



# PERSONNEL COMMISSION MINUTES

**Regular Meeting, Wednesday, September 18, 2019, at 12:00 p.m.**  
Board Room, Business Building Room 117, 1900 Pico Blvd., Santa Monica, CA 90405

## Distribution List for Personnel Commission Announcements, Agendas and Minutes

<b>DEPARTMENTS: PLEASE POST</b>	<b>ADMINISTRATORS and MANAGERS</b>	<b>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</b>
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## PUBLIC PARTICIPATION

### ADDRESSING THE PERSONNEL COMMISSION

Members of the public may address the Personnel 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:

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

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

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.

#### General Public Comments

- \* The card to speak during Public Comments must be submitted to the recording secretary at the meeting **before** the Commission reaches the Public Comments section in the Agenda.
- \* Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

#### Agenda Items

- \* The card to speak during Agenda Items must be submitted to the recording secretary at the meeting **before** the Commission reaches that specific item in the agenda.
- \* Five minutes is allotted to each speaker per Agenda Item. The speaker must adhere to the topic. Individuals wishing to speak on a specific Agenda Item will be called upon at the time that the Commission reaches that item in the Agenda.

Exceptions: This time allotment does not apply to individuals who address the Personnel Commission at the invitation or request of the Commission or the Director of Classified Personnel.

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Personnel 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 Personnel 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.

Reference: *Merit Rule 2.2.8*

*Government Code sections 54954.2, 54954.3, 54957.9*

**Santa Monica College Personnel Commission  
MINUTES of Regular Meeting, September 18, 2019**

**Board Room, Business Building, Room 117, 1900 Pico Blvd., Santa Monica, CA 90405**

*Any public records, which can be disclosed, related to an open session item on the agenda and distributed to the Personnel Commissioners less than 72 hours prior to the meeting, are available for public inspection in the Personnel Commission Office, 2714 Pico Blvd, Santa Monica, during normal business hours.*

Any individual or group may address the Personnel Commission during the Comments—Public Forum segment of the meeting regarding any item that is within the Commission’s subject matter jurisdiction. However, the Commission will not take action on any item that is not on this agenda.

Any individual may appear at the Commission meeting to respectfully testify in support of or opposition to any item being presented to the Commissioners for consideration. Individuals wishing to address items to the Commissioners should complete a *Request to Address the Personnel Commission* card (green form) prior to the start of the meeting.

**PUBLIC SESSION: 12:00 P.M.**

**I. ORGANIZATIONAL FUNCTIONS**

A. Call to Order 12:00 p.m.

B. Roll Call

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Commissioner Metoyer, Chair	<b>X</b>	
Commissioner Abbott, Vice-Chair	<b>X</b>	
Commissioner Greenstein	<b>X</b>	
Commissioner Jansen	<b>X</b>	
Commissioner Leone	<b>X</b>	

**II. REPORT – DIRECTOR OF CLASSIFIED PERSONNEL**

**Carol Long, Director of Classified Personnel, shared the following;**

**Annual Report**

The Personnel Commission is presenting our Annual Report for the 2018-19 Fiscal Year at today’s Commission meeting. Some of the highlights of the report are as follows:

- The Personnel Commission has initiated a PC Coaching Program in which we are providing sessions to District managers to educate, advise, and coach them in Commission processes and resources. In addition, each Department at SMC is now assigned a specific PC staff member to serve as their coach, and provide ongoing support for recruitments and classification issues.
- The Personnel Commission has completed our third year of cyclical classification reviews as required by our Merit Rules. We have now completed reviews for over 1/3 of the classifications in the District. Further process revisions are being reviewed and implemented help improve communication with District employees and management who are impacted by these studies.

**Santa Monica College Personnel Commission  
MINUTES of Regular Meeting, September 18, 2019**

- We have seen a 12% increase in the number of recruitments requested this past fiscal year, and a 59% increase in the number of eligibility lists produced. Personnel Commission staff has completed a significantly higher percentage of assigned recruitments this past fiscal year when compared with many of our previous years.
- We have seen a slight increase in the overall number of appointments this past fiscal year, but the number of promotional appointments has more than doubled.
- We have seen an overall decline in the number of classification studies completed this past fiscal year, although we have approximately 33 additional studies which are either in process or on hold per request of the hiring manager, CSEA, or the employee.
- We have seen an increase in the number of Limited Term appointments this past fiscal year, although the number of Provisional appointments has remained stable.
- We have had eight rule changes which have been approved by the Personnel Commission, thanks to the work of the Merit Rules Advisory Committee. This is an increase over the number of rules changes completed in the previous fiscal year.
- The Personnel Commission publicly recognized 75 Santa Monica College employees for longevity this past fiscal year, including 21 employees who have completed at least twenty years of service, and 7 employees who completed at least thirty years of service.

**Cyclical Classification Studies**

Personnel Commission staff is bringing forward today for approval requests for one classification revision in Institutional Research. Our next priorities will include completing remaining classifications within Facilities Trades and Student Services. We will also continue to complete studies within Human Resources, the Personnel Commission, Accounting, and Institutional Research.

**Recruitment Activities**

We are bringing forward today three eligibility lists for approval: Community College Police Dispatcher, Custodian, and Director of Facilities Finance. Recruitments are anticipated to be completed prior to our next regular Personnel Commission meeting for ten additional classifications.

**Merit Rules Advisory Committee Update**

The Merit Rules Advisory Committee is bringing forward today for final review Sections 3.2.8 through of Merit Rule 3.2, which covers procedures for addressing management changes to job duties. If approved, these revisions will be formally adopted into our merit rules and posted on our web site. The Committee is also bringing forward today recommendations to Sections 3.3.1 through 3.3.6 for a first reading.

**III. COMMENTS AND INFORMATIONAL REPORTS**

**Recognition of Employee Longevity: September 2019  
(\*Present to Receive Acknowledgement)**

**5 YEARS**

**\*Connie Chen, Student Services Clerk, Financial Aid**

**Mercedes Juan, Accompanist-Performance, Music**

**10 YEARS**

**Aaron French, Alternate Media Specialist, Center for Disabled Students**

**20 YEARS**

**Vinnessa Cook, Administrative Assistant I, Campus Events**

**\*Brant Looney, Instructional Technology Services Manager-Entertainment  
Technology, Center for Media and Design**

**Robert Myers, Campus Counsel, commended Mr. Brant Looney on his longevity.  
“Brant is a very cheerful, responsive and a hard working employee. He was  
instrumental in getting the CMD campus ready for students and staff and as a  
result we get to benefit from a state of the art facility.”**

**Rudy Henry, Mail Services Worker II, Procurement, Contracts and Logistics**

**30 YEARS**

**Warren Cancilla, Senior Reprographics Technician, Reprographics**

**Mitch Heskel, Dean of Education Enterprise, acknowledged that, “Warren is an  
amazing employee. He is nice, insightful and has a good sense of humor. Warren  
has the students, staff and faculty’s best interest in mind. I am very proud to work  
with him. Thank you for all that you do.”**

**35 YEARS**

**Gary Gray, Accompanist-Performance, Music**

**Robert Myers, Campus Counsel, congratulated Mr. Gray on his years of service. “Given his work as an Accompanist, I wanted to thank him for the joy his work brings to people.”**

**\*Charlie Yen, Director of Facilities Planning, Facilities**

**Robert Myers, Campus Counsel, shared that, “Charlie worked very hard managing the completion of the new Student Services Building. He manages multiple construction projects and has an important role for the success of the facilities on campus. I wanted to congratulate him on his service to the college.”**

