



**PERSONNEL COMMISSION  
REGULAR MEETING MINUTES  
Wednesday, November 17, 2021 at 12:00 p.m.**

**\*\*VIRTUAL MEETING\*\***

<p>DEPARTMENTS: PLEASE POST 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: Elesee Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media &amp; Design: 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>ADMINISTRATORS and MANAGERS</p> <p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Maintenance: Devin Starnes Terry Kamibayashi Operations:     Anthony Barlow     Felicia Hudson     Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: Bradley Lane 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> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Kennisha Green CSEA Chapter 2nd V.P.: Cindy Ordaz CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: James Stevenson SMC POA President: Officer Cadena Management Association: Susan Fila</p> <p align="right">Revised 8/18/2021</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p>
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## PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees has determined in accordance with Government Code Section 54953 that as a result of the ongoing emergency that meeting in person would present imminent risks to the health and safety of the attendees at public meetings. The Zoom format used for College public meetings ensures public participation and provides an opportunity for the public to directly address the body. Members of the public have the right to request to make public comments until such time as the public comment period is over. Members of the public may address the Committee and 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 meeting shall send an email to [personnel\\_commission@smc.edu](mailto:personnel_commission@smc.edu), by no later than 10:00 a.m. on Wednesday, November 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.

- Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.
- Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.
- 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 by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Committee, 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

**PUBLIC SESSION: 12:00 p.m.**

**I. ORGANIZATIONAL FUNCTIONS**

A. Call to Order 12:00 PM

B. Roll Call

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Dr. Joseph Metoyer, Jr. , Chair	<b>X</b>	
Joy Abbott, Vice Chair	<b>X</b>	
Deborah Jansen	<b>X</b>	
Lawrence Leone	<b>X</b>	
Barbara Greenstein	<b>X</b>	

C. Director’s Report

Director of the Personnel Commission, Carol Long reported:

Orientations were held this week for the next group of classifications scheduled on the cyclical review calendar: Career Education Specialist, Program Coordinator – Community and Contract Education, Program Coordinator – Workforce and Economic Development, Program Coordinator – Emeritus, Workforce and Economic Development Project Assistant, and Child Care Supervisor.

A second group of orientations for Phase 1 of reviews for administrative support classifications are scheduled for December 6.

Personnel Commission staff currently has 17 recruitments in progress and during the past two weeks, interviews and Training and Experience Evaluations for eight different classifications have concluded. Approximately 204 candidates were interviewed or screened in the process.

A second reading of revisions to Merit Rule 12.1, Determination of Salary Schedules was presented for final approval and adoption.

Director Long congratulated Michael Hudson, the temporary Assistant Director of Human Resources at Santa Monica College, on his recent appointment as a new Personnel Commissioner for Los Angeles Unified School District.

D. Comments and Informational Reports

**Recognition of Employee Longevity – November 2021**

**5 YEARS**

Ahmad Bitar, Community College Police Officer, SMCPD

Vivian Chu, Graphic Designer, Marketing

Sarah Rapson, Instructional Assistant-English, Supplemental Instruction

Wendi DeMorst congratulated Sarah on five years with the College.

Caron Tate, Instructional Assistant-English, Supplemental Instruction

Wendi DeMorst congratulated Caron on five years with the College.

Sharon Thomas, Administrative Assistant II, Academic Affairs

Nathan Weidenbenner, Instructional Assistant-English, Supplemental Instructions  
Wendi DeMorst congratulated Nathan on five years with the College.

**10 YEARS**

Lori Geller, Administrative Assistant I, Music

**20 YEARS**

Meredith Ouwersloot, Programmer Analyst, Management Information Services  
Yongjian Yan, Principal Programmer Analyst, Management Information Services

**40 YEARS**

Judy Louff, Administrative Assistant I, Theatre Arts

E. Comments from the Vice President of Human Resources

Vice President Sherri Lee Lewis congratulated all Longevity Honorees. She provided an update on the College's Vaccination Program and informed Commissioners of the preparations underway for Accreditation.

She offered a special thanks to Personnel Commission Staff for their continued dedication to filling key positions, most notably the Director of Human Resources.

She worked with August Faustino, Amy Gurjian and Carol Long on the recruitment and she thanked August Faustino for his attentiveness, follow through and overall ease. She further acknowledged that Amy Gurjian is always a pleasure to work with, and that all Managers in the College feel similarly.

