



PERSONNEL COMMISSION REGULAR MEETING MINUTES

WEDNESDAY, SEPTEMBER 21, 2022 – 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: 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: Maria Calvento Community Education: Alice Meyering Counseling Office: Jocelyn Avella Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Sandra Hernandez Health Sciences: Clarenda Stephens Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Kasey Garland Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Janet Kleinman 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 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>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: 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 LOCATION Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Ciera Chilton CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano 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: SMC POA President: Officer Cadena Management Association:</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> <p>Revised 9/13/2022</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 11:30 a.m. on Wednesday, September 21, 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

Prior to roll call, Chairman Metoyer turned over Meeting Chair duties to Vice Chair Joy Abbott. Dr. Metoyer was unable to Chair meeting and therefore participated as a Commissioner.

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

Director of the Personnel Commission, Carol Long reported that the Annual Report was being presented. She highlighted the Report's contents with the following points:

- The Personnel Commission experienced significant fluctuations in workload for all areas during the past fiscal year, along with continual procedural changes to better manage technology and improve processes for remote testing and interviewing. While the majority of testing and interviewing was administered in a remote environment, staff is beginning to return to in-person testing for written tests and performance tests within a selected group of classifications, particularly in cases where in-person testing is most likely to provide a more valid process.
- The number of recruitments requested has continued to increase over the past two years. During 2021-22, we showed a 78% increase in the number of recruitments requested from the previous fiscal year. The number of eligibility lists produced almost tripled from 2020-21.
- While the overall volume of classification work completed has remained fairly stable, there has been a significant increase in the number of new classifications requested, particularly since January 2022.
- We have currently completed cyclical classification reviews for almost 70% of the classifications in the District. There were a number of delays in completing studies during the COVID shut-down, due to salary freezes and general uncertainty of potential job duty changes experienced by many departments due to remote work conditions.

- During 2020-21, there were only 19 appointments made for new permanent classified staff. That number increased to 76 during the 2021-22 fiscal year. During the past two years, there has been a significant increase in the percentage of classified appointments that were made through the promotion process.
- The Personnel Commission publicly recognized 79 Santa Monica College classified employees for longevity this past fiscal year, including 25 employees who have completed at least twenty years of service, and 5 employees who completed at least thirty years of service.

Director Long also reported on the September Agenda's Activities:

- Three eligibility lists for approval:
 1. Accountant
 2. Instructional Computer Laboratory Technician – Design and Media Technology
 3. Library Assistant
- 13 recruitments still in process, and 10 more upcoming.
- Merit Rules 13.1.1-13.1.4 for a second and final reading.
- 3 salary reallocations,
- 1 classification revision,
- 1 new classification in preparation for opening recruitment

D. PUBLIC COMMENTS

(NON-ACTIONABLE COMMENTS FROM THOSE IN ATTENDANCE)

i. RECOGNITION OF EMPLOYEE LONGEVITY: SEPTEMBER 2022

5 YEARS

Cristina Arsene, Instructional Assistant-English, English

Asley Lyles, Custodian, Operations

Anne Ozello, Athletic Trainer, Athletics

Carolina Trejo, Administrative Assistant I, Career Services

15 YEARS

Charles Harris, Custodian, Operations

Jeremy Newman, Student Services Clerk, EOPS

20 YEARS

Heriberto Novella, Lead Custodian, Operations

**CAMPUS COUNSEL, ROBERT MYERS NOTED THAT THE AGENDA
OMITTED THE FOLLOWING SECTIONS:**

- E. Comments from the Vice President of Human Resources**
- F. Comments from the CSEA Chapter 36 Representative**
- G. Comments from the Management Association President**
- H. Comments from the Personnel Commission Staff**
- I. Comments by Personnel Commissioners**

**DIRECTOR LONG ACKNOWLEDGED THAT THE INFORMATION WAS
OMITTED AS A RESULT OF A TECHNICAL ERROR. COUNSEL MYERS
ADVISED THE COMMISSION TO PROCEED WITH THE MEETING AND
ALLOW FOR ITEMS (E) THROUGH (I) AS THEY FALL UNDER THE PUBLIC
COMMENTS SECTION.**

