



PERSONNEL COMMISSION MINUTES

Regular Meeting, Wednesday, February 19, 2020, 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

DEPARTMENTS: PLEASE POST	ADMINISTRATORS and MANAGERS	PRESIDENT/SUPERINTENDENT and SENIOR STAFF
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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, February 19, 2020**

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: 12:00p.m.

I. ORGANIZATIONAL FUNCTIONS

- A. Call to Order **12:04 p.m.**
- B. Roll Call

Commissioner	Present	Absent
Commissioner Metoyer, Chair	X	
Commissioner Abbott, Vice-Chair	X	
Commissioner Greenstein	X	
Commissioner Jansen	X	
Commissioner Leone	X	

II. REPORT – DIRECTOR OF CLASSIFIED PERSONNEL

Personnel Commission Director, Carol Long reported on the following:

Cyclical Classification Studies

Personnel Commission bringing forward three classification revisions, one which included a salary re-allocation. Director Long stated that the next priorities include completion of remaining classifications within Facilities Trades, Human Resources, and the Personnel Commission. There was also mention of meetings for the next group of classification studies in Career Services, Library, Sign Language Interpreters, and Accompanists.

Recruitment Activities

Director Long listed the eligibility list(s) featured for approval:

- Buyer II
- Chief Director of Business Services
- Controller
- Outreach and Recruitment Specialist
- Senior Online Learning Specialist
- Student Communications Coordinator

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting, February 19, 2020**

Merit Rules Advisory Committee Update

The Merit Rules Advisory Committee brought forth Section 3.3.9 for a second reading.

Staff News

Director Long congratulated Personnel Classification Manager, Amy Gurjian for passing the Total Rewards Management examination as a next step towards a CCP (Certified Compensation Professional) certification.

III. COMMENTS AND INFORMATIONAL REPORTS

Recognition of Employee Longevity: February 2020

5 YEARS

- ❖ Ernesto Barba, Network Administrator, Network Services
 - ❖ Marilyn Landau, Administrative Assistant II, Community and Academic Relations
- Kiersten Elliot, Dean of Community and Academic Relations spoke to recognize Marilyn's work for the Community and Academic Relations Department.
- ❖ Peter Murray, Administrative Assistant I, Business

10 YEARS

- ❖ Jocelyn Winn, Student Services Specialist, Student Equity
- Sherri Bradford spoke on behalf of Brenda Benson to acknowledge Jocelyn's history working for the college and her work with the Black Collegians and Adelante Programs.

25 YEARS

- ❖ Deborah Adams, Accountant, Fiscal Services
- ❖ Wai Wong, Network Communications Technician III, Technical Support Services

35 YEARS

- ❖ Ingrid Cardwell, Administrative Assistant I, Life Science
- Erica LeBlanc, Dean of Academic Affairs spoke to recognize Ingrid's work with faculty and students for the past 35 years.

A. Comments from Vice President of Human Resources

Michael Hudson, Assistant Director of Human Resources (Temp) addressed the Commissioners and meeting attendees. He congratulated and thanked those featured on the employee longevity item.

B. Comments from CSEA Chapter 36 Representative

Cindy Ordaz, CSEA Chapter 2nd Vice President addressed the Commissioners and meeting attendees. She recognized the employees honored for their longevity and thanked all classified staff for their contributions.

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, February 19, 2020

- C. Comments from Management Association President-NONE**
- D. Comments from Personnel Commission Staff - NONE**
- E. Public Comments (non-actionable comments from those in attendance)-
NONE**
- F. Comments by Personnel Commissioners**

Commissioner Leone reiterated support for contributions made by classified staff at Santa Monica College.

IV. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	Page
1	Amendment to Rules and Regulations of the Classified Service: Chapter 3 – Approval of edits to Merit Rule 3.3.9: Effects of Reclassification on Incumbents	6
2	Request for Approval of Classification Revisions and Retitle: Athletic Equipment Specialist	8
3	Request for Approval of Classification Revisions: Tutoring Coordinator – Modern Language	12
4	Request for Approval of Classification Revision & Salary Reallocation: Recycling Program Specialist	16
5	Extension of Eligibility Lists: 1. Mail Services Worker I 2. Instructional Assistant - ESL	22

