

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM
VIRTUAL MEETING**

DEPARTMENTS:

3400 Airport/SBDC: Sasha King
Academic Affairs: Sharon Thomas
Accounts Payable: Cherry Aquino
Admissions & Records: Esau Tovar
African American Center: Sherri Bradford
Athletics: Sandra Hernandez
Auxiliary Services: Ofelia Meza
Bundy: Beverly Redd-Walker
Business Department: Peter Murray
Campus Police Office: Jennifer Jones
Campus Store: Elease Juarez
Career Services: Vicky Rothman
Cashier's Office: Veronica Romo
Center for Media & Design: Jamina Russell
Community Education: Alice Meyering
Counseling Office: Laurie Guglielmo
Custodian Time Clock: Anthony Williams
Disabled Students Center: Nathalie Laille
Early Childhood Ed.: L. Manson
Emeritus College: V. Rankin-Scales
English Dept.: Martha Hall
EOP&S: Nick Mata
ESL Office: Jocelyn Alex
Events Office: Yesenia Penate
Faculty Association: Peter Morse
Financial Aid Office: Stacy Neal
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: A. DiGregorio
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

ADMINISTRATORS & MANAGERS

Emeritus: Scott Silverman
Facilities: Dennis Biddle
HR: Tre'Shawn Hall-Baker
Info Tech: Marc Drescher
IEC: N. Pressian
Instructional Technology:
Maintenance:
Devin Starnes
Terry Kamibayashi
Operations:
Anthony Barlow
Derrick Davis
Felicia Hudson
Robert Villanueva
Receiving: Lisa Davis
Supplemental Instruction:
Wendi DeMorst

PRESIDENT/SUPERINTENDENT & SENIOR STAFF

Superintendent/President: Kathryn Jeffery
Executive VP:
VP Academic Affairs: Jennifer Merlic
VP Business/Admin: Chris Bonvenuto
VP Enroll. Services: T. Rodriguez
VP Human Resources: Sherri Lee-Lewis
VP Student Affairs: Michael Tuitasi
Senior Director Government Relations & Institutional Communications: Don Girard
Community Relations: Kiersten Elliott
Public Information: Grace Smith

PUBLIC POSTING LOCATIONS

2714 Pico: exterior display box
Online: www.smc.edu

EMPLOYEE ORGANIZATIONS

CSEA Labor Rep.: Jessica Gonzalez
CSEA Chapter Pres.: Mike Roberts
CSEA Chapter 1st V.P.: Kennisha Green
CSEA Chapter 2nd V.P.: Cindy Ordaz
CSEA Chief Job Steward: Lee Peterson
CSEA Treasurer: Dagmar Gorman
CSEA Secretary: Judith Mosher
CSEA Chief Development Officer:
Luis Martin
CSEA Communications Officer:
James Stevenson
SMC POA President: Officer Cadena
Management Association: Susan Fila

Edited 5/27/2021

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.

PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

ADDRESSING THE PERSONNEL COMMISSION

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

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

Individuals wishing to speak or submit written comments to be read at the Personnel Commission meeting shall send an email to personnel_commission@smc.edu, by no later than 10:00 A.M., Wednesday, June 16, 2021. The email should include the following information:

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

Instructions for Speaking to the Commission through Zoom

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

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

1. Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.
2. Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.

3. Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

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

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

Reference: Merit Rule 2.2.8

Government Code sections 54954.2, 54954.3, 54957.9

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

I. ORGANIZATIONAL FUNCTIONS

- A. CALL TO ORDER 12:01PM.
- B. ROLL CALL

COMMISSIONER	PRESENT	ABSENT
Dr. Joseph Metoyer, Jr., Chair	X	
Joy Abbott, Vice Chair	X	
Barbara Greenstein	X	
Deborah Jansen	X	
Lawrence Leone	X	

II. REPORT – DIRECTOR OF CLASSIFIED PERSONNEL

Director Carol Long reported on the following:

Eligibility lists for approval:

- Community College Police Dispatcher
- Custodian
- Director of Procurement, Contracts, and Logistics
- Financial Aid and Scholarships Specialist

The Merit Rules Advisory Committee produced the following for a second reading, adoption and posting Chapter 9, Sections 9.7.1 -9.7.3 and Chapter 12, Sections 12.2.9, and 12.2.13.

Personnel Commission requesting approval on two classification revisions as part of the cyclical review process.

As a “Remote Testing - Procedural Update”, Director Long reported that staff has been reviewing different procedures from other agencies to improve communication with raters who are evaluating candidate interviews remotely, and better manage confidentiality of test materials. PC staff members recently attended an informational meeting with staff from Los Angeles Unified School District’s Personnel Commission and Hacienda La Puente Unified School District’s Personnel Commission. New tools have been implemented to ensure raters submit ratings that can be monitored for discrepancies or inconsistencies that need to be addressed.