- E. Comments from the Vice President of Human Resources

**CAMPUS COUNSEL ROBERT MYERS SPOKE ON BEHALF OF VICE PRESIDENT
SHERRI LEE-LEWIS, HE CONGRATULATED ALL LONGEVITY CELEBRANTS.**

- F. Comments from the CSEA Chapter 36 Representative

**CSEA PRESIDENT CINDY ORDAZ CONGRATULATED ALL LONGEVITY
CELEBRANTS.**

- 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

NUMBER	ITEM	PAGE
1	SECOND READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 13: SENIORITY, LAYOFF, DISPLACEMENT AND REEMPLOYMENT MERIT RULE SECTION 13.1.1 THROUGH 13.1.4	8
2	ANNUAL REPORT-PERSONNEL COMMISSION: FISCAL YEAR 2021-2022	13
3	REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS: CAMPUS EMERGENCY AND SAFETY FACILITATOR TO EMERGENCY AND SAFETY COORDINATOR	19
4	REQUEST FOR APPROVAL OF SALARY REALLOCATION: CHIEF OF POLICE	28
5	REQUEST FOR APPROVAL OF SALARY REALLOCATION: COMMUNITY COLLEGE POLICE CAPTAIN	31
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7	APPROVAL OF ADVANCED STEP PLACEMENT: ACCOMPANIST – MUSIC PERFORMANCE	37

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

NUMBER	ITEM	PAGE
8	APPROVAL OF MINUTES: <ul style="list-style-type: none"> • AUGUST 17, 2022 • SEPTEMBER 6, 2022 	39
9	ADVISORY ITEM: APPOINTMENT TO PROVISIONAL ASSIGNMENTS	40
10	RATIFICATION OF LIMITED TERM ASSIGNMENTS	41
11	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS	42
12	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	43
13	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOUNTANT • INSTRUCTIONAL COMPUTER LABORATORY TECHNICIAN-DESIGN & MEDIA TECHNOLOGY 	46
14	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • EMERGENCY AND SAFETY COORDINATOR • TRANSPORTATION OPERATIONS COORDINATOR 	47
15	RECRUITMENT AND EXAMINATION STATUS REPORT	48
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III. ADJOURNMENT

AGENDA REPORT NO.	1
SUBJECT	SECOND READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 13: SENIORITY, LAYOFF, DISPLACEMENT AND REEMPLOYMENT MERIT RULE SECTION 13.1.1 THROUGH 13.1.4
DATE	SEPTEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

Proposed changes to Chapter 13, Merit Rule 13.1.1 through 13.1.4 are attached for a second and final reading. Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the Education Code and applicable bargaining agreements.

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

CHAPTER XIII

SENIORITY, LAYOFF, DISPLACEMENT AND REEMPLOYMENT

- | | |
|-----------|--|
| Rule 13.1 | SENIORITY PROVISIONS (EDUCATION CODE SECTION 88127) |
| 13.1.1 | <p>SENIORITY DEFINED</p> <p>A. Seniority within in a classification shall be defined as the length of time <u>service</u> which a permanent classified employee has served in his/her initial <u>their initial classification class</u> plus higher related classes.</p> <p>B. For service commencing on or continuing after July 1, 1971, length <u>Length</u> of service shall mean <u>s</u> all hours in paid status in the class plus higher related classes during the regular school year, a recess period, a holiday, or an approved leave of absence with pay, but shall exclude hours compensated solely on an overtime basis.</p> <p>C. For service prior to July 1, 1971, length of service shall mean years of service in the class plus higher related classes. Seniority shall be credited for each year, month and day of service regardless of the assigned hours per day or months per year as follows:</p> <ol style="list-style-type: none"> 1. One year shall equal 2080 hours. 2. One month shall equal 174 hours. 3. One day shall equal eight (8) hours. |