V. CONSENT AGENDA

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

#	ITEM	Page
6	Ratification of Eligibility Lists: 1. Buyer II 2. Career Education Specialist 3. Chief Director of Business Services 4. Controller 5. Outreach & Recruitment Specialist 6. Senior Online Learning Services Specialist 7. Student Communications Coordinator	24
7	Approval of Minutes: 1. Regular Meeting – January 15, 2020 2. Special Meeting – February 3, 2020	25
8	Advisory Item: Reinstatement Lists	26
9	Advisory Item: Appointment to Limited Term Positions	27
10	Advisory Item: Appointment to Provisional Assignments	29
11	Information Item: Classification & Compensation Status Report	30
12	Information Item: Recruitment & Examination Status Report	33
13	Ratification of Working Out of Class and Limited Term Assignments and Extensions	36

AGENDA REPORT NO. 1

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 3 – APPROVAL OF EDITS TO MERIT RULE 3.3.9: EFFECTS OF RECLASSIFICATION ON INCUMBENTS**

DATE: FEBRUARY 19, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 3: Merit Rule 3.3.9 are attached for approval:

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 this process.

3.3.119 EFFECTS OF RECLASSIFICATION ON INCUMBENTS
~~(EDUCATION CODE SECTION 88104)~~

Whenever a position or entire classes of positions are reclassified the rights of the incumbents will be determined in accordance with these Rules and Regulations.

A. Reclassification Upward

~~When all of the positions in a class are reclassified to a higher class, the incumbents in the positions who have been in the class for two (2) or more years may be reclassified by the Personnel Commission to the higher class.~~

The reclassification of positions to a higher salary range shall have the following effect on incumbents:

1. When one or more positions in a class are reclassified to a higher classification, the incumbent or incumbents who have ~~a~~ continuous employment ~~record~~ of two (2) or more years in ~~the class~~ such positions shall be reclassified with the position without examination.

2. When one or more positions in a class are reclassified to a higher classification, the incumbents who ~~do not have a~~ have more than six months but less than two years of continuous employment in such positions ~~record of two (2) or more years in the class~~ shall ~~not~~ be reclassified to ~~a~~ the higher class upon passing a qualifying examination. ~~Positions in the higher class will be filled through competitive examination that shall include a promotional examination open to permanent employees of the District. Incumbents who are unsuccessful in the examination may exercise the same rights as listed in Rule 13.3.1(B).~~

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting, February 19, 2020**

~~3. When one or more positions in a class are reclassified to a higher classification, the incumbents who do not have a continuous employment record of two (2) or more years in the class shall not be reclassified to the higher class. Positions in the higher class will be filled through competitive examination that shall include a promotional examination open to permanent employees of the District. Incumbents who are unsuccessful in the examination may exercise the same rights as listed in Rule 13.3.1(B)~~

3. When one or more positions in a class are reclassified to a higher classification, incumbents with less than six months of continuous employment in such positions are eligible to be reclassified to the higher classification upon passing a competitive examination and being reachable on the eligibility list.

4. Incumbents who are unsuccessful in the examination may exercise the same rights as listed in Rule 13.3.1(B).

4.5. The salary placement of an incumbent who is reclassified upward with his/her position shall be in accordance with Rule 12.2.10

6. Incumbents who have permanent status in the original classification, and are reclassified with the position to a higher classification with an equivalent probationary period, and have received successful formal performance evaluations during that period, shall not be subject to a new probationary period in the new classification.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

AGENDA REPORT NO. 2

SUBJECT: **REQUEST FOR APPROVAL OF RETITLE & CLASSIFICATION REVISIONS: ATHLETIC EQUIPMENT SPECIALIST TO ATHLETIC AND KINESIOLOGY EQUIPMENT SPECIALIST**

DATE: February 19, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Amy Gurjian, Classification & Compensation Manager

BACKGROUND

Attached for your approval is the revised classification description for **Athletic Equipment Specialist**.

The Athletic Equipment Specialist maintains and prepares uniforms and equipment for the Athletics and Kinesiology programs. This classification was established in 1989 and has been revised and retitled several times since then. More recently, it was revised to update duties and experience requirements. It is currently vacant but a recruitment is pending to fill at least one vacancy. This study is not part of the cyclical review process.

