



**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
Wednesday, April 20, 2022 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 & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Nichelle Monroe 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 & Design: M. Calvento Community Education: Alice Meyering Counseling Office: Angela Valentine Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Sandra Hernandez Health Sciences: Clarenda 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: K. Garland Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Will Taylor Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS 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 Justin Carter 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 & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: CSEA Chapter 1st V.P.: Cindy Ordaz CSEA Chapter 2nd V.P.: Kennisha Green 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 4-14-2022</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 are requested to send an email to personnel_commission@smc.edu, by no later than 11:00 a.m. on Wednesday, April 20, 2022. 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 p.m.**

B. Roll Call

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

C. Director's Report

The Director of the Personnel Commission acknowledged presentation of the Personnel Commission Budget for 2022-2023 at today's meeting for a first reading.

Cyclical classification studies are still in process, but progress has slowed due to the high volume of recruitments and final interviews still in process. We have selected a temporary Personnel Specialist to assist us, but we are still waiting for her processing to be completed.

Personnel Commission staff is bringing forward six additional eligibility lists for ratification today. Four additional lists were brought forward for ratification at a Special Personnel Commission meeting on April 12, 2022.

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

i. Recognition of Employee Longevity – April 2022

5 YEARS

Alice Malin Bohman, Administrative Assistant II, Admissions & Records

Sonya Patterson, Community College Police Officer, SMCPD

Captain Jere Romano congratulated Detective Sonya Patterson on five years with the College.

Claudia Villa, Athletic & Kinesiology Equipment Specialist, Athletics

Alexander Zamora, Campus Safety Officer, SMCPD

Captain Jere Romano congratulated Alexander Zamora on five years with the College.

10 YEARS

Paul Schnoebelen, Custodian, Operations

Natalia Taboada, Community College Police Dispatcher, SMCPD

Captain Jere Romano congratulated Natalie Taboada on ten years with the College.

15 YEARS

Estela Cardenas, Accounting Specialist, Fiscal Services

Campus Counsel Bob Myers read a statement on behalf of Vice President Chris Bonvenuto congratulating Estela Cardenas for 15 years with the College.

Taryn De La Rosa, Financial Aid & Scholarships Specialist, Financial Aid

E. Comments from the Vice President of Human Resources

Director of Human Resources, Leisa Biggers, attended the Meeting on behalf of Vice President Sherrie Lee-Lewis. She congratulated all employees being recognized today for longevity.

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

#	Item	Page
1	PERSONNEL COMMISSION BUDGET FISCAL YEAR 2022 – 2023: PRESENTATION OF THE INITIAL PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2022-2023. FIRST READING. (No formal action will be taken at this meeting.)	7
2	SECOND READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS MERIT RULE SECTIONS 12.2.12 THROUGH 12.2.17 AND CHAPTER 17: MERIT SYSTEM ACT	9
3	FIRST READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 9: EMPLOYMENT STATUS, SECTION 9.6.2; CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS MERIT RULE SECTION 12.2.7 AND 12.3.1 THROUGH 12.3.5 (No Action To Be Taken)	14

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

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4	APPROVAL OF MINUTES: Regular Meeting March 16, 2022 and Special Meeting April 12, 2022	24
5	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • GROUNDS EQUIPMENT OPERATOR • INSURANCE PROGRAM SPECIALIST • RISK AND INSURANCE COORDINATOR • TUTORING COORDINATOR – MODERN LANGUAGES 	25
6	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ACCOUNTING SPECIALIST • COSTUME DESIGNER • LABORATORY TECHNICIAN-LIFE SCIENCE • STAGE CONSTRUCTION TECHNICIAN-LIGHTING 	26
7	RATIFICATION OF LIMITED TERM ASSIGNMENTS	27
8	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM ASSIGNMENTS	28
9	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS	29
10	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	30
11	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOUNTING MANAGER • CARPENTER • COMMUNITY COLLEGE POLICE DISPATCHER • INSTRUCTIONAL ASSISTANT-ENGLISH • LEAD THEATER TECHNICIAN • OUTREACH and RECRUITMENT SPECIALIST 	34
12	EXTENSION OF PROVISIONAL APPOINTMENTS: <ul style="list-style-type: none"> • COSTUME DESIGNER • ENTERPRISE BUSINESS SERVICES CLERK • STAGE CONSTRUCTION TECHNICIAN – LIGHTING • THEATRE TECHNICAL SPECIALIST • WEB SERVICES COORDINATOR 	35
13	CERTIFICATION OF SENIORITY LIST: <ul style="list-style-type: none"> • DSPS MANAGER 	37
14	CLASSIFICATION AND COMPENSATION TRACKING REPORT	39
15	RECRUITMENT AND EXAMINATION STATUS REPORT	41

IV. ADJOURNMENT

Agenda Report No.	1
Subject	PERSONNEL COMMISSION BUDGET FISCAL YEAR 2022 – 2023: PRESENTATION OF THE INITIAL PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2022-2023. FIRST READING (No formal action will be taken at this meeting.)
Date	April 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The attached proposed budget for the operation of the Personnel Commission Office for Fiscal Year 2022-2023 is submitted to the Personnel Commission for review and discussion by the Director of the Personnel Commission.