Section 13.1.2

13.1.2 COMPUTATION OF SENIORITY

- A. Computation of seniority in the class ~~shall~~ includes hours in paid status up to a maximum of 40 hours per week including:
1. Vacation, sick leave, military and other paid leaves.
 2. Limited-term (substitute or temporary) or provisional assignments held after gaining permanency.
 3. Additional part time hours in the employee's class.
 4. Hours which the employee has transferred from employment with the Santa Monica-Malibu Unified School District prior to separation of the classified service on July 1, 1980.
 - ~~5. Hours which the employee has transferred from permanent and continuous employment with the Santa Monica College Associated Student Body prior to July 1, 1985.~~
 56. Hours served in restricted status upon qualification of the employee as provided in Rule 3.1.7.G.
- B. Computation of seniority ~~excludes~~ shall not include:
1. Hours served or compensated for in a limited-term (substitute or temporary) or provisional assignment prior to entering into the classified service as a probationary employee.
 2. Any hours compensated solely on an overtime basis.
 3. Time in unpaid status including unpaid leave ~~and~~ docked time and any unpaid suspension. However, any unpaid period of less than one workday shall not be subtracted from the employee's seniority.

RECLASS



RETITLE



LATERAL TRANSFER



Section 13.1.3

13.1.3

GENERAL PROVISIONS

- A. ~~Whenever a~~ tie in seniority in the class ~~exists, it shall be~~will be broken according to the following order:
1. The employee with the longest total service in the District ~~shall be~~is accorded the greater seniority.
 2. The employee with the greater seniority in the higher class ~~shall be~~is accorded the greater seniority.
- B. If two (2) or more employees continue to be tied, the ~~Personnel Director~~of the Personnel Commission ~~shall~~will provide for the employees to draw lots to break the tie.
- C. When reclassification results either in the merger of two (2) or more classes into a newly created class and the abolishment of the previous class, or the separation of a class into two (2) or more newly created classes, seniority rights of regular employees who are reclassified with their positions shall be computed from the date the employee first began regular service in the former class(es).
- D. When an employee is reclassified with ~~his/her~~their position to an already existing class, seniority ~~shall~~be computed from the effective date the position is reclassified.
- E. When an employee is transferred from one class to another, seniority in the new class ~~shall~~begin on the effective date of the transfer.
- F. When a class is retitled to a newly created title and the old class title is abolished, the new class ~~shall~~begin seniority on the date of hire in the previous class.

See Table 13-1, ~~on accompanying page.~~

Section 13.1.4

13.1.4

SENIORITY LISTS

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

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Lawrence Leone
SECONDED BY:	Deborah Jansen
AYES:	4
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

AGENDA REPORT NO.	2
SUBJECT	ANNUAL REPORT-PERSONNEL COMMISSION: FISCAL YEAR 2021-2022
DATE	SEPTEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

Attached for your review is the proposed Personnel Commission Annual Report for Fiscal Year 2021-2022.

The Director of the Personnel Commission is required by Education Code Section 88086 to prepare an annual report of the Commission's activities for approval by the Commission.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed Annual Report for Fiscal Year 2021 - 2022.

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Joe Metoyer
SECONDED BY:	Deborah Jansen
AYES:	4
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

Santa Monica College Personnel Commission Annual Report Fiscal Year 2021-2022



Dr. Joseph P. Metoyer Jr.
Chair
Board of Trustees Appointee



Joy Abbott
Vice Chair
Board of Trustees Appointee



Barbara Greenstein
CSEA Appointee



Lawrence Leone
Commission
Appointee



Deborah Jansen
CSEA Appointee

Personnel Commission Staff:

- Carol Long, Director of the Personnel Commission
- Amy Gurjian, Classification & Compensation Manager
- John Linke, Supervising Personnel Analyst
- August Faustino, Personnel Analyst
- Karen Monzon, Personnel Analyst
- Olga Vasquez, Personnel Analyst
- Jose Guzman, Personnel Analyst
- Brent Heximer, Administrative Assistant II
- Tatiana Morrison, Administrative Assistant II
- Julia Britt, Personnel Technician
- Giselle Gradilla, Personnel Specialist

www.smc.edu/classifiedjobs

PERSONNEL COMMISSION
OFFICE LOCATION:

2714 Pico Blvd, 2nd Floor
Santa Monica, CA 90405
(310) 434-4410

Mailing Address:

1900 Pico Blvd
Santa Monica, Ca 90405

Personnel Commission Meetings

Meetings of the Personnel Commission were held on the third Wednesday of each month at Noon via Zoom

Personnel Commission Updates Fiscal Year 2021-2022

The past fiscal year brought about significant fluctuations in workload for all our areas and continued procedural changes. While the majority of our testing and interviewing remain in a remote environment, we are beginning to return to in-person testing for written tests and performance tests within a selected group of classifications.

