

# PERSONNEL COMMISSION - REGULAR MEETING MINUTES

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

## Hardcopy Distribution only at 2714 Pico: Exterior Display Box

<b>DEPARTMENTS:</b>	<b>ADMINISTRATORS &amp; MANAGERS</b>	<b>PRESIDENT/SUPERINTENDENT &amp; SENIOR STAFF</b>
<p>3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions &amp; 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 &amp; 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&amp;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: A. DiGregorio Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach &amp; 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&amp; ED/Bundy: Tricia Ramos</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>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 &amp; Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p>
		<b>PUBLIC POSTING LOCATIONS</b>
		<p>2714 Pico: exterior display box Online: <a href="http://www.smc.edu">www.smc.edu</a></p>
		<b>EMPLOYEE ORGANIZATIONS</b>
		<p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1<sup>st</sup> V.P.: Kennisha Green CSEA Chapter 2<sup>nd</sup> 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>
		Revised 3/10/2021
		<b>IF YOU NEED AN ACCOMMODATION</b>
		<p>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>

## **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](mailto:personnel_commission@smc.edu), by no later than 10 AM, Wednesday, March 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  
March 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 12:00 p.m.
- B. Roll Call

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

*Chair Metoyer formally announced that Commissioner Greenstein would be absent for the Personnel Commission Meeting as well as the upcoming Merit Rules Advisory Committee Meeting.  
The absences are on account of her recent loss of a child.*

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

Director Carol Long reported on the following:

Personnel Commission staff presented one position reclassification and five classification revisions for approval. Orientations for management and classified staff were given to Marketing and Web Site Management in preparation for approaching cyclical reviews. Studies of the Career Services Series, Accompanists, Employee Benefits, Risk Management, and Human Resources management are in progress.

Personnel Commission staff is still reviewing two new classifications and two studies for position reclassification or working out of class. Staff will work with employees to determine whether duties assigned outside the scope of one's assigned classification will be continuing indefinitely given the current challenges many departments have with finalizing long-term plans. Working out of class or limited term assignments may serve for temporarily addressing some of these situations with the observance of strict time limits on temporary out-of-class assignments from CalPERS which don't allow flexibility for extensions.

Personnel Commission staff presented two eligibility lists for approval; Supplemental Instruction Coordinator and Tutoring Coordinator – English and Humanities. There are currently seven active recruitments, with plans to open an additional six.

The Merit Rules Advisory Committee presented Merit Rule 9.6.1 through 9.6.3 for a First Reading.

## COMMENTS AND INFORMATIONAL REPORTS

### Recognition of Employee Longevity: March 2021

#### 5 Years

Johnnie Adams, Chief of Police, Santa Monica College Police Department

Maria Arango, Registered Nurse-Health Services, Health Services

Arturo Gonzalez, Grounds Worker, Grounds

Gustavo Gutierrez, Grounds Worker, Grounds

Donte Huddleston, Custodian, Operations

Danny Kadomsky, Custodian, Operations

Janet Kleinman, Administrative Assistant I, Campus & Alumni Relations

Jose Hernandez & Janet Wolf congratulated Janet for 5 years with the College.

Reyna Rosales Rivera, Custodian, Operations

Maria-Pilar Royo Sanz, Instructional Assistant-Math, Supplemental Instruction

Wendi DeMorst congratulated Maria for 5 years with the College.

Rebecca Sprigg, Buyer II, Procurement, Contracts and Logistics

Janet Wolf congratulated Rebecca for 5 years with the College.

#### 10 Years

Felix Ma, Laboratory Technician-Life Science, Life Science

#### 15 Years

Randolph Smith, Instructional Assistant-Math, Supplemental Instruction

Wendi DeMorst congratulated Randolph for 15 years with the College.

#### 25 Years

Andrew Abel, Custodian, Operations

#### 30 Years

Ariana Morgenstern, KCRW Radio Programming Assistant, KCRW

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

Vice President Sherri Lee Lewis began with a recognition and expression of deep condolences for Commissioner Greenstein.

Additionally, she communicated appreciation of the Custodians, and Ground Keepers that will be returning to campus on a 4 day work schedule beginning March 29, 2021.

Her final announcement was in support of the March 18, 2021 Professional Development Flex Day.

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

Representative Kennisha Green offered her condolences to Commissioner Greenstein and well wishes for all Longevity awardees on behalf of CSEA.

**C. Comments from Management Association President**

No Comment

**D. Comments from Personnel Commission Staff**

No Comment

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

No Comment

**F. Comments by Personnel Commissioners**

No Comment

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

#	ITEM	PAGE
1	AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 9: EMPLOYMENT STATUS – FIRST READING MERIT RULE 9.6.1: CHANGES IN ASSIGNED TIME – GENERAL RULE MERIT RULE 9.6.2: INCREASES IN ASSIGNED TIME MERIT RULE 9.6.3: DECREASES IN ASSIGNED TIME	7
2	REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS: ASSOCIATE DIRECTOR OF THE SANTA MONICA COLLEGE FOUNDATION TO DIRECTOR OF THE SANTA MONICA COLLEGE FOUNDATION	9
3	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: DIRECTOR OF PROCUREMENT, CONTRACTS & LOGISTICS	18
4	POSITION RECLASSIFICATION: NETWORK SERVICES SUPPORT ANALYST TO INFORMATION SYSTEMS ADMINISTRATOR	29
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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.)

#	ITEM	PAGE
8	APPROVAL OF MINUTES	70
9	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> <li>• Supplemental Instruction Coordinator</li> <li>• Tutoring Coordinator-English and Humanities</li> </ul>	71
10	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	72
11	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> <li>• Administrative Assistant II</li> <li>• Case Management Coordinator</li> <li>• Class Scheduling Specialist</li> <li>• Senior Community College Police Dispatcher</li> <li>• Student Onboarding Specialist</li> </ul>	75
12	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS	76
13	EXAM SCHEDULE	77
14	INFORMATION ITEM: CLASSIFICATION AND COMPENSATION STATUS REPORT	78
15	INFORMATION ITEM: RECRUITMENT AND EXAMINATION STATUS REPORT	80

**Item 6 was pulled from the agenda and not reviewed at the time of the meeting.**

**IV. ADJOURN MEETING at 12:31pm**

**AGENDA REPORT NO. 1**

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 9: EMPLOYMENT STATUS – FIRST READING**  
**MERIT RULE 9.6.1: CHANGES IN ASSIGNED TIME – GENERAL RULE**  
**MERIT RULE 9.6.2: INCREASES IN ASSIGNED TIME**  
**MERIT RULE 9.6.3: DECREASES IN ASSIGNED TIME**  
(Note: No formal action will be taken at this meeting.)

DATE: March 17, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 9: Merit Rule 9.6.1 through 9.6.3, are attached for a first 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.

Rule 9.6 CHANGES IN ASSIGNED TIME

~~9.6.1~~ ————— ~~GENERAL RULE~~

~~A. When a class contains permanent positions of varying hours of work per day, week, or month, the position shall be filled by certifying requesting employees and eligibles from the eligibility list as provided in Rule 6.3.~~

9.6-21 INCREASES IN ASSIGNED TIME (EDUCATION CODE SECTION 88036)

- A. When a part-time employee is required to work for 30 minutes or longer per day in excess of the regular assigned time of ~~his/hortheir~~ position for 20 consecutive workdays, the assigned time of the position will be increased to reflect the longer hours.
- B. For purposes of this rule, when an increase in time ~~of more than one hour per day~~ is assigned to an existing permanent position ~~the position shall be considered vacant, the additional time assigned to this position shall be recorded as a separate, vacant position, if there are other part-time classified employees in the same class and in the same department.~~
- C. Such a vacant position shall be filled in accordance with Merit Rule 6.3.
- D. An increase in time of ~~one hour~~ 30 minutes or less per day assigned to an existing permanent position shall not cause the position to be considered vacant, and the increased time shall be assigned to the existing incumbent.

9.6.23

DECREASES IN ASSIGNED TIME (REDUCTION)

- A. For the purpose of this Rule, a decrease in the assigned time per day, hours per week, or months per year of an existing permanent position shall be considered a layoff for lack of funds or lack of work.
- B. When the regular assigned hours of a position or positions are to be reduced, the Vice President of Human Resources~~District Personnel Administrator~~ shall:
1. Determine the class(es) and location(s) to be affected by the reduction.
  2. Notify the employees affected and the Personnel Director of Classified Personnel of the effective date of the reductions and the Board approval date. Notifications shall be made at least 30-60 days prior to the effective date.
  3. Process reductions according to the paragraph below and Rule 13.2.
- C. When the Board of Trustees has approved a reduction in the assigned time of a permanent position, the incumbent shall be transferred into any vacant position in the class, which is not greater in assigned time than the employee's original position. If a vacant, permanent position of equal time is not available, the incumbent shall have the right to displace (bump) into the position with equal time held by the employee with the least seniority in the class, provided that the employee exercising the bumping has greater seniority. If neither option is available, the employee may displace (bump) into a position with less time, provided he/she-they havehas greater seniority than the least senior incumbent. The employee who is displaced (bumped) shall have the same displacement (bumping) rights.
- D. Every employee shall have the opportunity to voluntarily accept a reduction in assigned time in order to remain in his/her/their position, before he/shethey are-is transferred to another position. Employee-initiated requests for voluntary reduction to another position with lesser hours shall be processed as a voluntary demotion in accordance with Rule 9.7.



**AGENDA REPORT NO. 2**

**SUBJECT: REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS:  
ASSOCIATE DIRECTOR OF THE SANTA MONICA COLLEGE FOUNDATION TO  
DIRECTOR OF THE SANTA MONICA COLLEGE FOUNDATION**

DATE: March 17, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval is a revised classification description for Associate Director of the Santa Monica College Foundation. The Personnel Commission is conducting a recruitment to fill one (1) vacancy for this classification. In preparation for this recruitment, the Santa Monica College Foundation has requested a classification title change from Associate Director of the Santa Monica College Foundation to Director of the Santa Monica College Foundation. This change is intended to reflect the classification's current scope of responsibility for a broad range of Foundation activities, including oversight of financial operations, compliance, and the planned giving program, development of financial policy in conjunction with the Foundation Board of Directors, and assisting with designing and conducting fundraising campaigns.

**METHODOLOGY**

Personnel Commission staff met with Lizzy Moore, Dean, Institutional Advancement/President of the Santa Monica College Foundation, to review the current classification description and determine if the duties and scope of work accurately reflect the job requirements.

**RESULTS**

Changes to the classification title are being recommended to reflect the existing scope of work performed. Additionally, the Director of Institutional Advancement classification is referenced in the class description, but is not currently used; this title was updated to Dean, Institutional Advancement. Salary allocation is not being reviewed at this time, but can be assessed at a later date at the District's request.

**RECOMMENDATIONS**

It is recommended that the Commission approve the attached revisions to the classification description for Associate Director of the Santa Monica College Foundation.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Joy Abbott  
SECONDED BY: Deborah Jansen  
AYES: 4  
NAYS: 0  
ABSTENTIONS: 0

**Amendments/Comments**

Santa Monica Community College District  
Personnel Commission

~~Associate~~ Director of the Santa Monica College Foundation

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CONCEPT OF THE CLASS

The position in this classification directs, plans, organizes, coordinates, controls and supervises general accounting, accounts payable, budgeting, auditing and payroll activities of the Santa Monica College Foundation; ensures that programs are operating within the appropriate fiscal parameters and remain in compliance with District, State and/or Federal requirements and donor guidelines; directs the activities of the planned giving program; ensures timely and accurate financial reports, including the annual financial audit and adopted budget; acts for the ~~Director-Dean~~ of Institutional Advancement in ~~his/her~~ their absence, which may include attending/staffing special events, making fund-raising presentations and actively engaging in program committees, Foundation board meetings and all Foundation sponsored activities.

ESSENTIAL DUTIES

Formulates the Foundation's funding policies and procedures with the Foundation Board of Directors and coordinates implementation of policies and procedures with faculty and department managers establishing funding priorities and grants.

Serves on the selection committee for grants and scholarships. Communicates regularly with donors to and sponsors of scholarships to make sure distribution criteria for academic and financial need is fully communicated to the Scholarship Office for recipient selection and is reviewed to assure conditions are met.

Authorizes payment of awards and tracks usage.

Directs the Foundation's planned giving program, including development of annuities and making public presentations.

Drafts, reviews, approves, and manages all contracts entered into on behalf of the Foundation to ensure contractual terms are favorable to the Foundation, that risk is mitigated and to provide advisement on contract interpretation.

Assists the Dean, Institutional Advancement in designing and conducting fundraising campaigns for both restricted and unrestricted gifts to the College through the Foundation.

May represent the Dean, Institutional Advancement at various functions to speak on behalf of the Foundation and its funding goals to external and internal audiences. Actively participates on program committees and is present to work and implement donor relations skills at events throughout the year.

Works with the investment management company and the Board of Directors to develop and maintain solid investment policies and strategies involving assets to assure continued growth and safety.

Plans and directs the Foundation's activities in general accounting, special funds accounting, cash and investment management, accounting system development and analysis; accounts payable and payroll for Foundation employees.

Plans, organizes, and directs the Foundation's accounting and budgeting systems, prepares detailed income and expenditure budgets, and develops and implements accounting controls to regulate financial stability.

Directs fund establishment (more than 400) and distributions from those directed funds for endowments, scholarships, programs, and capital campaigns.

