



PERSONNEL COMMISSION REGULAR MEETING MINUTES

VIRTUAL MEETING – WEDNESDAY, FEBRUARY 17, 2021 at 12:00 P.M

Hardcopy Distribution only at 2714 Pico: Exterior Display Box

<p>DEPARTMENTS:</p> <p>3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Sandra Hernandez Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Jaime Recinos Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Jamina Russell Community Education: Alice Meyering Counseling Office: Laurie Guglielmo Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Stacy Neal Health Sciences: Clarendia Stephens Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Anisha DiGregorio Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Will Taylor Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS & MANAGERS</p> <p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Maintenance: Devin Starnes Terry Kamibayashi Operations: Anthony Barlow Derrick Davis Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>PRESIDENT/SUPERINTENDENT & SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: Jennifer Merlic VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Kennisha Green CSEA Chapter 2nd V.P.: Cindy Ordaz CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: James Stevenson SMC POA President: Officer Cadena Management Association: Susan Fila</p> <p style="text-align: right;">Revised 2/10/2021</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p>
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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, February 17, 2021. 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.

**Santa Monica College Personnel Commission
Regular Meeting Minutes
February 17, 2021**

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 the following agenda related matters:

1. Creation and presentation of one new classification: Director of Grants.
2. At the time of report, Personnel Commission staff was reviewing requests for two new classifications and six studies for position reclassification or working out of class, five active recruitments, with plans to open an additional eight.
3. Four eligibility lists were brought forth for approval: Community College Police Dispatcher, Director of Safety and Risk Management, DSPS Manager, and Financial Aid Systems Specialist.

Director Long spoke on the importance of ensuring job-relatedness/test validity with any new content, and standardization and equity issues with test administration procedures.

III.COMMENTS AND INFORMATIONAL REPORTS

Recognition of Employee Longevity: February 2021

5 YEARS

- Anisha DiGregorio, Administrative Assistant I, Operations
- Dominic Jester, Community College Police Officer, SMCPD
- Amanda Logan, Custodian, Operations

10 YEARS

- Bryan Wilson, Community College Police Sergeant, SMCPD

15 YEARS

- Carolyn Baugh, Administrative Assistant I, History/Philosophy/Social Sciences

Lizzy Moore gave a shout out for Carolyn and Sherri Lee-Lewis congratulated Carolyn.

- Lisa Burns, Student Judicial Affairs Specialist, Student Judicial Affairs

Lizzy Moore, Lina Ladyzhenskaya, Tre'Shawn Hall Baker and Sherri Lee-Lewis congratulated Lisa.

- Debra Willoughby, Human Resources Specialist, Human Resources Services

Tre'Shawn Hall Baker, Sherri Lee-Lewis, Michael Hudson and her daughter Virgie Nwonwu congratulated Debra.

A. Comments from Vice President of Human Resources

Vice President Sherri Lee Lewis congratulated and thanked all Longevity awardees. She provided information on the observance and celebration of Black History Month. She also welcomed back staff to the Spring 2021 semester. She reiterated that Spring and Summer semesters will be conducted virtually with assurance that the College's Emergency Operations Team is working on plans for Fall 2021.

B. Comments from CSEA Chapter 36 Representative

No Comments

C. Comments from Management Association President

No Comments

D. Comments from Personnel Commission Staff

No Comments

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

No Comments

F. Comments by Personnel Commissioners

No Comments

IV: AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	PAGE
1	NEW CLASS DESCRIPTION & SALARY ALLOCATION: DIRECTOR OF GRANTS	7