The number of recruitments requested has continued to increase over the past two years. During 2021-22, we showed a 44% increase in the number of recruitments requested from the previous fiscal year, and a 63% increase in the number of eligibility lists produced.

While the overall classification work has remained fairly stable, we have seen a significant increase in the number of new classifications requested, particularly since January 2022.

The Personnel Commission approved revisions to 33 merit rules, as recommended by the Merit Rules Advisory Committee.

About Santa Monica College

A two-year community college accredited by the Western Association of Schools and Colleges – what opened in 1929 with just 153 students is now a thriving campus with more than 23,000 students and offerings in over 100 fields of study. The leader among the state's 116 community colleges in transfers to the University of California, University of Southern California, Loyola Marymount University, and other four-year colleges.

The Merit System at SMC

The purpose of the Merit System is to ensure that classified employees are recruited, selected, promoted, and retained without favoritism or prejudice, and solely on the basis of merit and fitness. The merit system applies only to classified (non-teaching) employees, and is administered by the Personnel Commission. The Personnel Commission at Santa Monica College consists of a five-member body, and is responsible for guaranteeing that employment, retention and promotion for all classified employees are based on Merit System principles. The Commissioners are private citizens who must be a registered voter and residents of Santa Monica or Malibu, and known adherents to the merit principle.

- Recruitment from all segments of society and advancement on the basis of relative ability, knowledge, and skill under fair and open competition
- Administering a competitive salary structure based on sound professional standards, prevailing community practices, legal requirements, and equity
- Fostering an environment that promotes inclusion, civility, and diversity
- Providing a voice for the interests of classified staff, classified managers, and classified administrators
- Protection of employees from arbitrary action, personal favoritism, or political coercion

Basic Principles of the Merit System

Personnel Commission staff at Santa Monica College are committed to providing our services in a manner which is client oriented, professionally based, and in conjunction with the goals of the governing board.

Classified Action



Action	# of Times Action Completed		
	2021-22	2020-21	2019-20
Exams Announced	82	46	35
% of Online Applications	100	100	100
# of Eligibility Lists	60	22	43
# of Eligibles on Lists	389	80	331
Reinstatement Lists	7	1	10
Appointments (New Hires)	40	6	60
Promotional Appointments	36	13	16
Working Out of Class	31	17	17
Internal Limited Term Assignments	11	13	12
New Class Descriptions	7	3	2
Revised Class Descriptions	28	34	22
Position Studies Conducted	6	8	7
Position Reclassifications Granted	4	3	4
# of Seniority Lists Established	4	7	7
# of Merit Rule Updates	33	23	19
Provisional Appointments	159	88	129
Limited Term Appointments	101	43	204
Total # of applicants	2105	846	1810