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM

III. COMMENTS AND INFORMATION REPORTS

A. RECOGNITION OF EMPLOYEE LONGEVITY: JUNE 2021

5 YEARS

La Trina Adeyemi, Custodian, Operations

Alanna Brooke, Administrative Assistant II, Counseling

Anthony Johnson, Skilled Maintenance Worker, Maintenance

Philloon Ly, Audio/Visual Equipment Technician, Media Center

Saman Mehrazar, Administrative Assistant II, Non-Credit Education

Dr. Dione Carter recognized and congratulated "Sammy"

10 YEARS

Diana Askew, Administrative Assistant III-Confidential, Student Affairs

Bob Myers and Dr. Dione Carter recognized and congratulated Diana

Anthony Barlow, Custodial Operations Supervisor, Operations

15 YEARS

José Guzmán, Personnel Technician, Personnel Commission

Carol Long, Brent Heximer, Amy Gurjian, Mitch Heskell and Dr. Dione Carter recognized and congratulated Jose

20 YEARS

Wendy Henriquez, Custodian, Operations

Rhonda Robinson, Enterprise Business Services Specialist, Cashiers Office

Mitch Heskell recognized and congratulated Rhonda

- B. COMMENTS FROM VICE PRESIDENT OF HUMAN RESOURCES
Vice President Sherri Lee-Lewis congratulated Longevity awardees and promoted the June 19, 2021 "Diploma Drive Thru" as well as the June 25, 2021 "Virtual Commencement".
- C. COMMENTS FROM THE CSEA CHAPTER 36 REPRESENTATIVE
No Comments
- D. COMMENTS FROM MANAGEMENT ASSOCIATION PRESIDENT
No Comments
- E. COMMENTS FROM PERSONNEL COMMISSION STAFF
No Comments
- F. PUBLIC COMMENTS
(NON-ACTIONABLE COMMENTS FROM THOSE IN ATTENDANCE)
No Comments
- G. COMMENTS BY PERSONNEL COMMISSIONERS
No Comments

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

IV. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	PAGE
1	APPROVAL OF PERSONNEL COMMISSION MEETING SCHEDULE: FISCAL YEAR 2021-2022	1
2	SECOND READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE: CHAPTER 9: EMPLOYMENT STATUS & CHAPTER 12: SALARIES, OVERTIME PAY AND BENEFITS MERIT RULE 9.7.1 VOLUNTARY DEMOTION MERIT RULE 9.7.2 INVOLUNTARY DEMOTION MERIT RULE 9.7.3 RESTORATION MERIT RULE 12.2.9 SALARY ON DEMOTION MERIT RULE 12.2.13 Y - RATED SALARY	2
3	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: INSURANCE PROGRAM SPECIALIST	7
4	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS: RISK & INSURANCE COORDINATOR	17

V. CONSENT AGENDA

(ALL ITEMS WILL BE CONSIDERED AND APPROVED IN ONE MOTION UNLESS REMOVED BY A PERSONNEL COMMISSIONER FOR DISCUSSION.)

#	ITEM	PAGE
5	EXAMINATION SCHEDULE	28
6	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • DIRECTOR OF NETWORK SERVICES • INSTRUCTIONAL ASSISTANT – MATH • STUDENT ONBOARDING SPECIALIST 	29
7	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • COMMUNITY COLLEGE POLICE DISPATCHER • CUSTODIAN • DIRECTOR OF PROCUREMENT, CONTRACTS, AND LOGISTICS • FINANCIAL AID AND SCHOLARSHIPS SPECIALIST 	30
8	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENTS	31
9	MEETING MINUTES	33
10	CLASSIFICATION & COMPENSATION STATUS	34
11	RECRUITMENT AND EXAMINATION STATUS REPORT	36

VI. ADJOURNMENT

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

AGENDA REPORT NO. 1

**SUBJECT: APPROVAL OF PERSONNEL COMMISSION MEETING SCHEDULE:
FISCAL YEAR 2021-2022**

DATE: June 16, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following scheduled meetings for Fiscal Year 2021-2022. Regular meetings will be held on the third Wednesday of each month at 12:00 PM.

Regular Meeting Day	Regular Meeting Month	Regular Meeting Date	Scheduled Time	Meeting Location
Wednesday	July	21	12:00 PM	TBD
Wednesday	August	18	12:00 PM	TBD
Wednesday	September	15	12:00 PM	TBD
Wednesday	October	20	12:00 PM	TBD
Wednesday	November	17	12:00 PM	TBD
Wednesday	December	15	12:00 PM	TBD
Wednesday	January	19	12:00 PM	TBD
Wednesday	February	16	12:00 PM	TBD
Wednesday	March	16	12:00 PM	TBD
Wednesday	April	20	12:00 PM	TBD
Wednesday	May	18	12:00 PM	TBD
Wednesday	June	15	12:00 PM	TBD

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

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM

AGENDA REPORT NO. 2

**SUBJECT: SECOND READING OF AMENDMENT TO RULES AND REGULATIONS
OF THE CLASSIFIED SERVICE: CHAPTER 9: EMPLOYMENT STATUS
& CHAPTER 12: SALARIES, OVERTIME PAY AND BENEFITS
MERIT RULE 9.7.1 VOLUNTARY DEMOTION
MERIT RULE 9.7.2 INVOLUNTARY DEMOTION
MERIT RULE 9.7.3 RESTORATION
MERIT RULE 12.2.9 SALARY ON DEMOTION
MERIT RULE 12.2.13 Y - RATED SALARY**