F. Comments from the CSEA Chapter 36 Representative

No Comments

G. Comments from the Management Association President

No Comments

H. Comments from the Personnel Commission Staff

No Comments

I. Public Comments (Non Actionable Comments from those in attendance)

No Comments

J. Comments by Personnel Commissioners

No Comments

**II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS**

<b>#</b>	<b>Item</b>	<b>Page</b>
<b>1</b>	AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS MERIT RULE 12.1: DETERMINATION OF SALARY SCHEDULES	<b>6</b>
<b>2</b>	ADVISORY ITEM: REAPPOINTMENT OF COMMISSIONER: DR. JOSEPH METOYER, JR.	<b>11</b>
<b>3</b>	ADVISORY ITEM: RE-APPOINTMENT OF COMMISSIONER: DEBORAH JANSEN	<b>12</b>
<b>4</b>	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: OUTREACH AND RECRUITMENT SPECIALIST	<b>13</b>
<b>5</b>	APPROVAL OF ADVANCED STEP PLACEMENT: DIRECTOR OF HUMAN RESOURCES	<b>23</b>

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

<b>#</b>	<b>Item</b>	<b>Page</b>
<b>6</b>	APPROVAL OF MEETING MINUTES	<b>25</b>
<b>7</b>	EXTENSION OF ELIGIBILITY LIST: • RECEIVING, STOCKROOM AND DELIVERY WORKER	<b>26</b>
<b>8</b>	EXAMINATION SCHEDULE: • CAMPUS SAFETY OFFICER • COMMUNITY COLLEGE POLICE DISPATCHER • DIRECTOR OF MARKETING AND COMMUNICATIONS • OUTREACH AND RECRUITMENT SPECIALIST	<b>27</b>
<b>9</b>	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS	<b>28</b>
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<b>11</b>	RATIFICATION OF ELIGIBILITY LISTS: • COMMUNITY COLLEGE POLICE CAPTAIN • PAYROLL SPECIALIST	<b>32</b>
<b>12</b>	CLASSIFICATION AND COMPENSATION TRACKING REPORT	<b>33</b>
<b>13</b>	RECRUITMENT AND EXAMINATION STATUS REPORT	<b>35</b>

**IV. ADJOURNMENT**

<b>Agenda Report No.</b>	<b>1</b>
<b>Subject</b>	<b>AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS MERIT RULE 12.1: DETERMINATION OF SALARY SCHEDULES</b>
<b>Date</b>	<b>November 17, 2021</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

Proposed changes to Chapter 12: Merit Rule 12.1, are attached for a second and final 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.

If approved, these changes will be formally adopted and posted on our web site.

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	Deborah Jansen
<b>Seconded by:</b>	Joy Abbott
<b>Ayes:</b>	5
<b>Nays:</b>	0
<b>Abstentions:</b>	0
<b>Amendments/Comments</b>	

CHAPTER XII

SALARIES, OVERTIME PAY AND BENEFITS

- Rule 12.1 DETERMINATION OF SALARY SCHEDULES  
(EDUCATION CODE SECTIONS 88061, [88087](#), 88160 – 88163)
- 12.1.1 FIXING ANNUAL SALARY SCHEDULES
- A. The Governing Board shall fix the annual salaries for all classified employees for each ensuing year no later than the date prescribed by law.
  - B. The Board may increase the salary schedule for classified employees at any time during the fiscal year, including increases to the salaries of employees resulting from the reclassification of a position, class of positions, or group of classes approved by the Personnel Commission.
  - C. The provisions of this section shall not be construed to permit the Board to demote or dismiss an employee due to the reclassification of a position or class of positions, unless otherwise authorized by law or these rules.
  - D. If the Governing Board is unable to comply with the provisions of paragraph A above, because of collective bargaining negotiations or because a salary study is being conducted, the board may, prior to the final adoption of the budget:
    - 1. Reserve the right to adjust salaries upon completion of the study and/or negotiations, or
    - 2. Adopt an interim salary schedule as provided in Education Code Section 88163.
  - E. The Governing Board shall employ, pay and otherwise control the services of classified employees only in accordance with the provisions of Title 3, Division 7, Chapter 4, Article 3 (Merit System) of the Education Code of the State of California and applicable provisions of these rules.

12.1.2

FACTORS IN SALARY

~~DETERMINATION~~RECOMMENDATIONS

A. The ~~Personnel~~ Director of the Personnel Commission shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. These recommendations shall take into account the following factors:

1. The principle of like pay for substantially similar work within the classified service.
2. Appropriate differentials between related classes to reflect differences in duties and responsibilities, as established in the classification plan, and
3. Wages and salaries paid for similar work in ~~private~~ industry in the recruitment area comparable job classifications within other government agencies within a comparable market area.
4. Wages and salaries paid by private sector employers may be considered when there are insufficient comparable government data.
5. Such other information as the Personnel Commission may deem relevant.