Establishes practices and controls for safe and efficient handling of funds, establishes reporting procedures of financial transactions and directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files; reviews related financial and statistical reports;

Supervises the Foundation's accounting office and data management staff including upkeep, design and oversight of the Foundation's website used for information, marketing and on-line contributions.

Oversees training, use and integration of all accounting software platforms that manage fundraising and financial activities of the Foundation.

Maintains current knowledge of changes, methods, concepts, requirements, regulations and policies for assigned programs, including computer programs and software.

Plans, coordinates, and facilitates the annual and quarterly audits to ensure the integrity of financial operations and financial statements.

Coordinates and administers the year-end closing process and compilation of fiscal year financial statements.

Delegates responsibility and authority to subordinate staff and students.

Develops, recommends, and implements staff training and development programs to provide opportunities for individual employee growth, continuity of work flow and long range development of employees.

Directs the development of performance evaluation standards for subordinate staff; formally evaluates the work of direct subordinate staff.

Interviews and selects staff reporting directly to this position and assists with other interviews as necessary.

Authorizes response to employee grievance and disciplinary actions and contributes to the establishment of organization policy regarding discipline.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

***Supervision Received:***

The position in this classification receives general direction from the Dean Institutional Advancement.

***Supervision Exercised:***

This position exercises general supervisory control over assigned staff and Student Workers

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

The principles and practices of modern public and business administration and management

General Accounting Principles

Computerized on-line programs used for accounting, auditing, fiscal controls and financial management including designated fund and fund raising software

The practices and principles of accounting and auditing, financial analysis and research procedures

Effective supervisory techniques including successful recruitment and selection processes; appropriate work assignment, delegation and performance evaluation; relevant staff development and training; and meaningful corrective and disciplinary action

**Ability to:**

Establish and maintain appropriate cost control and reconciliation measures

Make public presentations in a dynamic and convincing manner

Interpret and apply laws, policies and procedures

Communicate well with internal and external publics

Analyze complex situations accurately and adopt an effective course of action

Effectively set priorities, manage time, meet deadlines and achieve objectives

Propose new methods for creating efficiencies and maximizing resources through innovation in systems

Interpret, write, manage and administer contracts

Establish and maintain effective working relationships with the general public, donors, college administrators, managers, faculty, staff, students, vendors and contractors in a diverse, multicultural and multi-ethnic educational environment

Communicate well both orally and in writing

Work as a team member and "back up" for the Director

**MINIMUM QUALIFICATIONS**

***Education Requirement:***

Bachelor's degree in Accounting, Business Administration, Public Administration, or a closely related field. Certified Public Accountant (CPA) is highly desirable.

***Experience Requirement:***

Six (6) years of progressively responsible experience using computerized on-line program applications to perform fund accounting, budget control, auditing and/or financial systems design, which included at least three (3) year's experience in a supervisory capacity in a non-profit organization. Experience as a Chief Financial Officer (CFO) or Controller is highly desirable. Fundraising and marketing experience is also highly desirable.

***Education/Experience Equivalency:***

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

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 moderate.

CLASS DETAIL

**Job Family:** Fiscal Services/Business/Administration

**FLSA Status:** Exempt

**Salary Range:** Range 26 on the Classified Management Salary Schedule

**Personnel Commission Approval Date:** 05/21/2008

**Class History:** Foundation Accountant

**Revision Date(s):** 05/21/2008, 10/21/2020, [3/17/2021](#)

**Santa Monica Community College District  
Personnel Commission**

**Director of the Santa Monica College Foundation**

Page 1 of 4

**CONCEPT OF THE CLASS**

The position in this classification directs, plans, organizes, coordinates, controls and supervises general accounting, accounts payable, budgeting, auditing and payroll activities of the Santa Monica College Foundation; ensures that programs are operating within the appropriate fiscal parameters and remain in compliance with District, State and/or Federal requirements and donor guidelines; directs the activities of the planned giving program; ensures timely and accurate financial reports, including the annual financial audit and adopted budget; acts for the Dean, Institutional Advancement in their absence, which may include attending/staffing special events, making fund-raising presentations and actively engaging in program committees, Foundation board meetings and all Foundation sponsored activities.

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Establishes practices and controls for safe and efficient handling of funds, establishes reporting procedures of financial transactions and directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files; reviews related financial and statistical reports;

Supervises the Foundation's accounting office and data management staff including upkeep, design and oversight of the Foundation's website used for information, marketing and on-line contributions.

Oversees training, use and integration of all accounting software platforms that manage fundraising and financial activities of the Foundation.

Maintains current knowledge of changes, methods, concepts, requirements, regulations and policies for assigned programs, including computer programs and software.

Plans, coordinates, and facilitates the annual and quarterly audits to ensure the integrity of financial operations and financial statements.

Coordinates and administers the year-end closing process and compilation of fiscal year financial statements.

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The principles and practices of modern public and business administration and management

General Accounting Principles

Computerized on-line programs used for accounting, auditing, fiscal controls and financial management including designated fund and fund raising software

The practices and principles of accounting and auditing, financial analysis and research procedures

Effective supervisory techniques including successful recruitment and selection processes; appropriate work assignment, delegation and performance evaluation; relevant staff development and training; and meaningful corrective and disciplinary action

**Ability to:**

Establish and maintain appropriate cost control and reconciliation measures

Make public presentations in a dynamic and convincing manner

Interpret and apply laws, policies and procedures

Communicate well with internal and external publics

Analyze complex situations accurately and adopt an effective course of action

Effectively set priorities, manage time, meet deadlines and achieve objectives

Propose new methods for creating efficiencies and maximizing resources through innovation in systems

Interpret, write, manage and administer contracts

Establish and maintain effective working relationships with the general public, donors, college administrators, managers, faculty, staff, students, vendors and contractors in a diverse, multicultural and multi-ethnic educational environment

Communicate well both orally and in writing

Work as a team member and "back up" for the Director

**MINIMUM QUALIFICATIONS**

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Six (6) years of progressively responsible experience using computerized on-line program applications to perform fund accounting, budget control, auditing and/or financial systems design, which included at least three (3) year's experience in a supervisory capacity in a non-profit organization. Experience as a Chief Financial Officer (CFO) or Controller is highly desirable. Fundraising and marketing experience is also highly desirable.

***Education/Experience Equivalency:***

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



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 moderate.

CLASS DETAIL

**Job Family:** Fiscal Services/Business/Administration

**FLSA Status:** Exempt

**Salary Range:** Range 26 on the Classified Management Salary Schedule

**Personnel Commission Approval Date:** 05/21/2008

**Class History:** Foundation Accountant

**Revision Date(s):** 05/21/2008, 10/21/2020, 3/17/2021

**AGENDA REPORT NO. 3**

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:  
DIRECTOR OF PROCUREMENT, CONTRACTS & LOGISTICS**

DATE: March 17, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval is a revised classification description for Director of Procurement, Contracts & Logistics. The Personnel Commission is recruiting to fill one (1) vacancy for this classification. Minimum qualifications currently require that candidates possess experience in purchasing, public contracts, and asset management. Changes are being proposed to the minimum qualifications, and will serve to broaden the applicant pool by focusing on core experience in the areas of procurement and public contracts. Although asset management experience is desirable, it is not required upon entry into the job. Minor changes to the equivalency statement are also being proposed to align with standard verbiage.

**METHODOLOGY**

Personnel Commission staff met with Kim Tran, Chief Director of Business Services, to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

**RESULTS**

Revisions to minimum requirements are being recommended to focus on essential experience in the areas of purchasing and public contracts. Additionally, minor changes to the equivalency statement are being recommended to align with standard verbiage.

**RECOMMENDATIONS**

It is recommended that the Commission approve the attached revisions to the classification description for Director of Procurement, Contracts & Logistics.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Deborah Jansen

SECONDED BY: Joy Abbott

AYES: 4

NAYS: 0

ABSTENTIONS: 0

**Amendments/Comments**

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**Director of Procurement, Contracts & Logistics**

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CONCEPT OF THE CLASS

Under general direction of the Chief Director of Business Services, the position in this classification plans, directs, administers and manages a variety of centralized business services functions, including the District's, procurement, contract administration, asset management, District warehouse, receiving, and mailroom operations, to ensure that products and services are acquired, distributed and retained efficiently and in compliance with District policies and federal, state and local laws and regulations.

DISTINGUISHING CHARACTERISTICS

**Director of Procurement, Contracts & Logistics** provides strategic direction and manages a variety of centralized business services functions, including procurement, contract administration, asset management, warehouse, receiving, and mailroom services.

**Chief Director of Business Services** assists in the overall administration of the Divisions falling under the scope of Business Services, carries out special projects, and may assume responsibility for specifically delegated executive functions in the absence of the Vice President of Business and Administration.

**Asset Manager** performs and oversees a variety of duties involved in the tracking, controlling and disposal of the District's fixed assets.

ESSENTIAL DUTIES

Provides technical leadership and strategic direction for the District's centralized procurement, negotiation and contract bidding processes in all acquisition of goods and services purchased with District and special funds; provides purchasing services for Auxiliary Services using Auxiliary funds; negotiates terms, conditions and acquisition of all equipment, materials and services acquires through the purchasing department.

Recommends, establishes, implements, interprets, and explains, procurement, contract administration, asset management, warehouse, receiving, and mailroom policies and procedures in response to changing business conditions.

Ensures compliance with procurement and contracting provisions, requests for proposal process, regulations, policies, and procedures; administers PCARD programs and other credit card programs; provides technical guidance to District staff and assigned committees on large procurement and highly specialized requests for proposals.

Provides District-wide training in assigned functions and ensures compliance with relevant state codes, federal regulations, Board policies and District procedures; stays abreast of government legislation affecting procedures, standards, innovations and trends in areas of responsibility. Selects, trains, and evaluates department personnel in accordance with established District procedures; directs staff to assure goals, objectives and standards of the District are met.

Prepares and authorizes, bids, agreements and award reports for presentation to senior staff and the Board of Trustees; processes Board of Trustee documents and facilitates the disposal of surplus property.

Conducts and oversees bid submission and opening processes; manages preparation of clear bid specification, bid packaging, scheduling, bid openings and award recommendations; seeks bids let by other public agencies allowing the District to "piggy-back" purchases; plan, administer and schedules buying activities to ensure efficient, ethical and legal standards.

Manages, authorizes and administers the purchase orders processing; signs and executes highly complex and comprehensive contracts and agreements; formulates, reviews and processes District service contracts and warranties; researches contract processing issues through legal counsel.

Develops and implements a comprehensive vendor diversity program; assures compliance with the reporting requirements are met for diversity initiatives; maintains effective vendor relationships to assure that all companies are treated fairly and have equal opportunity to do business with the District.

Establishes, implements and evaluates related systems to track orders, inventory, parcels, bid summaries, contract spend, insurance certificates, and other related statistical information; recommends upgrades to technology as necessary.

Develops, prepares, recommends, monitors and administers budgets corresponding to assigned functions.

Manages vendor performance; analyzes, investigates, and recommends resolutions to vendor protests, claims, and disputes; interviews vendor sales representatives; resolves problems arising from unfulfilled contractual agreements, unsatisfactory production or services; advises vendors on District policies and procedures.

Requests current Worker's Compensation Insurance coverage for contracts involving work on campus by outside personnel.

Researches, writes and presents reports as directed and needed.

Recommends, evaluates and implements appropriate innovative approaches and technology in the delivery of services and programs to support the mission and goals of the College.

Represents the District at a variety of meetings, committees and conferences.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

***Supervision Received:***

This position receives general supervision from the Chief Director of Business Services.

***Supervision Exercised:***

This position exercises general supervision and direction over procurement, asset management, warehouse and mailroom staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

Effective strategic planning, management and leadership principles

Public purchasing and contract administration principles, practices, rules, laws, codes, ordinances, and regulations

PCARD programs, public works contracts and associated legal and labor compliance

Warehouse, distribution and inventory control practices

Legal contract writing, risk mitigation and dispute resolution

Procedures and methods for ordering equipment and supplies, asset management and surplus materials management

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

Practices, procedures and systems employed in state-of-the-art purchasing, warehouse and mail operations

Effective negotiation and representation techniques

Applicable sections of the California Education Code, Public Contract and Commercial Codes, and other related local, state and federal rules, laws, codes, and regulations

Sources of supply, prices, cost benefit analysis, and shipping and receiving practices

Bid preparation, specification writing, specific commodity trends and general business conditions

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

Occupational safety and hazardous materials management

Effective customer service techniques

**Ability to:**

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

Apply laws, rules, regulations and District policies affecting assigned operations; understand and interpreting legal codes, technical materials, and administrative policies, reports and directives

Understand, interpret, write, and apply public contracts and administer contractual relationships

Effectively prepare and monitor a budget and maintain proper accounting and budgetary controls

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

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

Stay abreast of technology changes and adapt to new technologies

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 or Public Administration, Accounting, Finance, Ecommerce, or a closely related field from an accredited college or university.

**Experience Requirement:**

Five (5) years of management or administrative experience in purchasing, ~~and~~ public contracts, ~~and asset management~~, including at least two (2) years of supervisory experience. Experience managing, organizing, implementing and supervising a comprehensive public education purchasing, contract administration, ~~fixed asset management~~ and logistics program to include warehouse distribution, mail services and inventory controls is highly desirable.

**Education/Experience Equivalency:**

Experience ~~and/or education of 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:**

Certified Purchasing Manager (CPM) certification or equivalent preferred.

