That neither management nor the Personnel Commission should have the authority to unilaterally change job duties.

- g. Comments from the Management Association President

On behalf of all managers, Scott Silverman expressed appreciation for all Classified staff.

- h. Comments from the Personnel Commission Staff
No Comments
- i. Comments from the Personnel Commissioners

Commissioner Jansen requested a list of the concerns that were expressed by CSEA President Cindy Ordaz. Additionally, she requested confirmation on the number of bargaining units operating within the College.

Commissioner Abbott inquired on the Personnel Commission’s recordkeeping of reviewed classifications. Director Long provided that Personnel Commission staff uses an application management system while also notating revision dates on every class description.

II. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Consideration of Appeal for Position Classification Study: Senior Veterans Resource Specialist	5
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5	Revisions to Classifications: Knowledge, Skills & Abilities Section for all Classified Job Descriptions	18
6	Information Item: Presentation of Cyclical Reviews	20

III. Consent Agenda

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7	Ratification of Limited Term Assignments	30
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9	Ratification of Working Out of Class Assignments	32
10	Examination Schedule: Human Resources Analyst, Employee and Labor Relations (Confidential) Instructional Assistant-Math	35
11	Ratification of Meeting Minutes: Regular Meeting 8/16/2023 Special Meeting 8/30/2023	36
12	Ratification of Eligibility Lists: Director of Facilities Maintenance (Promotional) Director of Facilities Operations (Promotional)	37
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IV. Adjournment

Agenda Report Number	1
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Subject	Consideration of Appeal for Position Classification Study: Senior Veterans Resource Specialist
Date	September 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission hear and consider the appeal of a position classification study for Senior Veterans Resource Specialist.

Merit Rule 16.1 Complaint Procedures for Classified Personnel

16.1.1 PURPOSE OF THE COMPLAINT PROCEDURE

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

16.1.3 GENERAL PROCEDURES

- D. Complaints within the jurisdiction of the Commission shall be investigated by the Director of Classified Personnel. Appropriate action shall be taken in response to the complaint. The Director of Classified Personnel shall provide the Commission with a report of any action taken on a complaint.
- G. The resolution of a complaint by either the Director of Classified Personnel or the Commission shall be final and there shall be no further appeal or review.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	Motion to open up the Appeal hearing.

Summary of Comments:

Appellant Martha Romano presented the history of the position reclassification study for Senior Veteran’s Specialist.

Commissioner Jansen requested clarification from Appellant Romano on her reason for appeal. Appellant Romano went on to clarify that she requests a reclassification be performed and that all required steps take place.

Chair Metoyer confirmed Appellant Romano’s request and then went on to ask Director Long for a report on the status of Appellant Romano’s reclassification.

Commissioner Jansen seconded this request and asked for a report on claims made by Appellant Romano.

Commissioner Greenstein asked Director Long if she felt she had an adequate understanding of the allegations. Director Long replied by summarizing Appellant Romano’s concerns:

- Interviewed the faculty lead in addition to her supervisor Only provided 5 days for Appellant to review Appellant Romano had provided comparable classifications from other agencies in California that the PC did not take into consideration
- A market survey was never done
- A comprehensive analysis wasn’t done

Additional Comments and Next Steps:

Campus Counsel summarized that the Personnel Commission has a duty to follow its rules. An allegation has been made that the Personnel Commission has not followed its rules. Counsel advised that the Commissioners request a comprehensive report or memo from Director Long outlining the steps followed in the process of Appellant Romano’s reclassification study.

Commissioner Leone requested that a written document be prepared by Director Long as outlined by Campus Counsel, and presented to Commissioners and Appellant.

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

Agenda Report Number	2
Subject	Second Reading of Amendments to Rules and Regulations of the Classified Service – Merit Rules 5.2.16 and 6.4.1
Date	September 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Chapter 5: Merit Rules Section 5.2.16 and Chapter 6: Merit Rules Section 6.4.1 are attached for a Second Reading.

5.2.16

PROTEST AND APPEAL OF EXAMINATIONS

- A. Protests of individual written exam questions must be filed on the day the test is administered, before the candidate leaves the testing site or if the test is done online, before exiting the program. Protest forms shall be made available to candidates to complete at the testing site or incorporated into the online test.
- B. Candidates may protest the outcome of any test part to the Director of the Personnel Commission within five (5) working days from the date the notice of the test results is issued to the candidates by submitting a written request on a standard form, outlining the basis for the protest.
- C. The Director of Classified Personnel shall review all protests and take action to correct any errors. They He/she may allow more than one answer to a question or may disqualify a question, if they he/she finds the protest valid. If a protest results in any change, the scores of all candidates will be reviewed and re-rated accordingly. Each candidate who files a protest shall receive a written response.
- D. The purpose of the protest procedure is to assure accurate assessment systems, and a protest shall not be granted merely because a candidate disagrees with an answer or score.
- E. Protests shall be based solely on one of more of the following, and must include supporting rationale:
 - 1. Discrimination or bias
 - 2. Procedural error
 - 3.—Content error
- F. ~~If the Director of the Classified Personnel Commission rules against the protest, the candidate may appeal that decision to the Personnel Commission, in writing, within five (5) working days from the date on which the~~

Director's response was issued. However, the filing of such an appeal will not stop or otherwise delay the examination and selection process unless so ordered by the Personnel Commission. The decision of the Personnel Commission shall be final.