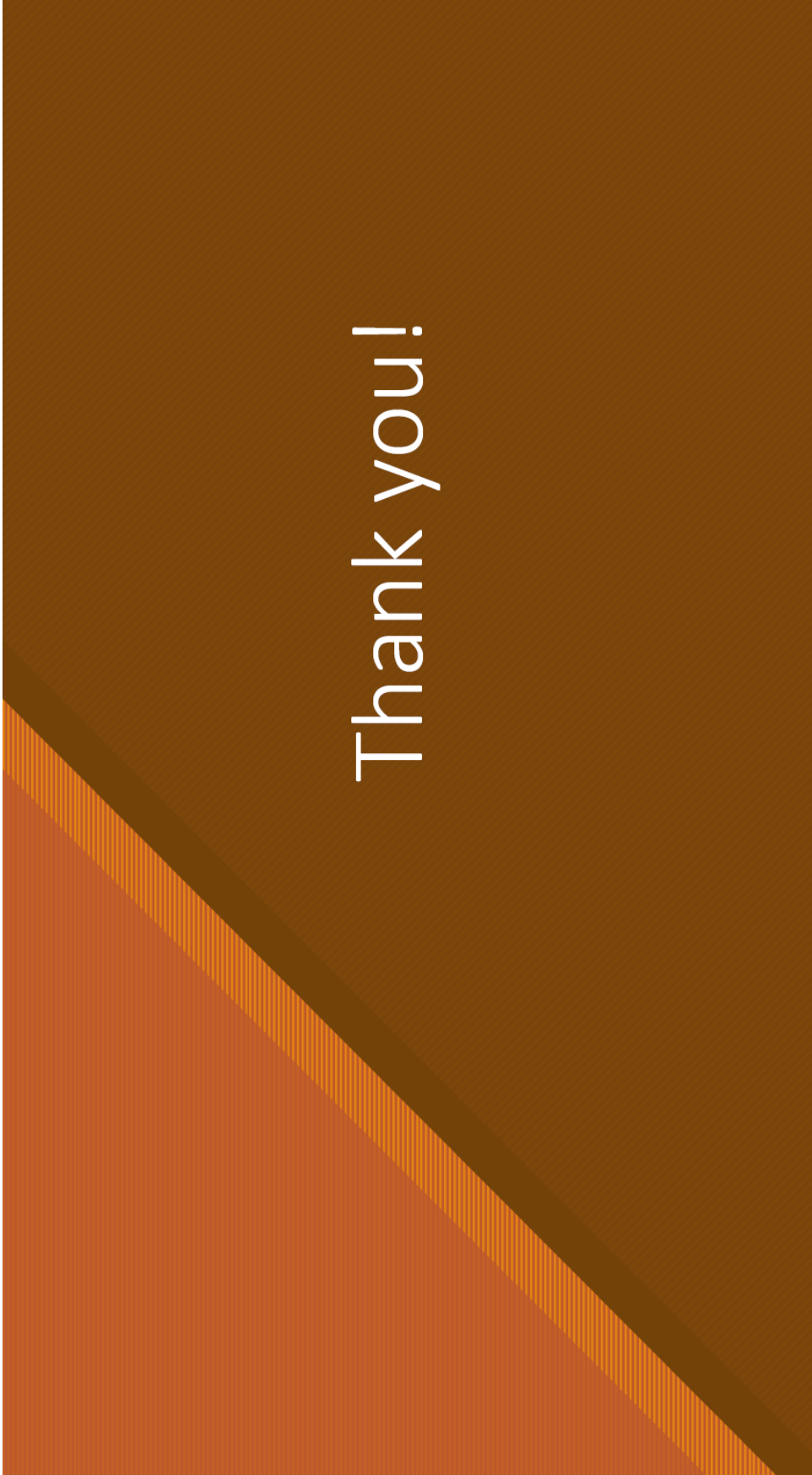
Longevity Recognitions

40 YEARS	Judy Louff	
35 YEARS	Diane Watanabe	Soung Nguyen
30 YEARS	Martha Romano	Edna Flores

25 YEARS	
Jose "Luis" Martin	Leticia Kilian
Karen Lehman	Douglas Forsyth
20 YEARS	
Rigoberto Contreras	Timothy Brown
Allyn Hawes	Edgar Montgomery
Pamela Carter	Edgar Casborn
Oswaldo Lopez	Meredith Ouwersloot
Yongjian Yan	Jeffrey Caffrey
Idalia Villegas	Bharose Dindial
Elease Juarez	Lisa Moss
Rhu Ramirez	Jorge Saldana

15 YEARS		10 YEARS	
Ruben Cadena	Fariba Dinaali	Sandra Franke	
D. Brennan Wheeler	Issa Gharibeh		
Joe Banks, Jr.	Gail Johnson		
Estela Cardenas	Carol Long		
Taryn De La Rosa	Lori Geller		
Leon Chang	Kasiani Gountoumas		
Gayle Hudson	Paul Schnoebelen		
Manuel Virgen	Natalia Taboada		
Evelyn Tan	Brandon Williams		