~~Wages and salaries paid by other governmental agencies and/or private industry, if applicable, in the recruitment area.~~

~~3. — The principle of like pay for like work within the classified service.~~

~~4. Appropriate differentials between related classes to reflect differences in duties and responsibilities, as established in the classification plan, and~~

~~5. — Such other information as the Personnel Commission may require.~~

12.1.3

SALARY STUDIES

A. The ~~Personnel~~ Director of the Personnel Commission shall conduct ~~or, with the approval of the Personnel Commission, cause to be conducted~~ a salary study:



1. When directed by the Personnel Commission.
2. Whenever a new class is created.
3. Whenever the Director of the Personnel Commission determines it is necessary to carry out the purposes of the Merit Rules

~~2. When directed by the Personnel Commission.~~

- B. A salary study shall consist of an analysis of factors listed in Section 12.1.2. survey of public sector pay rates for comparable classes along with a review of internal relationships with other related classes, and may also include a salary survey of private industry and/or public sector pay rates for comparable classes.
- C. The ~~Personnel~~ Director of the Personnel Commission shall work cooperatively with the Administration and employee organizations, while conducting salary studies, in an effort to ameliorate significant differences before recommendations are submitted to the Personnel Commission.

#### 12.1.4

#### SALARY RECOMMENDATIONS (EDUCATION CODE SECTION 88087)

~~A.~~ After making its findings, the Personnel Commission shall present salary recommendations to the Board for approval. The Board may approve, amend or reject the recommendation but not alter the percentage relationships among classes in the occupational family as established by the classification plan. No amendment shall be adopted until the Personnel Commission is first given a reasonable opportunity to comment on the effect the amendments will have on the principle of like pay for ~~like~~ substantially similar work. No changes shall be adopted which disturb the percentage relationship among classes in the occupational family as established by the Personnel Commission.

~~B.~~ Salary recommendations shall be based on evidence that the class in question is substantially overpaid or underpaid as substantiated supported by a survey of relative community rates comparable job classifications or the internal alignment of a class with other related classes.

~~C.~~ Salary adjustments may also be made when a classification study indicates that changes in duties

~~and responsibilities require warrant such a change.~~

<b>Agenda Report No.</b>	<b>2</b>
<b>Subject</b>	<b>ADVISORY ITEM: REAPPOINTMENT OF COMMISSIONER: DR. JOSEPH METOYER, JR.</b>
<b>Date</b>	<b>November 17, 2021</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

Please be advised that Commissioner Metoyer's current term is scheduled to expire on November 30, 2021. Commissioner Metoyer is one of the Board of Trustee nominees to the Personnel Commission.

Education Code 88065 states: "In any community college district which has a five-member personnel commission, two members of the commission shall be appointed by the governing board of the district and two members, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those four members of the personnel commission shall, in turn, appoint the fifth member to the commission."

The Board of Trustees has notified the Personnel Commission Office that they voted to re-appoint Dr. Joseph Metoyer, Jr. to the Personnel Commission for a three-year term commencing December 1, 2021 and ending November 30, 2024.

This item was approved by the Board of Trustees at the November 2, 2021, meeting.

<b>Agenda Report No.</b>	<b>3</b>
<b>Subject</b>	<b>ADVISORY ITEM: RE-APPOINTMENT OF COMMISSIONER: DEBORAH JANSEN</b>
<b>Date</b>	<b>November 17, 2021</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

Please be advised that Commissioner Jansen's current term is scheduled to expire on November 30, 2021. Commissioner Jansen is one of the CSEA nominees to the Personnel Commission.

Education Code 88065 states: "In any community college district which has a five-member personnel commission, two members of the commission shall be appointed by the governing board of the district and two members, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those four members of the personnel commission shall, in turn, appoint the fifth member to the commission."

CSEA Chapter 36 has notified the Personnel Commission Office that they voted to re-appoint Deborah Jansen to serve as a Commissioner for another three-year term, beginning December 1, 2021 and ending November 30, 2024.

The Board of Trustees has been advised that Deborah Jansen is the CSEA nominee and per Education Code 88065, shall be appointed by the governing board of the district. This item will be included on the December 2021 Board of Trustees agenda.

<b>Agenda Report No.</b>	<b>4</b>
<b>Subject</b>	<b>REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: OUTREACH AND RECRUITMENT SPECIALIST</b>
<b>Date</b>	<b>November 17, 2021</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

**BACKGROUND**

Attached for your approval is a revised classification description for Outreach and Recruitment Specialist.

Positions in the Outreach and Recruitment Specialist classification serve as project leads for outreach committees, performing a variety of outreach campaigns and activities in order to promote interest in the College and encourage student enrollment. This classification was established in October 2018. There is currently one incumbent. The Personnel Commission is preparing to recruit to fill one or more vacancies for this classification. This study is not part of the cyclical review process.

**METHODOLOGY**

Personnel Commission staff met with Jose Hernandez, Interim Associate Dean for Outreach, Onboarding and Student Engagement 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. Mr. Hernandez requested revisions to the duties and KSAs (Knowledge, Skills and Abilities).