- G. Failure to review, protest, or appeal within the times specified shall constitute waiver of the right to protest or appeal that part of the selection process.
- H. If changes are made which impact a candidate's score or ranking after an eligibility list is produced, all impacted candidates shall be notified.

~~Rev. approved by Personnel Commission 11/15/17~~

Rule 6.4 EMPLOYMENT OF ELIGIBLES

6.4.1 NOTIFICATION OF ELIGIBLES

- A. Personnel Commission staff shall notify eligibles selected for a position.
- B. An eligible selected for a permanent position shall report for work within two calendar weeks (one month for management positions) unless a longer time is approved by the appointing authority.-
- C. An eligible is selected for a limited-term (temporary) position must report for work on the date specified by the appointing authority.
- D. At its discretion, the appointing authority may allow the selected eligible a longer period to report for work.
- E. Failure to report for work on the agreed upon date shall constitute refusal of appointment and be grounds for removal under Rule 6.3.8.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	
Agenda Report Number	3
Subject	Annual Report of the Personnel Commission for Fiscal Year 2022-2023
Date	September 20, 2023

To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Attached for your review is the proposed Personnel Commission Annual Report for Fiscal Year 2022-2023.

The Director of the Personnel Commission is required by Education Code Section 88086 to prepare an annual report of the Commission’s activities for approval by the Commission.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed Annual Report for Fiscal Year 2022-2023.

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Deborah Jansen
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	Director Long provided a correction on Longevity placement for Teresa Huber. Correction being that Teresa was celebrating 20 years of service instead of 25 years.



Dr. Joseph P. Metoyer Jr.
Chair
Board of Trustees Appointee



Joy Abbott
Vice Chair
Board of Trustees Appointee



Barbara Greenstein
CSEA Appointee



Lawrence Leone
Commission
Appointee



Deborah Jansen
CSEA Appointee

Personnel Commission Staff:
Carol Long, Director of the Personnel Commission
Amy Gurjian, Classification & Compensation Manager
John Linke, Supervising Personnel Analyst
August Faustino, Personnel Analyst
Jose Guzman, Personnel Analyst
Karen Monzon, Personnel Analyst
Olga Vasquez, Personnel Analyst
Tatiana Morrison, Personnel Technician
Brent Heximer, Administrative Assistant II
Julia Britt, Personnel Analyst (Provisional)

www.smc.edu/classifiedjobs

PERSONNEL COMMISSION
OFFICE LOCATION:

2714 Pico Blvd, 2nd Floor
Santa Monica, CA 90405
(310) 434-4410

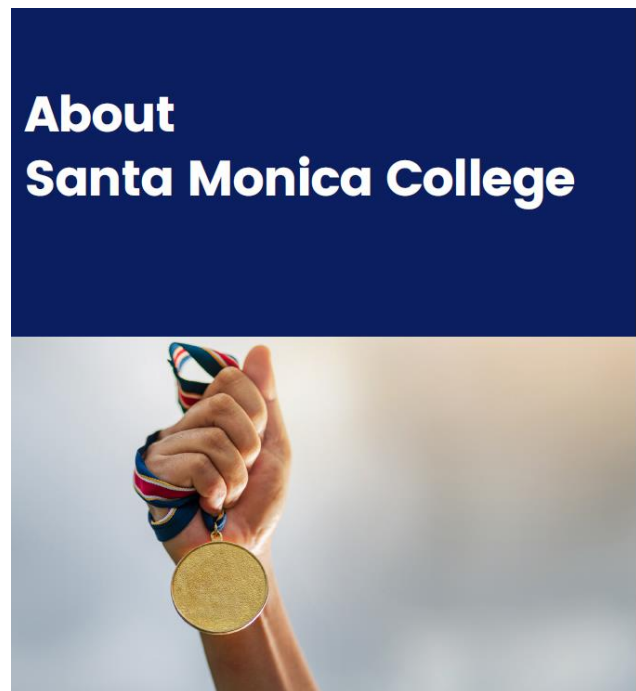
Mailing Address:
1900 Pico Blvd
Santa Monica, Ca 90405



In support of the District's DEIA goals, our department is committed to ensuring hiring decisions are based solely on job-related factors. As a standard practice, we conduct targeted recruitment efforts to facilitate candidate pool diversity, and we utilize a content validation process outlined by the EEOC to link test and interview content and scoring standards to the most critical job requirements. In addition, we monitor hiring committee outcomes to ensure decision criteria are job-related, driven by evidence, and not based on potential implicit or explicit biases.

