

PERSONNEL COMMISSION - REGULAR MEETING MINUTES

VIRTUAL MEETING – WEDNESDAY, NOVEMBER 18, 2020 at 12:00 P.M

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DEPARTMENTS:	ADMINISTRATORS & MANAGERS	PRESIDENT/SUPERINTENDENT & SENIOR STAFF
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PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS ADDRESSING THE PERSONNEL COMMISSION

During the COVID-19 (Coronavirus) Global Pandemic, the Personnel Commission will be conducting virtual public meetings using Zoom. Virtual meetings have been authorized by Executive Order N-25-20 issued by Governor Gavin Newsom and dated March 12, 2020, to reduce and minimize the risk of infection by “limiting attendance at public assemblies, conferences, or other mass events.” Zoom meetings will ensure public participation while at the same time complying with the Governor’s Stay at Home executive order and Los Angeles County’s Safer at Home order.

Members of the public may address the Personnel Commission **concerning any subject that lies within the jurisdiction of the Personnel Commission**. Public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting.

Individuals wishing to speak or submit written comments to be read at the Personnel Commission meeting shall send an email to personnel_commission@smc.edu, by no later than 10 AM, Wednesday, November 18, 2020. The email should include the following information:

- Name
- Department (optional)
- Topic or Agenda Item # to be addressed
- Comments to be read (if submitting written comments)

Instructions for Speaking to the Commission through Zoom

Speakers may address any specific agenda item, or may provide general comments during the “Public Comments” period. When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker’s Zoom Profile should match their real name to expedite this process. After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

All public comments will be subject to the general rules set forth below.

1. 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.
2. 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.
3. 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.

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

For information regarding Personnel Commission Agenda/Minutes distribution, please contact Personnel Commission at (310) 434-4410.

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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/Group Chat 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.

PUBLIC SESSION: 12:00 p.m.

I.ORGANIZATIONAL FUNCTIONS

- A. Call to Order 12:01 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

Carol Long, Director of Classified Personnel reported on:

1. Cyclical Classification Studies

Two classification revisions as part of the cyclical studies: Human Resources Analyst – Employee and Labor Relations (Confidential), and Human Resources Analyst – Leaves and Benefits.

One recommendation for reclassification.

Presentation of the Annual Calendar for the next group of cyclical classification studies.

2. Recruitment

Three eligibility lists for approval: Insurance Program Specialist, Risk and Insurance Coordinator, and Financial Aid Systems Specialist.

3. Merit Rules Advisory Committee Update

Second and final reading of Merit Rules 9.2.5 through 9.4.2, and 9.5.1 through 9.5.3.

4. Personnel Commission Trainings

Trainings by Personnel Commission staff were conducted on November 17. Topic was the role of Personnel Commission when it comes to hiring, promotions, and temporary assignments for classified staff.

An additional training was scheduled to occur at the Management Association Meeting on Thursday, November 19, to discuss the impact of fiscal challenges on recruitment and classification and to promote a new “Ask a PC Coach” drop in q & a session starting Tuesday(s) from 11am to Noon.

COMMENTS AND INFORMATIONAL REPORTS

Recognition of Employee Longevity: November 2020

5 YEARS

- Paul Lucero, Customer Service Assistant, Campus Store

15 YEARS

- Jermaine Carter, Custodian, Operations
- Mario Lopez Hernandez, Lead Custodian, Operations

20 YEARS

- Cindy Kelly, Administrative Clerk, LRC

25 YEARS

- Mark Engfer, Network Communications Manager, Technical Support Services

Director of IT, Marc Drescher was present to acknowledge Mark's longstanding service to the College and the welcomed institutional knowledge he's able to provide on the Department.

- Arnulfo Reyes, Principal Programmer Analyst, Management Information Services

30 YEARS

- Ramon Salcedo, Academic Computing Instructional Specialist, Academic Computing

35 YEARS

- Brian Pena, IT Project Analyst, Management Information Services

A. Comments from Vice President of Human Resources

Michael Hudson, Assistant Director of Human Resources, on behalf of Vice President Sheri Lee-Lewis congratulated all longevity awardees and reaffirmed the value of classified staff.

B. Comments from CSEA Chapter 36 Representative

C. Comments from Management Association President

D. Comments from Personnel Commission Staff

E. Public Comments (non-actionable comments from those in attendance)

F. Comments by Personnel Commissioners

IV: AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

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III. CONSENT AGENDA

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

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IV. ADJOURN

AGENDA REPORT NO. 1

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED
SERVICE - CHAPTER 9: EMPLOYMENT STATUS – SECOND READING
MERIT RULE 9.2.5: FLEXTIME
MERIT RULE 9.3.1: INITIAL PROBATIONARY PERIOD
MERIT RULE 9.3.2: COMPLETION OF INITIAL PROBATION
MERIT RULE 9.3.3:
SUBSEQUENT PROBATION FOR PERMANENT CLASSIFIED
EMPLOYEES
MERIT RULE 9.4.1: PERMANENT STATUS DEFINED
MERIT RULE 9.4.2: RIGHTS, BENEFITS, AND BURDENS OF
PERMANENT CLASSIFIED EMPLOYEES**

DATE: November 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 9: Merit Rule 9.2.5 through 9.4.2, are attached for a second reading. A minor change was made to section 9.2.5 at the October 7, 2020, Merit Rules Advisory Committee Meeting and can be viewed below.

DISPOSITION BY THE COMMISSION

Amendments/Comments

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

9.2.5

FLEXTIME ~~(ADMINISTRATIVE POLICY)~~

A. ~~It shall be~~ is ~~the policy of the Santa Monica Community College District to allow e~~ Employees and their supervisors ~~to~~ may choose to rearrange the employee's work schedule to allow each individual greater control over when hours are worked.

~~B.~~ Flextime shall include:

~~1.~~ The work patterns listed in Rule 9.2.3. (9/80, 4/40), when these work patterns are employee-initiated.

~~2.~~ A work schedule with nonstandard starting and ending time; example: Monday – Friday, 6:00 AM – 2:45 PM.

~~3.~~ A work schedule with regularly alternating work hours on different days; example: M, W, F, 7:00 AM – 3:45 PM; T, Th, 10:00 AM – 6:45 PM.

~~4.~~ A nonstandard lunch schedule within the workday; example: 7:45 AM – 4:15 PM (1/2 hr.); 7:30 AM – 4:15 PM (3/4 hr.); 7:30 AM – 4:30 PM (1 hr.)

~~1.~~ Five (5) consecutive workdays of eight (8) hours per day in one (1) calendar week (5/40).

~~2.~~ Eight (8) workdays of nine (9) hours per day and one (1) workday of eight (8) hours in a two (2) calendar week period (9/80).

~~3.~~ Four (4) workdays of ten (10) hours per day in one (1) calendar week. (4/40).

~~B.C.~~ Flextime scheduling ~~shall be~~ requires the approval ~~ed/disapproved by of~~ the immediate supervisor, ~~the department head,~~ and the Office of Human Resources Personnel Director. ~~In approving/disapproving the request, each~~ The supervisor shall take into account the needs of the employee as well as the student, faculty and public service needs of the department and the District.

Rule 9.3

PROBATIONARY STATUS
(EDUCATION CODE SECTION 88120)

9.3.1

INITIAL PROBATIONARY PERIOD

- ~~A.~~ A.—Each new employee appointed from an eligibility list shall serve an initial probationary period of six (6) months or 130 ~~working days~~ days of paid service, whichever is longer, in one class, before attaining permanency in the classified service.
- B. For classes designated by the Personnel Commission as executive, administrative, or supervisory, or for employees designated as peace officers or dispatchers, the probationary period shall be twelve (12) months. ~~one calendar year~~.
- C. Credit toward completion of probation shall be granted only for service in a regular position in a class after appointment from an eligibility list or an employment list, and shall not include time while an employee is absent from ~~his/her~~ work for ten (10) or more consecutive workdays.