IV. CONSENT AGENDA

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

#	ITEM	PAGE
2	APPROVAL OF MINUTES	15
3	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • COMMUNITY COLLEGE POLICE DISPATCHER • DIRECTOR OF SAFETY AND RISK MANAGEMENT • DSPS MANAGER • FINANCIAL AID PART SYSTEMS SPECIALIST 	16
4	RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	17
5	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ADMINISTRATIVE ASSISTANT III – CONFIDENTIAL • ATHLETIC EQUIPMENT SPECIALIST • BUYER II • CAMPUS SAFETY OFFICER • DIRECTOR OF NETWORK SERVICES • INSTRUCTIONAL ASSISTANT – MATH • RECEIVING, STOCKROOM, AND DELIVERY WORKER • SENIOR ENROLLMENT SERVICES SPECIALIST • STUDENT SERVICES ASSISTANT 	20
6	RATIFICATION OF LIMITED TERM ASSIGNMENTS	21
7	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS	22
8	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS	23
9	EXAM SCHEDULE	24
10	INFORMATION ITEM: CLASSIFICATION AND COMPENSATION STATUS REPORT	25
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V. PUBLIC COMMENTS TO CLOSED SESSION ITEMS

VI. MOVE TO CLOSED SESSION

**Public Employee Performance Evaluation, pursuant to GC 54957
 Director of Classified Personnel**

VII. ADJOURN MEETING at 1:43 PM

AGENDA REPORT NO. 1

**SUBJECT: NEW CLASS DESCRIPTION & SALARY ALLOCATION:
DIRECTOR OF GRANTS**

DATE: February 17, 2021

TO: Members of the Personnel Commission

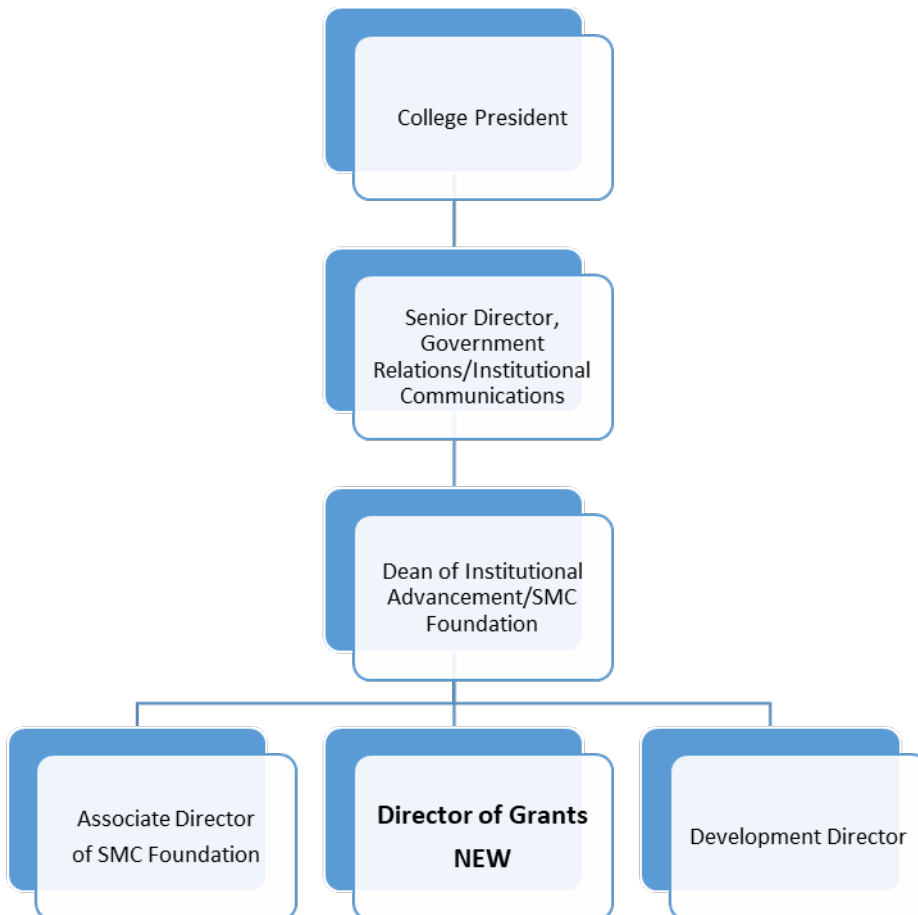
FROM: Carol Long, Director of Classified Personnel

BY: Amy Gurjian, Classification & Compensation Manager

BACKGROUND

Attached for your approval is a new classification description and salary allocation for **Director of Grants**.