During this past fiscal year, the Personnel Commission has taken steps to bring more of our interviews, written tests, and performance tests back to in-person administration. Our primary concerns are minimizing any adverse impact effects that the method of administration may present. While we have seen a slight decrease in the number of recruitments requested, we have seen a significant increase in the number of new hires made from the eligibility lists we produced. The number of new class descriptions requested has also continued to increase, doubling the number requested from last fiscal year.

The Personnel Commission approved revisions to 12 merit rules, as recommended by the Merit Rules Advisory Committee.



A two-year community college accredited by the Western Association of Schools and Colleges – what opened in 1929 with just 153 students is now a thriving campus with more than 23,000 students and offerings in over 100 fields of study. The leader among the state's 116 community colleges in transfers to the University of California, University of Southern California, Loyola Marymount University, and other four-year colleges.

Personnel Commission Meetings
Meetings of the Personnel Commission were held on the third Wednesday of each month at Noon via Zoom



Action	2021-2022	2022-2023
Exams Announced	82	68
Total # of applicants	2105	3041
# of Eligibility Lists	60	55
# of Eligibles on Lists	389	367
New Class Descriptions	7	14
Revised Class Descriptions	28	38
Position Reclassifications Granted	4	2
# of Seniority Lists Established	4	8
# of Merit Rule Updates	33	12
Reinstatement Lists	7	6
Working Out of Class	31	20
Internal Limited Term Assignments	11	15
Provisional Appointments	159	154
Limited Term Appointments	101	100
New Hires	40	71
Promotional Appointments	36	28

The Merit System at SMC

The purpose of the Merit System is to ensure that classified employees are recruited, selected, promoted, and retained without favoritism or prejudice, and solely on the basis of merit and fitness. The merit system applies only to classified (non-teaching) employees, and is administered by the Personnel Commission. The Personnel Commission at Santa Monica College consists of a five-member body, and is responsible for guaranteeing that employment, retention and promotion for all classified employees are based on Merit System principles. The Commissioners are private citizens who must be a registered voter and residents of Santa Monica or Malibu, and known adherents to the merit principle.

Basic Principles of the Merit System

- Recruitment from all segments of society and advancement on the basis of relative ability, knowledge, and skill under fair and open competition
- Administering a competitive salary structure based on sound professional standards, prevailing community practices, legal requirements, and equity
- Fostering an environment that promotes inclusion, civility, and diversity
- Providing a voice for the interests of classified staff, classified managers, and classified administrators
- Protection of employees from arbitrary action, personal favoritism, or political coercion

Personnel Commission staff at Santa Monica College are committed to providing our services in a manner which is client oriented, professionally based, and in conjunction with the goals of the governing board.



Celebrations of Longevity

30 YEARS

Joseph Kolbly, Instructional Assistant-Math, Math
Robert Carlson, KCRW Radio Station Recording Engineer, KCRW

25 YEARS

Agnius Grisevicius, Academic Computing Instructional Specialist, Academic Computing
Amelia Trejo, Administrative Assistant II, Student Life
Christine Lea Miller, Instructional Media Specialist, Distance Education
David Dever, Director of Auxiliary Services, Auxiliary Services
Frederick Young, Mail Services Worker II, PCAL
Jennifer Ferro, KCRW Radio Stations Director, KCRW
Michelle Toomey, Switchboard Operator, Technical Support Services
Miguel Ozaeta, Reprographics Technician, Reprographics
Miguel Reyes, Information Systems Administrator, Academic Computing
Ming Yea Wei, Marketing Design Coordinator, Marketing
Monica Moore, Instructional Assistant-English, English
Steven Johnston, Electrician, Maintenance
Willis Barton, Online Learning Services Specialist, Distance Education
Yim "Fai" Fong, Senior Programmer Analyst, MIS

20 YEARS

Heriberto Novella, Lead Custodian, Operations
Jaime Gonzalez, Accounting Supervisor, Auxiliary Services
Teresa Huber, Lead Library Assistant-Technical Services, Library

15 YEARS

Charles Harris, Custodian, Operations
Cindy Ordaz, Administrative Assistant II, Operations
Denise Henninger, DSPS Manager, Center for Students with Disabilities
Denise Sturgis, Student Services Clerk, Financial Aid
Fauzia Hassan, Registered Nurse-Health Services, Health Services
Jennifer Reza, Financial Aid & Scholarships Specialist, Financial Aid
Jeremy Newman, Student Services Clerk, EOPS
Nilofar Ghasami, Financial Aid and Scholarships Specialist, Financial Aid
Samya Gobrial, Accountant, Auxiliary Services
Saul Ramirez, Skilled Maintenance Worker II, Maintenance
Valentin Caiseros, Irrigation Systems Specialist, Grounds

