



**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
Wednesday, June 15, 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: 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: 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.: Ciera Chilton 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 5-25-2022</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, June 15, 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 reported on the following:

Classification Studies brought forward for approval included a request for minor revisions to the Library Assistant classification and a salary reallocation request for Events Assistant.

Staff is in the process of reviewing 15 classifications as part of their cyclical studies. In addition, staff is creating seven new classifications for opening upcoming recruitments, conducting five ad hoc salary studies and three position reclassification studies.

She reported that the Personnel Commission anticipates bringing forward revisions within the next month on some of the remaining Laboratory Technician classifications, additional classifications in Marketing that work with web design and content development.

Recruitment activities reported included one eligibility list for Accounting Specialist, eight active recruitments and eleven upcoming. In preparation for the Fall 2022 Semester, Personnel Commission staff plans to schedule recruitments for Administrative Assistant I and II, Custodian, Customer Service Assistant, and Student Services Clerk between now and summer, so that eligibility lists are ready for use by the start of Fall 2022 Semester.

The Merit Rules Advisory Committee presented Merit Rules 12.3.6 through 12.4.4 for a second and final reading. The Committee concluded Merit Rules Chapter 12 and has commenced review of Chapter 13, which covers seniority rules and layoff procedures for classified staff.

The Personnel Commission at LACCD recently appointed Dr. Tre'Shawn Hall-Baker, Dean of Human Resources, as a new Commissioner. The Director of the Personnel Commission wished Dr. Hall-Baker the best of luck in this additional new role.

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

i. **Recognition of Employee Longevity – June 2022**

5 YEARS

Samuel Abramowitz, Laboratory Technician-Chemistry, Physical Sciences

Director Carol Long read a message on behalf of Dione Carter congratulating Samuel on five years with the College.

Trang Tran, Information Systems Administrator, Center for Media & Design

Juliana Zepeda, Community College Police Dispatcher, SMCPD

10 YEARS

Brandon Williams, Multimedia Technician, Media Center

15 YEARS

Evelyn Tan, Custodian, Operations

E. Comments from the Vice President of Human Resources

Vice President Sheri Lee-Lewis congratulated the Longevity celebrants and reported on the following College activities:

GradWalk had occurred the weekend prior to the meeting and was a success. Summer 2022 Session is scheduled to begin June 20. The College's Remote Work Program option is expected to roll out July 1st.

F. Comments from the CSEA Chapter 36 Representative

CSEA Chapter 36 President, Cindy Ordaz was present to speak on the following matters:

She recognized and thanked Classified staff receiving their Longevity as well as thanked the Administration for the College's new Remote Work Program.

Ms. Ordaz proceeded to speak on the matter of the Minimum Wage Gap and had explained that information regarding the Minimum Wage Gape was sent to the Commissioners in advance of the meeting. She acknowledged inflation and current fiscal challenges the District is facing.

Ms. Ordaz stated that, "We know that SMC continues to strive for our employees to be paid at the 70th percentile or above. And we do recognize that you know in areas

like the Events Assistant which is on our agenda today... it's at a range eight (and) the recommendation is for range 10, however that's a very small gap between what it will be in the future.” Ms. Ordaz stated that the rate of inflation with the changes in minimum wage increases that are coming make the change in terms of all of the job families within this these ranges a short term solution. She was then joined by past CSEA President and current member of the CSEA negotiating team, Martha Romano.

Ms. Romano added that CSEA has been working very closely with Carol Long and keeping an eye on what's going on with legal mandates. She mentioned the fact that the City of Santa Monica has a living wage and that the proposed salary reallocation for positions such as Events Assistant are short term solutions.

G. Comments from the Management Association President

No Comments

H. Comments from the Personnel Commission Staff

No Comments

I. Comments by Personnel Commissioners

No Comments

II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

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1	SECOND READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS MERIT RULE SECTION 12.3.6 THROUGH 12.4.4	7
2	APPROVAL OF PERSONNEL COMMISSION MEETING SCHEDULE: FISCAL YEAR 2022-2023	13
3	REQUEST FOR APPROVAL OF SALARY REALLOCATION: EVENTS ASSISTANT	14
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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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5	ADVISORY ITEM: REINSTATEMENT LIST: RAYMOND ADAMS	28
6	APPROVAL OF MINUTES: <ul style="list-style-type: none"> • MAY 18, 2022 REGULAR MEETING • MAY 31, 2022 SPECIAL MEETING 	29
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11	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOUNTING SPECIALIST 	36
12	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ACCOMPANIST-MUSIC PERFORMANCE • HEALTH SCIENCES LEARNING LAB SPECIALIST • INSTRUCTIONAL COMPUTER LAB TECHNICIAN-DESIGN AND MEDIA TECHNOLOGY 	37
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IV. ADJOURNMENT

Agenda Report No.	1
Subject	SECOND READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 12: SALARIES, OVERTIME PAY, AND BENEFITS MERIT RULE SECTION 12.3.6 THROUGH 12.4.4
Date	June 15, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Chapter 12: Merit Rules Sections 12.3.6 through 12.4.4 are attached for a Second Reading.