Section 9.3.2

9.3.2

COMPLETION OF INITIAL PROBATION

- A. Each probationary classified employee shall be evaluated on job performance by ~~his/her~~their immediate supervisor.
- B. For an employee serving a six-month probation, the schedule of evaluation shall be at the end of the second, end of the fourth and prior to completion of the sixth month of employment. For an employee serving a twelve month probation, the schedule of evaluation shall be at the end of the fourth and eighth month of service, and prior to the completion of the twelfth month of service.
- C. A new employee may be disqualified at any time during the probationary period.
- D. A new classified employee shall be given a written notice of acceptance into or disqualification from the permanent classified service prior to the date on which the probationary period ends. Whenever a new employee is to be disqualified, the immediate supervisor shall prepare a written report, which shall be submitted for approval to the next level supervisor and the ~~District Personnel Administrator~~ Office of Human Resources ~~which~~o, upon approval, shall notify the employee of the action taken. A copy of the notice shall be filed simultaneously with the Director of Classified Personnel ~~Director~~.
- E. A new employee who is to be disqualified may be allowed the opportunity to resign in lieu of disqualification, prior to board action.
- ~~F. A new employee shall not have the right to appeal disqualification, suspension, or dismissal unless the appeal is based on a claim of discrimination because of his/her affiliations, race, color, national origin, age, marital status, sexual orientation, gender, physical or mental disability, ancestry, medical condition (as defined in Government Code Section 12916 12926), employee organization membership or non-membership, or religious or political beliefs or acts.~~
- F. A new employee who resigns in good standing during ~~his/her~~their initial probationary period shall, upon request, have ~~his/her~~their name restored in proper rank to the eligibility list. However, such action shall not extend the life of the list or the period of eligibility of the person.

Section 9.3.3

9.3.3

SUBSEQUENT PROBATION FOR PERMANENT
CLASSIFIED EMPLOYEES (EDUCATION CODE SECTION
88124)

- A. A permanent classified employee who has been promoted, transferred, or who has demoted voluntarily to a new class in which the employee has not previously served, shall serve a new probationary period in the class, before attaining permanency in that class.
- B. A permanent employee who has been promoted to a higher class, or transferred to a new class, may be involuntarily returned to his/her/their former class due to unsatisfactory work performance in the event ~~he/she~~ they receive ~~an~~ an ~~unsatisfactory~~ unsatisfactory ~~second~~ second ~~or~~ or ~~third performance evaluation.~~ third performance evaluation. ~~The~~ ~~employee~~ ~~shall~~ ~~not~~ ~~have~~ ~~the~~ ~~right~~ ~~to~~ ~~appeal,~~ ~~unless~~ ~~the~~ ~~demotion~~ ~~will~~ ~~result~~ ~~in~~ ~~separation~~ ~~of~~ ~~the~~ ~~employee~~ ~~from~~ ~~the~~ ~~classified~~ ~~service,~~ ~~or~~ ~~the~~ ~~employee~~ ~~alleges~~ ~~the~~ ~~action~~ ~~is~~ ~~based~~ ~~on~~ ~~discrimination~~ ~~as~~ ~~listed~~ ~~in~~ ~~Rule~~ ~~9.3.2~~ ~~above.~~
- C. Suspension, or dismissal of a permanent classified employee ~~serving~~ a probationary period in a new class shall constitute disciplinary action and the employee shall retain his/her/their full right of appeal as provided in Rule 14.2.

Rule 9.4

Rule 9.4

PERMANENCY

9.4.1

PERMANENT STATUS DEFINED (EDUCATION CODE SECTION 88120)

A. Upon successful completion of the prescribed initial probationary period, a classified employee shall be deemed to be in the permanent classified service.

~~B. Except as provided below, the probationary period shall be 6 calendar months or 130 working days, whichever is longer.~~

~~C. For classes designated as management, or supervisory, and for law enforcement and security dispatcher classes, the probationary period shall be one calendar year.~~

9.4.2

RIGHTS, BENEFITS AND BURDENS OF PERMANENT CLASSIFIED EMPLOYEES

A. Every permanent classified employee shall be entitled to all the rights, benefits and burdens conferred by law or by the action of the Board of Trustees for classified employees of like classification, including a vested right to ~~his/her~~their position. A permanent classified employee may be removed only for cause as listed in Rule 14.1, due to lay-off or as otherwise specified in these Rules.

AGENDA REPORT NO. 2

**SUBJECT: AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 9: EMPLOYMENT STATUS – SECOND READING
MERIT RULE 9.5.1: TRANSFER
MERIT RULE 9.5.2: POSITION TRANSFER
MERIT RULE 9.5.3: LATERAL TRANSFER**

DATE: November 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 9: Merit Rule 9.5.1 through 9.5.3, are attached for a second reading. Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the Education Code and applicable bargaining agreements.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Barbara Greenstein

SECONDED BY: Lawrence Leone

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Rule 9.5

TRANSFER (EDUCATION CODE SECTION 88097)

Transfer procedures for unit members are contained in Article 6 of the District/CSEA Contracts.

9.5.1

DEFINITIONS

- A. A position transfer shall mean the reassignment of an employee from one position to another position in the same class.
- B. Lateral transfer shall mean the reassignment of an employee to a position in a similar or related class with the same salary range.
- C. Transfer in lieu of layoff shall mean the reassignment by transfer without examination of an employee who meets the minimum qualifications, to a vacant position within a different classification with the same salary range or to a vacant position in a different classification with a lower salary rate provided that:
 - 1. the position has not been designated by the District as ineligible to be filled by transfer in lieu of layoff, and
 - 2. the employee has not previously achieved permanent status in the classification in which the position resides.

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9.5.2

POSITION TRANSFER

- A. Position transfers may be made within the classified service from one position in a class to another position in the same class. ~~A position transfer may be initiated by the Administration or at the request of the employee.~~

- ~~B. Administration initiated position transfers may be made at any time for the good of the service upon approval of the District Personnel Administrator and the department supervisor(s) affected, and shall be governed by the following procedures:~~
 - ~~1. An employee who is about to be transferred shall be notified in writing by his/her their immediate supervisor of the reason(s) for the transfer at least five (5) working days prior to the effective date of the transfer.~~

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- ~~2.~~ ~~Employees shall not be transferred solely for punitive or preferential reasons.~~

PC approved: 7/23/03; presented for revision PC: 5/20/03

~~B.C.~~ An employee may ~~initiate~~ submit an application for a position transfer at the time a vacancy is posted for transfer if ~~he/she they has have~~ permanent status in ~~the classified service their current classification, and~~ is performing satisfactorily in his/her position. ~~An employee currently under evaluation for unsatisfactory work performance may initiate a transfer request, but the transfer can be finalized only upon the approval of the Personnel Director.~~

9.5.3

LATERAL TRANSFER

- A. ~~Lateral T~~ransfers from a position in one class to a position in another related class must first be approved by the Director of Classified Personnel Director, subject to ratification by the Personnel Commission at the next regular meeting. ~~Such approval may be given only when the transfer is lateral.~~ Determination of whether classes are sufficiently related to permit lateral transfer between them shall be based on similarity of:
1. Entrance qualifications.
 - ~~2.~~ Examination content.
 3. Duties and responsibilities.
- ~~B.~~ ~~The extent to which the two classes must be comparable may depend on additional factors. In general more latitude is allowed:~~
- ~~1.~~ ~~As an employee's length of service with the District increases.~~
 - ~~2.~~ ~~When the request for transfer is based on layoff, reclassification, or health.~~
- ~~CB.~~ A permanent employee who transfers to a new class in which he/she has not completed a probationary period shall serve a new probationary period in the class. Seniority in ~~each of the classes~~ the new classification shall be counted separately as outlined in Chapter 13.

