

PERSONNEL COMMISSION - SPECIAL MEETING MINUTES

VIRTUAL MEETING – FRIDAY, AUGUST 7, 2020 at 10:00 A.M.
Hardcopy Distribution only at 2714 Pico: Exterior Display Box

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

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

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

Individuals wishing to speak or submit written comments to be read at the Personnel Commission meeting shall send an email to Personnel_Commission@smc.edu, by no later than 8:00 a.m. on Friday August 7, 2020. The email should include the following information:

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

Instructions for Speaking to the Commission through Zoom

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

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

1. Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.
2. Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.
3. Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Personnel Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Personnel Commission, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Reference: Merit Rule 2.2.8

Government Code sections 54954.2, 54954.3, 54957.9

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

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Any public records, which can be disclosed, related to an open session item on the agenda and distributed to the Personnel Commissioners less than 24 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: 10:00 a.m.

I.ORGANIZATIONAL FUNCTIONS

A. Call to Order **10:00 a.m.**

B. Roll Call

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

II.AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	Page
1	Requesting Approval of REVISIONS TO CLASS DESCRIPTION: RISK & INSURANCE COORDINATOR	5
2	Requesting Approval of REVISIONS TO CLASS DESCRIPTION: INSURANCE PROGRAM SPECIALIST	10

III. CONSENT AGENDA

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

3	RATIFICATION OF INTERNAL LIMITED TERM ASSIGNMENT	15
4	EXTENSION OF ELIGIBILITY LISTS: • CLASS SCHEDULING SPECIALIST	17
5	EXAMINATION SCHEDULE	18

CONSENT AGENDA

A motion was made to approve Items 3 to 5 of the Consent Agenda.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Joy Abbott
 SECONDED BY: Barbara Greenstein
 AYES: 4
 NAYS: 0
 ABSTENTIONS: 0

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PUBLIC COMMENT

A motion was made to add a section for public comment – restricted to agenda items only.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Deborah Jansen
SECONDED BY: Barbara Greenstein
AYES: 4
NAYS: 0
ABSTENTIONS: 0

IV.ADJOURN

AGENDA REPORT NO. 1

**SUBJECT: REVISIONS TO CLASS DESCRIPTION:
RISK & INSURANCE COORDINATOR**

DATE: August 7, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a revised classification description for Risk & Insurance Coordinator. The Personnel Commission is preparing to advertise for a career laddering opportunity, and the Risk Management Department has requested minor changes to the duties performed. The proposed changes will not affect the current status of any incumbents.

METHODOLOGY

Personnel Commission staff met with Daniel Phillips, Assistant Director of Safety & Risk Management, 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. The Department requested minor revisions to the duties. Knowledge, skills and abilities were updated, and distinguishing characteristics were modified to reflect changes within the Risk Management classification structure. Additionally, minor changes to minimum requirements have been proposed to broaden the field of competition and align the requirement with the experience expected of a minimally qualified candidate. Proposed revisions were reviewed with the incumbent, management and CSEA.

RESULTS

Minor revisions are being recommended to the distinguishing characteristics, duties, KSAs, and minimum requirements. These changes were not found to be sufficient to alter the salary allocation.

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions to the classification description for Risk & Insurance Coordinator.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments:

**Santa Monica Community College District
Personnel Commission**

Risk & Insurance Coordinator

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CONCEPT OF THE CLASS

Under administrative direction, plans, organizes, and coordinates the daily operations of the District's risk management program, including accident, liability and property insurance, student injury claims, employee safety, injury and illness prevention programs, loss control, and worker's compensation.

DISTINGUISHING CHARACTERISTICS

The Risk & Insurance Coordinator is responsible for independently performing complex professional level tasks in the administration and coordination of District' risk management and insurance programs.

The Insurance Program Specialist performs complex ~~and~~ administrative duties related to Workers' Compensation, student & athletic accident insurance, and property and liability insurance.

The Assistant Director of Safety & Risk Management manages, oversees, and implements operational activities related to the District's safety, risk management and insurance programs, and has primary responsibility for designing, developing and implementing District-wide programs in the area of Risk Management and/or Environmental Health and Safety.

~~Risk Manager manages, supervises, plans, organizes, develops, and implements the environmental, health, safety, loss control and insurance risk management programs of the District including managing the District's Workers Compensation claims.~~

ESSENTIAL DUTIES

Monitors and coordinates the District's property and liability insurance program; serves as the principal liaison in receiving, processing and adjudicating liability claims and lawsuits filed against the District.