The District recently requested a new classification to develop, plan, manage, and oversee the grant funding efforts District-wide. This new role will report to the Dean of Institutional Advancement/SMC Foundation and will work in collaboration with the Superintendent/President and other College leaders.



The Commission established a classification called Director of Contracts & Grants in 1995 with similar responsibilities. This classification was last filled in 1998 as the Director of Grants. More recently, some responsibilities of this proposed role was performed by the Associate Dean of Grants. Currently, the basic functions of the Grants Office is led by a Grants Advisory Team reporting to the Superintendent/President

METHODOLOGY

The Dean of Institutional Advancement/SMC Foundation requested this new role in order to design and manage a streamlined grant development program that is aligned with the mission, goals, outcomes, and initiatives of the College.

Personnel Commission staff discussed this new role with Lizzy Moore, Dean of Institutional Advancement/SMC Foundation. Discussions took place to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if further study was needed to determine if a formal recommendation for a new classification was warranted. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this occupational series.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed in order to ensure that there is proper alignment within other director-level classifications, and duties were adequately distinguished from other related classifications. Once the duties were finalized, Commission staff prepared the class description and salary proposal and sent recommendations for review to senior leadership.

Commission staff will conduct further meetings with Department management prior to opening recruitment, in order to gather and analyze documentation for developing an examination plan and creating test content.

RESULTS

Key factors in determining that a new classification should be established involved the scope of responsibilities, knowledge required for the position, scope and effect of work, level of complexity, and level of decision-making. The individual selected for this position will:

- Provide direction and leadership in the design, development, coordination, and implementation of grant funding efforts College-wide, ensuring that all grant projects adhere to relevant rules, laws, regulations, and policies.
- Collaborate across all departments to promote a cohesive and transparent process in securing funding that meets budget requirements, and advances College initiatives and priorities.
- Perform professional work in researching, obtaining and maintaining grant funding from various public and private agencies; support faculty and staff by providing guidance on funding opportunities, timelines and procedures.

Sufficient market data was not available to utilize percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). As a result, salary allocation is recommended based on internal alignment and feedback from senior management. We found that there was significant variation in scope of work and level of responsibility assigned for this role at other agencies. In some colleges, grant management

was a small function assigned to a higher level Dean overseeing institutional effectiveness, or combined with other offices such as Workforce Development or college foundations.

SALARY ALLOCATION

It is recommended that the salary for the Director of Grants be allocated to Range M24 (\$8,129 to \$9,880 per month) on the Management Salary Schedule. The goal was to recommend a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other related classifications. Salary allocation was recommended based on the salary differential between the Director roles within the Foundation and across the College. Currently, the SMC Foundation employs a Development Director not currently part of the classified service – this role is comparable in level of responsibility to the newly proposed Director of Grants and pays up to \$10,000 per month without the total benefits package offered to regular SMC employees.

The Foundation also utilizes an Associate Director of SMC Foundation classification that serves as the Chief Financial Officer responsible for directing, planning and coordinating finance and accounting operations for the Foundation, which requires developing and implementing financial policies and procedures, and regularly reporting to the Foundation Board of Directors. It is recommended that the new Director of Grants be paid lower than the Associate Director of SMC Foundation given the Associate Director’s higher level of knowledge required and the scope/effect of work, even though the titles may suggest otherwise. It is also recommended to revisit the title for the Associate Director to align it properly with the existing job hierarchy at the Foundation.

CLASSIFICATION TITLE	MIN	MAX	RANGE	% DIFFERENCE BETWEEN LEVELS
Associate Director of SMC Foundation	\$8,535	\$10,374	M26	4.99%
<i>Director of Grants (New)</i>	<i>\$8,129</i>	<i>\$9,880</i>	<i>M24</i>	

The proposal for this new classification was sent for review to Department leadership, Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the attached new class description and salary allocation for Director of Grants.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Santa Monica Community College District
Personnel Commission

Director of Grants

CONCEPT OF THE CLASS

Under general direction from the Dean of Institutional Advancement and in collaboration with the College President and other College leaders, this position is responsible for identifying, capturing, and securing institutional grants and cultivating other grant making and sponsorship entities. As the person responsible for grant-seeking activities at the College, this position will serve as the lead relationship manager for foundations and corporate grant makers.