10 YEARS

Alan Kuykendall, Interim Assistant Director of Human Resources, Human Resources
Diana Lui Fujita, Student Services Assistant, Financial Aid
Kathleen Colimitras, Human Resources Specialist, Human Resources
Marcus Suzuki, Instructional Assistant-Math, Math
Rajesh Khandelwal, Accountant, Fiscal Services
Rebecca Weiland, Administrative Assistant III-Confidential, Academic Affairs
Tamika Phillips, Administrative Assistant I, Psychology

5 YEARS

Agustin Limon, Campus Safety Officer, SMCPD
Ana Alvarez, Lead Library Assistant-Circulation, Library
Ana Sandoval, Custodian, Operations
Anne Ozello, Athletic Trainer, Athletics
Asley Lyles, Custodian, Operations
Carolina Trejo, Administrative Assistant I, Career Services
Cristina Arsene, Instructional Assistant-English, English
Daniel Perdomo, Accounting Specialist, Fiscal Services
David Lopez, Community College Police Officer, SMCPD
David Vasquez Rosales, Custodian, Operations
Dennis Biddle, Assistant Director of Facilities Operations, Operations
Frank Basile, Accompanist-Music Performance, Music
Jennifer Benavides, Instructional Assistant-Learning Disabilities, Center for Students with Disabilities
Jocelyn Alex, Administrative Assistant I, Dance/ESL
John Ibrahim, Property Clerk, Procurement, Contracts and Logistics
Jonathan Rosas, Campus Safety Officer, SMC Police Department
Justin Carter, Custodial Operations Supervisor, Operations
Katherine Medernach, Accounting Specialist, Fiscal Services
Marc Drescher, Chief Director of Information Technology
Nahum Campos, Custodian, Operations
Reggie Thomas, Custodian, Operations
Sandra Hernandez, Administrative Assistant II, Financial Aid
Siamanto Ismaily, Theatre Technical Director, Campus Events



Agenda Report Number	4
Subject	Cyclical Classification Studies-Proposed Annual Calendar 2023-2024
Date	September 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Carol Long, Director of the Personnel Commission Amy Gurjian, Classification & Compensation Manager

Attached for your review is the proposed annual calendar for anticipated classification review projects.

BACKGROUND

Merit Rule 3.3.2 requires the Personnel Commission to maintain a system of continuous classification review. Merit Rule 3.2.9 states: "Each year, the Director of Classified Personnel shall prepare a schedule of anticipated review projects and present it for approval to the Personnel Commission".

All classified positions at Santa Monica College are allocated to specific classifications, which are then allocated to salary ranges. Personnel Commission staff allocates new positions to existing classifications, creates new classifications and class descriptions as needed, ensures classification descriptions accurately reflect current job duties and qualifications, reviews minimum requirements on classification descriptions to ensure they are appropriate and not unduly restrictive, establishes and maintains a plan for continuous review and update of class descriptions and salary allocations, conducts external and internal salary studies and recommends appropriate salary ranges for all job classifications based upon the principle of like pay for like work. **(Merit Rules, Chapter III; Education Code Sections 88004, 88009, 88076, 88081, 88095, 88104, 88104.5)**

As a part of the scheduled cyclical reviews, the Personnel Commission has completed studies for each of the following job disciplines:

- Accompanists
- Accounting and Finance
- Athletics
- Bookstore & Cashiers
- Business Administration (Management)
- Career Services
- Deaf and Hard of Hearing
- Facilities Maintenance and Construction
- Facilities Operations
- Facilities Planning
- Human Resources

- Institutional Research
- Instructional Media and Reprographics
- Laboratory Technicians
- Library Services
- Management Information Systems
- Network Communications
- Payroll Services
- Personnel Commission
- Public Relations/Marketing/Web Design
- Purchasing, Procurement, and Asset Management
- Risk Management
- Specialized Programs
- Student Services Specialists/Senior Student Services Specialists
- Transportation
- Warehouse

In addition, studies are currently in process for the following job disciplines:

- Clerical and Administrative Support
- Campus Safety
- Health Services
- Instructional Assistants
- Instructional Technology
- Performing Arts
- KCRW
- Student Services Assistants
- Student Services Clerks

The calendar we are posting should include all remaining classifications which have not yet been reviewed.