Ensures risk and insurance programs are in compliance with Federal, State and local laws, and OSHA regulations; manages retention of records for inspections, investigations, violations, and other safety related activities; coordinates and tracks corrective actions.

Assists departments, students and employees regarding accident reporting, insurance coverage, accident/injury prevention, and compliance with related laws, regulations, policies and procedures.

Coordinates and monitors various agency-wide and department specific safety programs to mitigate risks.

Reviews and evaluates District and third-party contracts to determine required insurance coverage for grants, clinical sites, student film projects, and select events; obtains or issues certificates of insurance; prepares, distributes and collects student waivers and releases of

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Risk & Insurance Coordinator

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liability; monitors accident reports for safety issues that need to be addressed and notifies appropriate department.

Provides technical information and serves as liaison to Human Resources, Campus Counsel, other District staff, injured workers, claims administrators, and medical and legal professionals regarding worker's compensation matters, to ensure mandated examinations, treatments, benefits, claims, and notifications are administered in a timely manner.

Coordinates the investigation of worker's compensation claims and the preparation of materials and evidence for use in hearings, litigation and insurance claim cases.

Monitors District's hazardous waste program; confers with third party administrator and/or Facilities Management Department to identify, verify and manage potential hazards; schedules environmental testing, surveying and material inventory.

Works with District employees, insurance adjusters, attorneys, public agencies and claimants to research and obtain information to resolve property and liability claims and determines course of action for resolution of small claims; obtains signed releases and issues payments; directs large claims and summons to third party administrators.

Researches and collects information for and processes a variety of risk management and workers' compensation-related reports, forms, logs, records, files and other documents, including accident reports, claim forms, public self-insurers annual reports and OSHA logs and reports; ensures that financial and confidential records and files are properly maintained.

Confers with insurance carriers and third party administrators on employee and student risk policies, procedures, and training programs.

Coordinates and tracks the evaluation of workstations to determine employee ergonomic needs; reviews recommendations with supervisors.

Researches, recommends, interprets, and maintains policies and procedures related to the District's risk and insurance services.

Assists in risk management budget administration by planning and tracking expenditures and resolving routine budget matters.

Performs a variety of administrative duties, such as maintaining and updating files, creating forms, receiving and distributing departmental mail, preparing purchase requisitions, and tracking and processing invoice payments in a timely manner.

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~~Under general supervision ~~and direction~~ from the ~~Vice President of Business and Administration~~Director of Safety & Risk Management or designated

manager designee, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

Positions in this classification do not supervise others. May provide work direction and training to assigned staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles, practices, processes and laws related to insurance and liability, workers' compensation, and health & safety in the State of California.

Principles and practices of public administration, including budgeting, human resources, purchasing, facilities, health & safety, and record keeping.

Federal, state and local laws and regulations pertaining to risk management, insurance contracts and administration, worker's compensation, health & safety.

Principles and practices of sound business communication.

District rules, regulations, policies and procedures.

Ability to:

Coordinate the District's risk management, insurance and worker's compensation programs according to District policies and procedures, contract rules, and state and federal law.

Provide a variety of technical information and assistance to employees and others regarding workers' compensation benefits.

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

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

Operate a computer using word processing computer applications, programs and other business software and standard office equipment.

Organize, monitor and maintain highly detailed specialized files, including tracking a high volume of legal documents at different stages in the approval process, and ensure confidentiality of employee and student information.

Communicate clearly and effectively, both orally and in writing, to a wide range of internal and external stakeholders.

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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Risk & Insurance Coordinator

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Establish and maintain effective working relationships with District management, staff, students, third party administrators, insurance adjusters, medical and legal professionals, occupational clinics and hospitals, Joint Powers Authority, committee members, claimants, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment.

MINIMUM QUALIFICATIONS

Education Requirement:

A Bachelor's degree from an accredited college or university, preferably in public, business, finance, or business administration.

Experience Requirement:

Three years of progressively responsible, ~~professional~~ full-time experience in at least two of the following: risk management, insurance administration, ~~and/or~~ worker's compensation, or benefits. Experience in the public sector and program coordination preferred.

Education/Experience Equivalency:

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

Licensure and/or Certification:

Valid designation as an Associate in Risk Management (ARM) or Worker's Compensation Claims Professional (WCCP) is desirable.