DISTINGUISHING CHARACTERISTICS

The **Director of Grants** leads College efforts in proposal development and submission, research, grant stewardship and management of private, foundation and corporate grants, in addition to acquiring, managing, and overseeing federal and state grants.

The **Associate Director of Santa Monica College Foundation** plans, organizes, coordinates, controls, and supervises general accounting, accounts payable, budgeting, auditing and payroll activities of the Santa Monica College Foundation and serves as the Foundation's Chief Financial Officer.

ESSENTIAL DUTIES

Identifies local, state, federal, philanthropic, and corporate grant opportunities for proposal development and submission; develops and maintains a library of grant opportunities relevant to the work of Santa Monica College faculty and staff.

Designs and manages a grant development program that sustains and grows annual grant revenues based on College's strategic priorities; ensures each project or program meets all proposal conditions and grant requirements.

Writes, edits and submits competitive grant proposals that include needs analysis, goals, objectives, activities, evaluation strategies, timelines, a project budget, and supporting data.

Coordinates and facilitates internal and external working groups involved in proposal/program design including representatives from schools, state and community agencies, employers, and workforce development agencies; designs and implements regular workshops for faculty, staff, and other relevant stakeholders on identifying grant opportunities and writing grants.

Manages and assembles all materials for grant submissions including, but not limited to, proposal forms, concept papers, budgets, letters of support, and memorandum of agreements; coordinates the timely execution of grant submissions.

Stewards grantmakers throughout the grant period, including extending appropriate invitations for site visits and/or attendance at special events and continuing education programs as appropriate.

Develops, in conjunction with the budget office, accurate budgets, financial plans and related documentation to ensure that funds sought are aligned with the mission, goals and outcomes of the grants process.

Researches new institutional funding opportunities that will help to advance College's mission, strategic plan, and/or fundraising priorities; regularly monitors various databases and available resources to identify calls for proposals from viable public and private grantmakers; creates and manages a grant opportunity calendar.

Keeps abreast and notifies senior leadership of changing state, federal and private foundation grant standards and proposal guidelines.

Maintains proactive communication with public and private grantmakers to monitor and keep the College information about relevant trends, issues, and opportunities.

Facilitates the transition from the grant development and award phase to the implementation phase in collaboration with the project leader, appropriate College leader, participating faculty and staff, the Dean of Institutional Research, and the Vice President of Business Administration.

Develops and implements policies, procedures and practices related to grant stewardship.

Maintains record of pending, funded, and declined proposals in related software applications as well as ongoing relationship development activities with funding sources and their representatives.

In collaboration with the Dean, area Vice President and other relevant college leaders, ensures that grant-funded projects and reports comply with all state, federal, foundation and other regulatory policies, procedures, and statutory authority.

Provides ongoing departmental support to collect and report grant related data; ensures grant documentation submitted complies with funding requirements and timelines.

Performs other duties as assigned.

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

SUPERVISION

Supervision Received:

This position receives general supervision from the Dean of Institutional Advancement.

Supervision Exercised:

This position may exercise general supervision and direction over assigned staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Effective strategic planning, management and leadership principles

Public agency grant funding, research methods, identification, and administration principles, practices, rules, laws, and regulations

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

Project management, program development and evaluation, including budget preparation, monitoring and control methods

Effective relationship management and group facilitation techniques

Ability to:

Plan, organize and manage assigned program, anticipate conditions, plan ahead, establish clear goals and priorities, maintain schedules, and meet deadlines

Collaborate across a broad spectrum of departments to strategically ascertain a cohesive and transparent process in securing funding to meet College initiatives and priorities

Work collaboratively and effectively with the external community, including governmental agencies and nongovernmental organizations relating to higher education and grant-funded projects