Disposition by the Commission	
Motion made by:	Deborah Jansen
Seconded by:	Barbara Greenstein
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

Section 12.3.6

12.3.6

EXEMPTION FROM OVERTIME PROVISIONS
(EDUCATION CODE SECTIONS 88026, 88027, 88029)

- A. All positions/classes designated as executive, administrative, or supervisory by the Personnel Commission shall be exempted from ~~the overtime provisions of these Rules~~Education Code 88027 unless otherwise required by Federal or State law.
- B. To be exempted from overtime provisions, all classes or positions must clearly be:
1. Management positions in which the duties, authority, flexibility of hours, salary and benefit structure sets them apart from other positions or classes.
- ~~C. Classes which are subject to fluctuations in daily working hours not subject to administrative control, such as police, security, or recreation but not food service or transportation, may be exempted from overtime provisions requiring payment of overtime for hours worked in excess of eight (8) in one day. For alternate work pattern assignments, this exemption shall apply to hours worked in excess of nine (9) hours in one day or ten (10) hours in one day, as appropriate.~~
- ~~D.~~ D.C. The Personnel Commission shall certify in writing ~~that~~ each ~~position classification that~~ is properly exempted from the overtime provisions of Education Code Section 88027, ~~and that the e~~Employees serving in such classes ~~are shall~~ not ~~be therefore~~ unreasonably discriminated against as a result of this exclusion.
- ~~E.D.~~ E.D. The list of designated management classes exempt from overtime provisions shall be maintained in the District's Management Salary Schedule and on file in the Personnel Commission Department.
- ~~F.~~ F. ~~The list of classes designated as exempt from overtime compensation for hours worked in excess of eight (8) in one day shall be maintained in the Classified Personnel Office.~~

- ~~GE~~. Notwithstanding the provisions of paragraph A of this Rule, if an exempted employee is required to work on a holiday, ~~he/she/they~~ shall be compensated at ~~his/her/their~~ regular rate of pay for the hours worked on the holiday or shall be granted an equal amount of compensatory time.
- ~~HF~~. Whenever a non-management employee is temporarily assigned to a designated management position for which ~~he/she/they~~ receives pay on the management salary schedule, the employee shall be ineligible for overtime pay for the entire period in which ~~he/she/they~~ serves in the management position.

~~Section 12.3.7~~

~~12.3.7 APPLICATION OF OVERTIME COMPENSATION PROVISIONS TO UNIT MEMBERS~~

- ~~A. Overtime compensation provisions for unit members shall be in accordance with Article 3 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.~~

Rule 12.4

EMPLOYEE BENEFITS

Employee benefit provisions for bargaining unit members are contained in ~~Article 12 of the District/CSEA Contract~~the applicable bargaining agreement.

12.4.1

HEALTH AND WELFARE BENEFITS (GOVERNMENT CODE SECTION 53200)

- A. The Santa Monica Community College District shall provide a basic Health and Welfare Benefit Plan to all regular employees serving in positions assigned on a half time (20 hour) basis or more.
- B. ~~The~~Costs of basic Health and Welfare Benefits shall be ~~the amount~~ approved by the Board of Trustees ~~for the year~~ annually.
- C. The basic Health and Welfare Benefit Plan shall provide for a contribution by the District for group medical insurance, dental insurance and vision coverage.
- D. Each regular eligible employee, shall select coverage from the group health insurance, dental program, and vision plan offered by the District within the first 30 days after initial employment. Thereafter, a covered employee may change plans or add eligible family members only during open enrollment periods.
- E. Employees who work five days per week, seven to eight hours per day, 35 to 40 hours per week, and who are employed for the academic year, or instructional year, shall be considered full-time employees for the purposes of this rule.