**RESULTS**

Based on the data gathered, revisions to the classification description are being proposed as presented. These changes serve to clarify the job scope, duties and KSAs of the classification. Proposed classification revisions were not found to be sufficient to alter salary allocation. Study results were sent for review to the incumbent, CSEA, the Department, and senior leadership.

**RECOMMENDATIONS**

It is recommended that the Commission approve the attached revisions to the classification description for Outreach and Recruitment Specialist.

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	Lawrence Leone
<b>Seconded by:</b>	Barbara Greenstein
<b>Ayes:</b>	5
<b>Nays:</b>	0
<b>Abstentions:</b>	0
<b>Amendments/Comments</b>	

**Santa Monica Community College District  
Personnel Commission**

**Outreach & Recruitment Specialist**

CONCEPT OF THE CLASS

Under general supervision, the position in this classification serves as a project lead for ~~all~~ outreach committees and events, and plans, tracks, coordinates, and performs a variety of outreach campaigns and activities ~~associated with Outreach & Recruitment and the Welcome Center~~ in order to promote interest in the College and encourage student enrollment.

DISTINGUISHING CHARACTERISTICS

The **Outreach & Recruitment Specialist** is distinguished from other student services classifications by performing technical and specialized duties related to student outreach and recruitment activities to promote College enrollment. This classification is further distinguished from the Student Services Assistant and Student Services Clerk classifications by the level, variety, and complexity of work, independence of action and responsibility for decisions, and level of supervision received.

The **Student Onboarding Specialist** class performs complex and specialized duties pertaining to programs that support new students as they transition to college. It is distinguished from other student services classifications by the nature of work and specialized knowledge required.

The **Administrative Assistant** classification series have primary responsibility in providing entry to highly complex secretarial and clerical support to an assigned administrator, manager or department chair by receiving and screening visitors, phone calls and emails, managing meeting calendars, making arrangements for conferences and events, preparing and maintaining a variety of documents, files, and records, preparing payroll, entering and compiling data, and other related clerical duties.

ESSENTIAL DUTIES

~~Oversees the daily operations and provides lead direction and guidance to program staff.~~

Participates in the development, planning, ~~publicizing zes,~~ implementation, and promotions of ~~and plans~~ programs and events in an effort to increase enrollment; oversees event planning including scheduling dates, catering and venues, coordinating counselor participation, preparing announcements, and securing media equipment.

Liaises with and performs recruitment and outreach activities for high schools and local community agencies to promote the college, make connections with prospective students and increase enrollment.

Prepares and conducts program-specific and general college orientations, presentations, workshops, college information days, campus tours, and visitations for new and prospective students and families.

Provides information to prospective students about college programs and services; refers and connects students to appropriate campus resources for in depth program information.

Serves as a liaison between District staff, faculty, students, community agencies, and other key stakeholders and provides information on related services; collaborates with campus departments and student services programs to plan and execute program events and initiatives to enhance recruitment efforts.

Collaborates with the MIS department to create and update database for mass mailing to program participants; uses student information systems to track, target and contact prospective students, scheduled event attendees, program participants, and subsequent student enrollees.

Compiles and maintains baseline and historical program data, detailed and accurate records, reports and statistics to track program activities and event participation, in order to evaluate program effectiveness.

Manages timelines, calendar and processes for event committee tasks and program execution.

Participates in coordinating all-programming efforts, including Super Saturday, High School Counselor Appreciation Day, First Year Experience and other related programs.

Researches potential sources of recruitment and outreach for underserved student populations; identifies and recruits students who are eligible for special program services.

Researches and recommends innovative recruitment strategies to engage and attract prospective students.

Assists prospective students, families, high school counselors and instructors with registration process, class schedules, transfer process, assessment, and financial aid programs.

Contacts and schedules guest speakers for program events to maximize contact with potential students.

Prepares, updates and oversees the production of brochures, handouts and other informational material; organizes and prepares promotional materials for new student and high school counselor packets; creates and updates content on assigned website.

Works within a set budget to determine event supplies and logistics; reviews costs with supervisor for approval.

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 from an assigned Dean/administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence. Lead direction is received from an assigned lead counselor.

### ***Supervision Exercised:***

Positions in this classification do not supervise others, but may provide lead direction to assigned staff.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Mission, objectives, goals, and service delivery requirements of assigned program

Principles of public relations, publicity and marketing

Basic statistics, research, data gathering, and reporting methods and techniques

Student information systems used to track and contact program participants

Event planning

Basic budgeting practices and procedures

Customer service practices

District policies and the structure, organization and function of various offices on the campus in order to ensure smooth operation and assist students

Computer software programs that support this level of work which includes word processing, spreadsheet, presentation, data and webpage editing software

Correct grammar, punctuation, vocabulary and spelling

**Ability to:**

Exercise independent judgment to expedite program goals, resolve problems and improve work processes.