**A. Comments from Vice President of Human Resources**

**Sherri Lee-Lewis, Vice President of Human Resources, shared that the first 3 weeks of the semester are the busiest for the Human Resources department. Ms. Lee-Lewis invited everyone to attend the Grand Opening of the new Student Services Building on October 22, 2019. Lastly, she introduced Linda Subias, the Human Resources Analyst-Employee & Labor Relations (Confidential), who was recently hired by the district.**

**B. Comments from CSEA Chapter 36 Representative**

**Michael Roberts, CSEA President, commended Amy Gurjian, Classification & Compensation Manager and Carol Long, Director of Classified Personnel, for their collaborative working relationship during their weekly meetings.**

**C. Comments from Management Association President – Not Present**

**D. Comments from Personnel Commission Staff – None**

**E. Public Comments (non-actionable comments from those in attendance) – None**

**F. Comments by Personnel Commissioners - None**

**IV. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS**

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2	Amendment to Rules and Regulations of the Classified Service: Chapter 3 – First Reading Merit Rule 3.3.1: Reclassification of Positions Merit Rule 3.3.2: Definition of Gradual Accretion Merit Rule 3.3.3: Reclassification Analysis Merit Rule 3.3.4: Requests for Reclassification Merit Rule 3.3.5: Reclassification Reviews Merit Rule 3.3.6: Notification of Reclassification	9
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4	Personnel Commission Internal Action – Ratification of Limited Term Appointment	14
5	Extension of Eligibility Lists: <ul style="list-style-type: none"> <li>• Accountant</li> <li>• Accounting Manager</li> </ul>	15
6	Request for Approval of Retitle and Classification Revisions: Research Analyst to Research and Planning Analyst	17
7	Ratification of Working Out of Class and Limited Term Assignments and Extensions	23

**V. CONSENT AGENDA**

(All items will be considered and approved in one motion unless removed by a Personnel Commissioner for discussion.)

#	ITEM	Page
8	Ratification of Eligibility Lists: <ul style="list-style-type: none"> <li>• Community College Police Dispatcher</li> <li>• Custodian</li> <li>• Director of Facilities Finance</li> </ul>	27
9	Ratification of Limited Term Assignments	28
10	Examination Schedule: <ul style="list-style-type: none"> <li>• Instructional Assistant - Math</li> </ul>	29
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**VI. ADJOURN AT \_\_\_\_\_ P.M.**

Next regularly scheduled meeting: Wednesday, October 16, 2019 at 12:00 p.m.

**AGENDA REPORT NO. 1**

**SUBJECT: ANNUAL REPORT – PERSONNEL COMMISSION:  
FISCAL YEAR 2018-2019**

DATE: September 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Attached for your review is the proposed Personnel Commission annual report.

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

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the proposed annual report for Fiscal Year 2018 - 2019.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Joy Abbott  
SECONDED BY: Deborah Jansen  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

**Commissioner Jansen inquired about receiving data on the number of classified employees that separate from the district. Commissioner Jansen is interested in the annual trend, have separations increased or decreased.**

**Carol Long, Director of Classified Personnel, replied that she is able to gather data on the employees that separate from the district.**

**Commissioner Greenstein asked why the percentage of eligibility lists produced is much greater than the number of recruitments requested.**

**Carol Long responded that the disparity between recruitment requests and producing eligibility lists is due to when recruitment requests are made, whether it the request occurs in the current fiscal year or the former fiscal year.**



Commissioner Jansen pointed out that there was an overall decline in the number of classification studies, however there are approximately 33 additional studies which are in process or on hold.

Carol Long, Director of Classified Personnel, stated that during classification studies for larger departments, there can be issues that come up where they get put on hold at the request of the hiring manager, CSEA or the employee.

Motion was passed.

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### PERSONNEL COMMISSIONERS:



Dr. Joseph P. Metoyer Jr., Chair  
*Board of Trustees appointee*



Joy O. Abbott, Vice Chair  
*Board of Trustees appointee*



Barbara Greenstein  
*CSEA appointee*



Lawrence Leone  
*Commission appointee*



Deborah Jansen  
*CSEA appointee*

### MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the third Wednesday of each month at noon on the main campus in the Business Building, Room 117.

### OUR STAFF:

**Carol Long** *Director, Classified Personnel*

**Amy Gurjian** *Class. & Comp. Manager*

**John Linke** *Supervising Personnel Analyst*

**Karen Monzón** *Personnel Analyst*

**August Faustino** *Personnel Analyst*

**Olga Vasquez** *Personnel Analyst*

**José Guzmán** *Personnel Technician*

**Tatiana Morrison** *Personnel Specialist (Temp.)*

**Brent G. Heximer** *Administrative Assistant II*

**Olinka Rodríguez** *Administrative Assistant II*

### CLASSIFIED EMPLOYMENT:

*(Non-teaching positions)*

Website: [www.smc.edu/jobs](http://www.smc.edu/jobs)

Office: (310) 434-4410

### SANTA MONICA COLLEGE

Santa Monica College's main campus is set on 38-acres less than two miles from the beach. It is a two year community college accredited by the Western Association of Schools and Colleges. It opened in 1929 with 153 students and has now grown to a thriving campus with approximately 34,000 students and offerings in more than 80 fields of study.

Santa Monica College is known for its academic excellence. The College is a leader among the state's 112 community colleges in transferring students to the University of California, University of Southern California and other four-year campuses and boasts one of the largest international student populations of any community college in the nation, with approximately 3,300 students from more than 100 countries.

### THANK YOU

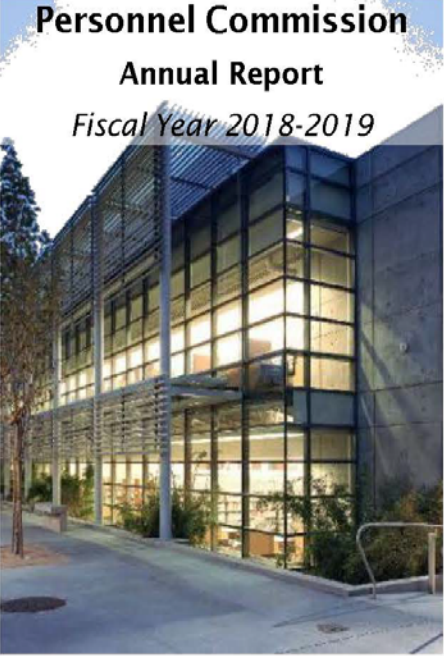
The Commission Staff wholeheartedly thanks the numerous District employees, other agency employees and community members who assisted us by serving as panel members on our examination panels. Your assistance is invaluable to the recruitment process.

### Personnel Commission Accomplishments


**PC Coaching Program:** In order to promote a culture of partnership, feedback and continuous improvement, Personnel Commission staff has implemented a "PC Coach Partnership" program. This partnership consists of sessions we provide to District managers to educate, advise and coach them in Commission processes, resources and deliverables necessary in managing the classified workforce. Each Department at SMC is now assigned a specific PC staff member to serve as their coach, and provide ongoing support for recruitments and classification issues.

### District-wide Classification Study:

The Personnel Commission has completed our third year of cyclical classification reviews as required by our Merit Rules. Further steps are being taken to further refine our processes to help improve communication with District employees and management who are impacted by these studies.