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: Non-Exempt

Personnel Commission Approval Date: 08/20/2014

Class History: None

Revision Date(s): 8/7/2020

AGENDA REPORT NO. 2

**SUBJECT: REVISIONS TO CLASS DESCRIPTION:
INSURANCE PROGRAM SPECIALIST**

DATE: August 7, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a revised classification description for Insurance Program Specialist. The Personnel Commission is preparing to advertise for a career laddering opportunity, and the Risk Management Department has requested minor changes in duties to clarify the nature and scope of work performed. This classification was last revised in January 2008. There are currently no incumbents in this classification.

METHODOLOGY

Personnel Commission staff met with Daniel Phillips, Assistant Director of Safety & Risk Management, 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. The Department requested minor revisions to the duties. Distinguishing characteristics were added to delineate this classification from related roles, and knowledge, skills and abilities were updated. Minor changes to minimum requirements were proposed to broaden the field of competition and align the requirement with the experience expected of a minimally qualified candidate. In addition, the supervisor was asked to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the class description. Proposed revisions were reviewed with management and CSEA.

RESULTS

Minor revisions are being recommended to the distinguishing characteristics, duties, KSAs, and minimum requirements. These changes were not found to be sufficient to alter the salary allocation.

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions to the classification description for Insurance Program Specialist.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein
SECONDED BY: Deborah Jansen
AYES: 4
NAYS: 0
ABSTENTIONS: 0
Amendments/Comments

**Santa Monica Community College District
Personnel Commission**

Insurance Program Specialist

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CONCEPT OF THE CLASS

Under general supervision, the position in this classification performs complex ~~and~~ administrative duties related to Workers' Compensation, student & athletic accident insurance, safety, and property and liability insurance.

DISTINGUISHING CHARACTERISTICS

The Insurance Program Specialist performs complex ~~and~~ administrative duties related to Workers' Compensation, student & athletic accident insurance, safety, and property and liability insurance.

The Risk & Insurance Coordinator is responsible for independently performing complex professional level tasks in the administration and coordination of District' risk management and insurance programs.

The Assistant Director of Safety & Risk Management manages, oversees, and implements operational activities related to the District's safety, risk management and insurance programs, and has primary responsibility for designing, developing and implementing District-wide programs in the area of Risk Management and/or Environmental Health and Safety.

ESSENTIAL DUTIES

Collects information for and processes a variety of risk management and workers' compensation-related reports, forms, logs, records, files and other documents, including accident reports, claim forms, public self-insurers annual reports and OSHA logs and reports; ensures that financial and confidential records and files are properly maintained.

Coordinates and ~~P~~rovides for Workers' Compensation investigations, prepares materials ~~and~~ evidence for use in hearings, litigation and insurance claim cases; meets with, and schedules interviews for claims investigators and attorneys.

Manages retention and confidentiality of various records, including confidential employee files, for inspections, investigations, violations, and other safety related activities; coordinates and tracks corrective actions.

Monitors worker's compensation matters, which includes tracking the status of claims and ~~P~~roviding information to injured employees, supervisors, occupational health providers, and Workers' Compensation administrators to ~~obtain-ensure mandated~~ examinations, treatments, benefits, ~~and-ensure~~ claims and notifications are filed and administered in a timely manner.

Prepares files and reports, and maintains logs regarding work-related injuries and illnesses

Provides assistance to District personnel, attorneys and claims administrators in investigations, settlements, scheduling employee interviews, accident reporting, filing claims and notification letters in accordance with the law.

Works with District employees, insurance adjusters, attorneys, public agencies and claimants to research and obtain information to resolve property and liability claims; obtains signed releases and issues payments.

Monitors the status of temporary disability, medical releases from treating physician, the District physician, and other data relevant to each case and notifies the employee, Human Resources, Payroll, Health Services and the employee's supervisors.

Assists in risk management budget administration by planning and tracking expenditures and resolving routine budget matters.

Provides assistance and information as needed to departments and students regarding student insurance procedures; obtains or issues certificates of insurance; prepares, distributes and collects student waivers and releases of liability; monitors accident reports for safety issues that need to be addressed and notifies appropriate department.

Obtains settlement approval and processes settlement awards for workers' compensation claims.

Verifies that students' insurance claim forms are accurate, complete and submitted in a timely manner.

Provides information about the insurance coverage for accidental injuries of athletes and enrolled students with District policies and procedures.

Schedules and coordinates site visits between vendors and departments.

Performs a variety of administrative duties, such as maintaining and updating files, creating forms, receiving and distributing departmental mail, Keeps policies current and up-to-date, preparing purchase requisitions, and tracking and processing invoice payments in a timely manner.