Demonstrate sensitivity and understanding of the diverse challenges and needs faced by targeted populations

Write reports, correspondence and informational materials

~~Organize, plan and implement a variety of tasks simultaneously~~

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

Organize and present data and statistics in a clear, logical and accurate manner

Conduct organized, professional, and effective presentations

Maintain current knowledge of student outreach, enrollment, matriculation, and retention programs

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 and other business software~~ computer applications, programs and standard office equipment

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

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Work with multiple interruptions and distractions

~~Collaborate with other student services areas~~

~~Exercise independent judgment and think critically~~



Provide work direction and train others

Travel and work within service area of the district

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

~~Maintain effective working relationships with students, staff, external contacts and the general public~~

MINIMUM QUALIFICATIONS

**Education Requirement:**

Associate's degree or equivalent in communications, business, public relations or a closely related field. Bachelor's degree is desirable.

**Experience Requirement:**

Two years of experience with student services programs which included extensive public involvement and participation in promotion and coordination of program activities.

**Experience/Education 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.

Special Requirements:

Willingness and ability to work varied hours, including some evenings and weekends

WORKING ENVIRONMENT & PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Working 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 varies greatly.

CLASS DETAIL

Job Family:

FLSA Status:

Personnel Commission Approval Date:

Class History:

Revision Date(s):

Student Services

Non-Exempt

10/17/18

None

11/17/21

~~**Job Family:**~~ ~~Student Services~~

Santa Monica College  
Regular Personnel Commission Meeting Minutes  
Wednesday, November 17, 2021

~~**FLSA Status:** Non-Exempt~~

~~**Personnel Commission Approval Date:** 10/17/18~~

~~**Class History:** None.~~

~~**Revision Date(s):** 11/17/21~~

**Santa Monica Community College District  
Personnel Commission**

**Outreach & Recruitment Specialist**

**CONCEPT OF THE CLASS**

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**DISTINGUISHING CHARACTERISTICS**

The **Outreach & Recruitment Specialist** is distinguished from other student services classifications by performing technical and specialized duties related to student outreach and recruitment activities to promote College enrollment. This classification is further distinguished from the Student Services Assistant and Student Services Clerk classifications by the level, variety, and complexity of work, independence of action and responsibility for decisions, and level of supervision received.

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**ESSENTIAL DUTIES**

Participates in the development, planning, publicizing, implementation, and promotion of programs and events in an effort to increase enrollment; oversees event planning including scheduling dates, catering and venues, coordinating counselor participation, preparing announcements, and securing media equipment.

Liaises with and performs recruitment and outreach activities for high schools and local community agencies to promote the college, make connections with prospective students and increase enrollment.

Prepares and conducts program-specific and general college orientations, presentations, workshops, college information days, campus tours, and visitations for new and prospective students and families.

Provides information to prospective students about college programs and services; refers and connects students to appropriate campus resources for in depth program information.

Serves as a liaison between District staff, faculty, students, community agencies, and other key stakeholders and provides information on related services; collaborates with campus departments and student services programs to plan and execute program events and initiatives to enhance recruitment efforts.

Collaborates with the MIS department to create and update database for mass mailing to program participants; uses student information systems to track, target and contact prospective students, scheduled event attendees, program participants, and subsequent student enrollees.

Compiles and maintains baseline and historical program data, detailed and accurate records, reports and statistics to track program activities and event participation, in order to evaluate program effectiveness.

Manages timelines, calendar and processes for event committee tasks and program execution.

Participates in coordinating programming efforts, including Super Saturday, High School Counselor Appreciation Day, First Year Experience and other related programs.

Researches potential sources of recruitment and outreach for underserved student populations; identifies and recruits students who are eligible for special program services.

Researches and recommends innovative recruitment strategies to engage and attract prospective students.

Assists prospective students, families, high school counselors and instructors with registration process, class schedules, transfer process, assessment, and financial aid programs.

Contacts and schedules guest speakers for program events to maximize contact with potential students.

Prepares, updates and oversees the production of brochures, handouts and other informational material; organizes and prepares promotional materials for new student and high school counselor packets; creates and updates content on assigned website.

Works within a set budget to determine event supplies and logistics; reviews costs with supervisor for approval.

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 from an assigned administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

### ***Supervision Exercised:***

Positions in this classification do not supervise others, but may provide lead direction to assigned staff.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Mission, objectives, goals, and service delivery requirements of assigned program

Principles of public relations, publicity and marketing

Basic statistics, research, data gathering, and reporting methods and techniques

Student information systems used to track and contact program participants

Event planning

Basic budgeting practices and procedures

Customer service practices

District policies and the structure, organization and function of various offices on the campus in order to ensure smooth operation and assist students

Computer software programs that support this level of work which includes word processing, spreadsheet, presentation, data and webpage editing software

Correct grammar, punctuation, vocabulary and spelling

**Ability to:**

Exercise independent judgment to expedite program goals, resolve problems and improve work processes.