AGENDA REPORT NO. 3

SUBJECT: **CYCLICAL CLASSIFICATION STUDIES:
 PROPOSED ANNUAL CALENDAR 2020-2021**

DATE: November 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Carol Long, Director of Classified Personnel
 Amy Gurjian, Classification and Compensation Manager

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

BACKGROUND

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

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

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

- Accounting and Finance
- Bookstore & Cashiers
- Business Administration (Management)
- Facilities Maintenance and Construction
- Facilities Operations
- Instructional Media and Reprographics
- Library Services
- Management Information Systems
- Payroll Services
- Purchasing, Procurement, and Asset Management
- Student Services Specialists
- Telecommunications
- Transportation
- Warehouse

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Studies are currently in process for the following job disciplines:

- Human Resources
- Institutional Research
- Personnel Commission

REVIEW PROCESS

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

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

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

RECOMMENDATIONS

It is recommended that the Personnel Commission approve the proposed annual calendar of classification/compensation studies for Fiscal Year 2020 - 2021.

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

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

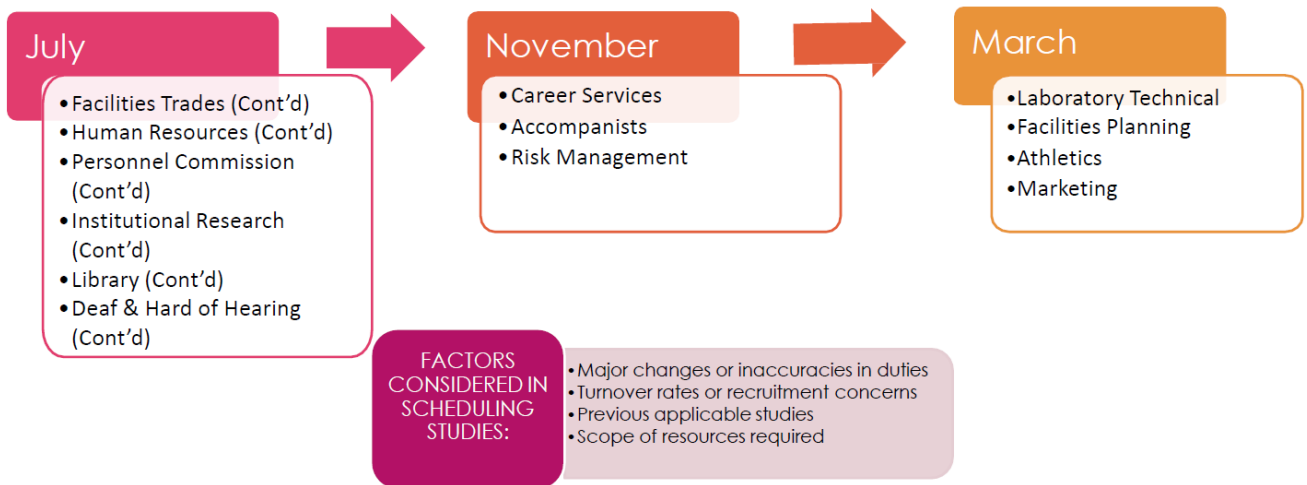
- Major changes or inaccuracies in job duties or the role of the classification as identified by Personnel Commission staff, District management, or union representatives
- Ongoing or anticipated turnover rates, or other recruitment challenges
- Previous applicable studies conducted of other related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

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Classification Review Timeline by Job Discipline 2020-21 Study Plan



AGENDA REPORT NO. 4

**SUBJECT: REQUEST FOR APPROVAL OF REVISIONS TO CLASS DESCRIPTION:
HUMAN RESOURCES ANALYST-EMPLOYEE & LABOR RELATIONS
(CONFIDENTIAL)**

DATE: November 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Human Resources Analyst – Employee and Labor Relations (Confidential)**.

As part of the cyclical review process, we are reviewing classifications in Human Resources. The Office of Human Resources is responsible for benefits administration, employee and labor relations and investigations, leaves administration, employment processing and records management, professional development, retirement benefits, and onboarding for all employees, in addition to recruitment for all academic employees. The Human Resources Department also administers the District’s EEO plan and ensures compliance with Title IX, the Americans with Disabilities Act (ADA), and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment and sexual violence College-wide.

The Human Resources Analyst – Employee and Labor Relations (Confidential) classification was originally created in December 2009. Minor revisions were made to duties in October 2018, prior to opening recruitment for this position. There are currently two permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. Incumbents in the Personnel/Human Resources job discipline were invited to participate in a class study orientation on November 28, 2017 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

Personnel Commission staff met with Tre’Shawn Hall-Baker, Dean of Human Resources, Lisa Winter, Compliance Administrator/Title IX Coordinator, and Michael Hudson, Assistant Director of Human Resources (temporary) to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. The Department requested revisions to the classification duties. Additionally, the knowledge and abilities required were expanded and updated with standard language, and minimum qualifications were adjusted to ensure internal and external alignment with comparable classifications. The class concept and duties were modified to clarify the level and scope of work performed by this classification, distinguishing characteristics were added to delineate this classification from related roles, and minor adjustments were made to the physical demands of the role to align requirements with job demands. Classification revisions were sent for review to Business Services, Human Resources, and executive leadership.

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

RESULTS

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the class concept and essential duties performed, distinguishing characteristics, and KSAs (knowledge, skills, and abilities), and adjust the minimum qualifications to ensure internal and external alignment with comparable classifications.

A comprehensive survey of comparable agencies was conducted and yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN*	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Human Resources Analyst – Employee and Labor Relations (Confidential)	\$6,633	\$8,063	\$7,348	10,545	\$225M
City of Santa Monica	Human Resources Analyst	\$7,773	\$9,596	\$8,685		
Mt. San Antonio College	Human Resources Analyst (Confidential)	\$7,394	\$9,438	\$8,416	13,083	\$241M
Pasadena City College	Human Resources Analyst/Confidential	\$7,176	\$9,158	\$8,167	11,026	\$199M
State Center CCD	Human Resources Analyst - Confidential	\$5,794	\$7,126	\$6,460	15,128	\$255M
Ventura County CCD	HR Analyst - Employee Relations and Staff Development	\$6,197	\$8,554	\$7,376	12,249	\$215M
	Average	\$6,867	\$8,774	\$7,821		
	25th Percentile	\$6,197	\$8,554	\$7,376		
	50th Percentile	\$7,176	\$9,158	\$8,167		
	70th Percentile	\$7,350	\$9,382	\$8,366		
	75th Percentile	\$7,394	\$9,438	\$8,416		
	80th Percentile	\$7,470	\$9,470	\$8,470		
	90th Percentile	\$7,621	\$9,533	\$8,577		
	SMC % RANK	36%	16%	24%		
	SMC Differences From AVG	-4%	-9%	-6%		
	SMC Differences From MED	-8%	-14%	-11%		

**The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.*

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The current salary range for Human Resources Analyst – Employee and Labor Relations (Confidential) is \$6,633 to \$8,063 per month (Classified Confidential Salary Schedule, Range 46). In this survey, the median salary for this classification is at the 24th percentile, with 76% of the cases presented being above the current median salary.

The following charts show related classifications in this job discipline and current salary allocation for each classification:

HUMAN RESOURCES CLASSIFICATIONS	MIN	MAX	RANGE	% DIFFERENCE BETWEEN LEVELS
Director of Human Resources*	\$10,374	\$12,610	M34	13.02%
Assistant Director of Human Resources*	\$9,179	\$11,157	M29	0.00%
Title IX Coordinator / Compliance Administrator*	\$9,179	\$11,157	M29	38.38%
HR Analyst-Employee & Labor Relations (Confidential)	\$6,633	\$8,063	C46	2.44%
HR Analyst-Leaves & Benefits**	\$6,475	\$7,871	45	0.00%
Professional Development Coordinator	\$6,475	\$7,871	45	7.63%
Employee Benefits Coordinator*	\$6,016	\$7,313	42	10.24%
Human Resources Technician	\$5,457	\$6,633	38	10.24%
Human Resources Specialist	\$4,950	\$6,016	34	15.76%
Employee Benefits Specialist*	\$4,276	\$5,197	28	

*Currently under review

**See subsequent agenda item

PERSONNEL COMMISSION CLASSIFICATIONS	MIN	MAX	RANGE	%DIFFERENCE BETWEEN LEVELS
Director of Classified Personnel*	\$12,610	\$13,902	A15	75.33%
Supervising Personnel Analyst*	\$7,192	\$8,742	M19	2.42%
Classification and Compensation Manager*	\$7,022	\$8,535	M18	8.45%
Personnel Analyst*	\$6,475	\$7,871	45	18.65%
Personnel Technician	\$5,457	\$6,633	38	27.62%
Personnel Specialist	\$4,276	\$5,197	28	

*Currently under review

Cyclical review results have been sent to incumbents, Business Services, Human Resources, and executive leadership. The salary survey data presented above is for informational purposes only. The District will determine when we are able to move forward with the appropriate increases where applicable.