Coordinates and tracks the ergonomic evaluation of workstations.

Maintains and updates the Risk Management website as assigned; updates information including content and formatting to ensure accuracy, clarity and usability.

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.

~~Organizes, maintains and disposes of confidential employee files and maintains the confidentiality of those files.~~

SUPERVISION

Supervision Received

Under general supervision from the Director of Safety & Risk Management or designee Risk Manager, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~Knowledge of State Workers' Compensation laws and procedures, and reporting requirements~~
Practices, processes, laws and regulations related to insurance and liability, and workers' compensation in the State of California

~~Knowledge of applicable student athletic and accident insurance, property and liability insurance claims procedures~~

~~Knowledge of r~~Risk management practices and procedures

~~Knowledge of insurance principles and practice, including claims adjustment techniques~~

~~Knowledge of insurance contracts and recordkeeping~~

~~Knowledge of office~~Administrative practices and procedures, including record keeping and filing practices

~~Knowledge of oral and written communication~~

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

~~Knowledge of p~~Proper usage of English grammar, vocabulary and spelling

~~Knowledge of computer databases and word processing programs~~
Computer applications and programs that support this level of work, including insurance databases, information systems, spreadsheet, presentation, and data management tools

~~Knowledge of t~~The Health Insurance Portability and Accountability Act (HIPAA) as it relates to protected health information

Ability to:

~~Ability to understand and interpret laws, rules and regulations regarding insurance claim procedures, policies and requirements~~

~~Ability to maintain a variety of general office, insurance claim and related historical files~~
Organize, monitor and maintain highly detailed specialized files, including tracking a high volume of legal documents at different stages in the approval process, and ensure confidentiality of employee and student information

~~Ability to interpret and explain contract provisions, rules, regulations and policies pertaining to employee benefit coverage~~
Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures.

~~Ability to read, understand and apply insurance claim reporting policies and procedures~~

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

~~Ability to use a computer to enter and retrieve data and to prepare correspondence~~
Operate a computer using computer applications, programs and standard office equipment

Communicate effectively, both orally and in writing, to a wide range of internal and external stakeholders

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

MINIMUM QUALIFICATIONS

Education Requirement:

Associate of Art's Degree in Business Administration, Communications, or a closely related field.

Experience Requirement:

Three (3) years of administrative or technical experience, which included performing overseeing the administrative and technical duties related to Workers' Compensation, liability, and or health-related programs for an agency.

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:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

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: Non-exempt

Personnel Commission Approval Date: 11/02/06

Class History: Insurance Program Coordinator

Revision Date(s): 11/02/06 Hay Study, 01/16/08, 8/7/2020

AGENDA REPORT NO. 3

SUBJECT: RATIFICATION OF INTERNAL LIMITED TERM ASSIGNMENT

DATE: August 7, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following Limited Term assignment.

Name/Permanent Class	Limited-Term Assignment	Dates of Limited Term Assignment
Daniel Phillips/ Assistant Director of Safety and Risk Management	Director of Safety and Risk Management	8/3/2020 to 1/29/2021

**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. Each 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).
- 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 for final approval.

**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

A. 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.

B. 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.

RECOMMENDATION

It is recommended that the Personnel Commission approve the request for an internal limited term assignment 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.

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AGENDA REPORT NO. 4

SUBJECT: **EXTENSION OF ELIGIBILITY LISTS:**
 • **CLASS SCHEDULING SPECIALIST**

DATE: August 7, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission Office is requesting that the following eligibility list 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
Class Scheduling Specialist	8/14/2020	8/14/2020	6	6	12/23/2020

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated until the new proposed expiration date.

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

C. An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The Director of Classified Personnel shall base his/her recommendation for extension of an eligibility list on the following factors:

1. a sufficient number of available eligibles remain to fill expected future vacancies;
2. the composition of the list reflects appropriate representation of ethnic minorities, underrepresented groups, or non-traditional candidates;
3. the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility list(s) shown above.

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AGENDA REPORT NO. 5

SUBJECT: **EXAMINATION SCHEDULE**

DATE: August 7, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

Class Title	Field of Competition	Time
Associate Director of the Santa Monica College Foundation	Promotional and Open Competitive	3 weeks
Student Services Assistant	Promotional	3 weeks

Santa Monica College Personnel Commission
AGENDA of Special Meeting – Friday, August 7, 2020

VI. Motion to adjourn meeting at 10:08 a.m.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein
SECONDED BY: Joy Abbott
AYES: 4
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

As required by law, this agenda for this 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.