**Personnel Commission**  
**Annual Report**  
*Fiscal Year 2018-2019*



Mailing Address: 1900 Pico Boulevard  
Santa Monica, CA 90405

Personnel Commission Office Location:  
2714 Pico Boulevard, 2nd floor  
Santa Monica, CA 90405  
[www.smc.edu/jobs](http://www.smc.edu/jobs)

## Personnel Commission Annual Report 2018-2019

### THE MERIT SYSTEM AT SMC

The Merit System was first adopted at Santa Monica College by the Board of Education in May 1938, as part of the Santa Monica City Schools. 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, which make up approximately one quarter of Santa Monica College's workforce. The Merit System 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 resident 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
- Fair and equitable treatment in all personnel management matters without regard to politics or protected status, and with proper regard for individual privacy and constitutional rights
- High standards of integrity and conduct and concern for the public interest
- Equal pay for work of equal value
- Efficient and effective use of the work force
- Protection of employees from arbitrary action, personal favoritism, or political coercion
- Protection of employees against reprisal for lawful disclosures of information

### ABOUT US

The Personnel Commission establishes and amends Personnel Commission rules that are binding on the District as a whole; conducts classification studies; recommends salary adjustments; conducts all classified recruitment and selection processes; establishes procedures for transfers; interprets rules and regulations pertaining to the administration of the merit system; and considers appeals for disciplinary actions.

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

### CLASSIFIED ACTIONS

Fiscal Year 2018-19

Action	2017-18	2018-19
Exams announced:	59	66
Total number of applicants:	3,028	3,794
Percentage of online applications:	100%	100%
Eligibility Lists:	34	54
Number of eligibles on lists:	352	483
Reinstatement lists:	10	6
Appointments (new hires):	34	39
Promotional Appointments	10	29
Limited Term Appointments	214	224
Provisional Appointments	184	184
Working Out of Class:	38	46
New Class Descriptions:	8	11
Revised Class Descriptions:	42	28
Position Studies:	42	33
Seniority Lists:	8	3
Rule Changes	5	8



### EMPLOYEES RECOGNIZED FOR LONGEVITY 2018-2019

<b>35 YEARS</b>		
Richard Yancey		
<b>30 YEARS</b>		
Kerry Dawson	Cheryl Gee	Kham Ha
Darrell Heximer	Ann Mirsky	Jim Serikawa
<b>25 YEARS</b>		
Kathy Kerce		
Donald Roberts		
<b>20 YEARS</b>		
Maria Bonin	Kenneth Cardwell	Ronald Hernandez
Jung Lee	Wendy Liu	Maya Lowell
Karen Monzon	Waleed Nasr	Cheri Pena
Valente Torres	Romano Vasquez	Shelley Williams
<b>15 YEARS</b>		
Joshua Casillas	Stacy Neal	Chris Young
<b>10 YEARS</b>		
Star Barboza	Joy Bice	James Bradney
Marguerite Courtney	Christopher	Marlynn Frazier
Kennisha Green	Dickson	Jorge Jimenez
Laurie Heyman	Michael Greig	Kristie Mattson
Simon Levin	Luis Jauregui	Andres Muñoz
Ian Mitchell	Mark Litver	Gregory Rutledge
Ramin Nematollahi	Mark Litver	Dena Sussman-Schechter
Estela Ruezga	Nichelle Monroe	Clarence Warren Jr.
Tonya Tyus	Marai Ong	
Anthony Williams	Grace Smith	
	Nani Vigil	
<b>5 YEARS</b>		
Nancy Alfaro	Maria Barragan	Aline Baumgartner
Cristobal Bohorquez	Ruth Casillas	Drew Davis
Mario Franco	Kristina Fukida	Paige Glaves
Christine Go	Sean Gordon	Blanca M. Hernandez
Johnny Jimenez	Jennifer Landa	Ann Marie Leahy
Jaime Luis	Alan McCarrroll	Erin O'Neill
Frank Orozco	Samwel Osewe	Lugina Rogers
Maria Belen-Vaccaro	Robin Yancey	

**AGENDA REPORT NO. 2**

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 3: RECLASSIFICATION – FIRST READING**  
**MERIT RULE 3.3.1: RECLASSIFICATION OF POSITIONS**  
**MERIT RULE 3.3.2: DEFINITION OF GRADUAL ACCRETION**  
**MERIT RULE 3.3.3: RECLASSIFICATION ANALYSIS**  
**MERIT RULE 3.3.4: REQUESTS FOR RECLASSIFICATION**  
**MERIT RULE 3.3.5: RECLASSIFICATION REVIEWS**  
**MERIT RULE 3.3.6: NOTIFICATION OF RECLASSIFICATION**  
(Note: No formal action will be taken at this meeting.)

DATE: September 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 3: Merit Rule 3.3 are attached for a first reading. Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include clarifying the reclassification process and increasing transparency for both management and staff who are participating in a reclassification study.

Rule 3.3 RECLASSIFICATION (Education Code Section 88104, [88104.5](#), [88076](#), [88081](#))

3.3.1. Reclassification of Positions

- A. The basis for reclassification of a position shall be the gradual accretion or growth of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities.
- B. To qualify for reclassification, the change in duties and responsibilities must:
  1. Affect a significant portion of the duties and responsibilities of the position;
  2. Be so significant as to clearly warrant a change in the title and qualification requirements needed to perform the duties of the position;
  3. Occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties.
- C. Recommendations as to gradual accretion will be made by the Director of Classified Personnel. The Personnel Commission shall be the final approving authority.
- D. The supervisor shall contact the Director of Classified Personnel prior to making any sudden or permanent change in the duties of a classified employee.

3.3.42 DEFINITION OF GRADUAL ACCRETION (~~Education Code 88104 amended~~)

Gradual accretion of duties is the change over time in the duties and responsibilities of a position ~~and not those occasioned by a sudden addition or deletion of duties, which have a substantial impact on job factors such as knowledge required, decision-making authority, complexity of work, consequence of error, or nature and purpose of contacts.~~ For purposes of these Rules, gradual accretion of duties must occur over two (2) or more years of regular service, and not be occasioned by a sudden addition or deletion of duties.

3.3.53 RECLASSIFICATION ANALYSIS (~~Education Code 88084~~)

A ~~D~~etermination ~~as to of~~ whether ~~gradual accretion has occurred~~ a reclassification is appropriate will be based on an analysis of the duties and responsibilities currently assigned to the position. ~~The analysis will consist of a review of the old Position Description Questionnaire (PDQ) compared to the new one submitted with the reclassification request.~~ The analysis will assess:

- A. The nature and scope of each identified change in duties and responsibilities.
- B. The date the incumbent began the performance of the newly acquired duties and responsibilities.
- C. Clear and convincing evidence of the employee's continuing performance of the added duties and responsibilities.
- D. The extent to which the new added duties and responsibilities are more not accurately defined by ~~a different classification than the one in which the position currently resides~~ the existing classification.
- E. If added duties and responsibilities are not incorporated within an existing classification, creation of a new classification may be appropriate.

3.3.64 REQUESTS FOR RECLASSIFICATION

- A. Requests for reclassification of an existing position shall be submitted in writing to the Director of Classified Personnel on a form provided by the Personnel Commission.
- B. The supervisor, the employee, ~~or~~ the collective bargaining unit representing employees in positions in the subject classification, or the Personnel Commission may initiate a request.
- C. The written request shall include a statement indicating the reason(s) the supervisor and/or the employee feel the reclassification is justified.
- D. A completed Position Description Questionnaire (PDQ) showing the new duties and responsibilities must accompany the request.
- E. Incumbents whose positions are reclassified must meet the minimum requirements of the new classification in order to be reclassified with the position.