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for Human Resources Analyst – Employee and Labor Relations (Confidential).

DISPOSITION BY THE COMMISSION

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

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Amendments/Comments

Commissioners Abbott and Jansen had questions regarding the comparative “agencies” used in the College’s study.

Commissioner Abbott questioned why the listed schools were being used in the study and the relevance of “STUDENT FTE” and “GF ACTUAL REVENUE”. She continues to ask why staff did not use more “local” agencies for comparison.

Director Long explained that the survey process begins with 16 of the most comparable agencies and that the number is narrowed down by job duties in agencies containing the same classification.

Supervising Personnel Analyst, John Linke added, “What we were primarily looking for was responsibility for employee relations, having to do with grievances, and a kind of management advising as it relates to employee relations matters as well as investigations of discrimination and compliance.”

Commissioner Jansen noted the use of the City of Santa Monica in the study. She believes that the City offers higher salaries on the basis that the City does not contribute to employee’s social security and asked if that level of analysis was considered when studying salaries. Personnel Commission staff stated that the salaries cited are presented as base salaries, as listed by the reporting agency.

Commissioner Jansen also questioned why the number of employees at each agency is not included in the survey. Per staff member Linke, “We use student FTE as a indicator of organizational size, rather than employee number.”

Commissioner Jansen suggested to the Chair that the City of Santa Monica salaries may be skewed.

Chair Metoyer directed Personnel Commission staff to look into the matter and present at the next meeting.

Santa Monica Community College District
Personnel Commission

Human Resources Analyst – Employee and Labor Relations
(Confidential)

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CONCEPT OF THE CLASS

Under general supervision, ~~The~~ positions in this classification perform a full range of journey-level professional human resources duties in the areas of labor and employee relations, Title IX, Title 5, and investigations.

Confidential positions in accord with Government Code 3562(d) and Educational Employment Relations Act (EERA) 3540.1(c) are required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

DISTINGUISHING CHARACTERISTICS

The Human Resources Analyst-Employee and Labor Relations performs a full range of journey-level professional human resources duties in the areas of labor and employee relations, Title IX, Title 5, and corresponding workplace investigations.

The Human Resources Analyst-Leaves and Benefits performs a full range of journey-level professional human resources duties in the areas of leaves management, disability interactive process, benefits, return to work program, and related data analysis and reporting.

The Compliance Administrator/Title IX Coordinator provides leadership and centralized support for District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, the Americans with Disabilities Act (ADA), Sections 504 and 508 of the Rehabilitation Act of 1973, the Clergy Act, the Violence Against Women Act (VAWA), and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment, and sexual violence. The incumbent will serve as the college resource on Title IX requirements and compliance and will provide consultation as needed.

ESSENTIAL DUTIES

Serves as a professional expert in the Human Resources Office on employee and labor relations matters such as discipline and grievances, discrimination, harassment, and investigations.

Conducts workplace investigations pertaining to unlawful discrimination and harassment, bullying, and sexual harassment.

Investigates a variety of matters related to employee relations and collective bargaining; ~~A~~ advises management and supervisory personnel on disciplinary and performance issues, and grievance policies and procedures, and recommends solutions to personnel related issues.

Responds to initial ~~verbal-oral~~ or written inquiries on routine labor and employee relations matters, and campus community concerns, including those related to discrimination and harassment, and forwards more complex issues to the Vice President of Human Resources or designee.

~~Conducts investigations related to employee and labor relations, and discrimination and harassment allegations;~~ Formulates and presents investigation findings and conclusions to management, prepares and edits related reports and may make recommendations for follow-up or further action.

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Gathers, analyzes, organizes and compiles documentary evidence from multiple sources for investigative reports, proposed disciplinary actions, responses to state and federal government agencies, administrative hearings, and mediations.

Maintains confidential case files and logs on investigations and audio recordings of interviews.

Assists in responding to government agency complaints, including proceedings before the California Department of Fair Employment and Housing Commission (DFEH), the Equal Employment Opportunity Commission (EEOC), the Department of Labor (DOL), etc.

Assists the Chief Negotiator in negotiations of wages, hours and other terms and conditions of employment; formulates and recommends effective bargaining strategies and techniques.

Assists management in developing and implementing new operational procedures to accommodate legislative changes; develops and monitors operational procedures to enhance workflow and program effectiveness.

Provides information and assistance to District personnel, staff and the public regarding a variety of HR matters.

Makes presentations to District ~~management and/or staff~~ stakeholders, as requested.

Manages complex special projects, as assigned; compiles and evaluates statistical and other data to prepare various reports and inform the District's collective bargaining position.

Remains current on related laws, regulations and practices affecting labor and employee relations employee, subscribing to related literature, attending conferences, seminars, and/or enrolling in courses.

~~May p~~Participates in the design, coordination and/or implementation of workshops, and training programs, ~~and seminars~~ for the College community, which may includes planning and organizing speakers, training content, participants, and event logistics, and developing and conducting trainings ~~as assigned~~.

~~Conducts research and analysis of collective bargaining, disciplinary actions, workplace investigations, Title 5 and Title IX concerns, and other employee relations matters.~~

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

Under general supervision, the employee receives assignments from the Vice President of Human Resources or designee and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification do not supervise others, but provides lead direction to subordinate employees in the Human Resources Office.

KNOWLEDGE, SKILLS AND ABILITIES

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Knowledge of:

~~Knowledge of L~~abor and employee relations practices

~~Knowledge of F~~ederal, state and local laws, rules, regulations, court decisions and legal interpretations concerning ~~personnel discrimination, harassment, and employee and labor relations~~ matters-

~~Knowledge of L~~iterature, periodicals and other resources concerning current trends in ~~personnel administration, human resources~~ and labor and employee relations-

~~Knowledge of I~~nvestigative techniques and best practices-

~~Knowledge of R~~eport writing practices and techniques-

~~Knowledge of O~~ffice equipment, practices and procedures-

~~Knowledge of B~~asic principles and practices of training and development.

~~Knowledge of proper usage of~~Principles of English composition, grammar, vocabulary and spelling.

~~Knowledge of C~~omputer programs that support this level of work, including ~~H~~uman ~~R~~esources information, ~~S~~ystems and Microsoft Office, ~~general software applications and operations of a computer, including word processing, database and spreadsheet and presentation software applications programs.~~

~~Knowledge of R~~esearch techniques.

Basic recordkeeping practices and procedures

~~Knowledge of employee relations-~~

~~Knowledge of Federal, state and local employment laws-~~

~~Knowledge of wage and salary administration-~~

~~Knowledge of basic bookkeeping practices and procedures-~~

~~Knowledge of oral and written communication-~~

Ability to:

Communicate effectively, both orally and in writing, and explain complex technical information clearly and concisely

~~Ability to understand and~~ Research, analyze, interpret, apply, explain, and reach sound, independent conclusions in accordance with applicable laws, Memorandaum of Understanding, and rules and regulations relating to labor and employee relations.

~~Ability to o~~rganize and synthesize complex information from various sources to write thorough, comprehensive and factual reports.