METHODOLOGY

Personnel Commission staff discussed the current classification description with Lydia Ayala, Assistant Athletic Director. Ms. Ayala requested revisions to the title, duties and KSAs to more accurately reflect work assigned in both Athletic and Kinesiology programs. Classification revisions were sent for review to the Department, Vice President of Academic Affairs and CSEA. Further review of the classification description will be done during the cyclical review process.

RECOMMENDATIONS

It is recommended that the Commission approve the proposed revisions as presented.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Santa Monica Community College District
Personnel Commission

Athletic and Kinesiology Equipment Specialist

Page 1 of 3

CONCEPT OF THE CLASS

Positions in this classification are responsible for organizing and maintaining the uniforms, and equipment used by athletic teams, and preparing uniforms and equipment for all athletic events.

ESSENTIAL DUTIES

Receives, stores, and issues a wide variety of athletic equipment, supplies, and uniforms to ~~athletes~~ students.

Maintains inventory of all athletic and fitness equipment, supplies, and uniforms for Athletic and Kinesiology; determines and implements methods for maintaining an accurate and current inventory.

Assembles and dismantles field equipment, and associated supplies for home games, practices, and ~~physical education~~ kinesiology classes.

Measures, sizes, and fits athletes with proper equipment and uniforms to ensure that they are in compliance with NCAA (National Collegiate Athletic Association), NOCSA (National Operating Committee on Standards for Athletic Equipment), CCCAA (California Community College Athletics Association) ~~and Western State Conference~~ rules and regulations; Ensures that football helmets are certified for use.

Launders athletic uniforms and towels according to schedules and timelines; Ensures that game and practice uniforms and towels are laundered and ready for ~~wear by athletes~~ athletic events.

Packs equipment and supplies for away games and ensures that the equipment and supplies are accounted for and loaded on bus and/or District vehicle when necessary; may travel with team on bus.

Drives District truck or car to away games or on errands, such as picking up equipment or supplies needed for the performance of work.

Takes inventory and evaluates ~~a~~ Athletic and Kinesiology supplies and equipment, and makes any needed minor repairs.

Completes the set-up and take-down of facilities for all athletic events and kinesiology classes (e.g. football, volleyball, basketball); ~~Ensures~~ ensures the completion of the set-up and take-down of facilities.

Monitors ~~team~~ locker and shower rooms for home games, and ensures that they are maintained in a clean and orderly condition.

Maintains and ensures student locker rooms are clean and orderly, and lockers are functional.

Monitors the assignment of lockers ~~and issuing of combinations and locks to athletes~~.

Maintains contact with vendors to provide up-to-date information on equipment, supplies, prices, and the latest trends in athletic equipment

Assists in the purchase of ~~athletic~~ Athletic and Kinesiology equipment and supplies.

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, February 19, 2020

Athletic and Kinesiology Equipment Specialist _____ Page 2 of 3

Performs other related duties as requested or assigned

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

SUPERVISION

Supervision Received

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised

Positions in this classification do not supervise others, but may provide guidance and work direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of equipment, materials, and supplies used by college athletic and ~~physical education~~ kinesiology programs

Knowledge of proper fitting of an athletic uniform, including related regulations imposed by the NCAA (and NOCSA) or other related regulatory agencies

Knowledge of methods of cleaning, maintaining, repairing, and storing athletic uniforms and equipment

Knowledge of appropriate safety precautions and procedures associated with athletic programs

Knowledge of storage and inventory methods

Knowledge of basic record keeping techniques

Ability to organize, maintain and repair athletic equipment

Ability to operate a motor vehicle in a safe and efficient manner, and follow all traffic laws

Ability to maintain an accurate and up-to-date inventory of all athletic equipment and uniforms

Ability to work independently with minimal supervision

Ability to meet schedules and timelines

Ability to communicate effectively both orally and in writing

Ability to establish and maintain cooperative working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or equivalent.

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, February 19, 2020

Athletic ~~Equipment Assistant~~ and Kinesiology Equipment Specialist __ Page 3 of 3

Experience Requirement:

One (1) year of experience fitting, storing, issuing, and repairing of athletic equipment, supplies, and uniforms for a wide range of college or high school sports such as football, basketball, soccer, baseball, water polo, swimming, and track and field. A minimum of one season assisting a high school or collegiate level football program with equipment and uniforms is preferred.