In accordance with Merit Rule 2.4.1 (A), the Director of the Personnel Commission shall prepare and submit to the Commission a proposed operating budget for the next ensuing fiscal year. The budget shall be submitted for a first reading no later than the appropriate Commission meeting in April.

Summary

The Personnel Commission budget for Fiscal Year 2022-23 reflects the following adjustments against the prior year’s budget:

- 3.3% increase in total salary and benefits due to the following changes:
 - Mandatory increase in employee benefits
 - Mandatory step and column increases in salary
 - 1.5% negotiated salary increase for represented staff; 1.5% salary increase for non-represented staff approved by the District
 - Management salary reallocations approved from cyclical classification studies
 - Downgrading of one permanent vacancy and back-filling with an entry-level Personnel Specialist
- 3.7% increase in Total Operating Expenses due to anticipated increases in software licensing

In February 2022, our permanent Classification and Compensation Manager resigned. We are currently in the process of back-filling this position through a promotional recruitment. Additional vacated positions will then be back-filled with promotional or new hires who possess significantly less seniority than the previous incumbents. Projected savings from these staffing changes will offset some of the mandatory increases in salary and benefits.

The volume of entry-level work associated with coordinating and administering remote interviews and testing has increased significantly within our department during this current fiscal year. The Personnel Commission is requesting that we downgrade a vacant position and backfill with a Personnel Specialist, which is our entry-level classification, to address this workload increase.

Overall, the Personnel Commission is requesting a 3.3% increase to its budget for Fiscal Year 2022-2023.

PERSONNEL COMMISSION BUDGET 2022-23

Description	Object	2021-22	2022-23	Difference	% Change
Administrative & Management	2110	\$ 413,433.00	\$ 464,868.00	\$ 51,435.00	12.4%
Clerical	2120	\$ 590,754.00	\$ 570,899.00	\$ (19,855.00)	-3.4%
Clerical Hourly (Temporary Staff)	2323	11,000.00	11,000.00	\$ -	
Clerical Overtime	2324	2,000.00	2,000.00	\$ -	
Personnel Commissioners	2380	7,725.00	7,725.00	\$ -	
Other Classified Hourly	2393	0.00	0.00	\$ -	
Benefits (Staff - 51%)	Various	\$ 502,427.00	\$ 526,981.00	\$ 24,554.00	4.9%
Benefits (Commissioners)	Various	\$ 87,163.00	\$ 84,288.00	\$ (2,875.00)	-3%
Total Salary & Benefits		\$ 1,614,502.00	\$ 1,667,761.00	\$ 53,259.00	3.3%
Supplies	4550	\$ 4,396.00	\$ 4,396.00	\$ -	
Mileage	5210	\$ 150.00	\$ 150.00	\$ -	
Conf./Training/Staff Development	5220	\$ 6,200.00	\$ 6,200.00	\$ -	
Meeting Reimbursements	5241	-	-	\$ -	
Meals/Catering for Raters	5242	\$ 2,000.00	\$ 2,000.00	\$ -	
Dues & Memberships	5310	\$ 5,500.00	\$ 5,500.00	\$ -	
Repairs & Equipment Maintenance	5650	\$ 400.00	\$ 400.00	\$ -	
Legal	5730	\$ 15,000.00	\$ 15,000.00	\$ -	
Off Campus Printing	5820	-	-	\$ -	
Advertising	5830	\$ 6,500.00	\$ 6,500.00	\$ -	
Software Licensing	5840	\$ 14,400.00	\$ 16,400.00	\$ 2,000.00	
Postage	5850	-	-	\$ -	
Other Contract Services	5890	-	-	\$ -	
Total Operating Expenses		\$ 54,546.00	\$ 56,546.00	\$ 2,000.00	3.7%
Total Budget		\$ 1,669,048.00	\$ 1,724,307.00	\$ 55,259.00	3.3%

Agenda Report No.	2
Subject	SECOND READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS MERIT RULE SECTIONS 12.2.12 THROUGH 12.2.17 AND CHAPTER 17: MERIT SYSTEM ACT
Date	April 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Chapter 12: Merit Rules Sections 12.2.12 through 12.2.17 and Chapter 17: Merit Rule 17 are attached for a second reading.

Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the Education Code and applicable bargaining agreements.