Demonstrate sensitivity and understanding of the diverse challenges and needs faced by targeted populations

Write reports, correspondence and informational materials

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

Organize and present data and statistics in a clear, logical and accurate manner

Conduct organized, professional and effective presentations

Maintain current knowledge of student outreach, enrollment, matriculation, and retention programs

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

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

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

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Work with multiple interruptions and distractions

Provide work direction and train others

Travel and work within service area of the district

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's degree or equivalent in communications, business, public relations or a closely related field. Bachelor's degree is desirable.

**Experience Requirement:**

Two years of experience with student services programs which included extensive public involvement and participation in promotion and coordination of program activities.

**Experience/Education 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.

**Special Requirements:**

Willingness and ability to work varied hours, including some evenings and weekends

WORKING ENVIRONMENT & PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Working 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 varies greatly.

CLASS DETAIL

Job Family:	Student Services
FLSA Status:	Non-Exempt
Personnel Commission Approval Date:	10/17/18
Class History:	None.
Revision Date(s):	11/17/21

<b>Agenda Report No.</b>	<b>5</b>
<b>Subject</b>	<b>APPROVAL OF ADVANCED STEP PLACEMENT: DIRECTOR OF HUMAN RESOURCES</b>
<b>Date</b>	<b>November 17, 2021</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

It is requested that the Personnel Commission approve an initial salary placement for Leisa Biggers, Director of Human Resources, at **Range M39, Step D** on the Classified Management Salary Schedule.

The Minimum Qualifications for this position include a Bachelor's degree in a related field, and five years of progressively responsible, professional full-time human resources experience, including three years in a supervisory or managerial capacity. Experience must include at least three of the following human resources management functions: i.e., labor relations, employee relations, EEO, workers' compensation, policy development and review, training and staff development, recruitment and selection, employee benefits, and personnel research. This candidate possesses a Master's in Business Administration and over 15 years of experience performing and overseeing related functions.

**Merit Rule 12.2.4 B (4) Salary on Employment**

The maximum initial salary placement is the third step on the salary schedule, unless approval for higher initial salary placement is granted by the Personnel Commission, Superintendent/President, and the appropriate appointing authority. In order to be considered for initial salary placement above Step C, candidates must have more than four (4) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in 12.2.4.B.3 must be present.

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	Joy Abbott
<b>Seconded by:</b>	Deborah Jansen
<b>Ayes:</b>	5
<b>Nays:</b>	0
<b>Abstentions:</b>	0
<b>Amendments/Comments</b>	

## CONSENT AGENDA

#	Item	Page
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8	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> <li>• CAMPUS SAFETY OFFICER</li> <li>• COMMUNITY COLLEGE POLICE DISPATCHER</li> <li>• DIRECTOR OF MARKETING AND COMMUNICATIONS</li> <li>• OUTREACH AND RECRUITMENT SPECIALIST</li> </ul>	27
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10	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	29
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12	CLASSIFICATION AND COMPENSATION TRACKING REPORT	33
13	RECRUITMENT AND EXAMINATION STATUS REPORT	35

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	Barbara Greenstein
<b>Seconded by:</b>	Lawrence Leone
<b>Ayes:</b>	5
<b>Nays:</b>	0
<b>Abstentions:</b>	0
<b>Amendments/Comments</b>	



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<b>Agenda Report No.</b>	<b>6</b>
<b>Subject</b>	<b>APPROVAL OF MINUTES</b>
<b>Date</b>	<b>November 17, 2021</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

1. Wednesday, October 20, 2021 Regular Meeting Minutes
2. Thursday, October 28, 2021 Special Meeting Minutes

<b>Agenda Report No.</b>	<b>7</b>
<b>Subject</b>	<b>EXTENSION OF ELIGIBILITY LIST:</b> <ul style="list-style-type: none"> <li>• RECEIVING, STOCKROOM AND DELIVERY WORKER</li> </ul>
<b>Date</b>	<b>November 17, 2021</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

The Personnel Commission Office is requesting that the following eligibility list be extended as indicated below:

<b>Classification</b>	<b>Original Expiration Date</b>	<b>Current Expiration Date</b>	<b>Number of Candidates on List</b>	<b>Number of Ranks on List</b>	<b>Proposed Expiration Date</b>
Receiving, Stockroom, and Delivery Worker	3/11/2021	12/11/2021	22	6	3/11/2022

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 dates.