DATE: June 16, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to the following Merit Rules are provided for a second reading:

MERIT RULE 9.7.1 VOLUNTARY DEMOTION
MERIT RULE 9.7.2 INVOLUNTARY DEMOTION
MERIT RULE 9.7.3 RESTORATION
MERIT RULE 12.2.9 SALARY ON DEMOTION
MERIT RULE 12.2.13 Y - RATED SALARY

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

~~Section 9.6.3.D~~

Rule 9.7

DEMOTION AND RESTORATION

9.7.1

VOLUNTARY DEMOTION

~~A.~~ A. ~~A Voluntary Demotion is an action initiated by the employee that results in a change in their assignment to a position in a different classification which is allocated to a lower salary range.~~

~~B.~~ B. ~~A permanent classified employee may request a voluntary demotion to a vacant position in a class with a lower maximum salary rate. A permanent employee may apply for a voluntary demotion by submitting an application to the Personnel Commission during the period the transfer opportunity is posted, provided that:~~

1. ~~_____~~ 1. ~~The employee has previously achieved permanent status in their current class, ~~or; and;~~~~

2. ~~_____~~ 2. ~~The request for demotion is to a related class in the same occupational group, which is subject to approval by the Director of Classified Personnel.~~

3. ~~_____~~ 3. ~~Selection of an employee into a vacant position shall be in accordance with Merit Rule 6.3.~~

~~The request shall be subject to approval by the Personnel Director.~~

~~B.C.~~ B.C. ~~An employee may request a voluntary reduction in assigned time in lieu of layoff in order to remain in his/her/their present position rather than to be reclassified or reassigned.~~

~~C.D.~~ C.D. ~~A permanent employee may accept a temporary demotion on a voluntary basis to fill a limited-term position or a summer assignment.~~

~~D.E.~~ D.E. ~~A voluntary demotion is a privilege available to a probationary employee only in cases when he/she/they would otherwise be laid off.~~

~~E.F.~~ E.F. ~~An employee who demotes to a position in a class in which he/she does they do not hold permanency shall complete the appropriate probationary period in the new class. In the event the employee does not satisfactorily complete the probationary period in the new class they have no right to return to their former position.~~

~~F.G.~~ F.G. ~~Salary placement for eEmployees who voluntarily demote to a class with a lower salary rate, shall be in~~

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

~~accordance with Rule 12.2.9.~~

G. Salary placement upon voluntary demotion shall be in accordance with Rule 12.2.9 (Salary On Demotion).

9.7.2 INVOLUNTARY DEMOTION (EDUCATION CODE SECTION 88121)

A. Involuntary demotion is a disciplinary action for cause and is subject to the pertinent procedures listed in Rule 14.1.

B. A permanent employee who has been promoted to a higher class, or ~~transferred~~ completed a lateral transfer to a new class may be involuntarily returned to ~~his/her~~ their former class during the probationary period due to unsatisfactory work performance without the right of appeal. (See Rule 9.3.3.)

C. A permanent employee who is involuntarily demoted at any time other than the probation period(s) listed in paragraph B above, shall have the right to appeal. ~~(See Rule 14.2).~~

D. Salary placement upon involuntary demotion shall be in accordance with Rule 12.2.9 (Salary On Demotion).

9.7.3 RESTORATION (EDUCATION CODE SECTION 88117)

A. An employee who has taken a voluntary demotion may be restored to a vacant position in ~~his/her~~ their former class within 39 months. Restoration shall be discretionary with the appointing authority except when demotion or reduction was chosen in lieu of layoff.

~~—Employees, who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present position rather than to be reclassified or reassigned, shall be granted the same 39 month reemployment rights as all laid off employees and shall also be given an additional 24 month reemployment period, provided that the same qualifications tests of fitness for the class still apply. The Personnel Commission shall make a this determination of the specific eligibility period for each class. See Rule 3.4.~~

B. An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff or to remain in his or her present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months, provided that the same tests of fitness under which the employee qualified for appointment to the class still apply. The personnel commission shall make the determination of the specific period of eligibility for reemployment on a class-by-class basis.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

~~C.~~ Employees who take voluntary demotions or reductions in assigned time in lieu of layoff shall have the option to return to a vacant position in their former class or to a vacant position with increased time without time limitation.

~~— Salary placement shall be in accordance with Rule 12.2.13.~~

Section 12.2.9

12.2.9 SALARY ON DEMOTION

~~A. An employee who accepts voluntary demotion due to the reclassification, reorganization, or abolishment of his/her/their position shall be Y-rated as provided in Rule 12.2.13.~~

~~BA. Effective, 08/01/91, a~~An employee who accepts voluntary demotion for any reason other than disqualification from probationary or permanent status shall be ~~Y-rated as provided in paragraph A above~~ placed in the step of the lower salary range that provides the least amount of reduction in salary.