Section 12.2.12

12.2.12

SALARY ON RETURN FROM LEAVE OF ABSENCE, REEMPLOYMENT AND REINSTATEMENT

- A. An employee who returns from leave of absence, is reemployed in the same class within 39 months after layoff, or is reinstated into ~~his/her~~ their former class within 39 months after resignation, shall be placed on the same step of the salary range for the class held prior to ~~leave or~~ separation.
- B. Credit for step advancement shall accrue during the following leaves of absence:
 - 1. All paid leaves of absence including sick leave, verified illness leave, personal necessity, bereavement, jury duty, vacation, etc.
 - 2. For military service, paid or unpaid.
 - 3. To serve in limited-term assignments in the District.
 - 4. For industrial accident or injury leave, paid or unpaid.
- C. An employee who is reinstated or reemployed in a related lower class shall be placed on the step of the lower salary range which is closest to, but not higher than, the last step held prior to separation.
- D. An employee who is reinstated or reemployed in a limited-term position shall be placed on the same step of the appropriate salary range which ~~he/she/they~~ would receive had ~~he/she/they~~ been reinstated to a permanent position in the class.
- E. ~~When an employee returns after leave of absence, or is reemployed after layoff, or reinstated after resignation within 30 months of the effective date of separation, he/she/they shall receive credit for step advancement for prior service and the employee's increment date shall be adjusted.~~

12.2.13

SHIFT DIFFERENTIAL PAY

- A. Shift differential pay shall be applicable to employees serving in regular positions, as follows:
1. Evening shift employees (NS1) who are permanently assigned to a shift requiring four (4) or more hours after 5:00 p.m. shall be paid a differential of two (2) ranges (approximately 5%) over the regular rate for daytime employees in the same class.
 2. Night shift employees (NS2) who are permanently assigned to a shift requiring four (4) or more hours ~~after~~ between 12:00 midnight and 7:00 a.m. shall be paid a differential of four (4) ranges (approximately 10%) over the regular rate for daytime employees in the same class.
 3. Employees who are permanently assigned to a split-shift schedule which requires one or more unpaid periods exceeding a total of three (3) hours per day shall be paid a differential of two (2) ranges (approximately 5%) over the regular rate for regular employees in the same class.
 4. Employees who are permanently assigned to a variable hours ~~rotating shift~~ ~~schedule which requires employees to rotate their work schedule among more than one shift~~ shall be paid a differential of two (2) ranges (approximately 5%) over the rate for regular employees in the same class.
 5. Employees who are permanently assigned to a regular 40 hour workweek consisting of a work schedule other than Monday through Friday which requires a Saturday or Sunday shift shall be paid a differential of two (2) ranges (approximately 5%) over the rate for regular employees in the same class.

Section 12.2.13

- B. Employees who are assigned to evening and night-shift work on a continuous basis and are ordered to temporary daytime work, shall continue to receive their regular pay. However, on the 21st day the employee's pay shall be adjusted to the daytime schedule.
- C. Assignments to positions for which differential compensation is designated, other than temporary assignments (20 working days or less), shall be made on the basis of seniority ~~among those employees within the appropriate class who request an assignment,~~ as specified in Merit Rule 6.3.15.A.
- D. To be eligible for shift differential pay, an employee shall serve more than two (2) evening, night, or split shifts per week. An employee shall be eligible to be paid for no more than one (1) shift differential under this rule. Where more than one shift differential can apply, the employee shall be paid at the higher differential rate.

Section 12.2.14

12.2.14

LONGEVITY PAY

- A. Each regular classified employee shall receive a salary increment in addition to ~~his/her~~ their regular salary in recognition of completion of satisfactory and continuous service to the District. The increment shall be equal to a two range increase (approximately 5%) after completion of:
 - 1. Five years (Effective 7/1/80)
 - 2. Ten years (Effective 7/1/76)
 - 3. Fifteen years (Effective 3/1/64)
 - 4. Twenty years (Effective 7/1/81)
 - 5. Twenty-five years (Effective 10/1/77)
 - 6. Thirty years (Effective 7/1/78)
 - 7. Thirty-five years

12.2.[15](#)

ADJUSTMENTS OF SERVICE CREDIT

- A. For purposes of salary increment and longevity computation, time in unpaid status, other than military or industrial injury leave, or recess periods which are part of an employee's work calendar, shall be deducted from the employee's accumulated service time. The employee's longevity and salary increment dates shall be adjusted accordingly.

12.2.[16](#)

EFFECTIVE DATE OF SALARY CHANGES

- A. All salary and longevity increments shall be effective on the first day of the calendar month as provided below:
1. When the actual date of the change falls on or before the 15th of the month, the salary change shall be effective on the first of the month.
 2. When the actual ~~date~~^{days} of the changes falls after the 15th of the month, the change shall be effective on the first of the following month.

Section 12.2.[17](#)

12.2.[17](#)

APPLICATION OF SALARY PROVISIONS TO [BARGAINING](#) UNIT MEMBERS

- A. The salary provisions for [bargaining](#) unit members ~~shall be in accordance with Article 11 of the Agreements between the Santa Monica Community College District and Chapter 36, CSEA and this Rule, unless the Rule provision is specifically limited to management and confidential employees. are contained in the applicable collective bargaining agreements.~~

Merit Rule Chapter 17 (referred to as “Ed Code Index and reprints”) will be extracted and converted into a separate index, which would be made accessible via the Personnel Commission website and shall include a link to the official California State Education Code site.