Establish trust ~~Ability to treat with~~ interviewees, including complainants, witnesses and subjects of investigations, and exercise tact and discretion in sensitive situations ~~with respect, dignity and reassurance.~~

Apply human resources concepts and practices to advise management on a variety of issues and recommend solutions

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~~Ability to p~~Prepare and present ~~new employee orientations~~trainings.

~~Ability to s~~Set priorities and organize and complete multiple complex assignments independently~~work in order to accomplish assigned tasks~~.

Exercise initiative and focus in completing work assignments

Plan, organize, and coordinate logistical operations for large-scale events

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Model professional integrity and deal quickly and efficiently with breaches of misconduct

~~Ability to a~~Analyze numerical data, make accurate calculations, and interpret statistical charts.

~~Ability to m~~Maintain confidential employee files.

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

~~Ability to work confidentially with discretion.~~

~~Ability to make accurate numerical calculations.~~

~~Ability to interpret and explain District's contract provisions, rules, regulations and policies regarding labor and employee relations.~~

~~Ability to meet schedules and time lines.~~

~~Ability to disseminate and obtain accurate, detailed information.~~

~~Ability to analyze operational issues and effectively recommend remedial actions.~~

~~Ability to establish and maintain cooperative working relationships with employees, retired employees and members of the public.~~

~~Ability to use a computer to enter and retrieve data and to prepare correspondence.~~

~~Ability to use spreadsheet software to produce reports.~~

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from an accredited four-year college or university, preferably with a major in bBusiness aAdministration, pPublic aAdministration, ~~personnel administration~~ Human Resources Management, or a closely related field.

Experience Requirement:

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~~Two~~ Three (23) years of increasingly responsible technical and analytical labor and employee relations experience within an Administrative Services or Human Resources department. Experience performing investigations related to labor and employee relations, unlawful discrimination, or Title IX is preferred.

Non-Qualifying Experience:

~~Experience not primarily concerned with Human Resources is not qualifying. For example, most work experience in a supervisory or managerial position requires responsibility for some HR functions. However, if the dominant responsibility of the position is not concerned with a fundamental component of a structured HR/Personnel system (i.e., benefits, classification, recruitment, labor relations, etc.) such experience is not considered qualifying.~~

~~Clerical experience in a HR/personnel program involving work which is limited to the application of HR/personnel rules, regulation and procedures in support of the HR/personnel functions described above is not qualifying.~~

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. A Master's degree in a related field may substitute for one year of experience. Two years of college may be substituted with an additional four years of experience in labor and employee relations.~~

Licensure and/or Certification:

~~None~~ Professional in Human Resources (PHR), SHRM-Certified Professional (SHRM-CP), or similar certifications preferred.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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 25 pounds.~~ While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: ~~Personnel~~ Human Resources/Personnel Commission

FLSA Status: Non-exempt

Personnel Commission Approval Date: 12/16/09; ~~10/17/18~~

Class History: Human Resources Analyst –Employee and Labor Relations

Revision Date(s): 10/17/18, 11/18/20

AGENDA REPORT NO. 5

**SUBJECT: REQUEST FOR APPROVAL OF REVISIONS TO CLASS DESCRIPTION:
HUMAN RESOURCES ANALYST-LEAVES & BENEFITS**

DATE: November 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Human Resources Analyst – Leaves and Benefits**.

As part of the cyclical review process, we are reviewing classifications in Human Resources. The Office of Human Resources is responsible for benefits administration, employee and labor relations and investigations, leaves administration, employment processing and records management, professional development, retirement benefits, and onboarding for all employees, in addition to recruitment for all academic employees. The Human Resources Department also administers the District's EEO plan and ensures compliance with Title IX, the Americans with Disabilities Act (ADA), and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment and sexual violence College-wide.

The Human Resources Analyst – Leaves and Benefits classification was originally created in August 2009. Since its creation, it has been revised twice, with the most recent revision occurring in February 2016. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. Incumbents in the Personnel/Human Resources job discipline, as well as CSEA, were invited to participate in a class study orientation on November 28, 2017 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

Personnel Commission staff met with Tre'Shawn Hall-Baker, Dean of Human Resources, to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. The Department requested revisions to the classification duties. Additionally, the knowledge and abilities required were expanded and updated with standard language, and minimum qualifications were adjusted to ensure internal and external alignment with comparable classifications. The class concept and duties were modified to clarify the level and scope of work performed by this classification, distinguishing characteristics were modified to delineate this classification from related roles, and minor adjustments were made to the physical demands of the role to align requirements with job demands. Classification revisions were sent for review to CSEA, Business Services, Human Resources, and executive leadership.

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

RESULTS

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the class concept and essential duties performed, distinguishing characteristics and KSAs (knowledge, skills, and abilities), and adjust the minimum qualifications to ensure internal and external alignment with comparable classifications.

Given variability in scope of work assigned at comparable agencies, sufficient market data was not available for this role. In some cases, prospective matches were too broad or too narrow in scope and duties performed. For example, some positions had expanded responsibility for benefits program coordination, while others lacked responsibility for leaves coordination and reasonable accommodations. In other cases, organizations utilized journey and advanced-journey classifications, or split duties among multiple classifications, making accurate matching difficult. Therefore, a market survey is not available for this role. Sufficient market data was available only for the Human Resources Analyst – Employee and Labor Relations (Confidential), which is discussed in a separate agenda report. Salary for the Human Resources Analyst – Leaves and Benefits is currently aligned with the Human Resources Analyst – Employee and Labor Relations (Confidential), with the exception of the confidential designation differential. Both classifications are responsible for performing journey-level duties in their respective areas, and job evaluation results suggest that both classifications are comparable in terms of knowledge required, complexity, decision making, scope and effect, and nature and purpose of contacts. Therefore, the salary recommendation for this classification will be based on internal alignment with the Human Resources Analyst – Employee and Labor Relations, not including the confidential designation differential.

The following charts show related classifications in this job discipline and current salary allocation for each classification:

HUMAN RESOURCES CLASSIFICATIONS	MIN	MAX	RANGE	% DIFFERENCE BETWEEN LEVELS
Director of Human Resources*	\$10,374	\$12,610	M34	13.02%
Assistant Director of Human Resources*	\$9,179	\$11,157	M29	0.00%
Title IX Coordinator / Compliance Administrator*	\$9,179	\$11,157	M29	38.38%
HR Analyst-Employee & Labor Relations (Confidential)**	\$6,633	\$8,063	C46	2.44%
HR Analyst-Leaves & Benefits	\$6,475	\$7,871	45	0.00%
Professional Development Coordinator	\$6,475	\$7,871	45	7.63%
Employee Benefits Coordinator*	\$6,016	\$7,313	42	10.24%
Human Resources Technician	\$5,457	\$6,633	38	10.24%
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Employee Benefits Specialist*	\$4,276	\$5,197	28	

*Currently under review

**See previous agenda item

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PERSONNEL COMMISSION CLASSIFICATIONS	MIN	MAX	RANGE	%DIFFERENCE BETWEEN LEVELS
Director of Classified Personnel*	\$12,610	\$13,902	A15	75.33%
Supervising Personnel Analyst*	\$7,192	\$8,742	M19	2.42%
Classification and Compensation Manager*	\$7,022	\$8,535	M18	8.45%
Personnel Analyst*	\$6,475	\$7,871	45	18.65%
Personnel Technician	\$5,457	\$6,633	38	27.62%
Personnel Specialist	\$4,276	\$5,197	28	

*Currently under review

Cyclical review results have been sent to incumbents, CSEA, Business Services, Human Resources, and executive leadership. The District will determine when we are able to move forward with the appropriate increases where applicable.

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for Human Resources Analyst – Leaves and Benefits.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

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Personnel Commission**

Human Resources Analyst – Leaves and Benefits

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CONCEPT OF THE CLASS

Under general supervision, the position in this classification performs a full range of journey-level professional human resources duties in the areas of employee leaves of absence, return to work, ~~and~~ benefits, and data analysis and reporting.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst-Leaves and Benefits performs a full range of journey-level professional human resources duties, ~~including in the areas of~~ leaves management, disability interactive process, benefits, ~~and~~ return to work program, and related data analysis and reporting.