~~CB.~~ If the employee is eligible for an increment in his/her/their own class at the time a voluntary demotion is taken, the employee shall be credited with the increase before salary adjustment is made.

~~DC.~~ When an employee is involuntarily demoted during probation, as provided in Rule 9.3.2, salary placement shall be at the step of the lower salary range to which the employee would have progressed had the employee served continuously in the lower class. The employee's previous salary increment date shall be used to determine advancement on the salary schedule.

~~ED.~~ When the demotion is due to a disciplinary action, the Disciplinary Action Notice shall specify the step of the salary range on which the employee shall be placed.

PC approved: 9-18-91

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

Section 12.2.13

~~12.2.13 — Y-RATED SALARY~~

~~A. — A Y-rate shall be defined as a salary range, step or rate which is frozen because the salary amount is above the current approved rate.~~

~~B. — The Y rate shall apply to a range, step, or rate on the salary schedule only. Off-schedule pay, including longevity increments and differentials, shall not be included in the Y-rated salary.~~

~~C. — A regular classified employee's payrate shall be Y-rated under the following circumstances:~~

~~1. — When the employee is demoted to a position in a lower salary range due to displacement, reclassification, or abolishment of his/herttheir position, and the employee has been performing satisfactorily. See Rule 3.3.4.B.3.~~

~~2. — When an employee accepts a voluntary demotion for any reason other than disqualification for probationary or permanent status (effective 8/1/91). See Rule 12.2.9.~~

~~D. — A salary Y-rate shall terminate on the earlier of the following dates:~~

~~1. — The effective date on which an annual salary increase results in the Y-rated salary amount falling within the salary range of the class to which the employee and his/herttheir position is allocated.~~

~~2. — The date the employee is eligible to return to a position in his/herttheir former class and range/step placement.~~

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Lawrence Leone

SECONDED BY: Barbara Greenstein

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

AGENDA REPORT NO. 3

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
INSURANCE PROGRAM SPECIALIST**

DATE: June 16, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for Insurance Program Specialist.

As part of the cyclical review process, we are reviewing classifications in Risk Management. The Risk Management Department provides risk prevention and mitigation services to the Santa Monica College Community, aimed at reducing conditions or practices which may expose the District to human, environmental, or financial loss. The Insurance Program Specialist classification was originally created in November 2006, and was most recently revised in August 2020. There is currently one incumbent.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2020-21. At that time, the classification was vacant. To complete the study, Personnel Commission staff met with Daniel Phillips, Director, Safety and Risk Management to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Minor revisions were made to the knowledge and abilities section and the minimum qualifications. Distinguishing characteristics were modified to clarify related roles within the occupational series. Classification revisions were sent for review to the incumbent, Risk Management, CSEA, Human Resources, Business Services, and executive leadership.

Additionally, a job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the distinguishing characteristics, KSAs (knowledge,

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

skills, and abilities), and minimum qualifications to ensure internal alignment with comparable classifications.

Given variability in scope of work assigned at comparable agencies, sufficient market data was not available for this role. Specifically, some benchmark agencies incorporated risk management duties into broader business services or human resources classifications. Therefore, a market survey is not available for this role. Due to insufficient market comparisons, salary recommendation is being based on internal alignment within the series and other comparable roles in the College.

The current salary range for Insurance Program Specialist is \$5,457 to \$6,633 per month, Range 38 on the Classified Employee Salary Schedule. Based on job evaluation findings, this role is comparable to other advanced technical roles supporting a professional function. Both roles perform work of similar complexity. The Insurance Program Specialist requires application of specialized knowledge of Worker's Compensation, student & athletic accident insurance, safety, and property and liability insurance. Additionally, there are no internal alignment issues with this classification. As such, salary reallocation is not recommended.

Cyclical review results have been sent to the incumbent, CSEA, Business Services, Human Resources, and executive leadership.

The following charts show related classifications in this job discipline and current salary allocation for each classification:

RISK MANAGEMENT CLASSIFICATIONS	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Director of Safety and Risk Management*	\$10,374	\$12,610	M34	13.02%
Assistant Director of Safety and Risk Management*	\$9,179	\$11,157	M29	41.76%
Risk & Insurance Coordinator**	\$6,475	\$7,871	45	18.65%
Insurance Program Specialist	\$5,457	\$6,633	38	

Currently under reviewSee subsequent agenda item*

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for Insurance Program Specialist.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen
 SECONDED BY: Joy Abbott
 AYES: 5
 NAYS: 0
 ABSTENTIONS: 0

Amendments/Comments

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

**Santa Monica Community College District
Personnel Commission**

Insurance Program Specialist

CONCEPT OF THE CLASS

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

DISTINGUISHING CHARACTERISTICS

The **Insurance Program Specialist** performs complex technical and administrative support duties related to ~~W~~workers' ~~C~~ompensation, student & athletic accident insurance, safety, and property and liability insurance.