Disposition by the Commission	
Motion made by:	Lawrence Leone
Seconded by:	Barbara Greenstein
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

Agenda Report No.	3
Subject	FIRST READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 9: EMPLOYMENT STATUS, SECTION 9.6.2; CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS <ul style="list-style-type: none">• MERIT RULE SECTION 12.2.7; AND• MERIT RULES SECTIONS 12.3.1 THROUGH 12.3.5 (No Action To Be Taken)
Date	April 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Merit Rules Chapter 9, Section 9.6.2 and Merit Rules Chapter 12, Section 12.2.7, and 12.3.1 through 12.3.5 are attached for a first reading.

Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the Education Code and applicable bargaining agreements

9.6.2 DECREASES IN ASSIGNED TIME (REDUCTION)

A. For the purpose of this Rule, a decrease in the assigned time per day, hours per week, or months per year of an existing permanent position ~~shall~~may be considered a layoff for lack of funds or lack of work, unless the reduction in hours was requested or initiated by the employee.

B. When the regular assigned hours of a position or positions are to be reduced, the Vice President of Human Resources shall:

1. Determine the class(es) and location(s) to be affected by the reduction.
2. Notify ~~the~~ employees affected ~~and~~ ~~the~~ Director of Classified Personnel of the effective date of the reductions ~~and~~ ~~the~~ ~~Board~~ ~~approval~~ ~~date~~. Notifications shall be made at least 60 days prior to the effective date.
3. Process reductions according to the paragraph below and Rule 13.2.

C. When ~~the~~ ~~Board~~ ~~of~~ ~~Trustees~~ ~~has~~ ~~approved~~ ~~a~~ reduction in the assigned time of a permanent position, the incumbent shall be transferred into any vacant position in the class, which is not greater in assigned time than the employee's original position. If a vacant, permanent position of equal time is not available, the incumbent shall have the right to displace (bump) into the position with equal time held by the employee with the least seniority in the class, provided that the employee exercising the bumping has greater seniority. If neither option is available, the employee may displace (bump) into a position with less time, provided they have greater seniority than the least senior incumbent. The employee who is displaced (bumped) ~~shall~~ ~~have~~ ~~the~~ same displacement (bumping) rights.

D. Every employee shall have the opportunity to voluntarily accept a reduction in assigned time in order to remain in their position, before they are transferred to another position. Employee-initiated requests for voluntary reduction to another position with lesser hours shall be processed as a voluntary demotion in accordance with Rule 9.7., if there are other employees in the same classification within the same department.

12.2.7 SALARY ON PROMOTION

- A. When an employee is promoted to a position on a higher salary range, they shall receive at least a one step (5%) salary increase.
- B. If the amount of the first step of the new salary range is less than a one step salary increase, the employee shall be placed at the next higher step which will ensure a minimum of a one-step or 5% salary increase.
- C. A promotional employee may be granted Advanced Step Placement on the salary schedule upon recommendation of the Director of the Personnel Commission.
 - 1. The Director of the Personnel Commission shall base their recommendation to properly compensate a promotional employee for previous training, experience, and qualifications which greatly exceed the standard expectations of a new employee on entry into the classification, ~~provided advanced step placement was not awarded at the time of initial hire within the same job family, or for previous promotions within the same job family.~~
 - 2. Advanced Step Placement for promotional employees shall otherwise be in accordance with Merit Rule 12.2.4.
- D. After promotion, an employee shall advance one step on the salary schedule after satisfactory completion of a probationary period in the new class. This shall become the employee's new increment anniversary date.
- E. Thereafter, salary increment advancement shall be in accordance with Rule 12.2.5.

Rule 12.3

OVERTIME COMPENSATION (EDUCATION CODE SECTIONS 88027-88031, 88039)

Salary provisions for bargaining unit members are contained in ~~Article 3 of the District/CSEA Contract~~ the applicable collective bargaining agreements.

12.3.1

OVERTIME DEFINED

A. Overtime shall be defined as the authorized work time in excess of 40 hours in one ~~calendar work~~ week ~~and~~ or the authorized number of hours in an employee's approved workday pattern that includes at least eight (8) hours per day.

~~1. More than eight (8) hours per day for employees in a calendar week.~~

~~2. More than nine (9) hours per day for employees working 9 days, 80 hours in 2 calendar weeks.~~

~~3. More than ten (10) hours per day for employees working four 10-hour days per calendar week.~~

B. For purposes of determining overtime compensation, work time shall include:

1. All actual hours worked.

2. All hours of paid leave time including sick leave, vacation, holidays, compensatory time off, or any other paid leave.

12.3.2

OVERTIME COMPENSATION

- A. An employee who works authorized overtime as defined in Rule 12.3.1 shall be paid at the rate of one and one-half (1-1/2) times ~~his/her~~ their regular rate of pay for all overtime hours worked. Compensation shall be in cash payment or, by mutual agreement, compensatory time.
 - 1. The employee's regular rate of pay shall include shift and special assignment differentials.
 - 2. The employee's regular rate of pay shall be the appropriate rate for the class in which the duties are performed.

- B. Overtime at the rate of one and one-half times ~~his/her~~ their regular rate shall also be paid to a regular part-time employee as follows:
 - 1. An employee having an average workday of four (4) hours or more shall receive overtime compensation for any authorized work performed on the sixth and seventh consecutive day of work.
 - 2. ~~An~~ An employee having an average workday of less than four (4) hours during the workweek, shall receive overtime compensation for any authorized work performed on the seventh consecutive day of work.