REVIEW PROCESS

Each cyclical study will start with an orientation, and an initial review of class descriptions falling within the job discipline which is being studied. The primary purpose of this review will be to determine if the job duties listed in each class description are an accurate reflection of the work assigned. At this time, both management and employees can request further reviews of salary allocation, and individual position studies to determine if work performed is outside the scope of the assigned classification. Following an analysis of all relevant information, recommendations will be provided for review to management staff, senior staff, incumbents, and union representatives prior to presenting to the Personnel Commission and Board of Trustees for final approval.

Requests for single position reclassifications will continue to be accepted as requested.

Requests for minor classification description revisions or new classifications that have minimal impact on other related positions or classifications will be accepted when these requests are directly related to an upcoming recruitment.

RECOMMENDATIONS

It is recommended that the Personnel Commission approve the proposed annual calendar of classification/compensation studies for Fiscal Year 2023 - 2024.

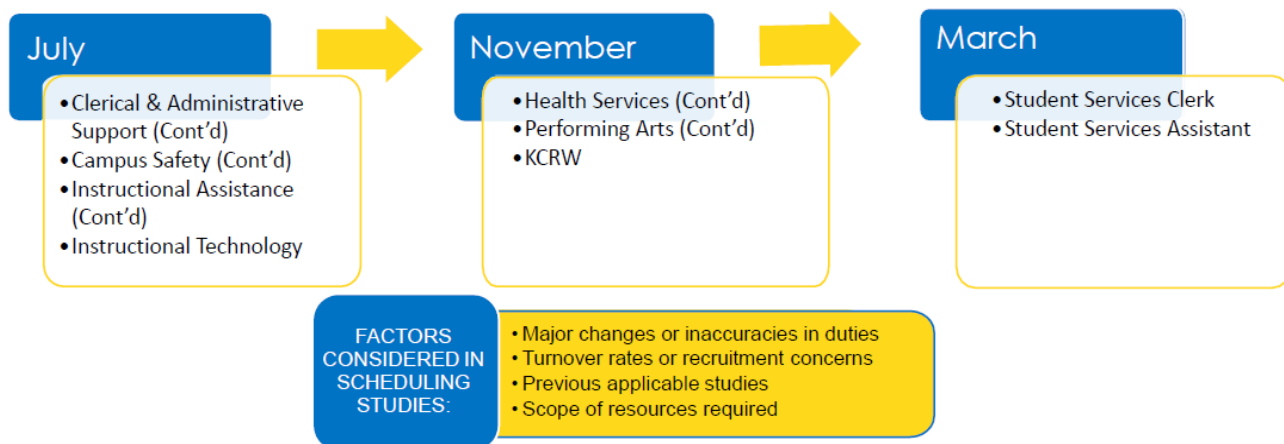
The attached calendar was reviewed with CSEA, and senior staff.

The following factors were used in determining the most immediate priorities:

- Major changes or inaccuracies in job duties or the role of the classification as identified by Personnel Commission staff, District management, or union representatives
- Ongoing or anticipated turnover rates, or other recruitment challenges
- Previous applicable studies conducted of other related jobs within the occupational group, leading to potential inequities within an occupational series
- Scope of resources required to carry out classification description reviews

Classification Review Timeline by Job Discipline

2023-2024 Study Proposal



Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Lawrence Leone
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	<p>Commissioner Abbott reiterated that requests for new classifications have doubled since last year, including those which are outside of the proposed cyclical review calendar. She went on to ask about the feasibility of completing the presented cycle within the year. Director Long explained that staff will attempt to complete the review in the stated year, but potential delays related to budget concerns or labor management issues may occur which are outside the control of the Personnel Commission and therefore further delay the timeline.</p> <p>Commissioner Abbott requested more regular reporting on the progress of cyclical reviews and Director Long agreed to elaborate in future Director's Reports.</p>

Agenda Report Number	5
Subject	Revisions to Classifications: Knowledge, Skills & Abilities Section for all Classified Job Descriptions
Date	September 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Amy Gurjian, Classification & Compensation Manager

BACKGROUND

On June 21, 2023, the Personnel Commission approved the following updates to our current Knowledge, Skills & Abilities (KSA) requirements in our job descriptions, in order to reflect College DEI priorities.

Remove current requirement in the KSA section of descriptions:

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

Add new requirements in the KSA section of descriptions:

- *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 a commitment to diversity, equity, inclusion, and accessibility principles and participate in related training*
- **Directors and higher only:** *Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility*
- **Directors and higher only:** *Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect*

Following consultation with legal counsel, we are now recommending additional revisions to one KSA, that will be applied to all descriptions for the classified service, except for public safety classifications. Public safety classifications will keep the original language in order to ensure compliance with recent revisions to Title 5 of the California Code of Regulations, Sections 59700 – 59704.