#### 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.

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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:** July, 1980

**Class History:** None

**Revision Date(s):** Revised 10/18/95; 07/17/02; 11/02/06 Hay Study  
9/16/09, 5/16/18, [3/17/21](#)

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CONCEPT OF THE CLASS

Under general direction of the Chief Director of Business Services, the position in this classification plans, directs, administers and manages a variety of centralized business services functions, including the District's, procurement, contract administration, asset management, District warehouse, receiving, and mailroom operations, to ensure that products and services are acquired, distributed and retained efficiently and in compliance with District policies and federal, state and local laws and regulations.

DISTINGUISHING CHARACTERISTICS

**Director of Procurement, Contracts & Logistics** provides strategic direction and manages a variety of centralized business services functions, including procurement, contract administration, asset management, warehouse, receiving, and mailroom services.

**Chief Director of Business Services** assists in the overall administration of the Divisions falling under the scope of Business Services, carries out special projects, and may assume responsibility for specifically delegated executive functions in the absence of the Vice President of Business and Administration.

**Asset Manager** performs and oversees a variety of duties involved in the tracking, controlling and disposal of the District's fixed assets.

ESSENTIAL DUTIES

Provides technical leadership and strategic direction for the District's centralized procurement, negotiation and contract bidding processes in all acquisition of goods and services purchased with District and special funds; provides purchasing services for Auxiliary Services using Auxiliary funds; negotiates terms, conditions and acquisition of all equipment, materials and services acquires through the purchasing department.

Recommends, establishes, implements, interprets, and explains, procurement, contract administration, asset management, warehouse, receiving, and mailroom policies and procedures in response to changing business conditions.

Ensures compliance with procurement and contracting provisions, requests for proposal process, regulations, policies, and procedures; administers PCARD programs and other credit card programs; provides technical guidance to District staff and assigned committees on large procurement and highly specialized requests for proposals.

Provides District-wide training in assigned functions and ensures compliance with relevant state codes, federal regulations, Board policies and District procedures; stays abreast of government legislation affecting procedures, standards, innovations and trends in areas of responsibility. Selects, trains, and evaluates department personnel in accordance with established District procedures; directs staff to assure goals, objectives and standards of the District are met.



Prepares and authorizes, bids, agreements and award reports for presentation to senior staff and the Board of Trustees; processes Board of Trustee documents and facilitates the disposal of surplus property.

Conducts and oversees bid submission and opening processes; manages preparation of clear bid specification, bid packaging, scheduling, bid openings and award recommendations; seeks bids let by other public agencies allowing the District to "piggy-back" purchases; plan, administer and schedules buying activities to ensure efficient, ethical and legal standards.

Manages, authorizes and administers the purchase orders processing; signs and executes highly complex and comprehensive contracts and agreements; formulates, reviews and processes District service contracts and warranties; researches contract processing issues through legal counsel.

Develops and implements a comprehensive vendor diversity program; assures compliance with the reporting requirements are met for diversity initiatives; maintains effective vendor relationships to assure that all companies are treated fairly and have equal opportunity to do business with the District.

Establishes, implements and evaluates related systems to track orders, inventory, parcels, bid summaries, contract spend, insurance certificates, and other related statistical information; recommends upgrades to technology as necessary.

Develops, prepares, recommends, monitors and administers budgets corresponding to assigned functions.

Manages vendor performance; analyzes, investigates, and recommends resolutions to vendor protests, claims, and disputes; interviews vendor sales representatives; resolves problems arising from unfulfilled contractual agreements, unsatisfactory production or services; advises vendors on District policies and procedures.

Requests current Worker's Compensation Insurance coverage for contracts involving work on campus by outside personnel.

Researches, writes and presents reports as directed and needed.

Recommends, evaluates and implements appropriate innovative approaches and technology in the delivery of services and programs to support the mission and goals of the College.

Represents the District at a variety of meetings, committees and conferences.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

***Supervision Received:***

This position receives general supervision from the Chief Director of Business Services.

***Supervision Exercised:***

This position exercises general supervision and direction over procurement, asset management, warehouse and mailroom staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

Effective strategic planning, management and leadership principles

Public purchasing and contract administration principles, practices, rules, laws, codes, ordinances, and regulations

PCARD programs, public works contracts and associated legal and labor compliance

Warehouse, distribution and inventory control practices

Legal contract writing, risk mitigation and dispute resolution

Procedures and methods for ordering equipment and supplies, asset management and surplus materials management

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

Practices, procedures and systems employed in state-of-the-art purchasing, warehouse and mail operations

Effective negotiation and representation techniques

Applicable sections of the California Education Code, Public Contract and Commercial Codes, and other related local, state and federal rules, laws, codes, and regulations

Sources of supply, prices, cost benefit analysis, and shipping and receiving practices

Bid preparation, specification writing, specific commodity trends and general business conditions

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

Occupational safety and hazardous materials management

Effective customer service techniques

**Ability to:**

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

Apply laws, rules, regulations and District policies affecting assigned operations; understand and interpreting legal codes, technical materials, and administrative policies, reports and directives

Understand, interpret, write, and apply public contracts and administer contractual relationships

Effectively prepare and monitor a budget and maintain proper accounting and budgetary controls

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

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

Stay abreast of technology changes and adapt to new technologies

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 or Public Administration, Accounting, Finance, Ecommerce, or a closely related field from an accredited college or university.

**Experience Requirement:**

Five (5) years of management or administrative experience in purchasing and public contracts, including at least two (2) years of supervisory experience. Experience managing, organizing, implementing and supervising a comprehensive public education purchasing, contract administration, fixed asset management and logistics program to include warehouse distribution, mail services and inventory controls is highly desirable.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

Certified Purchasing Manager (CPM) certification or equivalent preferred.

#### 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:** July, 1980

**Class History:** None

**Revision Date(s):** Revised 10/18/95; 07/17/02; 11/02/06 Hay Study  
9/16/09, 5/16/18, 3/17/21

**AGENDA REPORT NO. 4**

**SUBJECT: POSITION RECLASSIFICATION:  
NETWORK SERVICES SUPPORT ANALYST TO  
INFORMATION SYSTEMS ADMINISTRATOR**

DATE: March 17, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: John Linke, Supervising Personnel Analyst

**BACKGROUND**

The Personnel Commission has been requested to conduct a position study for Miguel Reyes, who is currently a Network Services Support Analyst in the Information Technology department. A Working-Out-of-Class form was submitted to the Personnel Commission in December 2020. Upon analyzing Mr. Reyes' currently assigned duties, Personnel Commission staff determined that Working-Out-of-Class pay should be awarded as an Information Systems Administrator. Subsequently, a reclassification study was initiated to gather additional details and timelines for higher level work assigned to determine if a reclassification is warranted. Mr. Reyes has been in the Network Services Support Analyst classification since June 2014.

**METHODOLOGY**

A Working-Out-of-Class (WOC) form was submitted to the Personnel Commission on December 9, 2020. Personnel Commission staff interviewed Mr. Reyes, Matthew Kiaman, Director of Network Services, and Marc Dresher, Chief Director of Information Technology to gather additional details about the nature and level of duties assigned and performed, as well as the timeframe during which these duties were performed.

**ANALYSIS**

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

A review of the WOC form, as well as follow-up conversations with the incumbent and IT management indicate that this position regularly maintains and administers systems that have a district-wide impact on College operations, including Citrix servers and a variety of cloud-based systems such as Microsoft 365 and G Suite. This position also performs core systems administration functions in areas such as active directory and system security.

**FINDINGS**

- Mr. Reyes qualifies for reclassification because his position is required to analyze, develop, configure and administer mission-critical information systems that have a District-wide operational impact. The duties of this position carry with them a high consequence of error, require highly specialized knowledge of systems design and administration, and are performed with substantial independence. Duties are

required to support normal department and District operations and cannot be absorbed by other staff members.

- Based on information gathered from the incumbent and his supervisors, Mr. Reyes has been assigned to perform these duties through gradual accretion for at least two years.
- Based on the duties assigned and the knowledge, skills and abilities required, the Information Systems Administrator classification encompasses the majority of the incumbent's essential duties in terms of knowledge, complexity, scope and effect of work, decision making, and nature and purpose of contacts.

Applicable Rules:

- In order to qualify for reclassification, the change in duties and responsibilities must occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties. (Merit Rule 3.3.1.B (3))
- Merit Rule 3.3.2 defines gradual accretion of duties as "occurring over two (2) or more years of regular service."
- Determination as to whether gradual accretion has occurred will be based on the date the incumbent began the performance of the newly acquired duties and responsibilities, and clear and convincing evidence of the employee's continuing performance of the added duties and responsibilities. (Merit Rule 3.3.3 (B)(C))
- At least two (2) years must elapse before another request for reclassification can be initiated for the same position. (Merit Rule. 3.3.4.G)
- 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))

**RECOMMENDATION**

It is recommended that the Commission reclassify Mr. Reyes' position from Network Services Support Analyst to Information Systems Administrator, with a reclassification effective date of April 1, 2021.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Lawrence Leone  
SECONDED BY: Deborah Jansen  
AYES: 4  
NAYS: 0  
ABSTENTIONS: 0

**Amendments/Comments**

**AGENDA REPORT NO. 5**

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:  
CLASSIFICATION AND COMPENSATION MANAGER**

**DATE:** March 17, 2021

**TO:** Members of the Personnel Commission

**FROM:** Carol Long, Director of Classified Personnel

**BACKGROUND**

Attached for your approval are the classification revisions for **Classification and Compensation Manager**.

As part of the cyclical review process, we are reviewing classifications in the Personnel Commission Office. The Personnel Commission Office is responsible for providing services related to job classification, compensation, recruitment, selection, and placement of the College's Classified workforce on the basis of merit and the principle of "like pay for like work", and ensuring fair treatment of all Classified employees through the maintenance and administration of merit rules.

The Classification and Compensation Manager classification was originally created and approved on November 19, 2014. Since its creation, it has not been revised. There is currently one incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2019-20. All incumbents in the Personnel/Human Resources job discipline were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

The Director of Classified Personnel, Carol Long, met with two of the Commissioners to discuss the existing class description and possible revisions. A Position Description Questionnaire (PDQ) and duty analysis sheets were completed, reviewed, and utilized as reference for classification revisions. Revisions were made to several 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, distinguishing characteristics, and duties were modified to clarify the level and scope of work performed, and to delineate this classification from related roles. Classification revisions were sent for review to Personnel Commissioners, Business Services, Human Resources, and executive leadership.

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

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characteristics, and KSAs (knowledge, skills, and abilities), and adjust the minimum qualifications to ensure internal and external alignment with comparable classifications. The Classification and Compensation Manager supervises and performs professional research and analytical work in areas pertaining to classification and compensation studies. The incumbent leads initiatives to clarify and streamline classification structures, and to update rules and procedures associated with studies; in order to ensure classifications are relevant to the work performed by our employees, and compensation practices are fair, transparent, and effective in attracting and retaining qualified employees.

Given variability in scope of work assigned at comparable agencies, sufficient market data was not available for this role. Salary allocation recommendations will ultimately be determined based on internal alignment within the occupational series, once remaining salaries within the series have been finalized.

The majority of benchmark colleges surveyed do not have equivalent classifications to this role, primarily because they do not utilize a merit system. Classifications selected for comparison from our list of agencies included those responsible for supervising and conducting district or agency-wide classification and compensation studies, and providing leadership over development and implementation of processes and formal guidelines.

Four community colleges on our initial list of comparable agencies utilize a merit system. The Personnel Commission from one of these colleges manages a significantly larger scope of work; therefore, I did not find the roles to be comparable. State Center Community College District does not utilize this type of management role. One of the agencies selected was a college that does not utilize a merit or civil service system; however, responsibilities related to classification and compensation were of a similar scope and complexity. Classifications with a similar supervisory role from the two remaining community college districts that utilize a merit system, and the comparable supervisory role at LACOE were also selected in the market survey.

Cyclical review results have been sent to the incumbent, Personnel Commissioners, Business Services, Human Resources, and executive leadership. The following charts show related classifications in this job discipline and current salary allocation for each classification. The salary survey data presented below is for informational purposes only. The District will determine when we are able to move forward with the appropriate increases where applicable.

AGENCY	CLASS TITLE	MIN	MAX	MEDIAN	STUDENT FTE	GF REVENUE ACTUAL	CLASSIFIED FTE
Santa Monica College	Classification and Compensation Manager	\$7,022	\$8,536	\$7,779	10,545	\$225M	501
LACOE	Coordinator, Classified Human Resources	\$8,585	\$10,635	\$9,610			
Foothill De Anza CCD	Manager, Classification, Compensation, and Employment	\$7,674	\$10,797	\$9,236	8,684	\$273M	526
Long Beach City College	Human Resources Manager, Classified	\$7,491	\$10,207	\$8,849	8,727	\$169M	527
Ventura County CCD	Senior Human Resources Analyst	\$6,867	\$9,515	\$8,191	12,249	\$215M	512
	Average	\$7,654	\$10,289	\$8,971			
	25th Percentile	\$7,335	\$10,034	\$8,685			
	50th Percentile	\$7,583	\$10,421	\$9,002			
	75th Percentile	\$7,902	\$10,676	\$9,289			



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80th Percentile	\$8,038	\$10,700	\$9,369
90th Percentile	\$8,312	\$10,748	\$9,530
SMC % RANK	8.2%	0%	0%
SMC Differences From AVG	-9.00%	-20.54%	-15.34%
SMC Differences From MED	-7.98%	-22.10%	-15.73%

The chart below shows current pay structure for this classification series:

CLASS TITLE	REPORTS TO	MIN	MAX	RANGE	%DIFF BETWEEN LEVELS
Director of Classified Personnel	Personnel Commissioners	\$12,610	\$13,902	A15	75.33%
Supervising Personnel Analyst	Director of Classified Personnel	\$7,192	\$8,782	M19	2.42%
Classification and Compensation Manager	Director of Classified Personnel	\$7,022	\$8,535	M18	8.45%
Personnel Analyst	Classification and Compensation Manager or Supervising Personnel Analyst	\$6,475	\$7,871	45	18.65%
Personnel Technician	Supervising Personnel Analyst	\$5,457	\$6,633	38	27.62%
Personnel Specialist	Classification and Compensation Manager or Supervising Personnel Analyst	\$4,276	\$5,197	28	0.00%

**RECOMMENDATION**

It is recommended that the Commission approve the proposed class description revisions for Classification and Compensation Manager.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Deborah Jansen  
 SECONDED BY: Joy Abbott  
 AYES: 4  
 NAYS: 0  
 ABSTENTIONS: 0

**Amendments/Comments**

Commissioner Abbott asked if the District has indicated whether there would be salary increases going forward.