Apply a strategic mindset in identifying and pursuing new funding sources

Apply laws, rules, regulations and District policies affecting assigned operations; understand and interpret funding requirements, technical materials, and administrative policies, reports and directives

Evaluate, develop and implement District policies, procedures and protocols

Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

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

Communicate effectively both verbally and in writing with effective editing skills

Maintain composure and focus with a high workload, competing and conflicting demands and multiple interruptions

Use computer programs, systems and applications effectively and stay abreast of technology changes

Model professional integrity and deal quickly with breaches of misconduct

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

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree in Business, Public Administration, Education, or closely related field from an accredited college or university. A master's degree is preferred.

Experience Requirement:

Four years of experience as a primary writer or editor in the development of federal, state and private grant applications for higher education or community based organizations. Experience must include using

software applications related to fundraising and relationship management. Experience managing, administering or coordinating grant funding efforts across an institution is highly desirable.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

Special Requirement:

This position is required to work some nights and/or weekends.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Business Administration & Fiscal Services
FLSA Status:	Exempt
Personnel Commission Approval Date:	2/17/2021
Class History:	Director of Contracts & Grants
Revision Date(s):	None

CONSENT AGENDA

Motions to approve Agenda Items #2 through #9

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

AGENDA REPORT NO. 2

SUBJECT: APPROVAL OF MINUTES

DATE: February 17, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

1. January 27, 2021 Special PC Meeting Minutes

AGENDA REPORT NO. 3

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS

DATE: February 17, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Community College Police Dispatcher	Open Competitive	0	2	12/20/21
Director of Safety and Risk Management	Promotional	1	1	1/31/2022
DSPS Manager	Promotional	1	1	08/17/21
Financial Aid Systems Specialist	Promotional	1	1	02/07/22

AGENDA REPORT NO. 4

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

DATE: February 17, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

I. Working Out of Class Assignment Provisional**

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Jose Guzman / Personnel Technician	Personnel Analyst	1/11/2021 to 4/2/2021

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

***Pending PBAR approval*

II. Working Out of Class Assignment Provisional – Extension*

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment	Extension
Hector Gutierrez/ Grounds and Equipment Operator	Grounds Supervisor	1/11/2021 to 3/11/2021	3/12/2021 to 5/14/2021
Jamie Poole/ Instructional Assistant – English	Tutoring Coordinator – English and Humanities	10/1/2020 to 2/7/2021	2/8/2021 to 2/11/2021

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

III. Substitute Limited Term Assignment *

Name/Permanent Class	Substitute Limited Term Assignment	Dates of Current Assignment
Darryl Gray/ Lead Custodian	Custodial Operations Supervisor	11/1/2020 to 6/30/2021

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

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

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

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

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

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

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

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

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

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

11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.

b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

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

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

7.4.1 LIMITED TERM POSITIONS DEFINED

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

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

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

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

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

7.4.3 ELIGIBILITY FOR APPOINTMENT

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

RECOMMENDATION

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

AGENDA REPORT NO. 5

SUBJECT: EXTENSION OF ELIGIBILITY LISTS:

- ADMINISTRATIVE ASSISTANT III – CONFIDENTIAL
- ATHLETIC EQUIPMENT SPECIALIST
- BUYER II
- CAMPUS SAFETY OFFICER
- DIRECTOR OF NETWORK SERVICES
- INSTRUCTIONAL ASSISTANT – MATH
- RECEIVING, STOCKROOM, AND DELIVERY WORKER
- SENIOR ENROLLMENT SERVICES SPECIALIST
- STUDENT SERVICES ASSISTANT

DATE: February 17, 2021

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 III – Confidential	3/15/2021	3/15/2021	4	4	6/15/2021
Athletic Equipment Specialist	2/24/2021	2/24/2021	12	5	5/24/2021
Buyer II	2/20/2021	2/20/2021	2	2	5/20/2021
Campus Safety Officer	2/26/2021	2/26/2021	15	7	5/26/2021
Director of Network Services	12/12/2020	3/12/2021	2	2	6/12/2021
Instructional Assistant – Math	2/20/2021	2/20/2021	8	8	5/20/2021
Receiving, Stockroom, and Delivery Worker	3/11/2021	3/11/2021	21	6	6/11/2021
Senior Enrollment Services Specialist	6/9/2020	3/9/2021	1	1	6/9/2021
Student Services Assistant	5/16/2020	3/16/2021	13	9	5/16/2021

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) 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.