Human Resources Analyst-Employee and Labor Relations performs a full range of journey-level professional human resources duties in the areas of labor and employee relations, Title IX, Title 5, and corresponding workplace investigations, ~~including conducting workplace investigations, developing recommendations for complaint resolution, disciplinary actions, and advising management on personnel related issues.~~

Employee Benefits Coordinator provides the primary administration of benefits to District employees and retirees, and designs and implements processes appropriate to ensure employees receive benefits.

ESSENTIAL DUTIES

Serves as the ~~technical~~ professional expert in the Human Resources Office on employee leaves and leave related benefits administration ~~in a customer service oriented work environment~~; ensures all employee transactions are handled with courtesy, tact and discretion.

Reviews, coordinates and tracks employee paid and unpaid leaves such as Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) disability leave, Americans with Disabilities Act (ADA) leaves, military leaves, and personal leaves; processes appropriate application forms and benefits paperwork for internal and external agencies.

Provides information to employees regarding available provisions and rights, such as the duration of leaves and benefits and the impact of leaves on retirement, when they are requesting to take a leave of absence or return to work following a leave; ~~provides or coordinates provision~~ provides of all legally-required notices, and; ensures appropriate return-to-work certification is completed prior to an employee's return.

Compiles and analyzes data, and prepares and submits various reports related to matters such state and federal compliance, employee demographics, and benefits analysis; informs collective bargaining by providing benefits-related information to District and unions as requested, and may recommend changes to benefits-related sections of the District's collective bargaining agreements.

Works with District supervisors and other District departments (including Payroll and Risk Management) in connection with employee leaves, return to work and related benefits

Advises employee relations staff on leaves-related laws, rules, and employee protections impacting disciplinary cases.

Creates and maintains documentation for the District in connection with leaves, disability interactive process, fitness for duty examinations, and other employee related illness or injury

issues.

Identifies employee leave and leave related benefits concerns, resolves issues in a timely manner, recommends appropriate employment status actions to the Vice President or designee and performs and follows through with appropriate action.

Ensures all leave of absence information is current and accurately maintained in the HRS system, departmental databases and files; ensures confidentiality and compliance with relevant laws, such as Health Insurance Portability and Accountability Act (HIPAA).

Provides information and assistance in person, or on the telephone, to District personnel, staff and the public regarding a variety of HR matters, such as leave of absence coordination, benefits, job availability, HR regulations, policies and procedures.

Assists Human Resources staff in answering questions or making eligibility determinations on the more difficult and controversial ACA, leave of absence and related benefits issues.

Coordinates and participates in disability interactive processes; which include gathering and analyzing information from sources such as medical records, workers' compensation reporting, and ergonomic assessments, providing input to Human Resources staff and District supervisors in approving an employee returning to work, and ~~in~~ determining appropriate reasonable accommodations.

Provides appropriate notification to the Board of Trustees, Payroll, Human Resources, the Personnel Commission, and other appropriate departments when there are changes in an employee's work status.

Manages complex special projects, as assigned; ~~compiles and evaluates statistical and other data to prepare various reports.~~

Maintains communication with retired employees regarding benefits, as needed.

Remains current on related laws, regulations and practices affecting employee leaves and benefits; by taking actions such as subscribing to related literature, attending conferences, and seminars, and/or enrolling in courses.

Assists in identifying and writing standard operating procedures and guidelines to increase department effectiveness and efficiency.

Makes presentations to District management and/or staff, as requested.

Provides information needed by the California Employment Development Department in connection with State Disability insurance claims.

Administers and monitors the District's Affordable Care Act (ACA) for all employee assignments.

Collaborates with budget department to ~~A~~ analyze benefit and leave of absence costs, efficiency and effectiveness, and keeps HR management team apprised of variance(s); ~~analyzes program costs.~~

Assists management in developing and implementing new operational procedures to accommodate legislative changes; develops and monitors operational procedures to enhance workflow and program effectiveness.

Analyzes and assists in the implementation of new benefits programs, according to government rules and regulations.

Coordinates fitness for duty examinations.

Assists management in coordinating with Information Technology and Fiscal Services staff in the maintenance of computer files and accurate accounting procedures.

Serves as a representative on relevant committees, as needed.

~~Tracks status of employees on short and long term leaves, informs employees when benefits will be exhausted and/or leave is due to expire.~~

~~Coordinate the reporting of data to state and federal agencies requesting or requiring statistical data regarding any related laws.~~

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

Under general supervision, the employee receives assignments from the Director of Human Resources or designee, and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification do not supervise others, but provides lead direction to subordinate employees in the Human Resources Office.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~Knowledge of s~~State and federal laws ~~and ramifications~~ associated with leaves, insurance and benefits, such as HIPAA, FMLA, COBRA, CFRA, PDL, ADA, ACA and the California Education Code, and the impact of leaves on other rights and benefits of employment (e.g., retirement, seniority) ~~provisions related to leaves~~

~~Knowledge of r~~Reasonable accommodation, return to work and interactive meeting processes and procedures

~~Knowledge of b~~Benefit and insurance programs, practices and procedures, including industry specific terminology

~~Knowledge of b~~Benefit calculations

~~Knowledge of e~~Employee leaves and benefits counseling techniques

~~Knowledge of i~~Insurance contracts and recordkeeping

~~Knowledge of o~~Office equipment, practices and procedures

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Human Resources Analyst – Leaves & Benefits

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~~Knowledge of b~~Basic bookkeeping and cost analysis practices and procedures

~~Knowledge Principles of proper usage of~~English composition, grammar, vocabulary and spelling

~~Knowledge of Human Resources Systems and general software applications and operations of a computer, including word processing, database and spreadsheet and presentation software applications~~Computer programs that support this level of work, including human resources information systems and Microsoft Office.

~~Knowledge of r~~Research and data analysis techniques

Basic recordkeeping practices and procedures

~~Knowledge of oral and written communication~~

Ability to:

~~Ability to w~~Work confidentially with discretion and exercise tact in sensitive situations

~~Ability to understand and~~Research, analyze, interpret, apply, explain, and reach sound, independent decisions in accordance with applicable federal and state laws, Memorandum of Understanding, rules and regulations relating to employee leaves, employee benefits, and return to work, and other pertinent information ~~programs and/or pertinent eligibility requirements~~

Apply human resources concepts and practices to advise management on a variety of issues and recommend solutions

~~Ability to work~~Work independently in setting priorities and organizing and completing multiple complex assignments ~~work in order to accomplish assigned and/or other necessary tasks~~

~~Ability to m~~Maintain confidential employee files

~~Ability to a~~Analyze numerical data and make accurate calculations

Exercise initiative and focus in completing work assignments

~~Ability to w~~Write clear documentation, including but not limited to legally-required notices, letters to employees, and documentation memoranda

~~Ability to l~~Lead meetings, including but not limited to meetings with employees, supervisors, and/or other District personnel

~~Ability to p~~Prepare and present information for new employee orientations

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

Communicate effectively, both orally and in writing, and explain complex technical information clearly and concisely

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Model professional integrity and deal quickly and efficiently with breaches of misconduct

Establish and maintain trusting, 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

~~Ability to make accurate numerical calculations~~

~~Ability to interpret and explain District's contract provisions, rules, regulations and policies regarding employee leaves of absence, return to work and employee benefit coverage~~

~~Ability to research laws related to leaves and benefits~~

~~Ability to meet schedules and time lines~~

~~Ability to disseminate and obtain accurate, detailed information~~

~~Ability to establish and maintain cooperative working relationships with employees, retired employees and members of the public~~

~~Ability to use a computer to enter and retrieve data and to prepare correspondence~~

~~Ability to use spreadsheet software to produce reports~~

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from an accredited four-year college or university, preferably with a major in ~~Business Administration, Public Administration, personnel administration~~ Human Resources Management, or a closely related field.