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

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

ESSENTIAL DUTIES

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

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

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

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

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

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

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

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

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

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

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

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

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

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

Schedules and coordinates site visits between vendors and departments.

Coordinates and tracks the ergonomic evaluation of workstations.

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

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

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Practices, processes, laws and regulations related to insurance and liability, and workers' compensation in the State of California

Risk management practices and procedures

Administrative practices and procedures, including record keeping and filing practices

Basic bookkeeping practices and procedures

Proper usage of English grammar, vocabulary and spelling

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

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

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

Ability to:

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

[Research, analyze, interpret, apply, and explain technical information](#) and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

[Establish and maintain cooperative working relationships with employees, retired employees and members of the public](#)

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

MINIMUM QUALIFICATIONS

Education Requirement:

[An Associate's degree or equivalent of Art's Degree](#) in [Business Administration](#), [Communications](#), or a closely related field.

Experience Requirement:

Three ~~(3)~~ years of administrative [support](#) or technical experience, which included performing duties related to ~~W~~orkers' [Compensation](#), liability, or health-related programs for an agency.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

~~*Job Family:* Business Administration & Fiscal Services~~
~~*FLSA Status:* Non-exempt~~
~~*Personnel Commission Approval Date:* 11/02/06~~
~~*Class History:* Insurance Program Coordinator~~
~~*Revision Date(s):* 11/02/06 Hay Study, 01/16/08, 8/7/2020, 6/16/21~~

<i>Job Family:</i>	Business Administration & Fiscal Services
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	11/02/06
<i>Class History:</i>	Insurance Program Coordinator
<i>Revision Date(s):</i>	11/02/06 Hay Study, 01/16/08, 8/7/2020, <u>6/16/21</u>

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

**Santa Monica Community College District
Personnel Commission**

Insurance Program Specialist

CONCEPT OF THE CLASS

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

DISTINGUISHING CHARACTERISTICS

The **Insurance Program Specialist** performs complex technical and administrative support duties related to workers' compensation, student & athletic accident insurance, safety, and property and liability insurance.

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

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

ESSENTIAL DUTIES

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

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

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

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

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

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

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

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

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

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

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

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

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

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

Schedules and coordinates site visits between vendors and departments.

Coordinates and tracks the ergonomic evaluation of workstations.

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

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

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Practices, processes, laws and regulations related to insurance and liability, and workers' compensation in the State of California

Risk management practices and procedures

Administrative practices and procedures, including record keeping and filing practices

Basic bookkeeping practices and procedures

Proper usage of English grammar, vocabulary and spelling

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

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

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

Ability to:

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

Research, analyze, interpret, apply, and explain technical information and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

MINIMUM QUALIFICATIONS

Education Requirement:

An associate's degree or equivalent in business administration, communications, or a closely related field.

Experience Requirement:

Three years of administrative support or technical experience, which included performing duties related to workers' compensation, liability, or health-related programs for an agency.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

CLASS DETAIL

Job Family:	Business Administration & Fiscal Services
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/02/06
Class History:	Insurance Program Coordinator
Revision Date(s):	11/02/06 Hay Study, 01/16/08, 8/7/2020, 6/16/21

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

AGENDA REPORT NO. 4

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
RISK & INSURANCE COORDINATOR**

DATE: June 16, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for Risk & Insurance Coordinator.

As part of the cyclical review process, we are reviewing classifications in Risk Management. The Risk Management Department provides risk prevention and mitigation services to the Santa Monica College Community, aimed at reducing conditions or practices which may expose the District to human, environmental, or financial loss. The Risk & Insurance Coordinator classification was originally created in August 2014, and was revised in August 2020. This classification is currently vacant.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2020-21. To complete the study, Personnel Commission staff met with Daniel Phillips, Director, Safety and Risk Management to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Minor revisions were made to the knowledge, skills and abilities section. Distinguishing characteristics were modified to clarify related roles within the occupational series. Classification revisions were sent for review to Risk Management, CSEA, Human Resources, Business Services and executive leadership.

Additionally, a job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the distinguishing characteristics and KSAs (knowledge, skills, and abilities) and ensure internal alignment with comparable classifications.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

Given variability in scope of work assigned at comparable agencies, sufficient market data was not available for this role. Specifically, some benchmark agencies incorporated risk management duties into broader business services or human resources classifications. Therefore, a market survey is not available for this role. Due to insufficient market comparisons, salary recommendation is being based on internal alignment within the series and other comparable roles in the College.

The current salary range for Risk and Insurance Coordinator is \$6,475 to \$7,871 per month, Range 45 on the Classified Employee Salary Schedule. The scope and effect of this role involve overall coordination of the daily operations of the District's risk management program. Based on job evaluation findings the duties of this role necessitate a professional level of knowledge and the role has a scope that affects campus wide operations. Additionally, there are no internal alignment issues with this classification. As such, salary reallocation is not recommended.

Cyclical review results have been sent to CSEA, Business Services, Human Resources, and executive leadership.