Special Requirement:

Position in this classification is required to work a variable schedule

Licensure and/or Certification:

Class C Driver License

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Working Environment:

Incumbents in this position work both inside and outside in a variety of conditions, including exposure to various temperatures and weather conditions. Employees in this position work within a variety of locations, including the team room, locker rooms, laundry rooms, athletic fields, in gyms for indoor sports, and other locations. Candidates are required to drive and/or travel on a team bus to various locations.

Physical Demands:

While performing the duties of this position, employees in this classification must stoop, bend, stretch, and lift and carry objects weighing up to 50 pounds. Standing for long periods of time is required.

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)

FLSA Status: Non-Exempt

Personnel Commission Approval Date: ~~11/09/06~~ [7/1985](#)

Class History: Athletic Equipment and Repair Attendant (07/85), Athletic Equipment Specialist (04/95)

Revision Date(s): 08/89, 04/95, 11/09/06 Hay Study; 05/19/10, 11/16/11, 1/20/16, [2/19/2020](#)

AGENDA REPORT NO. 3

SUBJECT: **REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
TUTORING COORDINATOR – MODERN LANGUAGE**

DATE: February 19, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Amy Gurjian, Classification & Compensation Manager

BACKGROUND

Attached for your approval is the revised classification description for **Tutoring Coordinator – Modern Language**.

The Tutoring Coordinator – Modern Language provides and coordinates tutoring services for the Modern Language Academic Resource Centers. This classification was established in 1986. During the Hay Study, most of the Tutoring Coordinator positions were combined into one classification. Later in 2011, these classifications were separated by subject specific areas. The Tutoring Coordinator – Modern Language is currently vacant but a recruitment is pending to fill one vacancy. This study is not part of the cyclical review process.

METHODOLOGY

Personnel Commission staff discussed the current classification description with Wendi DeMorst, Director of Supplemental Instruction & Tutoring. A minor change in minimum qualifications was made to broaden entrance requirements. The revision was sent for review to the Vice President of Academic Affairs and CSEA. Further review of the classification description will be done during the cyclical review process.

RECOMMENDATIONS

It is recommended that the Commission approve the proposed revision as presented.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

**Santa Monica Community College District
Personnel Commission**
Tutoring Coordinator – Modern Language

Page 1 of 3

CONCEPT OF THE CLASS

Positions in this classification provide tutorial services, input student service data, assess student needs, provide academic support services, creates reports and coordinate the tutoring services of the Modern Language Academic Resource Centers.

ESSENTIAL DUTIES

Assesses student tutoring needs and designs individual improvement programs to help the student improve academic skills.

Provides tutoring services to students by assisting students in improving study skills, in understanding course content, and in completing assignments.

Assists students in utilizing equipment and materials available in the Modern Language tutoring centers at various campus locations.

Develops and implements procedures and activities for the tutoring program for all Modern Language centers or other tutoring areas.

Administers assessment tests designed to assess student skills and improvement; facilitates special test proctoring.

Checks and reviews students' lab work, answers questions regarding course work, and explains lab assignments; acts as a liaison to the lab, works collaboratively with other academic support programs.

Recruits, hires, trains and oversees the work of student tutors to provide effective assistance to students in the lab.

Coordinates work schedules for student tutors at all Modern Language centers by matching tutors' abilities with the needs of the students.

Prepares and submits payroll for student tutors.

Consults with faculty and other campus staff to ensure the program is meeting the needs of students and identifies and develops instructional resources to support the tutoring program..

Participates in the development and assessment of program effectiveness.

Conducts orientations to classes and instructors on tutoring and other services offered by the program.

Creates forms and flyers to publicize the tutoring program.

Creates, updates, and maintains databases to track student use of services.

Creates and maintains page(s) on the college website that promotes the program and its services.

Develops and provides workshops to students to support instructional programs

Monitors the tutoring budget as assigned; provides input concerning related expenditures; assists in assuring expenditures do not exceed established limitations.

Maintains a variety of student records and files, and prepares required reports.

Performs other related duties as requested or assigned.

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

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting, February 19, 2020**

Tutoring Coordinator – Modern Language

Page 2 of 3

SUPERVISION

Supervision Received:

Under general supervision, employees in this classification are expected to perform their job duties through to completion working independently in the Academic Resource Center.

Supervision Exercise:

Provides guidance and direction to student tutors. This position- does not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of grammar, syntax, and conversational usage of Spanish and any one of the other languages taught at Santa Monica College sufficient to provide tutoring to and/or to identify appropriate tutors for college-level Modern Language courses.