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

The following sources were used to develop new requirements:

- Hotep Equity Audit*
- Santa Monica College Student Equity Plan*
- Santa Monica College EEO Plan*
- California Community Colleges Chancellor's Office (CCCCO) DEI Statement, Title 5 CCR 51201*
- CCCCO EEO/Diversity Best Practices Handbook*
- Community Policing, Title 5 CCR 59704*
- CCCCO Glossary of Terms*

Recommended changes have been sent for review to union partners, the Management Association, Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the KSA changes for all relevant classified job descriptions as presented.

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

Agenda Report Number	6
Subject	Information Item: Presentation of Cyclical Reviews
Date	September 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Carol Long, Director of the Personnel Commission Amy Gurjian, Classification & Compensation Manager

Carol Long and Amy Gurjian will be delivering a presentation which covers the cyclical classification review process.

Agenda for the speaking presentation:

1. What are cyclical reviews?
2. Cyclical Reviews vs Reclassification Studies
3. Start Up Challenges
4. Criteria for prioritizing
5. Role of the Personnel Commission and the Board of Trustees
6. Formalize Process
7. Study Process
8. Salary Studies
9. Job Factors
10. Reclassification
11. Review Steps
12. Benefits of Cyclical Reviews



Cyclical Reviews

PERSONNEL COMMISSION PRESENTATION
September 20, 2023

What are Cyclical Reviews?

A periodic, systematic and broad review of classification descriptions

- A cyclical review calendar is established in collaboration with CSEA and the District, and approved by the PC every fiscal year
- The primary purpose is to determine if the job duties listed in each classification description are an accurate reflection of the work assigned.



Cyclical Reviews vs. Reclass Studies

Cyclical Reviews

Periodic, systematic and broad review of classification descriptions

Reclassification Studies

Individual position reviews to determine if an incumbent (or position) is assigned to the correct classification

Start-Up Challenges

- Defining our purpose
- Growing need for ongoing classification work
- Skill gaps
- Defining process for requesting, prioritizing, and conducting studies



Criteria for Prioritizing

✓ **Major changes or inaccuracies in duties**

✓ **Turnover rates or recruitment concerns**

✓ **Previous applicable studies**

✓ **Scope of resources required**

Role of the PC & the BOT

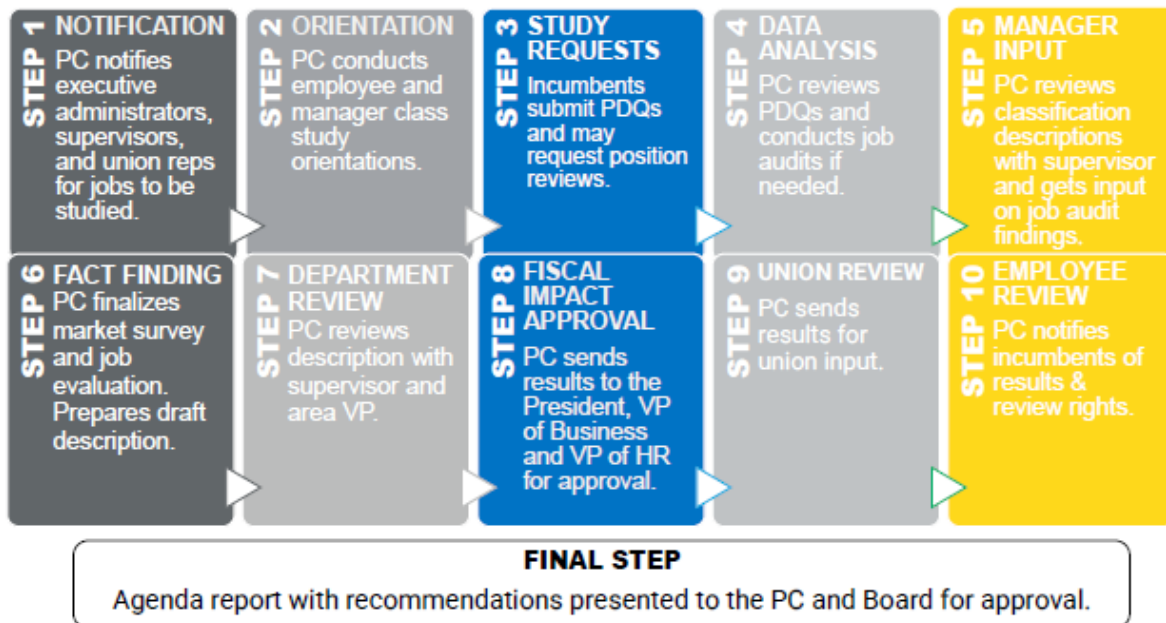
Establish new positions	BOARD
Maintain classification plan and classify new positions	COMMISSION
Classification title	BOARD/COMMISSION
Duties performed	BOARD
Minimum qualifications/KSAs	COMMISSION
Salary surveys and salary recommendation	COMMISSION
Adopt salary schedules	BOARD
Reclassify positions	COMMISSION
Determine effects of reclassification	COMMISSION
Determine effective date of salary reallocation	BOARD