The following charts show related classifications in this job discipline and current salary allocation for each classification:

RISK MANAGEMENT CLASSIFICATIONS	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Director of Safety and Risk Management*	\$10,374	\$12,610	M34	13.02%
Assistant Director of Safety and Risk Management*	\$9,179	\$11,157	M29	41.76%
Risk & Insurance Coordinator	\$6,475	\$7,871	45	18.65%
Insurance Program Specialist**	\$5,457	\$6,633	38	

**Currently under review*

***See previous agenda item*

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for Risk & Insurance Coordinator.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein

SECONDED BY: Deborah Jansen

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

**Santa Monica Community College District
Personnel Commission**

Risk & Insurance Coordinator

CONCEPT OF THE CLASS

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

DISTINGUISHING CHARACTERISTICS

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

The **Insurance Program Specialist** performs complex [technical and](#) administrative [support](#) duties related to [workers' compensation](#), student & athletic accident insurance, and property and liability insurance.

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

ESSENTIAL DUTIES

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

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

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

Reviews and evaluates District and third-party contracts to determine required insurance coverage for grants, clinical sites, student film projects, and select events; obtains or issues certificates of insurance; prepares, distributes and collects student waivers and releases of liability; monitors accident reports for safety issues that need to be addressed and notifies appropriate department.

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

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

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

Researches and collects information for and processes a variety of risk management and workers' compensation-related reports, forms, logs, records, files and other documents, including accident reports,

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

claim forms, public self-insurers annual reports and OSHA logs and reports; ensures that financial and confidential records and files are properly maintained.

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

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

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

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

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

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

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

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

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

Supervision Exercised:

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

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

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

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

Principles and practices of sound business communication-

District rules, regulations, policies and procedures-

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

Ability to:

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

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

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

Research, analyze, interpret, apply, and explain technical information and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures-

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

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

MINIMUM QUALIFICATIONS

Education Requirement:

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

Experience Requirement:

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

Education/Experience Equivalency:

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

Licensure and/or Certification:

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

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

~~**Job Family:** Business Administration & Fiscal Services~~
~~**FLSA Status:** Non-Exempt~~
~~**Personnel Commission Approval Date:** 08/20/2014~~
~~**Class History:** None~~
~~**Revision Date(s):** 8/7/2020, 6/16/21~~

CLASS DETAIL

Job Family: Business Administration & Fiscal Services
FLSA Status: Non-Exempt
Personnel Commission Approval Date: 08/20/2014
Class History: None
Revision Date(s): 8/7/2020, 6/16/21

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

**Santa Monica Community College District
Personnel Commission**

Risk & Insurance Coordinator

CONCEPT OF THE CLASS

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

DISTINGUISHING CHARACTERISTICS

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

The **Insurance Program Specialist** performs complex technical and administrative support duties related to workers' compensation, student & athletic accident insurance, and property and liability insurance.

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

ESSENTIAL DUTIES

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

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

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

Reviews and evaluates District and third-party contracts to determine required insurance coverage for grants, clinical sites, student film projects, and select events; obtains or issues certificates of insurance; prepares, distributes and collects student waivers and releases of liability; monitors accident reports for safety issues that need to be addressed and notifies appropriate department.

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

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

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

Researches and collects information for and processes a variety of risk management and workers' compensation-related reports, forms, logs, records, files and other documents, including accident reports,

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

claim forms, public self-insurers annual reports and OSHA logs and reports; ensures that financial and confidential records and files are properly maintained.

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

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

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

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

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

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

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

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

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

Supervision Exercised:

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

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

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

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

Principles and practices of sound business communication

District rules, regulations, policies and procedures

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

Ability to:

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

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

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

Research, analyze, interpret, apply, and explain technical information and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

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

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

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

MINIMUM QUALIFICATIONS

Education Requirement:

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

Experience Requirement:

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

Education/Experience Equivalency:

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

Licensure and/or Certification:

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

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<i>Job Family:</i>	Business Administration & Fiscal Services
<i>FLSA Status:</i>	Non-Exempt
<i>Personnel Commission Approval Date:</i>	08/20/2014
<i>Class History:</i>	None
<i>Revision Date(s):</i>	8/7/2020, 6/16/21

CONSENT AGENDA

ALL ITEMS WILL BE CONSIDERED AND APPROVED IN ONE MOTION UNLESS REMOVED BY A PERSONNEL COMMISSIONER FOR DISCUSSION

#	ITEM	PAGE
5	EXAMINATION SCHEDULE	28
6	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none">• DIRECTOR OF NETWORK SERVICES• INSTRUCTIONAL ASSISTANT – MATH• STUDENT ONBOARDING SPECIALIST	29
7	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none">• COMMUNITY COLLEGE POLICE DISPATCHER• CUSTODIAN• DIRECTOR OF PROCUREMENT, CONTRACTS, AND LOGISTICS• FINANCIAL AID AND SCHOLARSHIPS SPECIALIST	30
8	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENTS	31
9	MEETING MINUTES	33
10	CLASSIFICATION & COMPENSATION STATUS	34
11	RECRUITMENT AND EXAMINATION STATUS REPORT	36