Knowledge of basic linguistics.

Knowledge of learning theories and principles, and various learning styles.

Knowledge of principles, techniques and procedures of student tutoring.

Knowledge of materials and equipment used in the labs.

Knowledge of basic principles of coordinating and providing guidance and training.

Knowledge of web page design and ability to maintain web pages.

Basic knowledge of personal computers, Microsoft Office and Microsoft operating systems.

Ability to communicate effectively and appropriately, both orally and in writing.

Ability to organize work in order to effectively manage multiple and competing tasks and priorities.

Ability to work independently and exercise initiative in order to meet established timelines and deadlines.

Ability to assess student needs and learning styles and design tutoring programs to improve skills.

Ability to assess the capabilities and strengths of student tutors.

Ability to effectively tutor students in related subject matter area.

Ability to operate and demonstrate the use of equipment in the lab.

Ability to effectively train, coordinate, schedule and provide work direction to student tutors.

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, February 19, 2020

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Ability to learn web page program and maintain Modern Language Center web pages.

MINIMUM QUALIFICATIONS

Education and Experience Requirement:

Possession of an Associate of Arts degree that includes a minimum of 24 semester units in Foreign Languages, including preferably in Spanish and one other language taught at Santa Monica College. A Bachelor's Degree is desirable.

Experience Requirement:

Three (3) years of experience tutoring students. Experience organizing, coordinating, or scheduling the work of others is also required. Experience leading student workers and/or experience working in a community college or university setting providing academic support services to students is desirable.

Education/Experience Equivalency:

A Bachelor's Degree in Spanish or a closely related degree may substitute for two of the three years of experience.

Licensure and/or Certification:

None

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Busy Office Environment:

While performing the duties of this job the employee is regularly required to sit, stand and walk use hands to keyboard, type, or handle materials, and talk and/or hear. The employee frequently lifts and or moves up to 10 pounds and must occasionally lift and/or move 25 pounds. Most offices are high traffic with regular interruptions (phones, students, staff, other personnel, the public, etc). The noise level can be moderate to high.

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)

FLSA Status: Non-exempt

Personnel Commission Approval Date: 11/09/06 1/1986

Class History: Tutoring Coordinator – Math, Tutoring Coordinator – English, Tutoring Coordinator – Learning Disabilities, Tutoring Coordinator – Foreign Language, Tutoring Coordinator – Humanities/Reading Laboratory, Tutoring Coordinator - Science

Revision Date(s): Hay Study 11/09/06; 10/19/11; 2/19/2020

AGENDA REPORT NO. 4

SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: RECYCLING PROGRAM SPECIALIST

DATE: February 19, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Karen Monzon, Personnel Analyst

BACKGROUND

Attached for your approval are classification revisions for Recycling Program Specialist. As part of the cyclical review process, we are reviewing classifications in the Facilities, Trades and Maintenance Department. Incumbents in this classification develop, implement, and monitor the District's recycling program to ensure compliance with applicable laws and other local community environmental regulations.

The Recycling Program Specialist was established in June 2001. The most recent revision to this classification was in December 2006 as part of the Hay Study. Personnel Commission is currently running a recruitment to fill one position that that has been vacant since December 2017.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. During this time, the classification was vacant. The District reassigned the reporting relationship so that it reports to the Sustainability Project Manager, Ferris Kavar. Commission staff worked with Mr. Kavar to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

Duties were added, removed and modified to more accurately reflect the responsibilities of this classification. Mr. Kavar was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Classification revisions were sent for review to CSEA, Business Services, Human Resources, and executive leaders.

A job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. A comprehensive salary survey was conducted to determine current salary ranking as compared to the labor market.

RESULTS

Based on the data gathered, revisions to the class description are being proposed, to include a more accurate depiction of the work performed. These changes serve to clarify essential duties, KSAs (knowledge, skills and abilities) and other job requirements. Sufficient market data was not available since some colleges are still in the development

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, February 19, 2020

phase of their recycling program, while other colleges assign the administrative work to a committee, taskforce or a manager.