Santa Monica College Personnel Commission  
MINUTES of Regular Meeting, September 18, 2019

F. Reclassification may become moot if the out-of-class duties are removed from the position. and the employee is compensated for the higher level duties performed as indicated in the Working Out of Class procedures, if applicable Compensation for the higher level duties performed may be confirmed through the Working out of Class procedures.

E.G. At least two (2) years must elapse before another request for reclassification can be initiated for the same position.

### 3.3.75 RECLASSIFICATION REVIEWS

A. Within fifteen (15) calendar days from receipt of a reclassification request, the Director of Classified Personnel shall provide the employee with written acknowledgement indicating the general expected time schedule for the audit review of the of the position.

~~B. The audit of the position shall be conducted according to the procedures approved by the Director of Classified Personnel and shall include the appropriate steps of the process listed in Rule 3.2.8, Review of Positions.~~

B. Personnel Commission staff will review all pertinent documentation. If needed, this review will also include a site visit and/or interview with the incumbent and supervisor to identify actual duties assigned and performed; and additional reviews of work flow, work environment, work products, and any related documents.

### 3.3.86 NOTIFICATION OF RECLASSIFICATION (~~Education Code 88076, 88076, 88104.5~~)

A. The Director of Classified Personnel will provide a notification of the results of the reclassification audit review and the right to inspect the review file to the incumbent(s) affected, supervisor(s), the District administration and the employee's exclusive representative within sixty (60) calendar days from the date the Position Description Questionnaire is submitted, unless the Personnel Commission grants an extension upon the showing of good cause. The notice will indicate whether the audit review findings support reclassification ~~up or down~~, or that the position ~~be sustained~~ remain in the current classification. Notice of the recommendation will be given to all the parties listed above before the Personnel Commission adopts the classification proposal.

**Carol Long, Director of Classified Personnel, mentioned that further research is necessary for Merit Rule 3.3.6, Notification of Reclassification. The Merit Rules Advisory Committee meeting will meet on October 2, 2019 to discuss any revisions and Ms. Long, will bring revisions back to the Personnel Commission.**

**AGENDA REPORT NO. 3**

**SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 3 – SECOND READING  
MERIT RULE 3.2.8: CHANGE IN JOB DUTIES**

DATE: September 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 3: Merit Rule 3.2.8, are attached for a second reading. If approved by the Personnel Commission, these revisions will be formally adopted into our Merit Rules.

Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include clarifying the process hiring managers must adhere to when requesting substantial changes in job duties for classified staff under their oversight.

Rule 3.2 GENERAL CLASSIFICATION RULES

(Education Code Sections 88004, 88009, 88010, 88081, 88087, 88095, 88104.5)

3.2.8 REORGANIZATION OF POSITIONS CHANGE IN JOB DUTIES

- ~~A. Reorganization of a position shall be defined as a management initiated change in organization, staffing, and/or work distribution resulting in the assignment or change of a substantial part of the regular duties or responsibilities of a position.~~
- ~~B. Whenever the immediate supervisor proposes to reorganize a position, he/she shall prepare a Position Description Questionnaire (PDQ) specifying the new duties to be assigned and/or the duties to be changed. He/she shall submit the PDQ for all required administrative approval signatures. A copy shall be sent immediately to the Director of Classified Personnel.~~
- ~~C. Upon administrative approval the Director of Classified Personnel shall conduct a review of the proposed addition(s) and/or change(s) to the duties of the position in order to determine if the position should be allocated to a different class.~~
- ~~D. The Director of Classified Personnel shall base his/her determination on the following factors:
  - ~~1. Whether the overall addition and/or change of duties represents a major change in the level of responsibility of the position.~~
  - ~~2. Whether the addition and/or change of duties is significant enough to require a substantial change in the qualification requirements of the position.~~~~
- ~~E. The Director of Classified Personnel shall report his/her findings to the immediate supervisor and the appropriate administrative staff. If he/she determines that the change constitutes a reorganization, and the change is administratively approved, the proposed reorganization shall be presented to the Board of Trustees to approve the abolishment of the old position and the~~

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~~establishment of a new position. The Director of Classified Personnel shall then prepare a recommendation to the Personnel Commission for classification of the position as described above in Rule 3.2.5.~~

~~F. Reorganized positions shall be filled through regular competitive examination procedures. Incumbents of reorganized positions who are not appointed to the new position may be eligible to exercise transfer or bumping rights as provided in Rule 13.3.~~

A. It is the immediate supervisor's responsibility to maintain the employee's duties and responsibilities consistent with the employee's class description. Management shall not change a substantial part of the regular duties of a position without prior approval by the Personnel Commission.

B. If the District proposes substantial changes in job duties, such proposals shall be reported in writing to the Director of Classified Personnel on the appropriate Personnel Commission form for further study and classification.

C. Positions that change substantially as a result of gradual accretion of additional job duties over a period of two years may qualify for reclassification under Merit Rule 3.3.

D. Incumbents of reclassified positions who have not completed two or more years of continuous service in their position may fill the reclassified position only after passing a qualifying examination prescribed by the Personnel Commission for the higher classification. Incumbents of such positions who are not successful in the examination process may be subject to transfer, bumping, or layoff, as provided in Merit Rule 13.3.

E. Substantial changes in job duties of an employee that are temporary should be addressed through the Working Out of Class process, as provided in Merit Rule 3.2.10.

---

**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Lawrence Leone  
AYES: 5 NAYS: 0

SECONDED BY: Barbara Greenstein  
ABSTENTIONS: 0

Amendments/Comments

**Commissioner Jansen requested clarification on new proposed language for Merit Rule 3.2.8 A. and 3.2.8 D.**

**Carol Long, Director of Classified Personnel, clarified that the Merit Rule 3.2.8 A. is to have management contact the Personnel Commission prior to making changes in job duties, since changes in job duties impact an employee's job duties and potentially, can impact their salary. Secondly, the new language in Merit Rule 3.2.8 D., states that if a reclassification is recommended, the employee will move with the position, if they have been doing those duties in excess of two years. If the employee has less than two years, they will have to test in to the position.**

**Motion was passed.**

---

**AGENDA REPORT NO. 4**

SUBJECT: **PERSONNEL COMMISSION INTERNAL ACTION –  
RATIFICATION OF LIMITED TERM APPOINTMENT**

DATE: September 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission ratify the following appointment:

<b>Name</b>	<b>Assignment</b>	<b>Department</b>	<b>Length of Assignment</b>
Tatiana Morrison	Personnel Specialist	Personnel Commission	Not to exceed six months per fiscal year (3 days/week)

Tatiana Morrison was appointed to this Limited Term assignment from an active eligibility list for Personnel Specialist. She is currently assisting us with coordinating different parts of our final interview process, conducting salary studies, assisting with recruitments, proctoring tests, and providing additional support for classification and compensation studies.

**RECOMMENDATION**

It is recommended that the Personnel Commission ratify the internal Limited Term appointment as indicated above.