- C. When an employee is required to work on a paid District holiday, the employee shall be paid, in addition to the regular pay received for the holiday, at the rate of one and one-half (1-1/2) times the employee's regular rate of pay.

- D. The minimum authorized period which shall qualify for overtime pay is one-half (1/2) hour.

Section 12.3.3

12.3.3

ASSIGNMENT OF OVERTIME

- A. Overtime work shall be assigned on a rotating seniority basis among all qualified employees who are in the same class, the same organizational unit, and at the same work location. If an employee chooses not to work the overtime assigned under this procedure, no punitive action shall be taken by the District or the immediate supervisor.
- B. If no employee in the class, organizational unit and work location accepts the overtime assignment using the rotating seniority process, the District may assign the overtime in reverse rotating seniority order.
- C. The following are allowable exceptions to the seniority overtime assignment process:
 - 1. When overtime is authorized for completion of a specific assignment, project, or work in progress, the employee who began the assignment, project or work may be assigned the overtime.
 - 2. When the District determines it is necessary to consider special skills and training of employees to perform particular work.
 - 3. When other employees ~~who are not eligible for overtime~~ working on a non-overtime basis are available to perform the duties, the District shall not be required to assign ~~overtime~~ the work on an overtime basis.

Section 12.3.4

12.3.4

COMPENSATORY TIME (EDUCATION CODE SECTION 88028)

- A. Compensatory time off may be granted in lieu of cash payment for overtime hours worked by mutual agreement of the employee and of the department supervisor. The following provisions shall apply:
1. A record of all compensatory time worked and taken for each employee shall be maintained in the time record of the department.
 2. Compensatory time may be taken as leave by the employee in lieu of any other authorized leave.
 3. Compensatory time shall be approved by the department supervisor before it is taken.
- B. Compensatory time shall be earned at the rate of one and one-half (1-1/2) hours for every 1 hour of overtime worked.
- C. Compensatory time may be accumulated for no more than 12 calendar months following the month in which the overtime was worked by any employee, provided that:
1. An employee may retain a reasonable "bank" of compensatory time, which may not exceed 80 hours, at any time, for ~~his/her~~their use as authorized under this Rule.
 2. An employee shall be required to utilize any additional compensatory time beyond the 80 hours, within the month in which it is earned.
 3. When an employee transfers to a new department or a new assignment, compensatory time maintained in the employee's "bank" shall either be transferred with the employee or compensated in cash at the employee's current overtime rate as determined by the District.

4. All compensatory time accumulated in an employee's "bank" at the time of separation from the District shall be compensated in cash at the employee's current overtime rate.

Section 12.3.5

12.3.5

~~OTHER OVERTIME PAY (CALL BACK PAY, STAND-BY,
EXTRA DUTY PAY AND OTHER OVERTIME PAY)~~

- A. Whenever an employee is required by the employee's supervisor to return to work after having departed from ~~his/her~~ their work location after termination of ~~his/her~~ their ~~workshift~~ work shift (call back), the employee shall receive a minimum payment of two (2) hours at ~~his/her~~ their regular or overtime rate, as appropriate.
- B. Whenever an employee is required by the employee's supervisor to report for work on a day on which ~~he/she~~ they are ~~is~~ not regularly scheduled to work (~~extra duty~~), the employee shall receive a minimum payment of two (2) hours at ~~his/her~~ their overtime rate provided the employee was given at least five (5) working days advance notice. In the event the employee is not given the advance notice, the employee shall receive a minimum payment of four (4) hours at ~~his/her~~ their overtime rate.
- ~~C. Whenever an employee is required by the employee's supervisor to be on stand-by to report for a workshift on which he/she is not regularly scheduled, the employee shall receive a minimum payment of two (2) hours at his/her regular or overtime, as appropriate.~~
- CD. If an employee works more than two (2) hours on call back ~~or extra duty~~ as provided above, the employee shall receive the appropriate pay for the actual hours worked.

CONSENT AGENDA

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Disposition by the Commission	
Motion made by:	Deborah Jansen
Seconded by:	Barbara Greenstein
Ayes:	4
Nays:	0
Abstentions:	0
Amendments/Comments	

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, April 20, 2022

Agenda Report No.	4
Subject	APPROVAL OF MINUTES: Regular Meeting March 16, 2022 Special Meeting April 12, 2022
Date	April 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. Regular Meeting Minutes from March 16, 2022
2. Special Meeting Minutes from April 12, 2022

Agenda Report No.	5
Subject	EXTENSION OF ELIGIBILITY LISTS:
Date	April 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission Office is requesting that the following eligibility lists 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
Grounds Equipment Operator	5/16/2022	5/16/2022	7	5	8/16/2022
Insurance Program Specialist	11/2/2022	5/2/2022	7	5	8/2/2022
Risk and Insurance Coordinator	11/2/2022	5/2/2022	2	2	8/2/2022
Tutoring Coordinator – Modern Languages	5/16/2022	5/16/2022	3	2	8/16/2022

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.