- F. Employees who work less than 35 hours per week, but 20 or more hours per week, shall receive a pro-rata share of the amounts which are authorized for a full-time employee if they elect to be enrolled in a health, vision, and dental ~~program care plan~~. The pro-ration shall be based on ~~the number of hours worked as it bears to 40 and as the number of months worked bears to ten a 40 (forty) hour week.~~
4. ~~Unit member employees who were employed for 20 hours per week or more prior to September 19, 1977, and who have been continuously employed, shall continue to receive full benefits.~~
- G. Employees who work less than 20 hours per week shall not be eligible for benefits enumerated in the Rule.
- H. The District shall provide the basic Health and Welfare Benefit Plan to retired annuitant employees of the District. The benefit plan shall provide the group medical, dental and vision care coverage for the employee and eligible dependents as defined by the insurance carrier. The amount of contribution shall be determined by the Board of Trustees.
- I. The District shall provide the supplemental retirement benefit to all retired employees who meet the eligibility requirements for the District's Classified Employees' Early Retirement Program.
- J. The District supplemental retirement benefit shall continue until the employee's 65th birthday or the employee's death, whichever occurs first. The supplemental benefit shall not be provided to the employee's estate or surviving dependents.

12.4.2

MILEAGE REIMBURSEMENT

- A. Any classified employee who is required by ~~their~~his/her supervisor to use ~~his/her~~their personal vehicle for college business shall be reimbursed for mileage at the rate approved by the Board of Trustees.
- B. Claims for mileage reimbursement shall be processed in accordance with District procedures approved by the immediate supervisor and filed with the Business Services Department on the Mileage Reimbursement form at the close of each semester.

12.4.3

UNIFORM ALLOWANCE (EDUCATION CODE SECTION 88037)

- A. The District may require classified employees to wear a distinctive uniform. The cost of purchase, lease, rental, and maintenance of uniforms, and equipment, identification badges, emblems, and cards which are required by the District shall be paid for, or the cost shall be reimbursed to the employee, by the District.

~~12.4.4~~

~~APPLICATION OF BENEFIT PROVISIONS TO UNIT MEMBERS~~

- ~~A. The benefit provisions for unit members shall be in accordance with Article 12 of the Agreements between the Santa Monica Community College District and Chapter 36, CSEA, and this Rule the applicable collective bargaining agreements.~~

Agenda Report No.	2
Subject	APPROVAL OF PERSONNEL COMMISSION MEETING SCHEDULE: FISCAL YEAR 2022-2023
Date	June 15, 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 scheduled meetings for Fiscal Year 2022-2023. Regular meetings will be held on the third Wednesday of each month at 12:00 noon.

Day	Month	Date	Year	Time	Venue
Wednesday	July	20	2022	12:00PM	ONLINE
Wednesday	August	17	2022	12:00PM	ONLINE
Wednesday	September	21	2022	12:00PM	ONLINE
Wednesday	October	19	2022	12:00PM	ONLINE
Wednesday	November	16	2022	12:00PM	ONLINE
Wednesday	December	21	2022	12:00PM	ONLINE
Wednesday	January	18	2023	12:00PM	TBD
Wednesday	February	15	2023	12:00PM	TBD
Wednesday	March	15	2023	12:00PM	TBD
Wednesday	April	19	2023	12:00PM	TBD
Wednesday	May	17	2023	12:00PM	TBD
Wednesday	June	21	2023	12:00PM	TBD

Reference:

Merit Rule 2.2.1 Regular Meetings

The Commission shall hold its regular meeting on the third Wednesday of each month. The Commission shall designate the time and place of the meetings on the Commission's official bulletin board. The Commission may meet at some other time or place, provided that at least 24 hours' notice is given to commissioners, employees, and administration representatives. Notice shall be posted on the Commission's official bulletin board and shall also be given to newspapers who have filed written request for such notice.

Disposition by the Commission	
Motion made by:	Joy Abbott
Seconded by:	Barbara Greenstein
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

Agenda Report No.	3
Subject	REQUEST FOR APPROVAL OF SALARY REALLOCATION: EVENTS ASSISTANT
Date	June 15, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

Attached for your approval is a request for salary reallocation for **Events Assistant**.

The Events Assistant classification was created on February 3, 2020, initially under the title of Usher. A comprehensive survey of comparable agencies was conducted in preparation of our recommendation for salary allocation. Sufficient market data was not available at that time to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs needed to be matched). Comparable agencies did not have either an equivalent role, or utilized higher-paying classifications to absorb the work as needed. Salary allocation was recommended at **Range 8 (\$15.37 to \$18.68 per hour)**, using 2018 Department of Labor starting salary data as presented for Ushers, Lobby Attendants and Ticket Takers in the Los Angeles-Long Beach-Anaheim Metro Area. Santa Monica College utilizes Events Assistants in temporary capacity only; therefore, all temporary staff in this classification are paid at Step A. On March 18, 2020, the Personnel Commission approved class revisions and a title change to "Events Assistant".

The City of Santa Monica has revised the Santa Monica Municipal Code to address minimum wage increases for the Los Angeles metropolitan area. Effective July 1, 2022, the minimum wage in the City of Santa Monica is increasing to **\$15.96 per hour**. Minimum wage in the City of Santa Monica will be evaluated annually thereafter, and any future increases will be announced each January 1st.