#### Merit Rule 6.2.3 Duration of Eligibility List

##### 6.2.3

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

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

#### **RECOMMENDATION**

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

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<b>Agenda Report No.</b>	<b>8</b>
<b>Subject</b>	<b>EXAMINATION SCHEDULE</b>
<b>Date</b>	<b>November 17, 2021</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

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

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Campus Safety Officer	Promotional and Open Competitive	3 weeks
Community College Police Dispatcher	Promotional and Open Competitive	3 weeks
Director of Marketing and Communications	Merged Promotional and Open Competitive	3 weeks
Outreach and Recruitment Specialist	Promotional and Open Competitive	3 weeks

<b>Agenda Report No.</b>	<b>9</b>
<b>Subject</b>	<b>ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS</b>
<b>Date</b>	<b>November 17, 2021</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

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>
Freeman, Alexes	Athletic Trainer	Athletics	11/06/21-12/19/21
Van Hemelrijck, Erin	Health Assistant	Health Services	10/22/21-11/30/21

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

<b>Agenda Report No.</b>	<b>10</b>
<b>Subject</b>	<b>RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS</b>
<b>Date</b>	<b>November 17, 2021</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

It is recommended that the Personnel Commission approve the following internal limited term assignment(s).

**INTERNAL SUBSTITUTE LIMITED TERM ASSIGNMENT**

<b>Name/Permanent Class</b>	<b>Substitute Limited Term Assignment*</b>	<b>Dates of Current Assignment</b>
Angela Valentine/ Disabled Student Services Assistant	Administrative Assistant I, Career Services	11/1/2021 to 1/31/2022

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

**EXTENSION TO SUBSTITUTE LIMITED TERM ASSIGNMENT**

<b>Name/ Permanent Class</b>	<b>Substitute Limited Term Assignment*</b>	<b>Dates of Current Assignment</b>	<b>Dates of Extension</b>
Sharon Thomas/ Administrative Assistant II	Class Scheduling Specialist	9/20/2021 to 10/29/2021	10/30/2021 to 12/31/2021

\*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)**

3.2.10

**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 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).

#### 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

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.

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

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.

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

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 limited term assignments for the appropriate stipend as indicated under the above applicable sections of CSEA, Chapter 36, Article 11.7, and Merit Rules 3.2.10 and 7.4.

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<b>Agenda Report No.</b>	<b>11</b>
<b>Subject</b>	<b>RATIFICATION OF ELIGIBILITY LISTS:</b> <ul style="list-style-type: none"> <li>• COMMUNITY COLLEGE POLICE CAPTAIN</li> <li>• PAYROLL SPECIALIST</li> </ul>
<b>Date</b>	<b>November 17, 2021</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

<b>Class Title</b>	<b>Field of Competition</b>	<b>Promotional</b>	<b>Total On List</b>	<b>Expiration Date</b>
Community College Police Captain	Promotional & Open Competitive	1	4	10/25/2022
Payroll Specialist	Promotional & Open Competitive	1	5	10/27/2022



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<b>Agenda Report No.</b>	<b>12</b>
<b>Subject</b>	<b>CLASSIFICATION AND COMPENSATION TRACKING REPORT</b>
<b>Date</b>	<b>November 17, 2021</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

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CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Athletic Activities Assistant	OV	Cyclical	None	04/23/21	NA			
Athletic Equipment and Kinesiology Specialist	OV	Cyclical	Multiple	NA	NA			
Athletic Trainer	OV	Cyclical	Multiple	6/11/2021*	NA			
Child Care Services Supervisor	OV	Cyclical	Single	NA				
Career Education Specialist	OV	Cyclical	Single	12/06/21				
Enterprise Business Services Specialist	AG	Revisions	Multiple	NA	NA			
Financial Aid Systems Specialist	AF	Cyclical	Single	12/13/21				
Laboratory Technician-Art	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Broadcasting/Electronic Media	JG	Cyclical	None	NA				
Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Laboratory Technician-Life Science	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Photography	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Physics	JG	Cyclical	Single	05/10/21				
Lead Grounds Equipment Operator	KM	New Class	None	NA				
Lead Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Lead Laboratory Technician-Physiology/Microbiology/Biology	JG	Cyclical	Single	05/10/21				
Marketing Design Analyst	KM	Cyclical	Single	03/31/21				
Program Coordinator - Community & Contract Education	OV	Cyclical	Single	12/06/21				
Program Coordinator - Emeritus	OV	Cyclical	Single	12/06/21				
Program Coordinator - Workforce & Economic Development	OV	Cyclical	Single	12/06/21				
Public Information Officer	KM	Cyclical	Single	03/31/21				
Recruitment and Outreach Specialist	AF	Revisions	Single	NA	NA	10/27/21		
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20		
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20		
Web Content and Social Media Manager	KM	Cyclical	Single	03/31/21				
Web Content Developer	KM	Cyclical	None	NA				
Web Services Coordinator	KM	Cyclical	Single	03/31/21				
Workforce and Economic Development Project Assistant	OV	Cyclical	Multiple	12/06/21				
CLASSIFICATION & COMPENSATION STATUS REPORT (On Hold)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Assistant Director of Human Resources	JL	Cyclical	None	NA	NA	Hold		
Assistant Director of Safety & Risk Management	AF/AG	Cyclical	None	NA	NA	Hold		