Agenda Report No.	6
Subject	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ACCOUNTING SPECIALIST • COSTUME DESIGNER • LABORATORY TECHNICIAN-LIFE SCIENCE • STAGE CONSTRUCTION TECHNICIAN-LIGHTING
Date	April 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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

Class Title	Field of Competition	Time
Accounting Specialist	Promotional	3 weeks
Costume Designer	Merged Promotional & Open Competitive	3 weeks
Laboratory Technician-Life Science	Merged Promotional & Open Competitive	3 weeks
Stage Construction Technician-Lighting	Promotional and Open Competitive	3 weeks

Agenda Report No.	7
Subject	RATIFICATION OF LIMITED TERM ASSIGNMENTS
Date	April 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose A. Guzman, Personnel Analyst

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

Position	Department	Effective Dates
Administrative Assistant II (1 full-time position)	Admissions & Records	03/17/22-06/30/22
Custodian (1 full-time position)	Operations	03/30/22-06/30/22
Health Assistant (1 full-time position)	Health Services	03/16/22-06/30/22
Receiving, Stockroom and Delivery Worker (1 full-time position)	Procurement, Contracts & Logistics	04/04/22-06/30/22
Student Services Clerk (1 full-time position)	Health Services	03/21/22-06/30/22
Student Services Clerk (1 part-time position)	Outreach & Onboarding	03/28/22-06/30/22
Student Services Clerk (1 full-time position)	Outreach & Onboarding	04/06/22-06/30/22
Student Services Assistant (1 part-time position)	Student Success & Support	03/29/22-06/17/22

Agenda Report No.	8
Subject	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM ASSIGNMENTS
Date	April 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose A. Guzman, Personnel Analyst

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

Candidate	Position	Department	Duration*	Eligible List Date
Bice, Angela	Administrative Assistant II	Admissions & Records	03/17/22-06/30/22	01/19/22
Salazar, Edward	Custodian	Operations	03/30/22-06/30/22	06/21/21
Reyes, Mark	Health Assistant	Health Services	03/16/22-06/30/22	01/19/22
Ramirez, Anthony	Receiving, Stockroom and Delivery Worker	Procurement, Contracts & Logistics	04/04/22-06/30/22	03/18/20
Voiler, Louis	Student Services Clerk	Health Services	03/21/22-06/30/22	12/15/21
Murphy, Diane	Student Services Clerk	Outreach & Onboarding	03/28/22-06/30/22	12/15/21
Marcial, Christina	Student Services Clerk	Outreach & Onboarding	04/06/22-06/30/22	12/15/21
Oros, Jasmine	Student Services Assistant	Student Success & Support	03/29/22-06/17/22	01/19/22

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

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment

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

Agenda Report No.	9
Subject	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS
Date	April 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

The Personnel Commission is advised that the following persons have been appointed to the following provisional assignments, not to exceed 90 working days pursuant to Section 7.2 of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*
Lopez, Valerie	Health Assistant	Health Services	04/08/22-06/30/22
Miles, Erik	Student Services Clerk	Health Services	04/04/22/06/30/22
Lansdown, Sonya	Theatre Technical Specialist	Performing Arts	04/17/22-06/30/22

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

Agenda Report No.	10
Subject	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS
Date	April 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

I. Working out of Class Assignment (Provisional)

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Andres Munoz, Student Services Assistant	Outreach and Recruitment Specialist	4/4/2022 to 5/20/2022
Edgar Hernandez Solis/ Customer Services Assistant	Accounting Specialist	04/18/2022 to 06/30/2022
Lorin Russell, Instructional Assistant – Learning Disabilities	Student Services Clerk	3/28/2022 to 4/15/2022

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

II. Extension to Substitute Limited Term Assignment

Name/Permanent Class	Substituted Limited Term Assignment*	Dates of Current Assignment	Extended Dates
Samanta Singha/ Student Services Clerk	Enrollment Services Specialist	3/17/2022 to 6/30/2022	7/1/2022 to 10/29/2022

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

***Pending PBAR approval.*

III. Extension to Temporary Assignment

Name/Permanent Class	Temporary Assignment*	Dates of Current Provisional WOC Assignment	Extended Dates/ Change Status to Limited Term
LaToya Hightower, Student Services Clerk	International Student Services Specialist	11/29/2021 to 3/31/2022	4/1/2022 to 4/29/2022

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

***Pending PBAR approval.*

IV. Provisional Working out of Class Assignment – Change in Status

FROM:

Name/Permanent Class	Provisional Working out of Class Assignment	Dates of Current Assignment
Nataly Gonzalez, Student Services Clerk	Program Specialist	2/22/2022 to 4/15/2022

TO:

Name/Permanent Class	Substitute Limited Term Assignment	Dates of Current Assignment
Nataly Gonzalez, Student Services Clerk	Program Specialist	2/22/2022 to 4/15/2022

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

CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.
2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.
3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

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 working out of class or 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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Regular Personnel Commission Meeting Minutes
Wednesday, April 20, 2022