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott
SECONDED BY: Barbara Greenstein
AYES: 5
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

AGENDA REPORT NO. 5

SUBJECT: EXAMINATION SCHEDULE

DATE: June 16, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

Class Title	Field of Competition	Time
Administrative Assistant I	Promotional	3 weeks
Community College Police Captain	Promotional & Open Competitive	3 weeks
Director of Human Resources	Promotional & Open Competitive	3 weeks
DSPS Specialist	Promotional	3 weeks
Sign Language Interpreter III	Promotional & Open Competitive	3 weeks
Student Services Assistant	Promotional	3 weeks
Student Services Clerk	Promotional & Open Competitive	3 weeks
Student Services Specialist	Promotional & Open Competitive	3 weeks

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

AGENDA REPORT NO. 6

SUBJECT: EXTENSION OF ELIGIBILITY LISTS:

- DIRECTOR OF NETWORK SERVICES
- INSTRUCTIONAL ASSISTANT – MATH
- STUDENT ONBOARDING SPECIALIST

DATE: June 16, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Director of Network Services	12/12/2020	6/12/2021	2	2	9/12/2021
Instructional Assistant – Math	2/20/2021	6/20/2021	7	7	8/20/2021
Student Onboarding Specialist	11/25/2020	6/25/2021	6	5	8/25/2021

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

6.2.3 DURATION OF ELIGIBILITY LIST (EDUCATION CODE SECTION 88119)

Section C.

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

1. a sufficient number of available eligible candidates 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.

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

AGENDA REPORT NO. 7

SUBJECT: RATIFICATION OF ELIGIBILITY LISTS:

- COMMUNITY COLLEGE POLICE DISPATCHER
- CUSTODIAN
- DIRECTOR OF PROCUREMENT, CONTRACTS, AND LOGISTICS
- FINANCIAL AID AND SCHOLARSHIPS SPECIALIST

DATE: June 16, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission Office is requesting that the following eligibility list(s) be ratified as indicated below:

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Community College Police Dispatcher	Open Competitive	0	3	04/12/22
Community College Police Dispatcher	Open Competitive	0	8	06/07/22
Custodian	Promotional & Open Competitive	0	13	05/31/22
Director of Procurement, Contracts, and Logistics	Promotional & Open Competitive	1	3	06/03/22
Financial Aid and Scholarships Specialist	Promotional & Open Competitive	2	11	05/25/22

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

AGENDA REPORT NO. 8

SUBJECT: RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS ASSIGNMENTS

DATE: June 16, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

WORKING OUT OF CLASS ASSIGNMENT (PROVISIONAL)

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Rhonda Robinson/ Enterprise Business Services Specialist	Payroll Specialist	6/16/2021 to 10/22/21
Gustavo Kalinec/ Enterprise Business Services Clerk	Enterprise Business Services Specialist	06/16/21 to 10/22/21
Nancy Alfaro, Health Assistant	Administrative Assistant I @ less than 50%	03/01/21 to 07/06/21

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

3.2.10 WORKING OUT OF CLASS

(Education Code Section 88010, 88087, 88105-88107)

A. Concept of Working Out of Classification

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. Each employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.
2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) day calendar period).

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

B. Procedure for Supervisor Requesting Approval for Working Out of Class

3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the supervisor and the employee, and forwarded to the Board for final approval.

Agreement between Santa Monica Community College & CSEA Chapter 36, Article 11

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.

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM

AGENDA REPORT NO. 9

SUBJECT: **MEETING MINUTES**

DATE: June 16, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The following minutes are presented for the Commission's review and approval:

1. May 19, 2021 Regular PC Minutes
2. May 28, 2021 Special PC Minutes

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

AGENDA REPORT NO. 10

SUBJECT: CLASSIFICATION & COMPENSATION STATUS

DATE: June 16, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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		
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20		
Accompanist-Dance	JG	Cyclical	None	NA	NA	05/19/21	Manager	
Accompanist-Performance	JG	Cyclical	Multiple	12/16/20	NA	06/01/21	Manager	
Accompanist-Voice	JG	Cyclical	None	NA	NA	06/01/21	Manager	
Assistant Director of Facilities Planning	AG	Cyclical	None	NA				
Assistant Director of Human Resources	JL	Cyclical	None	NA	NA			
Assistant Director of Safety & Risk Management	AF/AG	Cyclical	None	NA	NA			
Athletic Activities Assistant	OV	Cyclical	Multiple	04/23/21	NA			
Athletic Equipment and Kinesiology Specialist	OV	Cyclical	None	NA	NA			
Athletic Trainer	OV	Cyclical	Multiple	6/11/2021*				
Career Services Advisor	OV	Cyclical	Single	12/16/20	NA			
Director of Facilities Planning	AG	Cyclical	Single					
Director of Human Resources	JL	Cyclical	None	NA	NA			
Director of Marketing	KM/AG	New Class	None	NA	NA			
Insurance Program Specialist	AF/AG	Cyclical	Single	NA	NA	06/01/21	Incumbent	06/16/21
Risk & Insurance Coordinator	AF/AG	Cyclical	None	NA	NA			
Senior Career Services Advisor	OV	Cyclical	Multiple	12/16/20	02/17/21			
Compliance Administrator/ Title IX Coordinator	JL/AF	Cyclical	Single	02/02/18	06/04/21			
Director of Classified Personnel	CL	Cyclical	Single	02/02/18				
Director of Safety & Risk Management	AF/AG	Cyclical	Single	02/04/21				
Laboratory Technician-Art	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Broadcasting/Electronic Media	JG	Revisions	None	NA	NA	05/27/21	Manager	
Laboratory Technician-Broadcasting/Electronic Media	JG	Cyclical	None	NA				
Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Laboratory Technician-Life Science	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Photography	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Physics	JG	Cyclical	Single	05/10/21				
Lead Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Lead Laboratory Technician-Physiology/Microbiology/Biology	JG	Cyclical	Single	05/10/21				
Lead Grounds Equipment Operator	KM	New Class	None	NA				