AGENDA REPORT NO. 6

SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS

DATE: February 17, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

Position Classification	Department	Effective Dates
Bookstore Clerk/Cashier (8 part-time positions)	Bookstore	02/08/21-03/04/21
Customer Service Assistant (5 part-time position)	Bookstore	02/08/21-03/04/21

AGENDA REPORT NO. 7

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS

DATE: February 17, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

Candidate	Position	Department	Duration*	Eligible List Date
Abel, Teneka	Bookstore Clerk/Cashier	Bookstore	02/08/21-03/04/21	02/21/07
Chang, Tony	Bookstore Clerk/Cashier	Bookstore	02/08/21-03/04/21	06/18/08
Garcia, Lucy	Bookstore Clerk/Cashier	Bookstore	02/08/21-03/04/21	03/08/99
Lopez, Jose	Bookstore Clerk/Cashier	Bookstore	02/08/21-03/04/21	07/18/11
Miles, Erik	Bookstore Clerk/Cashier	Bookstore	02/08/21-03/04/21	02/21/07
Pabst, Ester	Bookstore Clerk/Cashier	Bookstore	02/08/21-03/04/21	09/04/09
Pacheco, Wendy	Bookstore Clerk/Cashier	Bookstore	02/08/21-03/04/21	01/23/09
Thielking, Alan	Bookstore Clerk/Cashier	Bookstore	02/08/21-03/04/21	08/26/92
Beck, Michael	Customer Services Assistant	Bookstore	02/08/21-03/04/21	05/16/18
Brinkley, Tanisha	Customer Services Assistant	Bookstore	02/08/21-03/04/21	05/16/18
Carter, Ashlie	Customer Services Assistant	Bookstore	02/08/21-03/04/21	05/16/18
English, Kara	Customer Services Assistant	Bookstore	02/08/21-03/04/21	05/16/18
Nwonwu, Vergie	Customer Services Assistant	Bookstore	02/08/21-03/04/21	05/16/18

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

Reference Merit Rule 7.4.3 (A) -Eligibility for Appointment

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

AGENDA REPORT NO. 8

SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS

DATE: February 17, 2021

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*
Zarkades, Zoe	Tutoring Coordinator- Modern Language	LRC	02/01/21 to 04/01/21

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

AGENDA REPORT NO. 9

SUBJECT: **EXAMINATION SCHEDULE**

DATE: February 17, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

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

Class Title	Field of Competition	Time
Accountant	Promotional & Open Competitive	3 weeks
Associate Director of the SMC Foundation	Promotional & Open Competitive	3 weeks
Director of Grants	Promotional & Open Competitive	3 weeks
Grounds Supervisor	Promotional	3 weeks