5 YEARS	
Jerome Bruce	Sharon Thomas
Robert Devine	Nathan Weidenbenner
Mark Oliva	Nicholas Chambers
David Mendoza	Lisa Davis
Carla Alvarado	Sherril Himelstein
Sean Blocklin	William-Michael Taylor
Nataly Gonzalez	Febe Soliman
Jody Icasiano	Hai Hon Jason Trinh
Paulo Taboada	Alice Malin Bohman
Alexandra Vargas	Sonya Patterson
Yomira Bautista	Claudia Villa
James Goodlow	Alexander Zamora
Barry Okonoboh	Chiquita Brown
Diana Zamora	Keinan Williams
Ahmad Bitar	Samuel Abramowitz
Vivian Chu	Trang Tran
Sarah Rapson	Juliana Zepeda
Caron Tate	



AGENDA REPORT NO.	3
SUBJECT	REQUEST FOR APPROVAL OF RETITLE AND CLASSIFICATION REVISIONS: CAMPUS EMERGENCY AND SAFETY FACILITATOR TO EMERGENCY AND SAFETY COORDINATOR
DATE	SEPTEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	OLGA VASQUEZ, PERSONNEL ANALYST

BACKGROUND

Attached for your approval is a revised classification description for Campus Emergency and Safety Facilitator. The Personnel Commission will be conducting a recruitment to fill one (1) vacancy for this classification. In preparation for this recruitment, management overseeing this classification has requested changes to include public health as an area of emergency and safety. This change is intended to reflect the classification’s current scope of responsibility for emergency and safety activities, including researching, implementing, developing and coordinating emergency operations, preparedness and safety programs and trainings for the District.

The Campus Emergency and Safety Facilitator classification was established in June 2016.

METHODOLOGY

Personnel Commission staff met with the Chief of Police, Johnnie Adams and the former Interim Associate Dean, Health and Wellbeing, Susan Fila, to review the current classification description, proposed changes and determine if the duties and scope of work accurately reflect the job requirements.

RESULTS

Changes to the classification title, duties, knowledge, skill and abilities, minimum qualifications are being recommended to reflect the existing scope of work performed. Additionally, the distinguishing characteristics section was added and the supervisor section broadened for flexibility depending on the emergency; this title was updated to Emergency and Safety Coordinator. Salary allocation is not being reviewed at this time, but can be assessed at later date at the District’s request.

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions to the classification descriptions of the Campus Emergency and Safety Facilitator.

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Lawrence Leone
SECONDED BY:	Joe Metoyer
AYES:	4
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

**Santa Monica Community College District
Personnel Commission**

~~Campus~~EMERGENCY AND SAFETY COORDINATOR~~Facilitator~~

CONCEPT OF THE CLASS

Under general supervision, this Position in this classification researches, develops, implements and coordinates professional level Emergency operations, Preparedness and Safety programs and trainings for the District. The incumbent serves as an expert to support management in sound emergency planning, implementation and maintenance of emergency plans, response operations, and mitigation and preparedness programs, campus community, monitor the placement and trainings for building monitors, administer Emergency and Safety presentations to students, monitor the inventory of emergency supplies and safety equipment for the District, and facilitate effective coordination of communication to the campus community.

DISTINGUISHING CHARACTERISTICS

The Emergency and Safety Coordinator is responsible for independently performing professional level tasks in the administration, coordination, implementation, and evaluation of Emergency operations, preparedness and safety programs for the District to equip the College community for emergencies.

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.

ESSENTIAL DUTIES

Develops, coordinates, and facilitates, implements, and evaluates Emergency, & Safety and Public Health District trainings to equip college community and prepare personal emergency plans, emergency kits, and home kits, for college programs and students.

Creates and decimates informational materials in the areas of Emergency Preparedness, Fire Drills, Natural Disasters, Public Health, and Civil Unrest.

Facilitates coordination of communication and activities with the offices of SMC Police, Risk Management, and Facilities to establish emergency drills, table top exercises and simulations.