Agenda Report No.	11
Subject	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOUNTING MANAGER • CARPENTER • COMMUNITY COLLEGE POLICE DISPATCHER • INSTRUCTIONAL ASSISTANT-ENGLISH • LEAD THEATER TECHNICIAN • OUTREACH AND RECRUITMENT SPECIALIST
Date	April 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Accounting Manager	Promotional	3	3	04/18/2023
Carpenter	Promotional	3	3	04/12/2023
Carpenter	Open Competitive	0	5	04/12/2023
Community College Police Dispatcher	Open Competitive	0	2	03/29/2023
Instructional Assistant-English	Promotional & Open Competitive	0	11	04/18/2023
Lead Theater Technician	Merged Promotional & Open Competitive	0	8	04/18/2023
Outreach & Recruitment Specialist	Promotional	5	5	10/20/2022
Outreach & Recruitment Specialist	Open Competitive	0	5	10/20/2022

Agenda Report No.	12
Subject	EXTENSION OF PROVISIONAL APPOINTMENTS: <ul style="list-style-type: none"> • COSTUME DESIGNER • ENTERPRISE BUSINESS SERVICES CLERK • STAGE CONSTRUCTION TECHNICIAN – LIGHTING • THEATRE TECHNICAL SPECIALIST • WEB SERVICES COORDINATOR
Date	April 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission was advised of the following provisional assignments at previous regular meetings:

Candidate	Position	Department	Duration
Alexander Cooper	Costume Designer	Performing Arts	1/4/2022 to 6/30/2022
Wendy Pacheco	Enterprise Business Services Clerk	Cashier's Office	1/18/2022 to 6/30/2022
Edward Bass	Stage Construction Technician – Lighting	Performing Arts	1/4/2022 to 6/30/2022
Michael Gunderson	Theatre Technical Specialist	Performing Arts	7/22/2022 to 6/30/2022
Ileana Hernandez	Web Services Coordinator	Marketing	11/9/2021 to 6/30/2022

Provisional assignments can be authorized for 90 working days per fiscal year. This provisional employees will be reaching their 90 working day limit.

A recruitment is currently in progress to fill assignments in the above areas. The hiring departments have requested that these temporary employees be allowed to serve in this role until the eligibility list has been produced and a permanent or limited term appointment can be made. The Personnel Commission has the authority to authorize a 36 day extension for this assignment, once the initial 90 working days have been completed.

Merit Rule 7.2.1 (C) states:

The Personnel Commission may extend the 90 working day provisional appointment for a period not to exceed 36 additional working days provided:

1. *The examination for the class was given during the initial 90 working days of the employee's provisional assignment.*
2. *Satisfactory evidence is presented indicating:*
 - a. *Adequate recruitment effort has been, and is being made;*
 - b. *Extension of this provisional assignment is necessary to carry on vital functions of the District;*
 - c. *The position cannot satisfactorily be filled by use of the following in priority order:*
 1. *the eligibility list for the class*

2. *other employment lists such as reinstatement; or transfer*
3. *other appropriate substitute eligibility lists*

It is recommended that the Personnel Commission approve the following assignment extensions:

Candidate	Position	Department	Duration of Extension
Alexander Cooper	Costume Designer	Performing Arts	Not to exceed 36 additional working days
Wendy Pacheco*	Enterprise Business Services Clerk	Cashier's Office	Not to exceed the length of the leave of absence for the permanent employee whose assignment is being covered
Edward Bass	Stage Construction Technician – Lighting	Performing Arts	Not to exceed 36 additional working days
Michael Gunderson	Theatre Technical Specialist	Performing Arts	Not to exceed 36 additional working days
Ileana Hernandez	Web Services Coordinator	Marketing	Not to exceed 36 additional working days

*Change in status to Substitute Limited Term

Agenda Report No.	13
Subject	CERTIFICATION OF SENIORITY LIST: • DSPS MANAGER
Date	April 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

As part of the continuing practice to update and maintain Seniority Lists for the District, we present the following seniority list for approval:

DSPS MANAGER

It is recommended that the Personnel Commission certify the seniority list effective April 20, 2022.

13.1.4 SENIORITY LISTS

- A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Personnel Director and certified by the Personnel Commission before it is used.
- B. When a seniority list is initially established or updated, the list shall be made available to the employee(s) for review during a five (5) working day period before it is approved.
- C. During the prescribed review period, an employee who believes that an error has been made on his/her seniority computation shall notify the Personnel Director, who shall review the computations together with any additional information provided by the employee. The Personnel Director shall determine if a recomputation is appropriate and present an appropriate recommendation for action by the Personnel Commission.
- D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.