An increase is now being proposed for the Events Assistant to Range 10 (Step A = \$16.14 per hour), in order to bring us into compliance.

Recommendations for salary reallocation were sent for review to department management, incumbents, CSEA, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed salary reallocation for Events Assistant as follows:

FROM: Events Assistant
\$2,664 to \$3,238 per month
\$15.37 to \$18.68 per hour
(Classified Salary Schedule – Range 8)

TO: Events Assistant
\$2,797 to \$3,400 per month
\$16.14 to \$19.62 per hour
(Classified Salary Schedule – Range 10)

Further study of salary allocation for this classification is recommended, in order to ensure we are adequately addressing upcoming minimum wage increases which impact this area, along with recruitment and retention challenges, market comparisons, and internal alignment.

Disposition by the Commission	
Motion made by:	Lawrence Leone
Seconded by:	Deborah Jansen
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Events Assistant

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CONCEPT OF THE CLASS

Under immediate supervision, the position in this classification supports Facilities Programming by greeting patrons, assisting with seating, providing general customer service, and maintaining assigned areas for events or performances. Incumbents are scheduled on a per event or seasonal basis with variable hours.

DISTINGUISHING CHARACTERISTICS

The **Events Assistant** classification supports District events and performances by greeting and ushering patrons and providing general customer service during events or performances.

The **Theatre Technical Specialist** supports the theater technical operations in at least one of three specialized areas including audio, electrical and rigging for indoor stage productions and outdoor events.

The **Events Technician** performs installation, set-up, and operation of sound, lighting, stage, scenery, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures.

ESSENTIAL DUTIES

Greets and assists patrons with seating, collecting admission tickets, searching for lost articles, obtaining information about the venue and events, and locating event services, amenities and exits; provides evacuation instructions and participates in drills.

Assists patrons with special accommodations, mobility devices, and those requiring seating assistance within the facility.

Ensures performance house rules are adhered to and refers potential concerns to assigned supervisor or security staff.

Observes general physical conditions of assigned area of operation and reports custodial concerns, damages, accidents, and any failure to follow College rules and procedures.

Provides general customer service by settling seating disputes or helping resolve other customer concerns; maintains order in assigned areas.

Examines tickets or forwards to verify authenticity; prevents unauthorized persons from entering the performance or event.

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

General supervision is received from the Production Manager. Work direction is received from the House Manager.

Level of Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

General performing arts and theatre operations

Customer service etiquette

District policy, departmental practices and safety procedures

Ability to:

Follow rules, procedures, laws, regulations, and District policies and safety protocols

Exercise sound judgment within areas of assigned responsibility

Learn and apply policies, procedures, and practices to the performance of job duties

Work in fast-paced and busy environment with multiple tasks

Communicate effectively and interact with the public, students, and staff in a tactful manner

Role model exceptional internal and external customer service

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

MINIMUM QUALIFICATIONS

Education Requirement:

Sufficient education to demonstrate the knowledge and abilities listed above. Graduation from High School or GED equivalent is desirable.

Experience Requirement:

Six months of customer service, ushering or ticket taking experience with direct public contact is desirable.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

Special Requirement:

Positions are required to work flexible work schedules that includes nights and/or weekends.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Work Environment:

While performing the duties of this job the employee is regularly required to stand for long periods and climb stairs. The employee is occasionally required to walk and sit. Specific vision abilities required by this job include seeing in the dark with use of flashlight, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the noise level in the work environment can be quiet or noisy.

CLASS DETAIL

Job Family: Community Outreach

FLSA Status: Non-exempt

Personnel Commission Approval Date: 2/3/20

Class History: Usher

Revision Date(s): 3/18/20

Agenda Report No.	4
Subject	REQUEST FOR APPROVAL OF CLASSIFICATION REVISION: LIBRARY ASSISTANT
Date	June 15, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

Attached for your approval are the classification revisions for **Library Assistant**.

In preparation for opening recruitment, Steve Hunt, Interim Director of Library and Information Services, requested minor revisions to this classification description. This study is not part of the current cyclical review process.

The Library Assistant classification was previously studied in 2020 as part of our cyclical review process. Classification revisions were recommended and approved on October 21, 2020. Salary reallocation was recommended and approved on April 21, 2021.

Revisions to the classification description are now being proposed to clarify one job duty, and modify current reporting relationships. No additional duties are being added to the class description, and salary is not being reviewed again at this time.

Recommendations for classification revisions were sent for review to department management, incumbents, and CSEA.

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for Library Assistant.