Director Long communicated that she has not received any indication of such.

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Classification and Compensation Manager

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CONCEPT OF THE CLASS

Under the direction of the Director of Classified Personnel, the ~~P~~ositions in this classification supervises and performs ~~and oversee~~ professional research and analytical work in areas pertaining to classification and compensation studies. ~~The ~~incumbents~~ will leads~~ initiatives to clarify and streamline classification structures, and to update rules and procedures associated with studies; in order to ensure classifications are relevant to the work performed by our employees, and compensation practices are fair, transparent, and effective in attracting and retaining qualified employees.

DISTINGUISHING CHARACTERISTICS

~~The ~~Supervising Personnel Analyst~~ class supervises, coordinates and participates in a variety of professional level personnel management functions such as recruitment, selection, classification and compensation.~~

The Director of Classified Personnel is a senior manager responsible for planning, implementing, directing, and overseeing all activities relating to recruitment, employment selection and testing, classification, and compensation for classified employees, in conformance with the Merit System Article of the California Education Code.

The Classification and Compensation Manager supervises and performs professional research and analytical work in areas pertaining to classification and compensation studies. The position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

The Supervising Personnel Analyst supervises and performs professional and analytical work in areas pertaining to job analysis, recruitment, assessment, and selection of classified staff. The position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

The Personnel Analyst class performs journey-level professional personnel work related to classification of positions, wage and salary and benefit administration, personnel policies, rules, and procedures, recruitment and selection, applicant testing and qualifying, equal employment opportunity programs and services, and employer-employee relations performs the full scope of professional level work related to all Personnel Commission functions, using independent judgment and discretion, with substantial authority and individual accountability for decision making and work results.

ESSENTIAL DUTIES

Oversees ~~Supervises~~ and implements complex classification, reclassification, and organizational studies. ~~D~~etermines methodology for collecting data, researching problem areas, analyzing data, and preparing and presenting recommendations.

Designs, revises, implements, and oversees a formalized framework for annual classification reviews in partnership with executive leaders and bargaining unit representatives to maintain and enhance our job classification structure; develops effective strategies in prioritizing studies; provides ongoing communication to participants, bargaining unit representatives, management, and executive leaders.

Provides day-to-day leadership over classification and compensation studies, establishes performance requirements, monitors performance, and provides coaching and guidance for performance improvement.

Supervises assigned staff in the Personnel Commission Office; this includes assigning, monitoring, and reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating performance.

**Classification and Compensation Manager**

**Page 2 of 5**

~~Writes new~~Supervises the development or revision of classification ~~specifications~~descriptions, and the preparation and presentation of justifications for proposed changes to Personnel Commissioners, District Management, employees, union representatives, and the general public.

~~Designs and conducts job analysis and job evaluation studies for the purposes of position classification, salary evaluations, and test construction and validation.~~

Designs, constructs, and conducts surveys ~~in order to gather classification, compensation, and other human resources data and other standardized market pricing methods in support of enhancing external competitiveness, internal equity, and fiscally responsible pay practices;~~ analyzes data and prepares recommendations.

Oversees and conducts position evaluations in order to ensure appropriate classification allocation; ~~Est~~establishes systems and processes for job evaluation and monitoring internal equity of salary allocation within the classified service.

~~Conducts compensation studies as requested and warranted. Presents recommendations to District management and the Personnel Commission.~~

~~Prepares and presents reports that summarize research, analysis, and recommendations to the Personnel Commission, District management, and employee representatives~~Conducts research related to Merit Rule revisions, development of internal guidelines, and process improvements; develops, and participates in the development, revision, and implementation of merit rules, policies, procedures, and internal guidelines relating to classification and compensation activities.

Advises District management on issues related to organizational structure and staff re-organization.

Organizes, develops, and delivers formal and informal training programs on classification and compensation topics for Personnel Commission staff, District management, and employees; develops and presents orientations to classified staff, management, and bargaining unit representatives who are impacted by classification studies.

~~Participates in the development of rules, policies, procedures for presentation to the Personnel Commission~~

Researches, analyzes, interprets, and applies complex labor laws, merit rules, bargaining agreement contracts, and related regulations and policies to recommend, develop, and standardize processes, procedures, department guidelines, and strategies; provides related guidance Explains and interprets Merit System Articles of the Education Code and other pertinent laws and regulations to District management, employees, union representatives, and the general public.

Attends Personnel Commission meetings and related committee meetings to present on various topics and respond to questions.

May oversee or provide guidance to staff on job analysis, recruitment, test development and revisions, and selection activities.

May develop and revise class descriptions, and develop and administer examinations for hiring or promotion within the classified service.

May assume primary responsibility of the Personnel Commission Office in the absence of the Director of Classified Personnel; including representing the department at Personnel Commission meetings and related committee meetings

~~May represent the department at Personnel Commission meetings and related committee meetings~~

Performs other related duties as requested or assigned.

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

SUPERVISION

**Supervision Received:**

Under ~~general supervision direction~~ from the Director of Classified Personnel, the employee receives assignments and is expected to carry them through to completion with substantial independence.

**Supervision Exercised:**

~~Positions in this classification exercise general supervision over assigned Personnel Commission staff.~~

~~The position in this classification performs in a lead capacity, and may exercise functional or direct supervision over subordinate Personnel Commission staff members.~~

KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Principles, ~~trends~~, and ~~best~~ practices of ~~personnel~~/human resources administration, including job analysis, job evaluation, position classification, compensation, recruitment, selection, employment discrimination, ~~and~~ equal opportunity, ~~and pertinent Federal and State laws~~

~~Applicable federal, state and local laws, regulations, guidelines, standards, and related case law with emphasis on Merit System provisions of the Education Code, Government Code, Equal Employment Opportunity Act, Equal Pay Act, Americans with Disabilities Act, Fair Labor Standards Act, Fair Employment and Housing Act, and the Uniform Guidelines on Employee Selection~~

~~Personnel Commission Rules, policies, and procedures; and Merit System provisions of the Education Code~~

~~Methods-Generally accepted professional practices used in the development and administration of position classification and compensation plans, job classification, job evaluation, and human resources assessment techniques~~

~~Statistical analysis and data gathering techniques applicable to conducting and evaluating external market surveys; classification and position studies, and internal job evaluation~~

~~Organizational functions, operations, policies, goals, and objectives of the District~~

~~Test strategies and statistics used in test validation and item analysis review~~

~~Methods, techniques, and best practices for job analysis and job evaluation~~

~~Principles of effective strategic planning and process improvement~~

~~Project management principles~~

~~Principles of organizational analysis and change management~~

~~Personnel assessment techniques, including test design, construction and administration~~

~~Personal computers, Microsoft operating systems, word processing, spreadsheet, and presentation software~~

~~Computer programs that support this level of work, including data analysis tools and applications~~

**Ability to:**

Analyze complex and technical problems relating to classification, compensation, and employee selection, and provide appropriate solutions

~~Supervise assigned work functions, provide resources needed, and delegate responsibility as warranted~~

**Classification and Compensation Manager**

**Page 4 of 5**

Successfully utilize a client-oriented, consultative, and flexible approach in analysis and resolution of issues at all levels within an organization

Effectively select, train, supervise, motivate, and evaluate staff

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

Estimate project requirements, plan processes and activities, organize resources, schedule and direct operations to meet goals and deadlines, and evaluate project effectiveness

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

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

Stay abreast of technology changes and adapt to new technologies

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

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

Express technical concepts clearly, concisely, and persuasively, both orally and in writing

Interpret, apply, and explain relevant laws, regulations, policies, and procedures

Compile, tabulate, and calculate data accurately

Exercise tact and judgment in contacts with administrators, co-workers, employees, candidates, and others

Listen to various conflicting points of view while maintaining objectivity and balance

Foster a teamwork environment

~~Organize working time and procedures under the pressures of multiple projects and deadlines~~

Make effective oral presentations

~~Maintain confidentiality~~

Work confidentially with discretion and exercise tact in sensitive situations

~~Develop and prepare~~ Write clear concise and comprehensive, understandable, and legally appropriate documents, reports and agenda items

~~Perform complex assignments independently~~

~~Complete many simultaneous assignments with close attention to detail and attention to schedules and deadlines~~

~~Use efficient and effective research techniques to develop test materials~~

~~Learn specialized computer applications used by the department~~

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

MINIMUM QUALIFICATIONS

**Education Requirement:**

~~Graduation from college with a~~ Bachelor's degree with a major in ~~h~~industrial or organizational psychology, human resources, public or business administration, or a related field. A master's degree in a related field is preferred.

**Experience Requirement:**

Four (4) years of ~~increasingly responsible technical and analytical human resources~~ experience in ~~personnel/human resources administration, which includes at least one year independently performing professional-level classification and compensation studies, or leading professional-level staff members performing this function, in classification and compensation, which required the use of job analysis. This experience must include leading related projects, and must be within the human resources function of an organization.~~

**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 industrial or organizational psychology or human resources may substitute for two years of general personnel/human resources experience. A doctoral degree in industrial or organizational psychology or a human resources administration specialty may substitute for three years of general personnel/human resources experience.~~

**Licensure and/or Certification:**

~~None~~ Professional in Human Resources (PHR), IPMA Certified Professional (IPMA-CP), SHRM-Certified Professional (SHRM-CP), Certified Compensation Professional (CCP), 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:** Human Resources/Personnel Commission

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 11/19/2014

**Class History:** NEW CLASS

**Revision Date(s):** 3/17/2021

Santa Monica Community College District  
Personnel Commission

Classification and Compensation Manager

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CONCEPT OF THE CLASS

Under the direction of the Director of Classified Personnel, the position in this classification supervises and performs professional research and analytical work in areas pertaining to classification and compensation studies. The incumbent leads initiatives to clarify and streamline classification structures, and to update rules and procedures associated with studies; in order to ensure classifications are relevant to the work performed by our employees, and compensation practices are fair, transparent, and effective in attracting and retaining qualified employees.

DISTINGUISHING CHARACTERISTICS

The **Director of Classified Personnel** is a senior manager responsible for planning, implementing, directing, and overseeing all activities relating to recruitment, employment selection and testing, classification, and compensation for classified employees, in conformance with the Merit System Article of the California Education Code.

The **Classification and Compensation Manager** supervises and performs professional research and analytical work in areas pertaining to classification and compensation studies. The position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

The **Supervising Personnel Analyst** supervises and performs professional and analytical work in areas pertaining to job analysis, recruitment, assessment, and selection of classified staff. The position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

The **Personnel Analyst** performs the full scope of professional level work related to all Personnel Commission functions, using independent judgment and discretion, with substantial authority and individual accountability for decision making and work results.

ESSENTIAL DUTIES

Supervises and implements complex classification, reclassification, and organizational studies determines methodology for collecting data, researching problem areas, analyzing data, and preparing and presenting recommendations.

Designs, revises, implements, and oversees a formalized framework for annual classification reviews in partnership with executive leaders and bargaining unit representatives to maintain and enhance our job classification structure; develops effective strategies in prioritizing studies; provides ongoing communication to participants, bargaining unit representatives, management, and executive leaders.

Provides day-to-day leadership over classification and compensation studies, establishes performance requirements, monitors performance, and provides coaching and guidance for performance improvement.

Supervises assigned staff in the Personnel Commission Office; this includes assigning, monitoring, and reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating performance.

Supervises the development or revision of classification descriptions, and the preparation and presentation of justifications for proposed changes to Personnel Commissioners, District Management, employees, union representatives, and the general public.

**Classification and Compensation Manager**

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Designs, constructs, and conducts surveys and other standardized market pricing methods in support of enhancing external competitiveness, internal equity, and fiscally responsible pay practices; analyzes data and prepares recommendations.

Oversees and conducts position evaluations in order to ensure appropriate classification allocation; establishes systems and processes for job evaluation and monitoring internal equity of salary allocation within the classified service.

Conducts research related to Merit Rule revisions, development of internal guidelines, and process improvements; develops, and participates in the development, revision, and implementation of merit rules, policies, procedures, and internal guidelines relating to classification and compensation activities.

Advises District management on issues related to organizational structure and staff re-organization.

Organizes, develops, and delivers formal and informal training programs on classification and compensation topics for Personnel Commission staff, District management, and employees; develops and presents orientations to classified staff, management, and bargaining unit representatives who are impacted by classification studies.

Researches, analyzes, interprets, and applies complex labor laws, merit rules, bargaining agreement contracts, and related regulations and policies to recommend, develop, and standardize processes, procedures, department guidelines, and strategies; provides related guidance to District management, employees, union representatives, and the general public.