\*Extension

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<b>Agenda Report No.</b>	<b>13</b>
<b>Subject</b>	<b>RECRUITMENT AND EXAMINATION STATUS REPORT</b>
<b>Date</b>	<b>November 17, 2021</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

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Recruitment and Examination Status Report												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	OAI	E-List	Retif.	
Accountant	AF	P	1									
Accounting Specialist	P											
Accounting Technician	P											
Administrative Assistant II	AF	PO	1	10/14/2021	11/4/2021							
Assistant Director of Facilities Planning and Construction	JL	MPO	1	8/25/2021	10/22/2021				11/9/2021			
Associate Programmer Analyst	PO											
Campus Safety Officer	PO											
Case Management Coordinator	JL	MPO	1	10/27/2021	11/17/2021							
Community College Police Captain	JL	PO	1	7/22/2021	10/8/2021				9/27, 10/18	10/18/2021	11/17/2021	
Community College Police Dispatcher	PO											
Cosmetology Assistant	PO											
Custodial Operations Supervisor	KM	P	1	9/16/2021	10/6/2021				11/10/2021			
Custodian	KM	PO										
Director of Marketing and Communication	MPO											
Director of SMC Foundation	AF/JL	MPO	1	6/24/2021	Continuous							
Director of Web and Social Media Strategy	KM	MPO	1	10/7/2021	10/27/2021							
Enrollment Services Specialist	P	Temp										
Enterprise Business Specialist	PO											
Enterprise Business Supervisor	AG	P	1	10/27/2021	11/17/2021				11/30/2021			
Events Assistant	JG	O	Temp									
Financial Aid Systems Specialist	OV	PO	1	8/26/2021	9/16/2021				10/14/2021	10/22/2021	10/20/2021	
Grounds Supervisor	JG	PO	1	9/16/2021	10/6/2021							
Health Assistant	OV	PO	2	10/27/2021	11/17/2021				11/15/2021			
Instructional Assistant – English	JG	PO										
Instructional Assistant – Math	JG	PO										
Laboratory Technician-Broadcast/Digital Media	JG	PO	1	8/18/2021	9/15/2021				11/9/2021			
Lead Receiving, Stockroom, and Delivery Worker	P											
Payroll Specialist	AF	PO	1	7/28/2021	8/17/2021	9/21-9/27			10/19/2021	10/26/2021	11/17/2021	
Program Specialist	OV	PO										
Personnel Specialist	PO											
Personnel Technician	PO	Temp										
Research and Planning Analyst	JG	PO	Temp									
Stage Construction Technician-Sound	MPO			9/24/2021	10/14/2021							
Student Services Assistant	OV	PO	1	8/26/2021	9/16/2021	10/19-10/25			11/17-11/19			
Student Services Clerk	OV	PO	2	7/26/2021	8/13/2021	10/19-10/25			11/17-11/19			
Student Services Specialist	OV	PO	2	10/21/2021	11/10/2021							
Theatre Technical Specialist	O	Temp										

*Items in bold are pending approval by the Personnel Commission*

On Hold												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	OAI	E-List	Retif.	
Customer Service Assistant	PO											
Enterprise Business Services Clerk	PO											
Journeyman Trade-HVAC	KM	MPO		3/3/2020	3/23/2020							
Lead Custodian	KM	MPO										
Skilled Maintenance Worker II	KM	P										

**IV. MEETING ADJOURNED at 12:19 PM**

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	Joy Abbott
<b>Seconded by:</b>	Lawrence Leone
<b>Ayes:</b>	5
<b>Nays:</b>	0
<b>Abstentions:</b>	0
<b>Amendments/Comments</b>	

<b>Regular Meeting Day</b>	<b>Regular Meeting Date</b>	<b>Regular Meeting Month</b>	<b>Regular Meeting Year</b>	<b>Scheduled Time</b>	<b>Meeting Location</b>
Wednesday	17	November	2021	12:00 PM	ONLINE
Wednesday	15	December	2021	12:00 PM	ONLINE
Wednesday	19	January	2022	12:00 PM	TBD
Wednesday	16	February	2022	12:00 PM	TBD
Wednesday	16	March	2022	12:00 PM	TBD
Wednesday	20	April	2022	12:00 PM	TBD
Wednesday	18	May	2022	12:00 PM	TBD
Wednesday	15	June	2022	12:00 PM	TBD

As required by law, this agenda for the Wednesday, November 17, 2021, Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website no later than 72 hours prior to the date and time of this meeting.