Disposition by the Commission	
Motion made by:	Barbara Greenstein
Seconded by:	Joy Abbott
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission
Library Assistant**

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CONCEPT OF THE CLASS

Under supervision, positions in this classification perform a variety of complex library clerical duties following established procedures in circulation or technical services areas of the college library.

DISTINGUISHING CHARACTERISTICS

The **Library Assistant** position works at the circulation desk and/or in technical services and has frequent contact with library patrons, answers a variety of questions and provides general library information and clerical assistance.

The **Lead Library Assistant-Technical Services** serves as the lead staff member in the technical services area of the library. Incumbents are expected to apply specialized library technical services knowledge, exercise a higher degree of responsibility and utilize independent judgment to resolve problems and improve work processes.

The **Lead Library Assistant-Circulation** serves as the lead staff member in the circulation area of the library. Incumbents are expected to apply specialized library circulation knowledge, exercise a higher degree of responsibility and utilize independent judgment to resolve problems and improve work processes.

ESSENTIAL DUTIES

Using a library management system, checks library books and other materials in and out at the circulation desk and inputs appropriate data into system for clearance.

Maintains accurate user records by receiving overdue library fines and fees and issuing receipts.

Answers questions and provides assistance to patrons, and refers patrons to other library personnel, as appropriate.

Assists in reserve collection maintenance, including inventory, shelf maintenance and correspondence with faculty members.

Prepares new library materials for circulation by labeling, stamping, stripping and affixing book pockets; mend books as necessary; prepare library materials for bindery.

Greets students, staff and visitors and responds to questions, requests, and complaints in a pleasant and helpful manner.

Provides guidance and training to student and temporary employees.

Assists with the creation, ~~mailing~~, and follow-up of overdue library materials notices.

Searches library for misplaced library materials and reserve materials.

Returns books and library materials to stacks by loading book carts and re-shelving.

Performs copy cataloging activities, including bibliographic searching and editing bibliographic records.

Operates and/or demonstrates library equipment to patrons, such as computers, photocopiers scanners and online catalog system; assists patrons with internet connectivity.

Issues library registration and library cards, and inputs patron data in computerized database; updates the library database with current patron data.

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, ~~the~~ employee receives supervision from the ~~Associate Dean, Learning Resources Director, Library & Information Services~~ or assigned administrator and carries out essential duties with substantial independence. May receive work direction and input from ~~the a~~ Lead Library Assistant ~~and or a Librarian.~~

Supervision Exercised:

Positions in this classification do not supervise other classified positions. May provide work direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Library of Congress Classification System and Library of Congress Subject Headings (LCSH)

Basic library terminology, standard library practices, techniques and methods

Modern office practices and procedures including records maintenance, filing systems and public reception

Principles, techniques and processes for providing customer service

Computer applications and programs that support this level of work, including library management systems, information systems and data management tools

English usage, vocabulary, spelling, grammar and punctuation

Ability to:

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

Accurately operate a computer using library management systems, computer applications, programs, and standard office equipment

Communicate effectively, both orally and in writing

Set priorities, manage time and work in fast-paced and busy environment with multiple tasks and interruptions

Learn and apply library policies, procedures, and guidelines

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

Perform work requiring accuracy and attention to detail

Provide clear and concise information and directions to others

Work independently with minimal direction

Role model exceptional internal and external customer service

Stay abreast of technology changes and adapt to new technologies

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

MINIMUM QUALIFICATIONS

Education Requirement:
 Graduation from high school or equivalent. An associate's degree or higher with a minimum of 12 semester units in library studies, library technology, or closely related field is desirable.

Experience Requirement:
 Two years of experience performing a variety of library clerical duties including data input/retrieval, circulation, periodicals, technical services and public reception using an on-line library system. Experience using a consortium library management system is desirable.

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

Licensure and/or Certification:
 None

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

Normal Office Environment:
 While performing the duties of this job the employee is regularly required to stand for extended periods of time, sit, use hands to keyboard, type, or handle materials, talk and hear. The employee is required frequently to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL	
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<u>Job Family:</u>	<u>Student Services (Non-Classroom)</u>
<u>FLSA Status:</u>	<u>Non-exempt</u>
<u>Personnel Commission Approval Date:</u>	<u>11/16/06</u>
<u>Class History:</u>	<u>Library Assistant I (01/98), Library Assistant II (01/78)</u>
<u>Revision Date(s):</u>	<u>Library Assistant I – 12/18/80, 12/05/84, 05/05/93</u> <u>—————Library Assistant II – 12/18/80, 05/05/93, 09/18/96</u> <u>Library Assistant – 11/16/06, Hay Study</u> <u>Library Assistant – 11/17/2010;</u> <u>10/21/2020</u>