Experience Requirement:

~~Two~~ Three (3) years of increasingly responsible technical and analytical human resources experience, which included benefits/LOA experience tracking, managing, and advising employees on leaves of absence rights and eligibility, within an Administrative Services or Human Resources department. Experience with benefits administration and analysis, and the disability interactive process are desirable.

Non-Qualifying Experience:

Experience not primarily concerned with Human Resources is not qualifying. For example, most work experience in a supervisory or managerial position requires responsibility for some HR functions, however, if the dominant responsibility of the position is not concerned with a fundamental component of a structured HR/Personnel system (i.e., benefits, classification, recruitment, labor relations, etc) such experience is not considered qualifying. Clerical experience in a HR/personnel program involving work which is limited to the application of HR/personnel rules, regulation and procedures in support of the HR/personnel functions described above is not qualifying.

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. A Master's degree in a related field may substitute for one year of experience. Two years of college may be substituted with an additional four years of experience in benefits analysis and administration.

Licensure and/or Certification:

~~None~~ [Professional in Human Resources \(PHR\), SHRM-Certified Professional \(SHRM-CP\), or similar certifications preferred.](#)

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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 fit, carry, push, or pull up to 25 pounds.~~ While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Human Resources/[Personnel Commission](#)

FLSA Status: Non-exempt

Personnel Commission Approval Date: 8/19/09

Class History: Human Resources Analyst – Leaves & Benefits

Revision Date(s): 02/20/13, 02/17/16, [11/18/20](#)

AGENDA REPORT NO. 6

**SUBJECT: REQUEST FOR APPROVAL OF RECLASSIFICATION:
 ADMINISTRATIVE ASSISTANT I TO ADMINISTRATIVE ASSISTANT II:
 ALANNA BROOKE**

DATE: November 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Karen Monzon, Personnel Analyst

BACKGROUND

The Personnel Commission received a request to conduct a position study for Alanna Brooke, Administrative Assistant I for the Counseling Department. A reclassification study was initiated to determine if Ms. Brooke’s assigned duties and responsibilities are appropriately classified.

Ms. Brooke has been an Administrative Assistant I in the Counseling Department since May 2016. The Counseling Department assists and provides student counseling services for new and continuing students at SMC.

METHODOLOGY

The incumbent was asked to fill out a Position Description Questionnaire (PDQ). The submitted PDQ was received by the Commission Office on February 12, 2020 and reviewed. Interviews were conducted with the incumbent, and Brenda Benson, Senior Administrative Dean of Counseling, Retention and Student Wellness (retired) and Janet Robinson, Interim Dean, Counseling, Student Affairs. Commission staff conducted a job audit to gather additional input from the incumbent and supervisor to determine the nature and level of duties assigned and performed.

ANALYSIS

Key factors assessed when studying a position or classification include the scope and effect of responsibility, nature and purpose of contacts, knowledge required for the position, level of complexity, and degree of decision-making authority.

According to the position study, Ms. Brooke is responsible for the following in a large, complex administrative area:

- Assignment of daily maintenance of calendar and schedules for the Dean of Counseling as well as the general Counseling department. This includes arranging counselor schedules, setting appointments and coordinating facilities usage.
- Completing payroll, reporting and tracking of vacation/sick time for all counseling staff members, which includes full-time classified, full-time counselors, adjunct counselors, counseling instructors, and student workers.
- Supervising, hiring, and training of student workers.
- Maintaining, monitoring and tracking of budget expenditures, preparing and processing requisition forms and purchase requests.

FINDINGS

- Ms. Brooke qualifies for reclassification because her position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level classification that has a broader scope/effect, decision-making authority, increased complexity, and knowledge required to effectively perform the job. These duties are required to support normal Department and District operations and cannot be absorbed by other staff members.
- Duties and responsibilities of this role have grown through gradual accretion for at least two years.
- Based on the duties assigned and the knowledge and abilities required, the classification of **Administrative Assistant II** is proposed, which encompasses the majority of the essential duties of the incumbent in terms of scope of responsibility, degree of decision-making, complexity, knowledge required, and nature and purpose of contacts.

Findings have been sent for review to the incumbent, CSEA, Student Affairs, Business Services, Human Resources, and executive leadership.

Applicable Rules:

- 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. (Merit Rule 3.3.1)
- The change in duties and responsibilities must affect a significant portion of the duties and responsibilities of the position and be so significant as to clearly warrant a change in the title and qualifications requirements needed to perform the duties of the position. (Merit Rule 3.3.1)
- Merit Rule 3.3.2 defines gradual accretion of duties as “occurring over two (2) or more years of regular service.”
- Reclassification may become moot if the out-of-class duties are removed from the position. Compensation for the higher level duties performed may be confirmed through the Working Out of Class procedures. (Merit Rule 3.3.4F)
- At least two (2) years must elapse from the time the decision is finalized before another request for reclassification can be initiated for the same position. (Merit Rule 3.3.4G)
- Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position, provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7A(1))
- The Commission shall be the final approving authority concerning reclassifications. (Merit Rule 3.3.7C)

RECOMMENDATION

It is recommended that the Personnel Commission reclassify Ms. Brooke's position from Administrative Assistant I to Administrative Assistant II, effective December 1, 2020.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Commissioner Abbott requested that in addition to the redlined version of a job classification, a final copy showing all accepted (proposed changes) be provided in agenda packets going forward.

CONSENT AGENDA

Motions to approve Agenda Items #__7__ through #__15__.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

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AGENDA REPORT NO. 7

SUBJECT: APPROVAL OF MINUTES

DATE: November 18, 2020

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:

- 1. October 21, 2020 Regular Meeting Minutes**
- 2. November 2, 2020 Special Meeting Minutes**

AGENDA REPORT NO. 8

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

DATE: November 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following:

Working Out of Class – Extension

Name/ Permanent Classification	Working Out of Class Assignment	Dates of Initial Assignment	Extension Dates
Denise Henninger/ Deaf and Hard of Hearing Supervisor	DSPS Manager	7/16/2020 to 11/20/2020	11/21/2020 to 12/31/2020

Limited Term Assignment

Name/ Permanent Classification	Limited Term Assignment	Dates of Current Assignment
**Alanna Brooke/ Administrative Assistant I	Administrative Assistant II	11/6/2020 to 11/30/2020

***Pending PBAR Approval*

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

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

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

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

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four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

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

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

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

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

11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

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

11.4 Salary on Promotion

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

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

7.4.1 LIMITED TERM POSITIONS DEFINED

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

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

- B. When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.
- C. Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

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AGENDA REPORT: 9

SUBJECT: **EMPLOYMENT LIST**

DATE: November 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission is advised that the following individuals are being added to the Employment List(s) for upcoming reclassification as specified below:

Name	List Classification	Effective Date	Ending Date
Alanna Brooke	Administrative Assistant II	11/06/2020	11/30/2020

Reference: Merit Rule 6.1 Employment Lists

An employment list shall be defined as a list of names of current and former permanent employees who are eligible for employment into a vacant position without competitive examination.

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AGENDA REPORT: 10

SUBJECT: EXTENSION OF ELIGIBILITY LISTS:

DATE: November 18, 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
Administrative Assistant II	7/17/2020	11/25/2020	17	10	1/31/2021
Administrative Assistant III – Confidential	12/15/2020	12/15/2020	4	4	3/15/2021
Campus Safety Officer	11/26/2020	11/26/2020	15	7	2/26/2021
Director of Network Services	12/12/2020	12/12/2020	2	2	3/12/2021
Program Specialist	7/7/2020	12/7/2020	9	5	7/7/2021
Senior Enrollment Specialist	7/9/2020	12/9/2020	1	1	3/9/2021
Student Onboarding Specialist	11/25/2020	11/25/2020	6	5	3/25/2021

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)

C. 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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AGENDA REPORT NO. 11

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

DATE: November 18, 2020

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.