Formalize Process

- Create classification plan
- Establish a cyclical study calendar
- Define criteria for priority of studies
- Manage and prioritize requests outside of cyclical studies
- Establish and document process for cyclical reviews
- Institute salary allocation process
- Identify job evaluation methodology
- Establish communication plan with stakeholders
- Develop process for incumbent reviews and protests
- Identify, develop and implement training



Study Process



Possible Outcomes

- No change in job description
- Minor changes in job description
- Substantial changes to job description, no impact on salary
- Salary change based on market data and/or internal alignment
- Substantial changes to job description to warrant a new classification
- Reclassification



Salary Studies

EXTERNAL COMPARISON

- 14 colleges, City of Santa Monica & LACOE are surveyed
- At least 30% of agencies matched for a survey
- Moderate to strong matches (70%+) to target job
- If insufficient market comparables are available based on the criteria mentioned above, pay is recommended primarily by internal comparison and past recruitment outcomes.

INTERNAL COMPARISON

- Job factor analysis within job discipline



Job Factors

- **Knowledge required for the position:** Nature of knowledge, skills and competencies required and how such knowledge is used.
- **Level of complexity:** Nature of the assignment and difficulty level and originality involved
- **Degree of decision-making authority:** Supervisory controls and level of independent judgment needed
- **Nature & purpose of contacts:** People, conditions/setting, and reasons under which contacts are made
- **Scope of responsibility:** Purpose of the work
- **Consequence of error:** Impact of work product or services
- **Environmental & Physical Demands:** Risks, discomforts and safety precautions associated with the work



Reclassification



Gradual accretion of duties occurring over **two** or more years of regular, continuous service



Change is **permanent** and impacts a **substantial** portion of the duties and responsibilities



Duties **cannot** be reassigned



District approves fiscal impact

Reclassification

Classifying the person or the job?

Factors *not* considered:

- Longevity
- Volume of work
- Quality of work
- Performance efficiency or automation
- Qualifications
- Financial need
- Personality
- Retention
- Future Projects

Review Steps

- 1 Preliminary review of results with PC staff**
 - Purpose: Reconsideration of findings based on input from the employee, bargaining unit and/or management.
 - 5 work days
- 2 Administrative review with Director**
 - Purpose: Ensure classification proposal is not in violation of law, a misapplication of the rules of the Commission, an abuse of discretion, or inconsistent with facts.
 - 30 calendar days
- 3 Personnel Commission appeal**



Benefits of Cyclical Reviews



III. Consent Agenda

Report Number	Subject	Page Number
7	Ratification of Limited Term Assignments	20
8	Appointments to Limited Term Positions	21
9	Ratification of Working Out of Class Assignments	22
10	Examination Schedule: Human Resources Analyst, Employee and Labor Relations (Confidential) Instructional Assistant-Math	25
11	Ratification of Meeting Minutes: Regular Meeting 8/16/2023 Special Meeting 8/30/2023	26
12	Ratification of Eligibility Lists: Director of Facilities Maintenance (Promotional) Director of Facilities Operations (Promotional)	27
13	Extension of Eligibility Lists	28
14	Personnel Commission Project Status Report	29

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Leone was absent for the Consent Agenda approval.

Agenda Report Number	7
Subject	Ratification of Limited Term Assignments
Date	September 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Department	Effective Dates
Administrative Assistant II	Emeritus	9/5/2023 to 11/4/2023
Enterprise Business Services Clerk	Auxiliary Services	8/30/2023 to 6/30/2024
Health Sciences Learning Lab Specialist	Health Sciences	9/11/2023 to 2/10/2024

Agenda Report Number	8
Subject	Appointments to Limited Term Positions
Date	September 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Candidate	Position	Department	Duration*	Eligible List Date
Lindsay Wilson	Administrative Assistant II	Emeritus	9/5/2023 to 11/4/2023	7/17/2023
Susan Wilks	Enterprise Business Services Clerk	Auxiliary Services	8/30/2023 to 6/30/2024	7/30/2014
Eve Adler	Health Sciences Learning Lab Specialist	Health Sciences	9/11/2023 to 2/10/2024	N/A

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

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment

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

Agenda Report Number	9
Subject	Ratification of Working Out of Class and Limited Term Assignments
Date	September 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

I. **Provisional Working Out Of Class Assignment**

Name/Permanent Class	Provisional WOC Assignment	Dates of Current Assignment
Emily Raby, Custodian	Custodial Operations Supervisor	9/25/2023 to 1/26/2024

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

***Pending PBAR approval.*

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

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

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

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

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

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

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

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

11.7 Work Out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

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

11.4 Salary on Promotion

- 11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

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

7.4.1 LIMITED TERM POSITIONS DEFINED

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

B. Positions established to replace temporarily absent employees shall be designated as substituted limited-term positions.