~~**Job Family:** Student Services (Non-Classroom)~~

~~**FLSA Status:** ——— Non-exempt~~

~~**Personnel Commission Approval Date:** 11/16/06~~

~~**Class History:** Library Assistant I (01/98), Library Assistant II (01/78)~~

~~**Revision Date(s):** Library Assistant I – 12/18/80, 12/05/84, 05/05/93~~

Library Assistant

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~~Library Assistant II 12/18/80, 05/05/93, 09/18/96~~

~~Library Assistant 11/16/06, Hay Study~~

~~Library Assistant 11/17/2010; 10/21/2020~~

**Santa Monica Community College District
Personnel Commission
Library Assistant**

Page 1 of 3

CONCEPT OF THE CLASS

Under supervision, positions in this classification perform a variety of complex library clerical duties following established procedures in circulation or technical services areas of the college library.

DISTINGUISHING CHARACTERISTICS

The **Library Assistant** position works at the circulation desk and/or in technical services and has frequent contact with library patrons, answers a variety of questions and provides general library information and clerical assistance.

The **Lead Library Assistant-Technical Services** serves as the lead staff member in the technical services area of the library. Incumbents are expected to apply specialized library technical services knowledge, exercise a higher degree of responsibility and utilize independent judgment to resolve problems and improve work processes.

The **Lead Library Assistant-Circulation** serves as the lead staff member in the circulation area of the library. Incumbents are expected to apply specialized library circulation knowledge, exercise a higher degree of responsibility and utilize independent judgment to resolve problems and improve work processes.

ESSENTIAL DUTIES

Using a library management system, checks library books and other materials in and out at the circulation desk and inputs appropriate data into system for clearance.

Maintains accurate user records by receiving overdue library fines and fees and issuing receipts.

Answers questions and provides assistance to patrons, and refers patrons to other library personnel, as appropriate.

Assists in reserve collection maintenance, including inventory, shelf maintenance and correspondence with faculty members.

Prepares new library materials for circulation by labeling, stamping, stripping and affixing book pockets; mend books as necessary; prepare library materials for bindery.

Greets students, staff and visitors and responds to questions, requests, and complaints in a pleasant and helpful manner.

Provides guidance and training to student and temporary employees.

Assists with the creation and follow-up of overdue library materials notices.

Searches library for misplaced library materials and reserve materials.

Returns books and library materials to stacks by loading book carts and re-shelving.

Performs copy cataloging activities, including bibliographic searching and editing bibliographic records.

Operates and/or demonstrates library equipment to patrons, such as computers, photocopiers scanners and online catalog system; assists patrons with internet connectivity.

Issues library registration and library cards, and inputs patron data in computerized database; updates the library database with current patron data.

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, the employee receives supervision from the Director, Library and Information Services or assigned administrator and carries out essential duties with substantial independence. May receive work direction and input from a Lead Library Assistant- or a Librarian.

Supervision Exercised:

Positions in this classification do not supervise other classified positions. May provide work direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Library of Congress Classification System and Library of Congress Subject Headings (LCSH)

Basic library terminology, standard library practices, techniques and methods

Modern office practices and procedures including records maintenance, filing systems and public reception

Principles, techniques and processes for providing customer service

Computer applications and programs that support this level of work, including library management systems, information systems and data management tools

English usage, vocabulary, spelling, grammar and punctuation

Ability to:

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

Accurately operate a computer using library management systems, computer applications, programs, and standard office equipment

Communicate effectively, both orally and in writing

Set priorities, manage time and work in fast-paced and busy environment with multiple tasks and interruptions

Learn and apply library policies, procedures, and guidelines

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Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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CLASS DETAIL

Job Family:	Student Services (Non-Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/16/06
Class History:	Library Assistant I(01/98), Library Assistant II(01/78)
Revision Date(s):	Library Assistant I – 12/18/80, 12/05/84, 05/05/93 Library Assistant II – 12/18/80, 05/05/93, 09/18/96 Library Assistant – 11/16/06, Hay Study Library Assistant – 11/17/2010; 10/21/2020

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

#	Item	Page
5	ADVISORY ITEM: REINSTATEMENT LIST: RAYMOND ADAMS	28
6	APPROVAL OF MINUTES: <ul style="list-style-type: none"> • MAY 18, 2022 REGULAR MEETING • MAY 31, 2022 SPECIAL MEETING 	29
7	RATIFICATION OF LIMITED TERM ASSIGNMENTS	30
8	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM ASSIGNMENTS	31
9	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS	32
10	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	33
11	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOUNTING SPECIALIST 	36
12	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ACCOMPANIST-MUSIC PERFORMANCE • HEALTH SCIENCES LEARNING LAB SPECIALIST • INSTRUCTIONAL COMPUTER LAB TECHNICIAN-DESIGN AND MEDIA TECHNOLOGY 	37
13	CLASSIFICATION AND COMPENSATION STATUS REPORT	38
14	RECRUITMENT AND EXAMINATION STATUS REPORT	39

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

Agenda Report No.	5
Subject	ADVISORY ITEM: REINSTATEMENT LIST: RAYMOND ADAMS
Date	June 15, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission is advised of the following request for placement on the Reinstatement List as specified below.