Attends Personnel Commission meetings and related committee meetings to present on various topics and respond to questions.

May oversee or provide guidance to staff on job analysis, recruitment, test development and revisions, and selection activities.

May develop and revise class descriptions, and develop and administer examinations for hiring or promotion within the classified service.

May assume primary responsibility of the Personnel Commission Office in the absence of the Director of Classified Personnel; including representing the department at Personnel Commission meetings and related committee meetings

Performs other related duties as requested or assigned.

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

**SUPERVISION**

***Supervision Received:***

Under direction from the Director of Classified Personnel, the employee receives assignments and is expected to carry them through to completion with substantial independence.

***Supervision Exercised:***

Positions in this classification exercise general supervision over assigned Personnel Commission staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Principles, trends, and best practices of human resources administration, including job analysis, job evaluation, position classification, compensation, recruitment, selection, employment discrimination, and equal opportunity



Applicable federal, state and local laws, regulations, guidelines, standards, and related case law with emphasis on Merit System provisions of the Education Code, Government Code, Equal Employment Opportunity Act, Equal Pay Act, Americans with Disabilities Act, Fair Labor Standards Act, Fair Employment and Housing Act, and the Uniform Guidelines on Employee Selection

Generally accepted professional practices used in the development and administration of position classification and compensation plans, job classification, job evaluation, and human resources assessment techniques

Statistical analysis and data gathering techniques applicable to conducting and evaluating external market surveys; classification and position studies, and internal job evaluation

Organizational functions, operations, policies, goals, and objectives of the District

Principles of effective strategic planning and process improvement

Project management principles

Principles of organizational analysis and change management

Personnel assessment techniques, including test design, construction and administration

Computer programs that support this level of work, including data analysis tools and applications

**Ability to:**

Analyze complex and technical problems relating to classification, compensation, and employee selection, and provide appropriate solutions

Supervise assigned work functions, provide resources needed, and delegate responsibility as warranted

Successfully utilize a client-oriented, consultative, and flexible approach in analysis and resolution of issues at all levels within an organization

Effectively select, train, supervise, motivate, and evaluate staff

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

Estimate project requirements, plan processes and activities, organize resources, schedule and direct operations to meet goals and deadlines, and evaluate project effectiveness

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

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

Stay abreast of technology changes and adapt to new technologies

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

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

Listen to various conflicting points of view while maintaining objectivity and balance

Foster a teamwork environment

Make effective oral presentations

Work confidentially with discretion and exercise tact in sensitive situations

Write comprehensive, understandable, and legally appropriate documents, reports and agenda items

**Classification and Compensation Manager**

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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

**MINIMUM QUALIFICATIONS**

***Education Requirement:***

Bachelor's degree with a major in industrial or organizational psychology, human resources, public or business administration, or a related field. A master's degree in a related field is preferred.

***Experience Requirement:***

Four (4) years of increasingly responsible technical and analytical human resources experience in classification and compensation, which required the use of job analysis. This experience must include leading related projects, and must be within the human resources function of an organization.

***Education/Experience Equivalency:***

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

***Licensure and/or Certification:***

Professional in Human Resources (PHR), IPMA Certified Professional (IPMA-CP), SHRM-Certified Professional (SHRM-CP), Certified Compensation Professional (CCP), 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. 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:*** Exempt

***Personnel Commission Approval Date:*** 11/19/2014

***Class History:***

***Revision Date(s):*** 3/17/2021

**AGENDA REPORT NO. 6**

SUBJECT: ~~REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:  
DIRECTOR OF CLASSIFIED PERSONNEL~~

DATE: ~~March 17, 2021~~

TO: ~~Members of the Personnel Commission~~

FROM: ~~Carol Long, Director of Classified Personnel~~

**BACKGROUND**

~~Attached for your approval are the classification revisions for **Director of Classified Personnel**. The Director of Classified Personnel classification was originally created in August 1995. Since its creation, it has been revised at least twice, with the most recent revision occurring in December 2006. There is currently one incumbent in this classification.~~

~~As part of the cyclical review process, we are reviewing classifications in the Personnel Commission Office. The Personnel Commission Office is responsible for providing services related to job classification, compensation, recruitment, selection, and placement of the College's Classified workforce on the basis of merit and the principle of "like pay for like work", and ensuring fair treatment of all Classified employees through the maintenance and administration of merit rules.~~

**METHODOLOGY**

~~This study was scheduled in the cyclical review calendar for 2019-20. All incumbents in the Personnel/Human Resources job discipline were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.~~

~~The Director of Classified Personnel, Carol Long, met with two of the Commissioners to discuss the existing class description and possible revisions. A Position Description Questionnaire (PDQ) and duty analysis sheets were completed, reviewed, and utilized as reference for classification revisions. Revisions were made to several 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, distinguishing characteristics, and duties were modified to clarify the level and scope of work performed, and to delineate this classification from related roles. Classification revisions were sent for review to Personnel Commissioners, Business Services, Human Resources, and executive leadership.~~

~~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~~

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qualifications to ensure internal and external alignment with comparable classifications. The Director of Classified Personnel is responsible for planning, implementing, directing, and overseeing all activities related to recruitment, employment selection and testing, classification and compensation for classified employees, in compliance with the Merit System provisions of the California Education Code and other pertinent laws, rules, and regulations.

Given variability in scope of work assigned at comparable agencies, sufficient market data was not available for this role. The majority of benchmark colleges surveyed do not have equivalent classifications to this role, primarily because they do not utilize a merit system. Classifications with a similar level of responsibility tend to oversee a broader area of human resources specializations, including academic recruitment, employee relations, labor relations, leave of absence management, Title IX compliance, and professional development for both academic and classified personnel. In addition, responsibilities related to recruitment and classification may be very different in non-merit agencies. They are not focused on complying with Merit System provisions from the Education Code. The hiring process is likely less centralized, with more of the technical responsibility and decision-making being delegated to hiring departments.

Four community colleges on our initial list of comparable agencies utilize a merit system. The Personnel Commission from one of these colleges manages a significantly larger scope of work; therefore, I did not find the roles to be comparable. Classifications serving as the Director in the three remaining community college districts that utilize a merit system, and the Director of the Personnel Commission at LACOE were selected in the market survey.

Cyclical review results have been sent to Personnel Commissioners, Business Services, Human Resources, and executive leadership. Salary reallocation for this classification is not recommended at this time. The following charts show related classifications in this job discipline and current salary allocation for each classification.

AGENCY	CLASS TITLE	MIN-	MAX-	MEDIAN-	STUDENT FTE	GF REVENUE ACTUAL	CLASSIFIED FTE
Santa Monica College	Director of Classified Personnel	\$12,610	\$13,902	\$13,256	10,545	\$225M	501
LACOE	Executive Director, Classified Human Resources	\$12,590	\$15,596	\$14,093			
Long Beach City College	Executive Director, Classified Human Resources	\$10,984	\$14,966	\$12,721	9,082	\$169M	527
State Center CCD	District Director, Personnel Commission and Classified Employment Services	\$9,542	\$11,735	\$10,638	15,503	\$295M	660
Ventura County CCD	Director of Employment Services/ Personnel Commission	\$10,144	\$13,594	\$11,869	12,592	\$230M	512
	Average	\$10,815	\$13,973	\$12,394			
	25th Percentile	\$9,993	\$13,129	\$11,561			
	50th Percentile	\$10,564	\$14,280	\$12,422			
	75th Percentile	\$11,386	\$15,124	\$13,255			
	80th Percentile	\$11,626	\$15,218	\$13,422			
	90th Percentile	\$12,108	\$15,407	\$13,758			
	SMC % RANK	100%	40.8%	75.0%			
	SMC Differences From AVG	14%	-1%	7%			
	SMC Differences From MED	16%	-3%	6%			

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The chart below shows current pay structure for this classification series:

CLASS-TITLE	REPORTS TO	MIN-	-MAX-	RANGE	%DIFF BETWEEN-LEVELS
Director of Classified Personnel	Personnel Commissioners	\$12,610	\$13,902	A15	75.33%
Supervising Personnel Analyst	Director of Classified Personnel	\$7,192	\$8,782	M19	2.42%
Classification and Compensation Manager	Director of Classified Personnel	\$7,022	\$8,535	M18	8.45%
Personnel Analyst	Classification and Compensation Manager or Supervising Personnel Analyst	\$6,475	\$7,871	45	18.65%
Personnel Technician	Supervising Personnel Analyst	\$5,457	\$6,633	38	27.62%
Personnel Specialist	Classification and Compensation Manager or Supervising Personnel Analyst	\$4,276	\$5,197	28	0.00%

**RECOMMENDATION**

It is recommended that the Commission approve the proposed class description revisions for Director of Classified Personnel.

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**DISPOSITION BY THE COMMISSION**

\_\_\_\_\_ MOTION MADE BY: \_\_\_\_\_  
 \_\_\_\_\_ SECONDED BY: \_\_\_\_\_  
 \_\_\_\_\_ AYES: \_\_\_\_\_  
 \_\_\_\_\_ NAYS: \_\_\_\_\_  
 \_\_\_\_\_ ABSTENTIONS: \_\_\_\_\_

**Amendments/Comments**

Santa Monica Community College District  
Personnel Commission

Director of Classified Personnel

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CONCEPT OF THE CLASS

~~Under the general administrative direction of the Personnel Commissioners, this position the Director of Classified Personnel is responsible for plans, organizes, controls, and directs all activities for classified employees relating to recruitment, employment selection and testing, and classification and compensation, in conformance with the Merit System provisions of the California Education Code, and other pertinent laws, rules, and regulations, carrying out all activities related to the administration of the classified personnel program in conformance with applicable laws and policies, and the rules and aims of the Commission.~~

DISTINGUISHING CHARACTERISTICS

The Director of Classified Personnel is a senior manager responsible for planning, implementing, directing, and overseeing all activities relating to recruitment, employment selection and testing, classification, and compensation for classified employees, in conformance with the Merit System Article of the California Education Code.

The Classification and Compensation Manager supervises and performs professional research and analytical work in areas pertaining to classification and compensation studies.

The Supervising Personnel Analyst supervises and performs professional and analytical work in areas pertaining to job analysis, recruitment, assessment, and selection of classified staff.

ESSENTIAL DUTIES

~~Recommends procedures required for administration of the classified personnel program in conformance with the Merit System Article of the Education Code and other pertinent laws and regulations and Personnel Commission rules.~~

Plans and directs all procedures and activities relating to the administration of the merit system for classified employees, including recruitment, employment selection and testing, classification, and compensation; establishes department policies and procedures to govern functions and deliverables and ensure the effectiveness of operations; resolves operational and procedural problems as needed.

Oversees Plans and administers the recruitment and selection program for all classified positions, including the development and administration of recruitment plans and examinations for the classified service.

Directs Oversees the preparation and maintenance of the classification plan for all positions in the classified service.

Directs the processing and audit of classified personnel assignments; ensures all employment transactions are performed in for compliance with rules and regulations and certifies that assignments are made in accordance with the merit system provisions of the Education Code and the rules of the Personnel Commission.

Establishes, maintains, and interprets rules and procedures for the development and validation of examinations, establishment of eligibility lists, certification of eligible candidates to hiring authorities, creating and updating job classifications, classifying positions, and determining salary allocation.

Establishes goals, objectives, priorities, and performance standards for the Personnel Commission Office staff.

Serves as a member and subject matter expert for the Merit Rules Advisory Committee; conducts research on issues relating to merit rules, and provides recommendations for rule revisions, and guidance on best practices.

Directs and participates in the investigation of examination appeals and protests, requests for administrative review of classification study outcomes, and general complaints regarding alleged abuse or violation of merit system provisions and other problems related to matters within the purview of the Personnel Commission.

Supervises and evaluates the performance of assigned staff; this includes new employee selection; discipline and termination; assigning, monitoring, and reviewing work; training employees; and evaluating employee performance. interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates

~~Directs investigation of: appeals from rejection, protests of examination procedures or results, and/or withholding of certification, by applicants, candidates, and eligibles.~~

~~Oversees the processes and preparation of salary surveys, wage studies, and employee benefit surveys; reviews the interpretation of data, and recommends changes in compensation for positions and classes.~~

~~Provides assistance and information to District managers in the interpretation of Merit System rules, policies and procedures and the classified labor agreement as it relates to the Merit System.~~

~~Serves as a resource to District administration on collective bargaining and Merit Rules issues and may participate in collective bargaining negotiations;~~

~~Conducts special studies and makes recommendations to the Personnel Commission and District Management related to organization, staffing, and workforce utilization in the Santa Monica Community College District.~~

Maintains ongoing communication with Commissioners, District senior staff, and union representatives regarding critical problems, recommendations, and requirements or restrictions of laws, rules, and policies related to activities within the scope of the Personnel Commission; provides ongoing consultation and technical expertise as needed or requested.

Serves as Executive Secretary of the Personnel Commission, ~~prepares~~oversees the preparation of the Order of Business for public meetings, presents including staff reports and recommendations, ~~and directs the preparation and maintenance of official records and minutes,~~ and other related documents.

Supports and promotes compliance with the District's diversity and equal employment policies and practices

Prepares and recommends annual budget necessary to carry out Personnel Commission activities, including resource planning, preparing budget recommendations, and monitoring expenditures; oversees financial transactions relating to office operations.

Develops, recommends, and implements staff training and development to provide opportunities for individual employee growth, continuity of work flow and long range development of staff.

Oversees the establishment of seniority lists which indicate accurate seniority placement for all classified staff within each classification they currently and previously occupied.