SALARY ALLOCATION

It is recommended that salary be reallocated from Range 33 on the Classified Employee Salary Schedule (\$4,831 to \$5,873 per month) to Range 34 on the Classified Employee Salary Schedule (\$4,950 to \$6,016 per month), a 2.5% increase. In comparison with other similar roles in Range 34, such as the Program Specialist, both have significant administrative responsibility and are typically technical experts in their assigned programs. Coordinator roles assigned to higher pay ranges have substantial responsibility in budget management, require higher level knowledge (e.g., curriculum design), and/or are assigned work with a broader effect on District outcomes and resources. Results were reviewed with CSEA, Department leadership, Business Services, Human Resources, and the Executive Vice President.

RECOMMENDATION

It is recommended that the Commission approve classification revisions and the proposed salary reallocation for the Recycling Program Specialist.

**FROM: \$4,831 to \$5,873 per month
 (Classified Employee Salary Schedule Range 33)**

**TO: \$4,950 to \$6,016 per month
 (Classified Employee Salary Schedule Range 34)**

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

**Santa Monica Community College District
Personnel Commission
Recycling Program Specialist**

CONCEPT OF THE CLASS

~~The Under general supervision~~ positions in this classification develops, implements, and monitors the District's ~~waste diversion recycling~~ programs ~~so that it is in to ensure~~ compliance with applicable ~~state~~ laws and other local community environmental regulations.

ESSENTIAL DUTIES

~~Plans, D~~ develops, ~~and~~ monitors, ~~and evaluates~~ the District's recycling program so that it is in compliance with applicable state laws and other local community environmental regulations.

~~Compiles, organizes, interprets, and tracks~~ ~~Collects and records~~ data; ~~summarizes data and prepares reports~~ used for compliance with applicable ~~state~~ laws and other local community environmental regulations.

Develops, ~~and~~ implements ~~and evaluates~~ programs to increase recycling ~~and composting~~ and to lower the amount of waste going to landfills ~~or off-site processing facilities~~.

Monitors and maintains the operation of the Vermitech machine used for recycling purposes; ~~runs, cleans and monitors grinding machine; harvests castings on a regular basis; S~~ schedules tours of the Vermitech machine ~~for students, faculty and staff~~.

~~Monitors the campus to make sure that easy-to-use~~ Ensures recycling containers are conveniently located ~~stationed and maintained in accessible areas throughout the District and are maintained on a regular basis; that industry best practices are used to minimize contamination and maximize material recovery~~.

~~Arranges for the pick up of all items to be recycled with the chosen recycling company. Works with recycling and waste-hauling vendors to identify appropriate collection sites and pick-up schedules.~~

~~Oversees, coordinates and trains student workers to pick up recyclable and compostable material from around campus; responds to requests for recycling and composting pickups from departments.~~

~~Recruits and coordinates students for special events requiring zero waste stations or additional recycling.~~

~~Serves as a technical resource to the District; identifies opportunities to reduce waste at the source by working with Purchasing and other District offices.~~

~~Plans, coordinates and administers periodic waste audits to identify opportunities for further waste reduction.~~

~~Arranges for the pick-up of all items to be recycled with the chosen recycling company; works with recycling and waste-hauling vendors to identify appropriate collection sites and pick-up schedules.~~

~~Promotes recycling efforts by providing training sessions for staff on recycling.~~

~~Conducts orientations for faculty, staff, and students on the use of recycling equipment and the recycling program.~~

~~Maintains and updates the department website.~~

~~Promotes recycling efforts by providing training sessions for staff on recycling and source reduction; conducts orientations for faculty, staff, and students on the proper recycling practices; develops and maintains outreach materials including the department website.~~

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting, February 19, 2020**

Researches grant opportunities and potential funding for recycling program; develops, prepares, and submits proposals; monitors progress and reports to funding agency.

~~Attends and participates in program-related community activities, professional conferences and meetings concerned with the development and implementation of program to ensure compliance with program requirements, regulations and legislation.~~

~~Serves as a liaison by attending local environmental meetings.~~

~~Attends educational seminars and workshops to keep current in recycling trends.~~

Orders and oversees the maintenance of recycling equipment and provides instructions on their use to faculty, staff and students.

~~Prepares and submits State mandated annual report to California Integrated Waste Management Board.~~

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

~~The position in this classification does not supervise other classified positions. Provides supervision to student workers (hires, evaluates and terminates) employed in the pick-up of recyclables, maintaining of recycling stations, and responding to needs of staff, faculty, and students for containers and special pick-ups. Positions in this classification do not supervise classified staff but serves in a lead capacity providing oversight, training and work direction to staff and student workers.~~

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~recycling requirements mandated by state and county laws.~~

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

~~Knowledge of cC~~urrent methods of recycling practices.