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Graphic Designer	KM	Cyclical	Single	03/31/21				
Marketing Design Analyst	KM	Cyclical	Single	03/31/21				
Public Information Officer	KM	Cyclical	Single	03/31/21				
Senior Graphic Designer	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				
Health Assistant	OV	Reclass	Single	05/04/21	05/17/21			
<i>*Extension</i>								

**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM**

AGENDA REPORT NO. 11

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT

DATE: June 16, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Recruitment and Examination Status Report												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & EE	Perf.	QAI	E-List	Ratiof.	
Accountant	OV/AF	PO	1	3/9/21	3/29/21	5/4/21			6/17/21			
Administrative Assistant I	OV	P										
Athletic and Kinesiology Equipment Specialist	OV	P	3	5/20/21	6/10/21							
Athletic and Kinesiology Equipment Specialist	OV	O	3									
Assistant Director of Facilities Planning												
Campus Store Manager	AG	P	4	3/25/21	4/14/21		4/14/21			4/28/21	5/19/21	
Community College Police Captain	JL	PO										
Community College Police Dispatcher	KM	O		3/1/21	3/19/21	4/23/21			5/27/21	6/8/21	6/16/21	
Custodian	KM	PO		1/25/21	2/16/21	3/26/21			5/13/21	6/1/21	6/16/21	
Director of Grants	AF	PO	1	4/27/21	5/17/21							
Director of Human Resources	AG/AF	PO	1									
Director of Procurement, Contracts, and Logistics	JL/AF	PO	1	2/8/21	3/17/21		4/9/21		4/23 & 4/28	6/4/21	6/16/21	
Director of SMC Foundation	AF	PO	1									
DS/PS Specialist	OV	P	1									
Financial Aid Scholarship Specialist	OV	PO	2	3/26/21	4/16/21		4/28/21		5/18/21	5/26/21	6/16/21	
Grounds Equipment Operator	JG	P	4	4/25/21	2/16/21				5/9/21	5/17/21	5/19/21	
Grounds Supervisor	JG	P	4	3/3/21	3/23/21				4/9/21	4/23/21	5/19/21	
Laboratory Technician-Broadcasting & Electronic Media	JG	PO	1									
Payroll Specialist	AF	PO	1									
Programmer Analyst	OV	PO	1	6/4/21	6/24/21							
Personnel Analyst			Temp									
Student Services Assistant	OV	P										
Student Services Clerk	OV	PO										
Student Services Specialist	OV	PO										
Tutoring Coordinator – English and Humanities	JG	PO	1	3/18/21	4/7/21		5/12/21					
Tutoring Coordinator—Modern Languages	JG	PO	4	4/12/21	2/2/21		3/29/21		5/5/21	5/17/21	5/19/21	
Items in bold are pending approval by the Personnel Commission												
On Hold												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & EE	Perf.	QAI	E-List	Ratiof.	
Administrative Assistant I		O										
Administrative Assistant II		PO										
Carpenter	KM	P	Temp									
Carpenter	KM	MPO		1/27/20	2/18/20	3/6/20		3-19-20				
Customer Service Assistant		PO										
Enterprise Business Services Clerk		PO										
Enterprise Business Supervisor	AF	P										
Instructional Assistant-English	JG	O		2/7/20	3/3/20	3/24/20						
Journeyman Trade-HVAC	KM	MPO		3/3/20	3/23/20							
Lead Custodian	KM	MPO										
Lead Receiving, Stockroom, and Delivery Worker		P										
Sign Language Interpreter III	JL	MPO										
Skilled Maintenance Worker II	KM	P										

PERSONNEL COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 16, 2021 AT 12:00 PM

VII. MEETING ADJOURNED AT 12:35 PM.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen
SECONDED BY: Joy Abbott
AYES: 5
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

**As required by law, this agenda for the Wednesday, June 16, 2021
Regular Meeting of the Santa Monica College Personnel Commission
was posted on the official District website no later than 72 hours
prior to the date and time of this meeting.**