Coordinates disciplinary appeal hearings including selection of hearing officer, subpoenaing of witnesses and production of records, and special research and investigation as directed by the Personnel Commission.

Prepares the annual report of the Personnel Commission and a periodic summary of key statistical data as outlined by the Personnel Commission.

~~Participates in identifying, developing, coordinating and administering specialized in-service training and staff development programs for classified employees and managers.~~

~~Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other College employees, the Personnel Commission, and the public.~~

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***

Receives general administrative direction from and executes the directives of the Personnel Commissioners. Consults with the Personnel Commission Chairperson on procedural matters instituted for the operation of the Personnel Commission Office.

### ***Level of Supervision Exercised***

Directly supervises employees of the Department. Carries out supervisory responsibilities in accordance with the Commission's policies and applicable Local, State and Federal laws.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Principles, trends, and best practices of personnel/human resources administration, including job analysis, job evaluation, position classification, compensation, recruitment, selection, employment discrimination, and equal employment opportunity and techniques of recruitment, selection, classification, compensation, organizational analysis and staffing

~~Laws, rules, regulations, court decisions, and legal interpretations related to the employment of personnel with special emphasis on the Merit System Article of the State Education Code or similar Civil Service system~~

Applicable federal, state and local laws, regulations, guidelines, standards, and related case law with emphasis on Merit System provisions of the Education Code or similar Civil Service system; Government Code, Equal Employment Opportunity Act, California Code of Regulations – Title V, Equal Pay Act, Americans with Disabilities Act, Fair Labor Standards Act, Fair Employment and Housing Act, and the Uniform Guidelines on Employee Selection

Personnel Commission Rules, Board Policies, Administrative Regulations, and Human Resources policies and procedures specific to the District

Organizational functions, operations, policies, goals, and objectives of the District

Equal opportunity employment guidelines, laws, regulations and best practices

Computer programs that support this level of work, including data analysis tools and applications



~~Current trends and developments in personnel administration, industrial relations, management, and related fields~~

~~Legal foundations and practices for the conduct of administrative hearings~~

~~Employer-employee relations in the public service~~

~~Laws, regulations, and guidelines related to equal employment opportunity and civil rights in employment~~

Principles and techniques of research and analysis

Principles and techniques of supervision, training, and human relations

~~State legislative processes and procedures~~

~~Principles and techniques of budgeting and financial management~~

~~Uses and capabilities of computer programs related to Human Resources/Personnel functions~~

**Ability to:**

Plan, implement and direct a comprehensive, state-of-the-art classified personnel program in conformance with the Merit System Article of the State Education Code

Interpret, and apply, explain, and ensure compliance with principles of personnel administration and law related to activities under the jurisdiction of the Personnel Commission

Manage operations in a cost effective and efficient manner, which includes developing and implementing policies and procedures to meet organizational needs, and evaluating operational effectiveness

~~Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations~~

Understand and analyze internal and external customers' immediate and long term needs to provide viable solutions and recommendations

~~React promptly and act independently in situations and events~~

Anticipate conditions, plan ahead, establish priorities, and meet schedules

~~Create a team environment and promote cohesiveness toward the achievement of goals~~

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

Model professional integrity and ethics and deal quickly with breaches and misconduct

Effectively select, train, supervise, and motivate, and evaluate employees

Allocate and effectively utilize the human, fiscal and physical resources of the Personnel Commission

~~Prepare effective written and oral communications, reports and presentations~~

~~Establish and maintain effective working relationships with all levels of administration, employee representatives, employees and representatives of other agencies and organizations.~~

Communicate effectively, both orally and in writing, with all levels of administration, faculty, staff, and job applicants

Foster an environment that encourages diversity, both in hiring actions and in career development

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

~~**Computer and Equipment Skills:** Competent ability in the use of personal computers, word processing, database management, presentation software and spreadsheet use and experience with HRIS. Ability to~~

~~use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment.~~

#### MINIMUM QUALIFICATIONS

##### **Education Requirement:**

Graduation from an accredited four-year college or university with a Bachelor's degree, major in industrial or organizational psychology, human resources, public or business administration or a closely related field. An advanced degree with a specialization-A Master's degree in public administration, business administration, personnel administration, psychology, industrial relations, or a closely related field is desirable preferred.

##### **Experience Requirement:**

Six (6) years of ~~recent~~increasingly responsible technical and analytical human resources experience in a senior professional-level position, within a Merit System School District or community college, or the personnel/human resources department of a civil service agency. This experience which must have included two (2) years supervising or leading staff in employment test development and/or classification and compensation, including professional level personnel.

##### **Education/Experience Equivalency:**

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

##### **Licensure and/or Certification:**

~~None.~~Senior Professional in Human Resources (SPHR), IPMA Senior Certified Professional (IPMA-SCP), SHRM-Senior Certified Professional (SHRM-SCP), Certified Compensation Professional (CCP), or similar certification preferred.

#### 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 or hear. The employee is occasionally required to stand and walk. ~~The employee is regularly required to lift, carry, push or pull up to 10 pounds.~~ While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

**Job Family:** Fiscal Services / Business Administration / Human Resources

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 12/13/06

**Revision Date(s):** Hay Study, 12/13/06

**Class History:** ~~Director of Classified Personnel~~ Revised 3/17/2021

Santa Monica Community College District  
Personnel Commission

Director of Classified Personnel

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CONCEPT OF THE CLASS

Under the general administrative direction of the Personnel Commissioners, the Director of Classified Personnel plans, organizes, controls, and directs all activities for classified employees relating to recruitment, employment selection and testing, and classification and compensation, in conformance with the Merit System provisions of the California Education Code, and other pertinent laws, rules, and regulations.

DISTINGUISHING CHARACTERISTICS

The **Director of Classified Personnel** is a senior manager responsible for planning, implementing, directing, and overseeing all activities relating to recruitment, employment selection and testing, classification, and compensation for classified employees, in conformance with the Merit System Article of the California Education Code.

The **Classification and Compensation Manager** supervises and performs professional research and analytical work in areas pertaining to classification and compensation studies.

The **Supervising Personnel Analyst** supervises and performs professional and analytical work in areas pertaining to job analysis, recruitment, assessment, and selection of classified staff.

ESSENTIAL DUTIES

Plans and directs all procedures and activities relating to the administration of the merit system for classified employees, including recruitment, employment selection and testing, classification, and compensation; establishes department policies and procedures to govern functions and deliverables and ensure the effectiveness of operations; resolves operational and procedural problems as needed.

Plans and administers the recruitment and selection program for all classified positions, including the development and administration of recruitment plans and examinations for the classified service.

Oversees the preparation and maintenance of the classification plan for all positions in the classified service.

Directs processing and audit of classified personnel assignments; ensures all employment transactions are performed in compliance with the merit system provisions of the Education Code and the rules of the Personnel Commission.

Establishes, maintains, and interprets rules and procedures for the development and validation of examinations, establishment of eligibility lists, certification of eligible candidates to hiring authorities, creating and updating job classifications, classifying positions, and determining salary allocation.

Establishes goals, objectives, priorities, and performance standards for the Personnel Commission Office staff.

Serves as a member and subject matter expert for the Merit Rules Advisory Committee; conducts research on issues relating to merit rules, and provides recommendations for rule revisions, and guidance on best practices.

Directs and participates in the investigation of examination appeals and protests, requests for administrative review of classification study outcomes, and general complaints regarding alleged abuse or violation of merit system provisions and other problems related to matters within the purview of the Personnel Commission.

Supervises and evaluates the performance of assigned staff; this includes new employee selection; discipline and termination; assigning, monitoring, and reviewing work; training employees; and evaluating employee performance.

Maintains ongoing communication with Commissioners, District senior staff, and union representatives regarding critical problems, recommendations, and requirements or restrictions of laws, rules, and policies related to activities within the scope of the Personnel Commission; provides ongoing consultation and technical expertise as needed or requested.

Serves as Executive Secretary of the Personnel Commission, oversees the preparation of the Order of Business for public meetings, including staff reports and recommendations, official minutes, and other related documents.

Supports and promotes compliance with the District's diversity and equal employment policies and practices

Prepares and recommends annual budget necessary to carry out Personnel Commission activities, including resource planning, preparing budget recommendations, and monitoring expenditures; oversees financial transactions relating to office operations.

Develops, recommends, and implements staff training and development to provide opportunities for individual employee growth, continuity of work flow and long range development of staff.

Oversees the establishment of seniority lists which indicate accurate seniority placement for all classified staff within each classification they currently and previously occupied.

Coordinates disciplinary appeal hearings including selection of hearing officer, subpoenaing of witnesses and production of records, and special research and investigation as directed by the Personnel Commission.

Prepares the annual report of the Personnel Commission and a periodic summary of key statistical data as outlined by the Personnel Commission.

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***

Receives general administrative direction from and executes the directives of the Personnel Commissioners. Consults with the Personnel Commission Chairperson on procedural matters instituted for the operation of the Personnel Commission Office.

### ***Level of Supervision Exercised***

Directly supervises employees of the Department. Carries out supervisory responsibilities in accordance with the Commission's policies and applicable Local, State and Federal laws.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Principles, trends, and best practices of personnel/human resources administration, including job analysis, job evaluation, position classification, compensation, recruitment, selection, employment discrimination, and equal employment opportunity

Applicable federal, state and local laws, regulations, guidelines, standards, and related case law with emphasis on Merit System provisions of the Education Code or similar Civil Service system; Government Code, Equal Employment Opportunity Act, California Code of Regulations – Title V, Equal Pay Act, Americans with Disabilities Act, Fair Labor Standards Act, Fair Employment and Housing Act, and the Uniform Guidelines on Employee Selection

Personnel Commission Rules, Board Policies, Administrative Regulations, and Human Resources policies and procedures specific to the District

Organizational functions, operations, policies, goals, and objectives of the District

Equal opportunity employment guidelines, laws, regulations and best practices

Computer programs that support this level of work, including data analysis tools and applications

Principles and techniques of research and analysis

**Ability to:**

Plan, implement and direct a comprehensive, state-of-the-art classified personnel program in conformance with the Merit System Article of the State Education Code

Interpret, apply, explain, and ensure compliance with principles of personnel administration and law related to activities under the jurisdiction of the Personnel Commission

Manage operations in a cost effective and efficient manner, which includes developing and implementing policies and procedures to meet organizational needs, and evaluating operational effectiveness

Understand and analyze internal and external customers' immediate and long term needs to provide viable solutions and recommendations

Anticipate conditions, plan ahead, establish priorities, and meet schedules

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

Model professional integrity and ethics and deal quickly with breaches and misconduct

Effectively select, train, supervise, motivate, and evaluate employees

Allocate and effectively utilize the human, fiscal and physical resources of the Personnel Commission

Communicate effectively, both orally and in writing, with all levels of administration, faculty, staff, and job applicants

Foster an environment that encourages diversity, both in hiring actions and in career development

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

MINIMUM QUALIFICATIONS

**Education Requirement:**

Graduation from an accredited four-year college or university with a Bachelor's degree, in industrial or organizational psychology, human resources, public or business administration or a closely related field. A Master's degree in a closely related field is preferred.

**Experience Requirement:**

Six (6) years of increasingly responsible technical and analytical human resources experience in a senior professional-level position, within a Merit System School District or community college, or the human resources department of a civil service agency. This experience must have included two (2) years supervising or leading staff in employment test development and/or classification and compensation.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

Senior Professional in Human Resources (SPHR), IPMA Senior Certified Professional (IPMA-SCP), SHRM-Senior Certified Professional (SHRM-SCP), Certified Compensation Professional (CCP), or similar certification preferred.

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 or hear. The employee is occasionally required to stand and walk.

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

CLASS DETAIL

**Job Family:** Fiscal Services / Business Administration / Human Resources

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 12/13/06

**Revision Date(s):** Hay Study, 12/13/06

**Class History:** Revised 3/17/2021

**AGENDA REPORT NO. 7**

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:  
SUPERVISING PERSONNEL ANALYST**

DATE: March 17, 2021  
TO: Members of the Personnel Commission  
FROM: Carol Long, Director of Classified Personnel

**BACKGROUND**

Attached for your approval are the classification revisions for **Supervising Personnel Analyst**.

As part of the cyclical review process, we are reviewing classifications in the Personnel Commission Office. The Personnel Commission Office is responsible for providing services related to job classification, compensation, recruitment, selection, and placement of the College's Classified workforce on the basis of merit and the principle of "like pay for like work", and ensuring fair treatment of all Classified employees through the maintenance and administration of merit rules.

The Supervising Personnel Analyst classification was originally created and approved on October 21, 2009. Since its creation, it has been revised once, with the most recent revision occurring on September 16, 2020. There is currently one incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2019-20. All incumbents in the Personnel/Human Resources job discipline were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

The Director of Classified Personnel, Carol Long, met with two of the Commissioners to discuss the existing class description and possible revisions. A Position Description Questionnaire (PDQ) and duty analysis sheets were completed, reviewed, and utilized as reference for classification revisions. Revisions were made to several 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, distinguishing characteristics, and duties were modified to clarify the level and scope of work performed, and to delineate this classification from related roles. Classification revisions were sent for review to Personnel Commissioners, Business Services, Human Resources, and executive leadership.

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. The Supervising Personnel Analyst supervises and performs professional research and analytical work in areas pertaining to job analysis, recruitment, assessment, and selection of classified staff.