Name	Classification	Resignation Date	Reinstatement Effective Dates
Raymond Adams	Custodian	June 3, 2022	6/4/2022 to 9/3/2025

Rule 15.2 REINSTATEMENT (EDUCATION CODE SECTION 88128)
 15.2.1 GENERAL PROCEDURES

- A. A permanent employee who resigned in good standing may be reinstated in a vacant position in his/her former class and status within 39 months of the last date of paid service. He/she may also be reinstated in a vacant position in a lower related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.

- B. Reinstatement of a former employee shall have the following effects:
 - 1. If the employee is reinstated to a permanent position in his/her former class or a lower related class, he/she shall be restored all the rights, benefits, and burdens of a classified employee.
 - 2. Restoration of salary in accordance with Section 13 of Rule 12.2.

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Regular Personnel Commission Meeting Minutes
Wednesday, June 15, 2022

Agenda Report No.	6
Subject	APPROVAL OF MINUTES: <ul style="list-style-type: none">• MAY 18, 2022 REGULAR MEETING• MAY 31, 2022 SPECIAL MEETING
Date	June 15, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. May 18, 2022 Regular Meeting
2. May 31, 2022 Special Meeting

Agenda Report No.	7
Subject	RATIFICATION OF LIMITED TERM ASSIGNMENTS
Date	June 15, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose 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 Classification	Department	Effective Dates
Bookstore Clerk/Cashier (7 part-time positions)	Bookstore	06/01/22-06/30/22

Agenda Report No.	8
Subject	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM ASSIGNMENTS
Date	June 15, 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 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
Garcia, Lucy	Bookstore Clerk/Cashier	Bookstore	06/01/22-06/30/22	03/08/99
Lopez, Jose	Bookstore Clerk/Cashier	Bookstore	06/01/22-06/30/22	07/18/11
Mehary, Mehret	Bookstore Clerk/Cashier	Bookstore	06/01/22-06/30/22	11/16/02
Micas, Donna	Bookstore Clerk/Cashier	Bookstore	06/01/22-06/30/22	02/21/07
Miles, Erik	Bookstore Clerk/Cashier	Bookstore	06/01/22-06/30/22	02/21/07
Pabst, Ester	Bookstore Clerk/Cashier	Bookstore	06/01/22-06/30/22	09/04/09
Thielking, Alan	Bookstore Clerk/Cashier	Bookstore	06/01/22-06/30/22	08/26/92

*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.

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Agenda Report No.	9
Subject	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS
Date	June 15, 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*
Bates, Daisha	Events Assistant	Facilities	06/20/22-06/30/22
Irumva, Landry	Events Assistant	Facilities	05/25/22-06/30/22
Zaveri, Zahra	Events Assistant	Facilities	05/16/22-06/30/22
Hudson Sr., Michael	Human Resources Analyst- Employee and Labor Relations (Confidential)	Human Resources	07/01/22-12/31/22
Moody, Mason	Stage Construction Technician-Sound	Theatre Arts	04/25/22-06/16/22
Desilva, Shana	Student Services Clerk	Health Services	05/16/22-06/30/22
Rodriguez, Andrea	Student Services Clerk	Health Services	06/06/22-06/30/22
Schuchman, Aaron	Student Services Clerk	Health Services	05/13/22-06/30/22
Strakhov, Kirill	Student Services Clerk	Health Services	05/09/22-06/30/22
Colindres, Lara	Student Services Clerk	Outreach & Onboarding	06/01/22-06/30/22
Ruiz, Freddy	Student Services Clerk	Outreach & Onboarding	05/23/22-06/30/22
Villaseñor, Raymond	Student Services Clerk	Outreach & Onboarding	05/18/22-06/30/22
Cardenas, Ana	Student Services Clerk	Student Services	05/31/22-06/30/22
Cortes, Marla	Student Services Clerk	Student Services	05/23/22-06/30/22
Deuel, Sean	Theatre Technical Specialist	Facilities	06/06/22-06/30/22
Powell, John	Theatre Technical Specialist	Facilities	06/03/22-06/30/22

*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 ASSIGNMENT
Date	June 15, 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 assignment.