---

**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Joy Abbott  
SECONDED BY: Barbara Greenstein  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

**Commissioner Abbott and Commissioner Metoyer welcomed Ms. Morrison to the Personnel Commission.**

**Motion was passed.**

---



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**AGENDA REPORT NO. 5**

SUBJECT:   **EXTENSION OF ELIGIBILITY LISTS:**  
          •   **ACCOUNTANT**  
          •   **ACCOUNTING MANAGER**

DATE:       September 18, 2019

TO:         Members of the Personnel Commission

FROM:       Carol Long, Director of Classified Personnel

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

<b>Classification</b>	<b>Original Expiration Date</b>	<b>Current Expiration Date</b>	<b>Number of Candidates on List</b>	<b>Number of Ranks on List</b>	<b>Proposed Expiration Date</b>
Accountant	4/11/2019	10/11/2019	17	7	4/11/2020
Accounting Manager	3/29/2019	9/29/2019	3	3	3/29/2020

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**

---

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, 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.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Lawrence Leone  
SECONDED BY: Barbara Greenstein  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

**Motion was passed.**

---

**AGENDA REPORT NO. 6**

**SUBJECT: REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS:  
RESEARCH ANALYST TO RESEARCH AND PLANNING ANALYST**

DATE: September 18, 2019

TO: Members of the Personnel Commission

FROM: Amy Gurjian, Classification & Compensation Manager

BY: José Guzmán, Personnel Analyst

**BACKGROUND**

Attached for your approval is the revised classification description for **Research Analyst**.

The Research Analyst is assigned to the Office of Institutional Research and performs journey-level research and analytical work related to institutional planning, effectiveness and development. This classification was established in 2010 and has not been revised since it was created. There are two incumbents in this classification. The proposed changes will not adversely affect the status of the incumbents. This study is not part of the cyclical review process.

**METHODOLOGY**

The Office of Institutional Research recently requested changes to this classification description to clarify the institutional planning component of this job. Personnel Commission staff met with Hannah Lawler, Dean of Institutional Research, to discuss the requested changes. Ms. Lawler requested revisions to the class concept, distinguishing characteristics, duties and knowledge and abilities. Classification revisions were sent for review to the Dean of Institutional Research, Executive Vice-President, CSEA, and incumbents.

**RESULTS**

Based on the data gathered, revisions to the classification description are being proposed as presented. These changes serve to clarify the class concept, distinguishing characteristics, essential duties, knowledge and abilities, and minimum qualifications. Proposed classification revisions were not found to be sufficient to alter salary allocation.

**RECOMMENDATIONS**

It is recommended that the Commission approve the retitle and proposed revisions for the Research Analyst classification description.

---

**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Barbara Greenstein      SECONDED BY: Deborah Jansen  
AYES: 5      NAYS: 0      ABSTENTIONS: 0

Amendments/Comments

**Commissioner Jansen commended Jose Guzman for revising the class description that was greatly needed for this classification.**

**Motion was passed.**

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**Santa Monica Community College District  
Personnel Commission**

**Research and Planning Analyst**

**CONCEPT OF THE CLASS**

Positions in this classification perform a variety of professional journey-level assessment, research, and evaluation and technical studies related to work for program review and improvement, including problem definition, study design, data collection, analyses, and interpretation, and presentation of findings. educational programs, planning, or development; provide statistical analyses and prepare and present reports on research results; administer surveys and collect data for analysis; prepare and maintain data for the District's data warehouse Incumbents also develop and maintain information systems and databases to support research activities.

**DISTINGUISHING CHARACTERISTICS**

**The Senior Research Analyst:** This is the advanced journey-level in the Research Analyst classification series. An incumbent leads, designs, and conducts all levels of research and assessment projects varying in complexity and difficulty in the District's institutional research program. An incumbent also provides guidance and work direction to lower level research and support staff.

**The Research and Planning Analyst:** This is the journey-level classification in the Research Analyst classification series. An incumbent is responsible for independently performing all phases of research studies with a focus on conducting program-level studies, designing as well as implementing research methodologies to achieve institutional research objectives and for reviewing and/or preparing final research and study findings and papers.

**ESSENTIAL DUTIES**

Performs professional journey-level research and data analysis related but not limited to curricula, enrollment, retention institutional effectiveness, matriculation, weekly contact hours enrollment management, staffing patterns, student and faculty characteristics, program vitality and evaluation, community characteristics, student achievement, student learning outcomes, and accreditation.

Designs and implements procedures for collecting, analyzing, and reporting data about program and institutional outcomes and effectiveness for planning and improvement.

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Selects, adapts, and applies appropriate research and statistical methodologies and techniques to complete research studies to specific areas of study, including, but not limited to survey research, focus groups, cohort tracking, and correlations.

Organizes, disseminates, and presents findings of data analyses and research studies in narrative, tabular, and graphical publications as well as oral modes.;

~~Collects, compiles, describes, organizes, analyzes, interprets, and presents data and information related to matters under study.~~

~~Determines appropriate research plan design on assigned research projects.~~

~~Researches and identifies sources of data for assigned projects.~~

Assists in the design, implementation, and maintenance of specialized databases, ~~and~~ information systems, and reports to facilitate typical research and planning activities.

~~Fully utilizes the capabilities and functions of standard and specialized office software applications such as data management, spreadsheet, presentation, word processing, graphics, and communications in completing assigned projects.~~

~~Uses interactive data management and statistical programs such as SPSS, SAS, or other applications used in social science research.~~

Writes instructions, procedures, and manuals involving administrative and operational activities of the research unit.

~~Designs and produces forms, survey documents, questionnaires, and instructions.~~

Organizes, coordinates, and tracks completion of activities related to the College's program review functions, planning, accreditation, and program review functions.

Assists in the design and development of tools and procedures to support College staff in the program review process.;

Provides technical assistance to College staff in the areas of outcomes assessment and program planning and evaluation.

Provides training for College staff on tools, procedures, and methods for outcomes assessment and program planning and evaluation.

~~Assists with the coordination of faculty, staff, and administration on various aspects of planning, accreditation, and program review functions and processes.~~

~~Gathers, compiles, verifies, analyzes, and correlates information and presents data in graphic, tabular, written, and oral forms.~~

~~Prepares research and statistical findings in proper technical form for publication.~~

~~Prepares reports, presentations, and correspondence containing descriptive, analytical, and evaluative content.~~

Responds to requests for information and data from District and College staff, public jurisdictions, and outside researchers.

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Prepares state applications and reports as assigned.

~~Confers with District and college staff regarding assigned projects and makes recommendations based on findings.~~

Updates District's Institutional Research website.

Updates and maintains District's Program Review website.

Attends and participates in professional group meetings to sStays current with trends and innovations in the fields of research, data analysis, and program review.  
~~in findings and trends in institutional research and planning, especially as related to data management, and decision support systems.~~

Receives training from higher-level researchers in the use of advanced research techniques and methods.

May oversee maintenance of records.

Performs other related duties as requested or assigned.

Essential duty statements are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

**SUPERVISION**

**Level of Supervision Received:**

Under direction of either the Dean of Institutional Research or the Director of Institutional Research, the employee receives assignments and is expected to carry them through to completion with limited supervision. May receive work direction from Senior Research Analyst.