Candidate	Position	Department	Duration*
Ramirez, Anthony	Student Services Clerk	Cashier's Office	11/2/2020 to 6/30/2021

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

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AGENDA REPORT NO. 12

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS

DATE: November 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

The information is presented for the Commission's review on the following page.

Classification Title	Field of Competition	Promotional	Total On List	Expiration Date
Financial Aid Systems Specialist	Promotional & Open Competitive	0	4	11/15/2021
Insurance Program Specialist	Promotional	8	8	11/02/2021
Risk & Insurance Coordinator	Promotional & Open Competitive	0	2	11/02/2021

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AGENDA REPORT NO. 13

SUBJECT: EXAMINATION SCHEDULE

DATE: November 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

Classification Title	Field of Competition	Time
DSPS Manager	Promotional	3 Weeks

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AGENDA REPORT NO. 14

**SUBJECT: INFORMATION ITEM:
CLASSIFICATION AND COMPENSATION STATUS REPORT**

DATE: November 18, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

The information is presented for the Commission's review on the following page.

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CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Accountant	AF	Salary	Multiple	NA	NA	12/17/19	Senior Management	
Human Resources Analyst - Employee & Labor Relations	JL	Cyclical	Multiple	02/02/18	09/19/18	11/21/19	Agenda	11/18/20
Human Resources Analyst - Leaves & Benefits	JL	Cyclical	Single	02/02/18	10/09/18	11/21/19	Agenda	11/18/20
Journeyman Trade -Electrical	KM	-Cyclical-	Single	05/09/18	NA	12/03/19	Senior Management	
Journeyman Trade -HVAC	KM	-Cyclical-	Multiple	05/09/18	NA	12/03/19	Senior Management	
Journeyman Trade -Plumbing	KM	-Cyclical-	Multiple	05/09/18	NA	12/03/19	Senior Management	
Personnel Analyst	AG/JL	Cyclical	Multiple	02/02/18	01/28/19	11/21/19	Agenda	11/18/20
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Bargaining Unit	
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Bargaining Unit	
Tutoring Coordinator	-AF-	-Revisions-	None	NA	NA	06/01/20	Bargaining Unit	
Student Services Clerk	KM/AF	Reclass	Single	02/07/20	02/20/20	05/22/20	Incumbent	
Journeyman Trade-Welding	KM	Cyclical	None	05/09/18	NA	12/03/19		
Campus Store Assistant Manager	AF	Reclass	Multiple	06/02/20	7/14/20, 7/15/20			
Lead Library Assistant -Circulation	-AF-	-Cyclical-	Single	04/30/20	NA			
Lead Library Assistant -Technical Services	-AF-	-Cyclical-	Single	04/30/20	NA			
Library Assistant	-AF-	-Cyclical-	Single	04/30/20	NA			
Research & Planning Analyst	OV	Cyclical	Single	04/30/20	NA			
Research Assistant	OV	Cyclical	None	NA	NA			
Senior Research Analyst	OV	Cyclical	Multiple	04/30/20	NA			
Senior Student Services Specialist- Assessment Services	AG/OV	Cyclical	None	4/18/18*	NA			
Classification & Compensation Manager		Cyclical	Single	02/02/18				
Director of Classified Personnel		Cyclical	Single	02/02/18				
Supervising Personnel Analyst		Cyclical	Single	02/02/18				
Accompanist-Dance	JG	Cyclical	None					
Accompanist-Performance	JG	Cyclical	Multiple					
Accompanist-Voice	JG	Cyclical	None					
Career Services Advisor	OV	Revisions	Single	NA				
Senior Career Services Advisor	OV	Revisions	Multiple	12/16/20				
<i>*Extension</i>								

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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		Cyclical	Single	12/08/16	03/22/17	06/05/17	Incumbent	
Financial Aid Supervisor	-AF-	-Reclass-	Single	02/03/20	02/21/20	05/07/20	Senior Management	
Administrative Assistant I	KM/AF	Reclass	Single					
Administrative Assistant II	-OV-	-Reclass-	Single	12/12/19	01/08/20		Agenda	11/02/20
Assistant Director of Human Resources		Cyclical	None	02/02/18				
Compliance Administrator/ Title IX Coordinator		Cyclical	Single	02/02/18				
Director of Human Resources		Cyclical	Single	02/02/18				
Employee Benefits Coordinator		Cyclical	Single	02/02/18				
Program Coordinator – Emeritus	-OV-	-Reclass-	Single	NA	10/19/20			
Employee Benefits Specialist		Cyclical	None	NA	NA			
<i>*Extension</i>								

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AGENDA REPORT NO. 15

**SUBJECT: INFORMATION ITEM:
RECRUITMENT AND EXAMINATION STATUS REPORT**

DATE: November 18, 2020

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.

Recruitment and Examination Status Report												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratio	
Accounts Payable Supervisor	AF	P	1									
Associate Director of the SMC Foundation	AF	PO	1	11/6/20	12/1/20							
Community College Police Dispatcher	KM	O		3/3/20	3/23/20	4/4/20						
Community College Police Dispatcher	KM	P		10/5/20	10/23/20							
Director of Purchasing, Contracts, and Logistics	JL/AF	PO	1									
Director of Safety and Risk Management		P										
DSPS Manager		P	Temp									
Insurance Program Specialist	JL	P	1	9/4/20	9/28/20				10/22/20	11/3/20	11/18/20	
Financial Aid Systems Specialist	OV	PO	1	9/2/20	9/28/20		10/21/20		11/5/20	11/16/20	11/18/20	
Grounds Equipment Operator	JG	PO	1									
Risk Insurance Coordinator	JL	PO	1	9/4/20	9/28/20				10/22/20			
Student Services Assistant		P										
Student Services Clerk		PO										

Items in bold are pending approval by the Personnel Commission

On Hold												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratio	
Administrative Assistant I		PO										
Administrative Assistant II		PO										
Carpenter	KM	P	Temp									
Carpenter	KM	MPO		1/27/20	2/18/20	3/6/20		3/49/20				
Customer Service Assistant		PO										
Enterprise Business Services Clerk		PO										
Enterprise Business Supervisor	AF	P										
Instructional Assistant-English	JG	O		2/7/20	3/3/20	3/24/20						
Journeyman Trade-HVAC	KM	MPO		3/3/20	3/23/20							
Lead Custodian	KM	MPO										
Lead Receiving, Stockroom, and Delivery Worker		P										
Personnel Analyst		P										
Sign Language Interpreter III	JL	MPO										
Skilled Maintenance Worker II	KM	P										
Stage Construction Technician-Lighting	JG	MPO		3/5/20	3/25/20							
Theatre Technical Specialist	JG	MPO	Temp									

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VI. Motion to adjourn.

A motion to adjourn the meeting in honor of the departed, Dolores Press, was made. Dolores Press served as a Personnel Commissioner with Santa Monica College from 1998 through 2013, completing 15 years in this capacity. Commissioner Press was a lifelong activist for labor, women's and renter's rights. She was elected to the Santa Monica City Council in 1981 and served as Mayor Pro Tem of Santa Monica in 1983. Commissioner Press retired after 20 years of service on the local staff of the United Food and Commercial Workers Union. She was a founding council member of the Commission on the Status of Women and served as an elected and appointed member of the Santa Monica Rent Control Board from 1986 to 1998 and as the first chair in 1979. She most recently served as an elected member of the Los Angeles County Democratic Central Committee and also chaired the public hearings on the proposed development of the Broad Stage at the SMC Performing Arts Center. She was the recipient of the Santa Monica League of United Latin American Citizens Community Award in 2002 and the Community Award from the Church of Ocean Park. In 1998, she was honored as Woman of the Year by former California Assembly Speaker Pro Tem Sheila Kuehl.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen
SECONDED BY: Lawrence Leone
AYES: 5
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

The next regular Personnel Commission meeting is scheduled for:
Wednesday, December 16, 2020

As required by law, this agenda for the Wednesday, November 18, 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.