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Given variability in scope of work assigned at comparable agencies, sufficient market data was not available for this role. Salary allocation recommendations will ultimately be determined based on internal alignment within the occupational series, once remaining salaries within the series have been finalized. The majority of benchmark colleges surveyed do not have equivalent classifications to this role, primarily because they do not utilize a merit system. Classifications with a similar level of responsibility tend to oversee a broader area of human resources specializations, including academic recruitment, employee relations, labor relations, leave of absence management, Title IX compliance, and professional development for both academic and classified personnel. In addition, responsibilities related to recruitment and classification may be very different in non-merit agencies. They are not focused on complying with Merit System provisions from the Education Code. The hiring process is likely less centralized, with more of the technical responsibility and decision-making being delegated to hiring departments.

Four community colleges on our initial list of comparable agencies utilize a merit system. The Personnel Commission from one of these colleges manages a significantly larger scope of work; therefore, I did not find the roles to be comparable. State Center Community College District does not utilize this type of management role. Classifications with a similar supervisory role from the two remaining community college districts that utilize a merit system, and the comparable supervisory role at LACOE were selected in the market survey.

Cyclical review results have been sent to the incumbent, Personnel Commissioners, Business Services, Human Resources, and executive leadership. The following charts show related classifications in this job discipline and current salary allocation for each classification. The salary survey data presented below is for informational purposes only. The District will determine when we are able to move forward with the appropriate increases where applicable.

AGENCY	CLASS TITLE	MIN	MAX	MEDIAN	STUDENT FTE	GF REVENUE ACTUAL	CLASSIFIED FTE
Santa Monica College	Supervising Personnel Analyst	\$7,192	\$8,742	\$7,967	10,545	\$225M	501
LACOE	Senior Human Resources Analyst	\$7,599	\$9,414	\$8,507			
Long Beach City College	Human Resources Manager, Classified	\$7,491	\$10,207	\$8,849	9,082	\$169M	527
Ventura County CCD	Senior Human Resources Analyst	\$6,867	\$9,515	\$8,191	12,592	\$230M	512
	Average	\$7,319	\$9,712	\$8,516			
	25th Percentile	\$7,179	\$9,465	\$8,322			
	50th Percentile	\$7,491	\$9,515	\$8,503			
	75th Percentile	\$7,545	\$9,861	\$8,703			
	80th Percentile	\$7,556	\$9,930	\$8,743			
	90th Percentile	\$7,577	\$10,069	\$8,823			
	SMC % RANK	26.00%	0%	0%			
	SMC Differences From AVG	-1.77%	-11.10%	-6.88%			
	SMC Differences From MED	-4.16%	-8.84%	-6.73%			

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The chart below shows current pay structure for this classification series:

CLASS TITLE	REPORTS TO	MIN	MAX	RANGE	%DIFF BETWEEN LEVELS
Director of Classified Personnel	Personnel Commissioners	\$12,610	\$13,902	A15	75.33%
Supervising Personnel Analyst	Director of Classified Personnel	\$7,192	\$8,782	M19	2.42%
Classification and Compensation Manager	Director of Classified Personnel	\$7,022	\$8,535	M18	8.45%
Personnel Analyst	Classification and Compensation Manager or Supervising Personnel Analyst	\$6,475	\$7,871	45	18.65%
Personnel Technician	Supervising Personnel Analyst	\$5,457	\$6,633	38	27.62%
Personnel Specialist	Classification and Compensation Manager or Supervising Personnel Analyst	\$4,276	\$5,197	28	0.00%

**RECOMMENDATION**

It is recommended that the Commission approve the proposed class description revisions for Supervising Personnel Analyst.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Deborah Jansen  
 SECONDED BY: Joy Abbott  
 AYES: 4  
 NAYS: 0  
 ABSTENTIONS: 0

**Amendments/Comments**

Commissioner Abbott stated that a title change seemed warranted as the position includes managerial responsibilities and encouraged Commissioners to comment.

Director Long shared her findings in comparable agencies.

Director Long reported that we will need to ultimately review a number of management classification titles for alignment with the industry guidelines of a first level supervisor versus a manager.

**Santa Monica Community College District  
Personnel Commission**

**Supervising Personnel Analyst**

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**CONCEPT OF THE CLASS**

Under the direction of the Director of Classified Personnel, the position in this classification supervises, coordinates and participates in a variety of professional level personnel management functions such as supervises and performs professional and analytical work in areas pertaining to job analysis, recruitment, assessment, and selection of classified staff, and serves as a technical expert and process improvement leader in developing and conducting high quality assessments, utilizing innovative recruitment tools, implementing technology enhancements, and improving service efficiency, classification and compensation.

**DISTINGUISHING CHARACTERISTICS**

~~**Personnel Specialist** performs specialized administrative duties as an employment recruiter in connection with a wide variety of personnel transactions in the areas of recruiting which require an incumbent to apply knowledge of Personnel Commission rules, regulations, policies, and procedures.~~

~~**Personnel Technician** performs technical and complex clerical duties related to classification of positions, wage and salary, recruitment and selection, equal employment opportunity and affirmative action programs and services.~~

The **Director of Classified Personnel** is a senior manager responsible for planning, implementing, and directing a comprehensive classified personnel program in conformance with the Merit System Article of the California Education Code.

The **Classification and Compensation Manager** supervises and performs professional research and analytical work in areas pertaining to classification and compensation studies. The position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

The **Supervising Personnel Analyst** supervises and performs professional and analytical work in areas pertaining to job analysis, recruitment, assessment, and selection of classified staff. The position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

~~**The Personnel Analyst** performs journey-level professional personnel work related to classification of positions, wage and salary and benefit administration, personnel policies, rules, and procedures, recruitment and selection, applicant testing and qualifying, equal employment opportunity programs and services, and employer-employee relations, the full scope of professional level work related to all Personnel Commission functions using independent judgment and discretion, with substantial authority and individual accountability for decision making and work results.~~

**ESSENTIAL DUTIES**

Supervises assigned staff in the Personnel Commission Office responsible for performing recruitment and selection activities; this includes assigning, monitoring, and reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating employee performance.

~~Coordinates, supervises and participates in the recruitment and selection program. Provides day-to-day leadership over job analysis, recruitment, and selection activities; e-Ensures that hiring and examination processes are coordinated in a fair, objective and independent manner; develops and administers examinations for the classified service.~~

~~Supervises and participates in job analysis, position audits, classification and compensation studies.~~

~~Trains, supervises and evaluates assigned Personnel Commission staff.~~

~~Designs and conducts the more complex or politically sensitive job analysis studies and recruitment projects.~~

~~Reviews and approves job analysis documentation for the purpose of test construction and validation; reviews and approves examination and recruitment plans, test materials, test scoring, and evaluation criteria.~~

~~Develops, or directs the development of new examination materials (i.e., written tests, interview questions, rating sheets, performance tests, training and experience evaluations) as needed; evaluates existing examination materials based on job analysis findings and analysis of previous test administrations, and recommends revisions.~~

~~Reviews all data pertinent to pass-point determinations; establishes or recommends examination pass-points.~~

~~Researches, analyzes, interprets, and applies complex labor laws, merit rules, and related regulations and policies to recommend, develop, and standardize processes, procedures, department guidelines, and strategies; provides related guidance; participates in the development of rules, policies, and procedures for presentation to the Personnel Commission and implementation into daily operational practices.~~

~~Explains and interprets Merit System Articles of the Education Code and other pertinent laws and regulations to supervisors, employees, applicants, and the general public; provides a high level of customer service to both internal and external customers; remains current on related laws, regulations, and practices.~~

~~Participates in and eCoordinates or participates in reviews of more complex decisions related to processes to ensuring that disabled employees and applicants receive appropriate accommodation in compliance with federal and state law.~~

~~Participates in and coordinates processes to ensure that disabled employees and applicants receive appropriate accommodation in compliance with federal and state law.~~

~~May provide guidance to staff on the development or revision of classification descriptions, position reclassification studies, salary surveys, and internal job evaluations.~~

~~May develop and revise classification descriptions and prepare recommendations for the classification and reclassification of positions and classifications.~~

~~May coordinate and conduct salary studies; collect and analyze salary data to identify relevant comparables, and make recommendations for appropriate salary allocation in accordance with the District's pay practices and internal occupational hierarchies.~~

~~Counsels and informs employees and supervisors of procedures and regulations pertaining to personnel actions and policies.~~

~~Prepares agenda items/reports for review and approval by the Personnel Commission. Represents the department at Personnel Commission meetings and hearings.~~

~~Assists in the coordination and preparation of a variety of reports. Conducts surveys, prepares and presents reports on a wide range of topics, as requested.~~

~~Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other College employees, the Personnel Commission, students and the public.~~

~~Assists in the preparation and administration of the Personnel Commission budget.~~

~~May S~~upervises the maintenance of the on-line recruitment, selection and applicant tracking system.

~~May i~~nvestigates exam protests and appeals to the Personnel Commission.

May Assumes primary responsibility for the Personnel Commission Office in the absence of the Director of Classified Personnel.

Performs other related duties as requested or assigned.

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

## SUPERVISION

### **Level of Supervision Received**

~~General direction is received from~~ Under direction from the Director of Classified Personnel, the employee receives assignments and is expected to carry them through to completion with substantial independence.

### **Level of Supervision Exercise**

~~Supervises Positions in this classification exercise general supervision over~~ assigned Personnel Commission Staff ~~which may include any or all of the following Personnel Analyst, Personnel Technician, Personnel Specialist, Administrative Clerk, temporary or part-time employees.~~

## KNOWLEDGE, SKILLS, ABILITIES and OTHER CHARACTERISTICS

### Knowledge of:

~~Knowledge of p~~Principles, trends, and best practices of personnel/human resources administration including job analysis, job evaluation, position classification, compensation, recruitment, selection, employment discrimination, equal opportunity ~~and pertinent Federal and State laws.~~

~~Knowledge of the~~ Applicable federal, state and local laws, regulations, guidelines, standards, and related case law with emphasis on Merit System provision of the Education Code, Government Code, Equal Employment Opportunity Act, Americans with Disabilities Act, Fair Labor Standards Act, Fair Employment and Housing Act, and the Uniform Guidelines on Employee Selection.

~~Knowledge of~~ Personnel Commission Rules, policies and procedures, ~~and Merit System Provisions of the Education Code.~~

~~Knowledge of laws, rules, and regulations, and policies, procedures and precedents pertaining to personnel administration.~~

Generally accepted professional practices in the development, validation, and administration of employee selection tools and procedures: basic psychometrics for employment testing and validation

Recruitment sources for a wide variety of occupations, and the most economical and effective methods and media for recruiting qualified personnel

Statistical analysis and data gathering techniques applicable to test construction, validation, item analysis review, and pass-point setting

Computer programs that support this level of work, including data analysis tools and applications

Project management principles

~~Knowledge of methods used in the development and administration of position classification and compensation plans and human resources assessment techniques.~~

~~Knowledge of merit principles of public human resources administration based upon selection and retention of the best qualified.~~

~~Knowledge of recruitment strategies and sources.~~

~~Knowledge of pPrinciples of work place diversity.~~

~~Knowledge of principles of organizational analysis.~~

~~Knowledge of HRIS and applicant tracking systems.~~

Ability to:

~~Skill in organizing and prioritizing assignments.~~

~~Skill in effective oral and written communications, both on a one on one and a group basis.~~

~~Skill in the use of personal computers, Microsoft operating systems, word processing, database management, spreadsheet and presentation software.~~

Analyze complex and technical problems relating to recruitment, employee selection, test construction and validation, and provide appropriate solutions

Successfully utilize a client-oriented, consultative, and flexible approach in analysis and resolution of issues at all levels within the organization

Effectively select, train, supervise, motivate, and evaluate staff

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

Supervise assigned work functions, provide resources needed, and delegate responsibility as warranted

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

Work confidentially with discretion and exercise tact in sensitive situations

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Write understandable, and legally appropriate documents, reports, and agenda items

~~Ability to read, write and comprehend directions in English.~~

~~Ability to review and evaluate employee job performance~~

~~Ability to effectively supervise subordinates.~~

~~Ability to fFoster a teamwork environment.~~

~~Knowledge of test strategies and statistics used in test and item analysis and validation.~~

- ~~Knowledge of methodology and techniques of job analysis and research.~~
- ~~Ability to analyze complex and technical problems and provide appropriate resolutions.~~
- ~~Ability to analyze complex and technical problems and provide appropriate resolutions.~~
- ~~Ability to organize working time and procedures under the pressures of multiple projects and deadlines.~~
- ~~Ability to express technical concepts clearly, concisely, and persuasively, both orally and in writing.~~
- ~~Ability to analyze and resolve problems in classification, compensation and employee selection.~~
- ~~Ability to understand and explain regulations, policies, and procedures.~~
- ~~Ability to compile, tabulate, and calculate data accurately.~~
- ~~Ability to exercise tact and judgment in contacts with administrators, co-workers, employees, candidates, and others.~~
- ~~Ability to listen to various conflicting points of view while maintaining objectivity and balance.~~
- ~~Ability to make effective oral presentations.~~
- ~~Ability to maintain confidentiality.~~
- ~~Ability to develop and prepare clear, concise and comprehensive reports and agenda items.~~
- ~~Ability to write comprehensive, understandable, and legally appropriate reports.~~
- ~~Ability to perform complex assignments independently.~~
- ~~Ability to work on many simultaneous assignments with close attention to detail and with attention to schedules and deadlines.~~
- ~~Ability to use efficient research techniques to develop test materials and examination techniques.~~
- ~~Ability to use practical judgment, creativity, ingenuity, and resourcefulness in planning, designing, adapting, organizing, and presenting test materials.~~
- ~~Ability to devise procedures for efficient administration of examinations.~~
- ~~Ability to Operate a computer using computer applications, programs, and standard office equipment ~~learn~~ specialized computer applications used by the department.~~
- Establish and maintain effective working relationships with District management, staff, employee organization representatives, students, the public, and other encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

## MINIMUM QUALIFICATIONS

### **Education Requirement:**

~~Graduation from college with a~~ Bachelor's degree with a major in ~~h~~ industrial or organizational psychology, human resources, public or business administration, or a related field. A master's degree in a related field is preferred.