**Level of Supervision Exercised:**

May provide guidance in research issues for clerical research staff, external evaluators, graduate interns, or student workers.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Concepts, methodologies, processes, and terminology applicable to higher education research, planning, accreditation, and program review functions

Professionally accepted principles and practices applicable to research ~~design, methodology development and selection, data analysis and interpretation and reporting~~methodology and inferential and descriptive statistics

Principles, theories, techniques, and methods of statistics

Principles of data design and maintenance

~~Statistical methods and their application~~

~~Survey research techniques and methodology~~

~~Techniques of data collection and analysis~~

~~Methods of preparation of research reports~~

Related computer applications, programs and systems

~~Information systems used in higher education and methods of access for research purposes~~

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~~Programs, policies, and goals of the District~~

~~District organizational structure, operations, programs, policies, procedures, vision, mission, goals and objectives~~

~~Related laws, rules, and regulations~~

~~Capabilities of computer systems, software, and hardware used in a research unit~~

~~Technical writing and data presentation~~

~~American Association for Institutional Research Code of Ethics~~

~~Relevant parts of Title V and California Education Code~~

Skill in:

**Ability to:**

~~Effectively utilize applications, systems and programs typically used in research and statistics such as SPSS, SAS, SQL, or R~~ computer hardware and software commonly used in research work

~~Using interactive programming languages such as SPSS and SAS or other advanced data access and distribution tools~~

~~Plan, conductorganize, and evaluate ~~research studies.~~ prioritize work independently to meet deadlines~~

~~Gather, compile, analyze, and validate data~~

~~Apply conventional research techniques and methodology to assigned projects~~

~~Effectively utilize computer equipment and management information systems in the performance of duties~~

~~Apply statistical theory and methods used in the collection, classification, and evaluation of quantitative facts as a basis for inference~~

~~Analyze factual information and recognize significant factors, relationships, and trends~~

~~Determine and evaluate sources of data~~

~~Make sound judgments and draw sound conclusions~~

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

~~Prepare and present reports in tabular, written, graphic, and oral form~~

~~Write and orally express thoughts clearly, logically, and effectively~~

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

~~Plan and organize work to meet deadlines~~

~~Independently complete assignments~~

~~Maintain confidentiality of information~~

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

~~Model professional integrity and exceptional internal and external customer service~~

~~Work effectively and cooperatively with District staff and representatives of public and private agencies~~

~~Utilize software applications such as SPSS or SAS~~

~~Stay abreast of technology changes and adapt to new technologies~~

~~Learn specialized computer applications~~

~~Demonstrate sensitivity to, and respect for a diverse population~~

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

**MINIMUM QUALIFICATIONS**

***Education and Experience Requirements:***

Graduation from a recognized four-year college or university preferably with a major in social science research, economics, educational administration, business administration, organizational analysis, information science, or other research-oriented specialization **AND** two years of full-time paid professional-level experience in a research, analytical, or institutional planning position.

OR

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A master's degree from a recognized college or university, preferably with a major in social science research, economics, educational administration, business administration, organizational analysis, information science, or other research-oriented specialization **AND** one years of full-time paid professional-level experience in a research, analytical, or institutional planning position.

OR

A doctoral degree from a recognized college or university, preferably with a specialization in social science research, economics, educational administration, business administration, organizational analysis, or other research-oriented specialization **AND** six months of full-time paid professional-level experience in a research, analytical, or institutional planning position.

**Licensure and/or Certification:**

A valid ~~Class "C" California~~ driver's license.

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

**Disclosure:**

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

**Normal Office Environment:**

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. ~~The employee is regularly required to lift, carry, push, or pull up to 15 pounds.~~ While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

**Job Family:** Student Services (Non-Classroom)

**FLSA Status:** Non-exempt

**Personnel Commission Approval Date:** 08/18/2010

**Class History:** Research Analyst, Research and Planning Analyst

**Revision Date(s):** 9/18/19



**AGENDA REPORT NO. 7**

**SUBJECT: RATIFICATION OF WORKING OUT OF CLASS AND LIMITED TERM ASSIGNMENTS AND EXTENSIONS**

**DATE:** September 18, 2019

**TO:** Members of the Personnel Commission

**FROM:** Karen Monzon, Personnel Analyst

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

**I. New Limited Term Assignment**

<b>Name/Permanent Class</b>	<b>Limited Assignment*</b>	<b>Term</b>	<b>Dates</b>	<b>Reason</b>
Kathy Kerce/ Community College Police Dispatcher	Senior Community College Police Dispatcher		08/02/19-12/31/19	Additional Duties

**II. Extension to Existing Working Out of Class Assignments**

<b>Name/Permanent Class</b>	<b>WOC Assignment*</b>	<b>Dates of Initial Assignment</b>	<b>Extension</b>
Jose Guzman/ Personnel Techniciain	Personnel Analyst	06/10/19-09/20/19	09/21/19-10/15/19

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

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

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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.

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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.

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**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 subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above).

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Lawrence Leone  
AYES: 5

SECONDED BY: Joy Abbott  
ABSTENTIONS: 0

NAYS: 0

Amendments/Comments

**Motion was passed.**

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**V. CONSENT AGENDA**

(All items will be considered and approved in one motion unless removed by a Personnel Commissioner for discussion.)

#	ITEM	Page
8	<b>Ratification of Eligibility Lists:</b> <ul style="list-style-type: none"> <li>• Community College Police Dispatcher</li> <li>• Custodian</li> <li>• Director of Facilities Finance</li> </ul>	27
9	<b>Ratification of Limited Term Assignments</b>	28
10	<b>Examination Schedule:</b> <ul style="list-style-type: none"> <li>• Instructional Assistant - Math</li> </ul>	29
11	<b>Approval of Minutes</b>	30
12	<b>Advisory Item: Appointments to Limited Term Positions</b>	31
13	<b>Advisory Item: Appointments to Provisional Assignments</b>	33
14	<b>Advisory Item: Reinstatement Lists</b>	34
15	<b>Classification &amp; Compensation Status Report – Information Only</b>	35
16	<b>Recruitment &amp; Examination Status Report – Information Only</b>	38

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Joy Abbott                      SECONDED BY: Barbara Greenstein  
AYES: 5                      NAYS: 0                      ABSTENTIONS: 0

Amendments/Comments

**Motion was passed.**

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Santa Monica College Personnel Commission  
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**AGENDA REPORT NO. 8**

SUBJECT: **RATIFICATION OF ELIGIBILITY LISTS**

DATE: September 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

<b>Class Title</b>	<b>Field of Competition</b>	<b>Promotional</b>	<b>Total On List</b>	<b>Expiration Date</b>
Community College Police Dispatcher	Merged Promotional and Open Competitive	0	8	08/27/20
Custodian	Open Competitive	0	49	09/05/20
Director of Facilities Finance	Merged Promotional and Open Competitive	0	4	09/10/20

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Joy Abbott  
AYES: 5            NAYS: 0

SECONDED BY: Barbara Greenstein  
ABSTENTIONS: 0

Amendments/Comments

**Motion was passed.**

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Santa Monica College Personnel Commission  
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**AGENDA REPORT NO. 9**

**SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS**

DATE: September 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, 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:

<b>Position Classification</b>	<b>Department</b>	<b>Effective Dates</b>
Bookstore Clerk/Cashier (8 part-time positions)	Bookstore	08/19/19-09/20/19
Custodian (2 full-time positions)	Operations	08/26/19-11/25/19
Custodian (1 full-time position)	Operations	08/26/19-08/30/19
Enterprise Business Services Clerk (5 part-time positions)	Auxiliary Services	08/19/19-09/06/19
Senior Reprographics Technician (1 part-time position)	Reprographics	08/12/19-06/30/19
Senior Reprographics Technician (1 part-time position)	Reprographics	08/28/19-06/30/19
Student Services Clerk (7 part-time positions)	Auxiliary Services	08/19/19-09/06/19