Working Out of Class Assignment (Provisional):

Name/ Permanent Class	Provisional WOC Assignment*	Dates of Assignment
Anisha DiGregorio, Administrative Assistant I	Human Resources Specialist	5/31/2022 to 6/30/2022

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

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

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

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Agenda Report No.	11
Subject	RATIFICATION OF ELIGIBILITY LISTS: • ACCOUNTING SPECIALIST
Date	June 15, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Accounting Specialist	Promotional	3	3	6/9/2023

Agenda Report No.	12
Subject	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ACCOMPANIST-MUSIC PERFORMANCE • HEALTH SCIENCES LEARNING LAB SPECIALIST • INSTRUCTIONAL COMPUTER LAB TECHNICIAN- DESIGN AND MEDIA TECHNOLOGY
Date	June 15, 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
Accompanist-Music Performance	Merged Promotional & Open	3 Weeks
Health Sciences Learning Lab Specialist	Merged Promotional & Open	3 Weeks
Instructional Computer Lab Technician-Design and Media Technology	Merged Promotional & Open	3 Weeks

Santa Monica College
Regular Personnel Commission Meeting Minutes
Wednesday, June 15, 2022

Agenda Report No.	13
Subject	CLASSIFICATION AND COMPENSATION STATUS REPORT
Date	June 15, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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	
Accounts Payable Supervisor	OV	Ad-Hoc Salary	Single					
Career Education Specialist	OV	Cyclical	Single	12/06/21				
Basic Needs Specialist	OV	New Class	None					
Enterprise Business Supervisor	OV	Ad-Hoc Salary	Single					
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-Art	JG	New Class	None	NA	NA			
Lead Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
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	None	03/31/21				
Web Content and Social Media Manager	KM	Cyclical	Single	03/31/21				
Web Content Developer	KM	Cyclical	None	NA	NA			
Web Services Coordinator	KM	Cyclical	Single	03/31/21	NA			
Administrative Clerk	AF	Cyclical	Multiple	01/31/22				
Administrative Assistant I	AF	Cyclical	Multiple	05/31/22				
Administrative Assistant II	AF	Cyclical	Multiple	05/31/22				
Workforce and Economic Development Project Assistant	OV	Cyclical	Multiple	12/06/21				
Community College Police Sergeant	JL	Ad-Hoc Salary	Multiple	NA				
Community College Police Captain	JL	Ad-Hoc Salary	Single	NA				
Chief of Police	JL	Ad-Hoc Salary	Single	NA				
Platform Specialist	JL	New Class	Single	NA				
Photo Computer Lab	JL	New Class	None	NA				
Network Administrator	JL	Reclass	Single	04/23/22	05/11/22			
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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Wednesday, June 15, 2022

Agenda Report No.	14
Subject	RECRUITMENT AND EXAMINATION STATUS REPORT
Date	June 15, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

Recruitment and Examination Status Report												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	OAI	E-List	Ratiof.	
Accompanist-Music Performance	JG	MPO	1									
Accountant	AF	MPO										
Accounting Specialist	AF	P	1	4/26/2022	5/16/2022				6/2/2022	6/10/2022	6/15/2022	
Buyer II		MPO	1									
Costume Designer	JL	MPO	Temp	5/11/2022	6/1/2022							
Director of Marketing and Communications	KM	MPO	1	3/29/2022	4/19/2022		5/25/2022		6/8/2022			
Enterprise Business Services Clerk	AF	PO	2	5/2/2022	5/20/2022							
Events Assistant	JG	O	Temp	10/20/2021	Continuous							
Health Science Learning Lab Specialist	JL	MPO	1									
Human Resources Technician	CL	MPO	1	5/11/2022	6/6/2022							
Instructional Assistant - Math	JG	PO	1	4/8/2022	5/2/2022	5/22/2022			6/14-6/15			
Instructional Computer Lab Tech - Design & Media Tech	JL	MPO	1									
Laboratory Technician - Life Science		MPO	1									
Library Assistant	OV	MPO	1									
Media Resources Assistant	OV	MPO	1									
Personnel Specialist	JL	PO		11/19/2021	12/14/2021							
Senior Academic Records Evaluation	JL	P	1	5/18/2022	6/6/2022							
Stage Construction Technician - Lighting	JL	MPO	Temp	5/11/2022	6/1/2022							
Theatre Technical Specialist	JG	O	Temp	10/15/2021	Continuous							

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	Ratiof.	
Customer Service Assistant	AF	PO										
Accounting Manager	AF	MPO	1									
Community College Police Sergeant	JL	MPO	1									

IV. MEETING ADJOURNED at 12:25 p.m.

Disposition by the Commission	
Motion made by:	Lawrence Leone
Seconded by:	Deborah Jansen
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

As required by law, this agenda for the Wednesday, June 15, 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.