"DSPS MANAGER" Seniority List

Classification: DSFS Manager
 Range: M21
 Monthly Base Salary Range as of July 1, 2020: \$ 7669 to \$ 9317
 PC Certification Date: April 20, 2022
 Review Period: April 8 to 15, 2022

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT DSFS MANAGER
Henninger, Denise	3/3/2021	No	3/3/2008	12	40	

Edited By: Brent Heximer, AA II, PC
 Compiled by: Karen Monzon, Personnel Analyst
 Approved by: Carol Long, Director of the Personnel Commission
 Updated: April 8, 2022

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, April 20, 2022

Agenda Report No.	14
Subject	CLASSIFICATION AND COMPENSATION TRACKING REPORT
Date	April 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Santa Monica College
Regular Personnel Commission Meeting Minutes
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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
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Hold	
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Hold	
Career Education Specialist	OV	Cyclical	Single	12/06/21				
Financial Aid Systems Specialist	AF	Cyclical	Single	12/13/21	NA			
Laboratory Technician-Art	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Chemistry	JG	Cyclical	Single	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				
Laboratory Technician - Design Technology	JB	New Class	Single	NA				
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				
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				
Switchboard Operator	AF	Cyclical	Multiple	01/31/22	NA			
Administrative Clerk	AF	Cyclical	Multiple	01/31/22				
Administrative Assistant I	AF	Cyclical	Multiple	01/31/22				
Administrative Assistant II	AF	Cyclical	Multiple	01/31/22				
Workforce and Economic Development Project Assistant <i>*Extension</i>	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 <i>*Extension</i>	AF/AG	Cyclical	None	NA	NA	Hold		

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, April 20, 2022

Agenda Report No.	15
Subject	RECRUITMENT AND EXAMINATION STATUS REPORT
Date	April 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, April 20, 2022

Recruitment and Examination Status Report												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	QAI	E-List	Ratio	
Accounting Manager	JL	P	1	2/25/2022	3/17/2022				4/7/2022	4/19/2022	4/20/2022	
Accounting Specialist	AF		1									
Accounting Technician	AF	P		2/9/2022	3/3/2022				3/28/2022	4/5/2022	4/12/2022	
Associate Programmer Analyst	JL	PO		1/19/2022	2/9/2022		2/23/2022		3/22/2022	3/31/2022	4/12/2022	
Campus Safety Officer	JG	PO		1/10/2022	1/31/2022	2/22/2022		4/22/2022	3/16/2022			
Carpenter	KM	PO		12/20/2021	1/21/2022	3/18/2022			3/31/2022	4/13/2022	4/20/2022	
Costume Designer		MPO										
Community College Police Dispatcher	KM			1/4/2022	1/25/2022	2/25/2022			3/17/2022	3/30/2022	4/20/2022	
Director of Marketing and Communications	KM	MPO	1	3/29/2022	4/19/2022							
Director of Public Information	KM	P	1	3/21/2022	4/8/2022							
Director of SMC Foundation	AF	MPO	1	6/24/2021	Continuous							
Enterprise Business Services Clerk	AF	PO	2									
Events Assistant	JG	O	Temp	10/20/2021	Continuous							
Grounds Worker	JG	PO	1	1/10/2022	1/31/2022			3/11/2022	4/15/2022			
Human Resources Technician	CL	MPO	1									
Instructional Assistant – English	JG	PO	2	12/6/2021	1/7/2022	3/4-3/8/22			4/8/2022	4/19/2022	4/20/2022	
Instructional Assistant – Math	JG	PO	1									
International Student Services Specialist	OV	P	1	2/17/2022	3/10/2022		3/11/2022		3/11/2022	3/23/2022	4/12/2022	
Laboratory Technician - Life Science		MPO	1									
Lead Custodian	KM	P		3/8/2022	3/28/2022				4/12/2022			
Lead Theater Technician	JL/JB	MPO	2	2/24/2022	3/17/2022				4/11/2022	4/19/2022	4/20/2022	
Outreach & Recruitment Specialist	OV	PO	3	2/24/2022	3/16/2022		3/18/2022		4/13/2022	4/21/2022	4/20/2022	
Personnel Specialist	CL	PO	Temp	11/19/2021	12/14/2021							
Stage Construction Technician - Lighting		MPO										
Stage Construction Technician-Sound	JG	MPO	Temp	2/15/2022	3/9/2022				3/21/2022	3/29/2022	4/12/2022	
Theatre Technical Specialist	JG	O	Temp	10/15/2021	Continuous							
Web Services Coordinator		MPO		3/21/2022	4/8/2022							

Items in bold are pending approval by the Personnel Commission

On Hold												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	QAI	E-List	Ratio	
Customer Service Assistant		PO										

IV. MEETING ADJOURNED at 12:19 p.m.

Disposition by the Commission	
Motion made by:	Lawrence Leone
Seconded by:	Deborah Jansen
Ayes:	
Nays:	
Abstentions:	
Amendments/Comments	
Commissioner Leone wished to recognize and praise the work being done by the Merit Rules Advisory Committee.	

Regular Meeting Day	Regular Meeting Date	Regular Meeting Month	Regular Meeting Year	Scheduled Time	Meeting Location
Wednesday	20	April	2022	12:00 PM	ONLINE
Wednesday	18	May	2022	12:00 PM	ONLINE
Wednesday	15	June	2022	12:00 PM	TBD

As required by law, this agenda for the Wednesday, April 20, 2022, 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.