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Joy Abbott  
AYES: 5            NAYS: 0

SECONDED BY: Barbara Greenstein  
ABSTENTIONS: 0

Amendments/Comments

**Motion was passed.**

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Santa Monica College Personnel Commission  
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**AGENDA REPORT NO. 10**

SUBJECT: **EXAMINATION SCHEDULE**

DATE: September 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

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

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Instructional Assistant – Math	Open Competitive	3 weeks

---

**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Joy Abbott      SECONDED BY: Barbara Greenstein  
AYES: 5                              NAYS: 0                              ABSTENTIONS: 0

Amendments/Comments

**Motion was passed.**

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**AGENDA REPORT NO. 11**

SUBJECT:    **APPROVAL OF MINUTES**

DATE:       September 18, 2019

TO:         Members of the Personnel Commission

FROM:       Carol Long, Director of Classified Personnel

Approval of the minutes for the following meetings of the Santa Monica College Personnel Commission:

**Regular Meeting – August 21, 2019**

**Special Meeting – August 30, 2019**

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Joy Abbott  
AYES:     5            NAYS:    0

SECONDED BY: Barbara Greenstein  
ABSTENTIONS: 0

Amendments/Comments

**Motion was passed.**

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Santa Monica College Personnel Commission  
MINUTES of Regular Meeting, September 18, 2019

**AGENDA REPORT NO. 12**

**SUBJECT: ADVISORY ITEM:  
APPOINTMENTS TO LIMITED TERM POSITIONS**

DATE: September 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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
Abdulhafiz, Meymuna	Bookstore Clerk/Cashier	Bookstore	08/19/19-09/20/19	12/15/04
Abel, Teneka	Bookstore Clerk/Cashier	Bookstore	08/19/19-09/20/19	02/21/07
Chang, Tony	Bookstore Clerk/Cashier	Bookstore	08/19/19-09/20/19	06/18/08
Eichen, John	Bookstore Clerk/Cashier	Bookstore	08/19/19-09/20/19	03/25/08
Grau, Donald	Bookstore Clerk/Cashier	Bookstore	08/19/19-09/20/19	06/12/12
Lopez, Veronica	Bookstore Clerk/Cashier	Bookstore	08/19/19-09/20/19	03/25/15
Mehary, Mehret	Bookstore Clerk/Cashier	Bookstore	08/19/19-09/20/19	11/16/02
Micas, Donna	Bookstore Clerk/Cashier	Bookstore	08/19/19-09/20/19	02/21/07
Feagin, Nehhe'h	Custodian	Operations	08/26/19-11/25/19	09/06/19
Hebert, Linda	Custodian	Operations	08/26/19-08/30/19	09/06/19
Ruff, Ranon	Custodian	Operations	08/26/19-11/25/19	09/06/19
Greenhalgh, Colleen	Enterprise Business Services Clerk	Auxiliary Services	08/19/19-09/06/19	07/23/18
Nelli, Maria	Enterprise Business Services Clerk	Auxiliary Services	08/19/19-09/06/19	12/13/06
Reid, Maisha	Enterprise Business Services Clerk	Auxiliary Services	08/19/19-09/06/19	07/23/18
Shine, Kevin	Enterprise Business Services Clerk	Auxiliary Services	08/19/19-09/06/19	07/23/18
Wilks, Susan	Enterprise Business Services Clerk	Auxiliary Services	07/01/19-06/30/20	07/23/18
Godbold, Cecil	Senior Reprographics Technician	Reprographics	08/12/19-06/30/20	Retiree
Yancey, Richard	Senior Reprographics Technician	Reprographics	08/28/19-06/30/20	Retiree
Austin, Harald	Student Services Clerk	Auxiliary Services	08/19/19-09/06/19	02/03/15
Bonilla, Jonathan	Student Services Clerk	Auxiliary Services	08/19/19-09/06/19	07/25/18
Edwards IV, Andrew	Student Services Clerk	Auxiliary Services	08/19/19-09/06/19	07/25/18
Garcia-Zermeno, Nayeli	Student Services Clerk	Auxiliary Services	08/19/19-09/06/19	07/25/18
Graham-Howard, Kimi	Student Services Clerk	Auxiliary Services	08/19/19-09/06/19	04/26/10
Guzman, Scott	Student Services Clerk	Auxiliary Services	08/19/19-09/06/19	07/25/18

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Pardo, Guillermo	Student Services Clerk	Auxiliary Services	08/19/19-09/06/19	07/25/18
Stuck, Jennifer	Student Services Clerk	Auxiliary Services	08/19/19-09/06/19	

\*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.*

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**AGENDA REPORT NO. 13**

**SUBJECT:   ADVISORY ITEM:  
          APPOINTMENTS TO PROVISIONAL ASSIGNMENTS**

DATE:       September 18, 2019

TO:         Members of the Personnel Commission

FROM:       Carol Long, Director of Classified Personnel

BY:         José A. Guzmán, 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.

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration*</b>
Vargas Ayala, David	Administrative Assistant I	Counseling	09/03/19-09/23/19
Larned, Gwen	Recycling Program Specialist	Sustainability	09/10/19-12/20/29
Martin, Esteban	Shuttle Driver	Auxiliary Services	08/20/19-06/30/19
Bass, Edward	Stage Construction Technician-Lighting	Theatre Arts	08/27/19-12/31/19
Brown, Carla	Student Services Clerk	Auxiliary Services	08/19/19-09/06/19
Hofland, Keri	Student Services Clerk	Auxiliary Services	08/19/19-09/06/19
Lopez, Vanessa	Student Services Clerk	Auxiliary Services	08/19/19-09/06/19
Santhiago Nicholas	Student Services Clerk	Auxiliary Services	08/19/19-09/06/19

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

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**AGENDA REPORT NO. 14**

SUBJECT: **ADVISORY ITEM: REINSTATEMENT LISTS**

DATE: September 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission is advised that the following individual is being added to the Reinstatement list(s) as specified below:

Name	List Classification	Resignation Date	Reinstatement Effective Dates (39 months from resignation date)
Sydney Delaney	Instructional Assistant – English	7/27/2017	7/28/2017 to 10/27/2020

Reference: Merit Rule 15.2.1 Reinstatement

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

**AGENDA REPORT NO. 15**

**SUBJECT: CLASSIFICATION AND COMPENSATION STATUS REPORT –  
INFORMATION ONLY**

DATE: September 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

This item is presented for the Commission's review—no action is required.

Please see next page.