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

C. When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.

D. Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

7.4.3 ELIGIBILITY FOR APPOINTMENT

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

RECOMMENDATION

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

Agenda Report Number	10
Subject	Examination Schedule: Human Resources Analyst, Employee and Labor Relations (Confidential) Instructional Assistant-Math
Date	September 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Examination Schedule:

Class Title	Field Of Competition	Time
Human Resources Analyst, Employee and Labor Relations (Confidential)	Merged Promotional and Open Competitive	3 Weeks
Instructional Assistant-Math	Merged Promotional and Open Competitive	3 Weeks

Agenda Report Number	11
Subject	Ratification of Meeting Minutes: Regular Meeting 8/16/2023 Special Meeting 8/30/2023
Date	September 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. Regular Meeting Minutes-August 16, 2023
2. Special Meeting Minutes-August 30, 2023

Agenda Report Number	12
Subject	Ratification of Eligibility Lists: Director of Facilities Maintenance (Promotional) Director of Facilities Operations (Promotional)
Date	September 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Director of Facilities Maintenance (Promotional)	1	1	9/13/2024
Director of Facilities Operations (Promotional)	1	1	9/13/2024

Agenda Report Number	13
Subject	Extension of Eligibility Lists
Date	September 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Custodian	10/24/2023	10/24/2023	15	5	12/24/2023
Enrollment Services Specialist	10/5/2023	10/5/2023	3	3	1/5/2024
Facilities Maintenance Supervisor (Promotional)	2/27/2023	9/27/2023	2	1	11/27/2023
Research and Planning Analyst	1/3/2023	10/3/2023	3	2	1/3/2024

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

Merit Rule 6.2.3 (C) Duration of Eligibility List

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 Director of the Personnel Commission shall base their recommendation for extension of an eligibility list on the following factors:

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

RECOMMENDATION

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

Agenda Report Number	14
Subject	Personnel Commission Project Status Report
Date	September 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment

Title	Assigned to	Open Date	Close Date	1st Test Part	E List
Academic Records Evaluator	OV	6/15/2023	7/6/2023	7/14/2023	8/30/2023
Accounting Specialist	AF	7/17/2023	8/4/2023	8/19/2023	
Campus Safety Officer	JG	1/27/2023	2/17/2023	3/25/2023	6/21/2023
Community College Police - Lateral	KM				
Community College Police Captain	JL	7/3/2023			
Community College Police Dispatcher	KM	10/20/2022			
Construction Maintenance Manager	KM				
Custodial Operations Manager	KM				
Director of Facilities Maintenance	KM				
Director of Facilities Operations	KM				
Director of Sustainability	JB				
Emergency and Safety Coordinator					
Event Scheduling Specialist	TM				
Events Assistant	JG	10/20/2021			
Grounds Manager	KM				
Human Resources Specialist	JL				8/16/2023
Instructional Assistant - ESL	JG				
Instructional Assistant - Math	JG				
Irrigation Systems Specialist					
Laboratory Technician - Fashion	JB				
Mechanical Systems Manager	KM				
Professional Development Coordinator	JL				
Program Specialist	OV				
Senior Financial Aid and Scholarships Specialist					
Senior Grounds Equipment Operator	JG				
Skilled Maintenance Worker II	KM				
Student Services Clerk	OV	5/15/2023	6/5/2023	6/22/2023	8/30/2023
Student Services Specialist	OV	6/15/2023	7/6/2023	7/21/2023	8/30/2023
Theatre Technical Specialist (Cont.)	JG	10/15/2021			
Web Content Developer					

Classification and Compensation

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

IV. Adjournment at 2:06 p.m.

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Joy Abbott
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Leone was absent for the meetings adjournment.

Weekday	Month	Day	Year	Time	Venue
Wednesday	October	18	2023	12:00 p.m.	1900 Pico Blvd Business RM 117
Wednesday	November	15	2023	12:00 p.m.	1900 Pico Blvd Business RM 117
Wednesday	December	20	2023	12:00 p.m.	1900 Pico Blvd Business RM 117
Wednesday	January	17	2024	12:00 p.m.	1900 Pico Blvd Business RM 117
Wednesday	February	21	2024	12:00 p.m.	1900 Pico Blvd Business RM 117
Wednesday	March	20	2024	12:00 p.m.	1900 Pico Blvd Business RM 117
Wednesday	April	17	2024	12:00 p.m.	1900 Pico Blvd Business RM 117
Wednesday	May	15	2024	12:00 p.m.	1900 Pico Blvd Business RM 117
Thursday	June	20	2024	12:00 p.m.	1900 Pico Blvd Business RM 117

As required by law, the agenda for the September 20, 2023, Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.