~~Knowledge of pP~~roper methods, material, tools and equipment used in the collection, sorting, and processing and selling of recyclable materials.

~~Knowledge of rR~~ecycling facilities planning, management and operations.

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

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

Related computer programs, systems and database development

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

Basic marketing and public relations

Basic accounting, budgeting and recordkeeping

District policy, departmental resources and administrative practices and procedures

~~Knowledge of rR~~eport writing.

~~Knowledge of sS~~afety practices and procedures.

Ability to:

~~iI~~nterpret and properly apply methods, procedures and regulations related to safety and proper waste disposal.

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting, February 19, 2020**

~~Ability to organize and prioritize workload.~~

~~Ability to keep accurate records, prepare and maintain written reports.~~

~~Ability to communicate effectively with others, both orally and in writing.~~

~~Ability to develop and maintain effective working relationships with the campus community, general public, co-workers and those contacted during the course of work.~~

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

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

Collaborate with internal and external entities

Train and provide work direction to others

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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 Requirement:

~~Graduation from high school or equivalent.~~ Associate's degree or equivalent.

Experience Requirement:

~~Four (4) years of work experience assisting in the maintenance and compliance of a recycling and solid waste management program.~~ Two (2) year's of work experience assisting in the maintenance and compliance of a recycling and solid waste management program. Experience in the development, coordination and/or implementation of a waste reduction, composting or recycling program is desirable.

Education/Experience Equivalency:

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

Licensure and/or Certification:

~~Possession of a current California Class C Driver's License.~~ A valid driver's license.

~~Ability to train and qualify for Santa Monica College certificate of operations of a forklift during the probationary period.~~

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Environment:

This position works both in a general office environment and outdoors. 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 50 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet. This position is exposed to recyclable waste such as discarded food and debris on a daily basis.

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, February 19, 2020

CLASS DETAIL

Job Family: ~~Trades/Facilities/Maintenance~~ [Student Services \(non-classroom\)](#)

FLSA Status: Non-exempt

Personnel Commission Approval Date: ~~12/07/06~~ [02/19/2020](#)

Class History: Recycling Program Coordinator

Revision Date(s): Hay Study 12/7/06

AGENDA REPORT NO. 5

SUBJECT: **EXTENSION OF ELIGIBILITY LISTS:**
 • **MAIL SERVICES WORKER I**
 • **INSTRUCTIONAL ASSISTANT-ESL**

DATE: February 19, 2020

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:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Instructional Assistant-ESL	03/14/20	03/14/20	5	4	6/14/2020
Mail Services Worker I	2/28/2020	2/28/2020	59	10	8/28/2020

The Personnel Commission staff believes there are a sufficient number of available eligible candidates 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.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, February 19, 2020

Item Number 13 was pulled from the Consent Calendar to be voted on separately.

13	Ratification of Working Out of Class and Limited Term Assignments and Extensions	36
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DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Consent Calendar Items Number 6 through 12 were approved in one motion.

#	ITEM	Page
6	Ratification of Eligibility Lists: 8. Buyer II 9. Career Education Specialist 10. Chief Director of Business Services 11. Controller 12. Outreach & Recruitment Specialist 13. Senior Online Learning Services Specialist 14. Student Communications Coordinator	24
7	Approval of Minutes: 3. Regular Meeting – January 15, 2020 4. Special Meeting – February 3, 2020	25
8	Advisory Item: Reinstatement Lists	26
9	Advisory Item: Appointment to Limited Term Positions	27
10	Advisory Item: Appointment to Provisional Assignments	29
11	Information Item: Classification & Compensation Status Report	30
12	Information Item: Recruitment & Examination Status Report	33

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott
 SECONDED BY: Deborah Jansen
 AYES: 5

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, February 19, 2020

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

VI. MEETING ADJOURNED AT 12:26 p.m.

DISPOSITION BY THE COMMISSION

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

Motion to adjourn was passed.

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting, February 19, 2020**

The next regular Personnel Commission meeting is scheduled for:
Wednesday, March 18, 2020 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, January 15, 2020, 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.