AGENDA REPORT NO. 10

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

DATE: February 17, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

The report is featured 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
Director of Grants	AG	New Class	Single	NA	NA	01/27/21	PC Agenda	02/17/21
Campus Store Assistant Manager	AF	Reclass	Multiple	06/02/20	7/14/20, 7/15/20	12/01/20	Senior Management	
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	
Journeyman Trade-Welding	KM	Cyclical	None	05/09/18	NA	12/03/19		
Assistant Director of Human Resources	JL	Cyclical	None	02/02/18	NA			
Career Services Advisor	OV	Cyclical	Single	NA	NA			
Director of Human Resources	JL	Cyclical	None	02/02/18	NA			
Director of Marketing	KM/AG	New Class	None	NA	NA			
Employee Benefits Specialist	JL	Cyclical	None	NA	NA			
Senior Career Services Advisor	OV	Cyclical	Multiple	12/16/20	02/17/21			
Senior Student Services Specialist- Assessment Services	OV	Cyclical	None	4/18/18*	NA			
Accompanist-Dance	JG	Cyclical	None	NA				
Accompanist-Performance	JG	Cyclical	Multiple	12/16/20				
Accompanist-Voice	JG	Cyclical	None	NA				
Classification & Compensation Manager	CL	Cyclical	Single	02/02/18				
Compliance Administrator/ Title IX Coordinator	JL	Cyclical	Single	02/02/18				
Director of Classified Personnel	CL	Cyclical	Single	02/02/18				
Employee Benefits Coordinator	JL	Cyclical	Single	02/02/18				
Supervising Personnel Analyst	CL	Cyclical	Single	02/02/18				
Director of Safety & Risk Management	AF	Cyclical	Single	02/04/21				
Assistant Director of Safety & Risk Management	AF	Cyclical	None	NA				
Risk & Insurance Coordinator	AF	Cyclical	None	NA				
Insurance Program Specialist	AF	Cyclical	None	NA				
Public Information Officer	KM	Cyclical	Single					
Web Content and Social Media Manager	KM	Cyclical	Single					
Marketing Design Analyst	KM	Cyclical	Single					
Senior Graphic Designer	KM	Cyclical	Single					
Web Services Coordinator	KM	Cyclical	Single					
Graphic Designer	KM	Cyclical	Single					
Web Content Developer	KM	Cyclical	None					
<i>*Extension</i>								

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AGENDA REPORT NO. 11

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

DATE: February 17, 2021

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 E	Perf.	QAI	E-List	Ratif.
Accountant		PO	1								
Associate Director of SMC Foundation	JL/AF	PO	1								
Campus Store Manager	AG	P									
Community College Police Dispatcher	KM	O		3/3/20	3/23/20	4/8/21			12/10/20	12/21/20	2/17/21
Community College Police Dispatcher	KM	P		10/5/20	10/23/20						
Custodian	KM	PO		1/25/21	2/16/21						
Director of Grants		PO									
Director of Procurement, Contracts, and Logistics	JL/AF	PO	1	2/8/21	3/3/21						
Director of Safety and Risk Management	JL	P	1	12/21/20	1/20/21		11/22/21			2/1/21	2/17/21
DSPS Manager	OV	P		1/14/21	2/4/21		2/8/21			2/18/21	2/17/21
Financial Aid Systems Specialist	OV	P	1	12/2/20	12/22/20		1/6/21 & 1/21/21		1/29/21	2/8/21	2/17/21
Grounds Equipment Operator	JG	P	1	1/25/21	2/16/21						
Grounds Supervisor	JG	P	1								
Student Services Clerk	OV	PO									
Supplemental Instruction Coordinator	OV	P	1	1/12/21	2/2/21		2/16/21				
Tutoring Coordinator – English and Humanities	JG	P	1	1/12/21	2/2/21		2/9/21			2/18/21	3/17/21
Tutoring Coordinator – Modern Languages	JG	PO	1	1/12/21	2/2/21						

Items in bold are pending approval by the Personnel Commission

On Hold											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	QAI	E-List	Ratif.
Administrative Assistant I		PO									
Administrative Assistant II		PO									
Carpenter	KM	P	Temp								
Carpenter	KM	MPO		1/27/20	2/18/20	3/6/20		3/19/20			
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	3/21/20					
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								
Student Services Assistant		P									

V. PUBLIC COMMENTS TO CLOSED SESSION ITEMS

VI. MOVE TO CLOSED SESSION

**Public Employee Performance Evaluation, pursuant to GC 54957
Director of Classified Personnel**

VII. ADJOURN MEETING at 1:43 PM

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

The next regular Personnel Commission meeting is scheduled for:
Wednesday, March 17, 2021

As required by law, this agenda for the Wednesday, February 17, 2021 Special Meeting of the Santa Monica College Personnel Commission was posted on the official District website and bulletin boards, no later than 24 hours prior to the date and time of this meeting.