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<b>CLASSIFICATION &amp; COMPENSATION STATUS REPORT (In Process)</b>								
<b>CLASSIFICATION</b>	<b>ASSIGNED TO:</b>	<b>STUDY TYPE</b>	<b># OF INCUMBENTS</b>	<b>PDQ DEADLINE</b>	<b>JOB AUDIT</b>	<b>STAKEHOLDER REVIEW</b>	<b>STAKEHOLDER STATUS</b>	<b>PC AGENDA</b>
Research Analyst	AG/JG	Revisions	Multiple	NA	NA	08/27/19	Agenda	09/18/19
Human Resources Specialist	OV	Revisions	Multiple	NA	NA	07/31/19	Administrative Review	
Human Resources Analyst - Employee & Labor Relations (Confidential)	JL	Cyclical	Multiple	02/02/18	09/19/18	04/18/19	Sr. Management	
Human Resources Analyst - Leaves & Benefits	JL	Cyclical	Single	02/02/18	10/09/18	04/18/19	Sr. Management	
Network Communications Manager	OV	Revisions	Single	01/15/19	03/15/19	07/03/19	Sr. Management	
Personnel Analyst	AG/JL	Cyclical	Single	02/02/18	01/28/19	04/18/19	Sr. Management	
Senior Student Services Specialist-International	AF/JG	Cyclical	Single	4/18/2018*	02/14/19	07/25/19	CSEA	
Student Services Specialist-International Students	AF/JG	Cyclical	Multiple	4/18/2018*	1/15-2/7	07/25/19	CSEA	
Student Services Clerk	OV	Reclass	Single	06/21/19	07/18/19	09/10/19		
Personnel Technician	KM	Cyclical	Multiple	02/02/18	01/11/19			
Accountant	AF	Salary	Multiple	NA	NA			
Chief Director of Business Services	AG/TM	Cyclical	Single	NA	NA			
Personnel Specialist	OV	Cyclical	None	02/02/18	NA			
Senior Student Services Specialist-Assessment Services	AG/OV	Cyclical	None	4/18/2018*	NA			
Student Services Specialist	OV	Cyclical	Multiple	4/18/2018*	10/10, 10/12/18 &			
Student Services Specialist-DSPS	OV	Cyclical	Multiple	04/18/18	01/11/19			
Student Services Specialist-Welcome Center	AF	Cyclical	Multiple	4/18/2018*	NA			
Director of Financial Aid	AG/AF	New Class	Single	NA				
Recycling Program Specialist	KM	Cyclical	Single	NA				
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18				
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18				
Financial Aid Supervisor	AG	Reclass	Single					
<i>*Extension</i>								

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CLASSIFICATION & COMPENSATION STATUS REPORT (Pending)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Administrative Assistant I	AF	Reclass	Single					
Assistant Director of Human Resources		Cyclical	None	02/02/18				
Career Services Advisor		Revisions	Single					
Classification & Compensation Manager		Cyclical	Single	02/02/18				
Compliance Administrator/ Title IX Coordinator		Cyclical	Single	02/02/18				
Director of Classified Personnel		Cyclical	Single	02/02/18				
Director of Human Resources		Cyclical	Single	02/02/18				
Employee Benefits Coordinator		Cyclical	Single	02/02/18				
Employee Benefits Specialist	OV	Cyclical	None	NA	NA			
Journeyman Trade-Carpentry	KM	Cyclical	Single	05/09/18				
Journeyman Trade-Electrical	KM	Cyclical	Single	05/09/18				
Journeyman Trade-HVAC	KM	Cyclical	Single	05/09/18				
Journeyman Trade-Locksmithing	KM	Cyclical	None	05/09/18				
Journeyman Trade-Painting	KM	Cyclical	Multiple	05/09/18				
Journeyman Trade-Plumbing	KM	Cyclical	Multiple	05/09/18				
Journeyman Trade-Welding	KM	Cyclical	None	05/09/18				
Senior Career Services Advisor		Revisions	Multiple					
Supervising Personnel Analyst		Cyclical	Single	02/02/18				
<i>*Extension</i>								

CLASSIFICATION & COMPENSATION STATUS REPORT (On Hold)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Course Materials Buyer	AF	Cyclical	Single	12/08/16	03/22/17	06/05/17	Incumbent	
Enterprise Business Supervisor	JL	Cyclical	None					
<i>*Extension</i>								

**AGENDA REPORT NO. 16**

**SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT –  
INFORMATION ONLY**

DATE: September 18, 2019

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

This item is presented for the Commission's review—no action is required.

Please see next page.



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**Recruitment and Examination Status Report**

Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Assistant Director Facilities Maintenance	CL	MPO	1	6/21/19	7/22/19		9/10/19				
Buyer II	CL	MPO	2	4/1/19	7/26/19				9/12/19		
Campus Safety Officer	JG	MPO		8/23/19	9/16/19	9/28/19					
Career Education Specialist	JG	MPO		7/26/19	8/16/19						
Clinical Placement Specialist	OV	MPO	1	7/25/19	8/14/19				9/13/19		
Community College Police Dispatcher	KM	MPO	1	6/3/19	6/21/19	6/29/19			8/16/19	8/28/19	9/18/19
Construction Maintenance Supervisor	KM	P	1	8/30/19	9/29/19				10/3/19		
Controller	AF/JL	MPO	1	6/24/19	7/22/19	NA	8/29/19		9/20/19		
Custodian	KM	O		4/29/19	5/17/19				7/9, 7/19, 8/23	9/6/19	9/18/19
Director of Facilities Finance	AF/JL	MPO	1	7/2/19	7/31/19				9/3/19	9/11/19	9/18/19
Director of Network Services	CL/TM	MPO	1	8/6/19	8/26/19		10/3/19		10/10/19		
Facilities Maintenance Supervisor	KM	MPO	1	7/3/19	8/2/19				9/24/19		
Financial Aid & Scholarships Specialist	AF	P	1								
Grounds Worker	JG	O	2	9/5/19	9/25/19						
Human Resources Analyst-Employee & Labor Relations (Confidential)	OV	MPO	1	2/13/19	8/6/19		10/9/19				
Senior Research Analyst	AG/TM	P	1	9/5/19	9/25/19						
Skilled Maintenance Worker II	KM	P		8/27/19	9/17/19						
Student Services Specialist-Welcome Center	CL	P	1	5/7/19	5/28/19						

**Continuous Recruitments**

Classification	Assigned	FOC	VAC	Opened	Written	T & E	Perf.	QAI	E-List	Ratif.
Theater Technical Specialist	JG	MPO	Temp							

**Upcoming Recruitments**

Classification	Assigned	FOC	VAC
<b>Administrative Assistant III (Confidential)</b>		P	1
Administrative Clerk		MPO	
Athletic Equipment Specialist	JG	MPO	
Chief Director of Business Services	AG/TM	MPO	1
Costume Designer		MPO	1
<b>Instructional Assistant-Math</b>		O	
Lead Custodian	KM	MPO	
Outreach and Recruitment Specialist		MPO	
Recycling Program Specialist		MPO	1
Senior Career Services Advisor	OV	P	
Senior Online Learning Specialist	OV	MPO	1
Sign Language Interpreter III		MPO	
Skilled Maintenance Worker II	KM	P	
Student Communications Coordinator		MPO	1
Theater Technical Specialist		MPO	Temp.
<b>Items in bold are pending approval by the Personnel Commission.</b>			
*Pending approval by the Board of Trustees			

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**VI. ADJOURN AT 12:28 P.M.**

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**DISPOSITION BY THE COMMISSION**

Amendments/Comments

**Motion to adjourn was passed.**

MOTION MADE BY:	Lawrence Leone
SECONDED BY:	Joy Abbott
AYES:	5
NAYS:	0
ABSTENTIONS:	0

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The next regular Personnel Commission meeting is scheduled for:  
Wednesday, October 16, 2019 at 12 P.M. in the Santa Monica College Board Room,  
Business Building, Room 117 at 1900 Pico Blvd, Santa Monica, California.

**As required by law, this agenda for the Wednesday, September 18, 2019, Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website and bulletin boards, no later than 72 hours prior to the date and time of this meeting.**