**Supervising Personnel Analyst**

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**Experience Requirement:**

Four (4) years of increasingly responsible technical and analytical human resources experience in personnel/human resources administration, which includes in recruitment and test development, which required the use of job analysis. This experience must include leading related projects, and must be within the human resources function of an organization, selection, classification and compensation and at least one year supervising or leading staff.

**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 industrial or organizational psychology or human resources may substitute for two years of experience. A doctoral degree in industrial or organizational psychology or a human resources administration specialty may substitute for 3 years of experience.

**Licensure and/or Certification:**

A valid California Class "C" driver's license. Professional in Human Resources (PHR), IPMA Certified Professional (IPMA-CP), SHRM-Certified Professional (SHRM-CP) or similar certifications are preferred.

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

**Disclosure:**

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

**Normal Office Environment:**

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

**CLASS DETAIL**

**Job Family:** Personnel Commission

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 10/21/09

**Class History:** ~~N/A~~ Revised 3/17/2021



Santa Monica Community College District  
Personnel Commission

**Supervising Personnel Analyst**

Page 1 of 4

**CONCEPT OF THE CLASS**

Under the direction of the Director of Classified Personnel, the position in this classification supervises and performs professional and analytical work in areas pertaining to job analysis, recruitment assessment, and selection of classified staff, and serves as a technical expert and process improvement leader in developing and conducting high quality assessments, utilizing innovative recruitment tools, implementing technology enhancements, and improving service efficiency.

**DISTINGUISHING CHARACTERISTICS**

The **Director of Classified Personnel** is a senior manager responsible for planning, implementing, and directing a comprehensive classified personnel program in conformance with the Merit System Article of the California Education Code.

The **Classification and Compensation Manager** supervises and performs professional research and analytical work in areas pertaining to classification and compensation studies. The position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

The **Supervising Personnel Analyst** supervises and performs professional and analytical work in areas pertaining to job analysis, recruitment, assessment, and selection of classified staff. The position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

The **Personnel Analyst** performs the full scope of professional level work related to all Personnel Commission functions using independent judgment and discretion, with substantial authority and individual accountability for decision making and work results.

**ESSENTIAL DUTIES**

Supervises assigned staff in the Personnel Commission Office responsible for performing recruitment and selection activities; this includes assigning, monitoring, and reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating employee performance.

Provides day-to-day leadership over job analysis, recruitment, and selection activities; ensures that hiring and examination processes are coordinated in a fair, objective and independent manner.

Designs and conducts the more complex or politically sensitive job analysis studies and recruitment projects.

Reviews and approves job analysis documentation for the purpose of test construction and validation; reviews and approves examination and recruitment plans, test materials, test scoring, and evaluation criteria.

Develops, or directs the development of new examination materials (i.e., written tests, interview questions, rating sheets, performance tests, training and experience evaluations) as needed; evaluates existing examination materials based on job analysis findings and analysis of previous test administrations, and recommends revisions.

Reviews all data pertinent to pass-point determinations; establishes or recommends examination pass-points.

**Supervising Personnel Analyst**

**Page 2 of 4**

Researches, analyzes, interprets, and applies complex labor laws, merit rules, and related regulations and policies to recommend, develop, and standardize processes, procedures, department guidelines, and strategies; provides related guidance; participates in the development of rules, policies, and procedures for presentation to the Personnel Commission and implementation into daily operational practices.

Explains and interprets Merit System Articles of the Education Code and other pertinent laws and regulations to supervisors, employees, applicants, and the general public; provides a high level of customer service to both internal and external customers; remains current on related laws, regulations, and practices.

Coordinates or participates in reviews of more complex decisions related to ensuring that disabled employees and applicants receive appropriate accommodation in compliance with federal and state law.

Participates in and coordinates processes to ensure that disabled employees and applicants receive appropriate accommodation in compliance with federal and state law.

May provide guidance to staff on the development or revision of classification descriptions, position reclassification studies, salary surveys, and internal job evaluations.

May develop and revise classification descriptions and prepare recommendations for the classification and reclassification of positions and classifications.

May coordinate and conduct salary studies; collect and analyze salary data to identify relevant comparables, and make recommendations for appropriate salary allocation in accordance with the District's pay practices and internal occupational hierarchies.

May supervise the maintenance of the on-line recruitment, selection and applicant tracking system.

May investigate exam protests and appeals to the Personnel Commission.

May assume primary responsibility for the Personnel Commission Office in the absence of the Director of Classified Personnel.

Performs other related duties as requested or assigned.

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

**SUPERVISION**

***Level of Supervision Received***

Under direction from the Director of Classified Personnel, the employee receives assignments and is expected to carry them through to completion with substantial independence.

***Level of Supervision Exercise***

Positions in this classification exercise general supervision over assigned Personnel Commission Staff.

**KNOWLEDGE, SKILLS, ABILITIES and OTHER CHARACTERISTICS**

Knowledge of:

Principles, trends, and best practices of personnel/human resources administration including job analysis, job evaluation, position classification, compensation, recruitment, selection, employment discrimination, equal opportunity

**Supervising Personnel Analyst**

**Page 3 of 4**

Applicable federal, state and local laws, regulations, guidelines, standards, and related case law with emphasis on Merit System provision of the Education Code, Government Code, Equal Employment Opportunity Act, Americans with Disabilities Act, Fair Labor Standards Act, Fair Employment and Housing Act, and the Uniform Guidelines on Employee Selection

Personnel Commission Rules, policies and procedures

Generally accepted professional practices in the development, validation, and administration of employee selection tools and procedures; basic psychometrics for employment testing and validation

Recruitment sources for a wide variety of occupations, and the most economical and effective methods and media for recruiting qualified personnel

Statistical analysis and data gathering techniques applicable to test construction, validation, item analysis review, and pass-point setting

Computer programs that support this level of work, including data analysis tools and applications

Project management principles

Principles of work place diversity

Ability to:

Analyze complex and technical problems relating to recruitment, employee selection, test construction and validation, and provide appropriate solutions

Successfully utilize a client-oriented, consultative, and flexible approach in analysis and resolution of issues at all levels within the organization

Effectively select, train, supervise, motivate, and evaluate staff

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

Supervise assigned work functions, provide resources needed, and delegate responsibility as warranted

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

Work confidentially with discretion and exercise tact in sensitive situations

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Write understandable, and legally appropriate documents, reports, and agenda items

Foster a teamwork environment

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

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

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Bachelor's degree with a major in industrial or organizational psychology, human resources, public or business administration, or a related field. A master's degree in a related field is preferred.

**Experience Requirement:**

Four (4) years of increasingly responsible technical and analytical human resources experience in recruitment and test development, which required the use of job analysis. This experience must include leading related projects, and must be within the human resources function of an organization. f.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

Professional in Human Resources (PHR), IPMA Certified Professional (IPMA-CP), SHRM-Certified Professional (SHRM-CP) or similar certifications are preferred.

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

**CLASS DETAIL**

**Job Family:** Personnel Commission

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 10/21/09

**Class History:** Revised 3/17/2021

# CONSENT AGENDA

Motion to approve Agenda Items #8 through #15

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## DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott  
SECONDED BY: Lawrence Leone  
AYES: 4  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

**AGENDA REPORT NO. 8**

SUBJECT: **APPROVAL OF MINUTES**

DATE: March 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. February 17, 2021 Regular PC Meeting Minutes**

**AGENDA REPORT NO. 9**

**SUBJECT: RATIFICATION OF ELIGIBILITY LISTS**

DATE: March 17, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

<b>Class Title</b>	<b>Field of Competition</b>	<b>Promotional</b>	<b>Total On List</b>	<b>Expiration Date</b>
Supplemental Instruction Coordinator	Promotional	2	2	08/23/2021
Tutoring Coordinator-English and Humanities	Promotional	1	1	02/18/2022

**AGENDA REPORT NO. 10**

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

DATE: March 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)**

<b>Name/Permanent Class</b>	<b>Provisional WOC Assignment*</b>	<b>Dates of Current Assignment</b>
Chelsea Hull/ Instructional Assistant - English	Tutoring Coordinator – English and Humanities	2/22/2021 to 4/30/2021
Gail Johnson/ Administrative Assistant II	**Administrative Assistant III (50 %)	12/9/2020 to 12/23/2020; 1/4/2021 to 4/28/2021

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

*\*\*Pending PBAR approval*

**II. Extension of Working out of Class Assignment (Provisional)**

<b>Name/Permanent Class</b>	<b>Provisional WOC Assignment*</b>	<b>Dates of Current Assignment</b>	<b>Extended Dates</b>
Jose Guzman/ Personnel Technician	**Personnel Analyst	1/11/2021 to 4/2/2021	4/3/2021 to 5/21/2021
Miguel Reyes/ Network Services Support Analyst	**Information Systems Administrator	11/20/2020 to 3/25/2021	3/26/2021 to 3/31/2021

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

*\*\*Pending PBAR approval.*

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

**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 provisional working out of class 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. 11**

**SUBJECT: EXTENSION OF ELIGIBILITY LISTS:**

DATE: March 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 II	7/17/2020	4/17/2021	13	7	7/17/2021
Case Management Coordinator	7/2/2020	4/2/2021	5	4	7/2/2021
Class Scheduling Specialist	8/14/2020	4/14/2021	6	6	6/14/2021
Senior Community College Police Dispatcher	6/18/2020	3/18/2021	1	1	6/18/2021
Student Onboarding Specialist	11/25/2020	3/25/2021	6	5	6/25/2021

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) 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. 12**

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

DATE:        March 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.

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration*</b>
Mmbuka, Tamara	Student Services Clerk	Financial Aid	02/16/2021 to 06/30/2021
Walker, Christian	Supplemental Instruction Coordinator	Supplemental Instruction	01/11/2021 to 05/14/2021

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

**AGENDA REPORT NO. 13**

**SUBJECT: EXAMINATION SCHEDULE**

DATE: March 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:

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Athletic and Kinesiology Equipment Specialist	Promotional	3 weeks
Director of the SMC Foundation	Promotional & Open Competitive	3 weeks
Financial Aid and Scholarships Specialist	Promotional & Open Competitive	3 weeks
Tutoring Coordinator - English & Humanities	Promotional & Open Competitive	3 weeks

**AGENDA REPORT NO. 14**

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

DATE: March 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.

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

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-	<del>New Class</del>	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	NA			
Accompanist-Performance	JG	Cyclical	Multiple	12/16/20	NA			
Accompanist-Voice	JG	Cyclical	None	NA	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>								

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

**AGENDA REPORT NO. 15**

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

**DATE:** March 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.

<b>Recruitment and Examination Status Report</b>											
<b>Classification</b>	<b>Assig</b>	<b>FOC</b>	<b>VAC</b>	<b>Opened</b>	<b>Closed</b>	<b>Written</b>	<b>T &amp; EE</b>	<b>Perf.</b>	<b>QAI</b>	<b>E-List</b>	<b>Ratif.</b>
Accountant	OV/AF	PO	1	3/9/21	3/29/21						
<b>Athletic and Kinesiology Equipment Specialist</b>	JG	P	1								
Campus Store Manager	AG	P	1								
Community College Police Dispatcher	KM	O		3/1/21	3/19/21						
Community College Police Dispatcher	KM	P		10/6/20	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	3/17/21						
<b>Director of SMC Foundation</b>	JL/AF	PO	1	2/25/21	3/18/21						
<b>Financial Aid Scholarship Specialist</b>	OV	PO	2								
Grounds Equipment Operator	JG	P	1	1/25/21	2/16/21						
Grounds Supervisor	JG	P	1	3/3/21	3/23/21						
Student Services Clerk	OV	PO									
Supplemental Instruction Coordinator	OV	P	1	1/12/21	2/2/21		2/16/21			2/24/21	3/17/21
Tutoring Coordinator – English and Humanities	JG	P	1	1/12/21	2/2/21		2/9/21			2/18/21	3/17/21
<b>Tutoring Coordinator – English and Humanities</b>	JG	PO	1								
Tutoring Coordinator – Modern Languages	JG	PO	1	1/12/21	2/2/21						

Items in bold are pending approval by the Personnel Commission

<b>On Hold</b>											
<b>Classification</b>	<b>Assig</b>	<b>FOC</b>	<b>VAC</b>	<b>Opened</b>	<b>Closed</b>	<b>Written</b>	<b>T &amp; EE</b>	<b>Perf.</b>	<b>QAI</b>	<b>E-List</b>	<b>Ratif.</b>
Administrative Assistant I		PO									
Administrative Assistant II		PO									
Carpenter	KM	P	Temp								
Carpenter	KM	MPO		1/27/20	2/18/20	3/6/20		3/4/20			
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. **ADJOURN MEETING at 12:31 PM**

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Lawrence Leone

SECONDED BY: Joy Abbott

AYES: 4

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

Commissioner Leone extended a deep bow to Commissioner Greenstein and her grief.

The next regular Personnel Commission meeting is scheduled for:

Wednesday, April 21, 2021

**As required by law, this agenda for the Wednesday, March 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.**