Coaches students and employees in the development of personal emergency plans, emergency kits, and home kits

Develops informational tools and activities for faculty to use in classroom discussions on Emergency Preparedness and Safety.

Tracks, Overseer maintenance and monitoring of training and placement of building monitors for all college locations.

Plans, develops, and coordinates Emergency Preparedness fairs including contacting employers, promoting advertising, and scheduling equipment demonstrations.

Works with Campus Police in organizing and establishing emergency drills, table top exercises and simulations

In conjunction with applicable participatory governance committees, including Works with SMC Campus Safety and Emergency Preparedness Committees, provides technical information, develops, recommend and plan safety trainings, emergency response and procedures in organizing and establishing emergency drills, and simulations. Works with SMC Campus Safety and Emergency Preparedness Committees to coordinate a community approach to emergency management.

In coordination with SMC Police, fosters an innovative learning platform to promote campus safety, and best practices to protect against, respond to and mitigate emergency situations.

Explains, interprets, and presents on pertinent laws and regulations to District employees, committees, students, college community and the general public providing a high level of customer service; remains current on related laws, regulations and practices.

Develops and maintains a spreadsheets, files, computer-databases and systems of emergency organizations, resources, local agencies, applicable program, and College-Community Emergency Response Team (C-CERT) members.

Manages and maintains SMC Emergency Preparedness website.

Makes Emergency Preparedness presentations to community groups and organizations.

Attends a variety of professional regional and other meetings; serves on assigned committees; develops agendas, record minutes and provide appropriate follow-up; meets with other college campuses and emergency/public health officers to share resources and ideas; and facilitates meetings and trainings.

Communicates with vendors regarding training materials and resources; reviews training materials and suggests materials for purchase.

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 of the SMC Chief of Police or assigned administrator-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 other classified employees, but may serve in a lead capacity and provide professional guidance, direction and training to staff and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Current trends, systems, regulations and procedures in Emergency operations, emergency management systems, Public Health, Preparedness and Safety procedures

FEMA, CERT, Incident Command System (ICS), and District policies

Principles, practices, processes and laws, rules, and regulations applicable to assigned areas of responsibility

Program planning, development, and coordination, and evaluation

Techniques for preparing, producing, and disseminating informationMarketing programs and services

Interpretation of curriculum and establishing learning objectives

Basic principles and practices of development, training, and delivery methods

Basic work Methods and procedures for scheduling and planning classes and programs

Basic Record keeping techniques

Principles and practices of sound business communications

Computerized websites

Interviewing and advisement techniques

Event planning

FEMA government regulations

Planning, developing, organizing, and conducting workshops

Ability to:

Provide input to curriculum development, plan, implement, and conduct emergency preparedness and public health ment for faculty and staff training programs, workshops, seminars, and activities based on needs assessment

~~Prepare and monitor~~Estimate project requirements and organize resources to meet goals and deadlines

~~Manage time and~~Organize, set prioritize and exercise sound independent judgment within areas of assigned responsibility~~tasks to meet deadlines~~

~~Ensure the~~Organize and maintain~~enforce~~ specialized and/or confidential~~of all required~~ files, records, systems, databases, spreadsheets, and documentation

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

Communicate clearly and effectively, both orally and in writing~~clearly, concisely, and accurately, to both internal and external stakeholders~~

Interpret, apply laws, rules, regulations, and District policies affecting assigned operations; understand and interpreting legal codes, technical materials and administrative policies, reports and directives

Write, edit, and produce ~~Prepare clear, accurate, grammatically correct, and comprehensive~~ reports, research studies, correspondence, informational materials, and other related documents-

~~Use relevant~~Stay abreast of technology changes and adapt to new technologies~~required by position, including wordprocessing, spreadsheet, presentation, database, and electronic mail application in order to perform all administrative responsibilities associated with the position.~~

~~Excellent~~Role model exceptional internal and external customer service skills

Respond quickly, effectively, and efficiently in emergency or crisis situations

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.

~~Organize and schedule work for others~~

~~Provide direction to individual students in small and large groups~~

~~Work and meet deadlines with limited supervision~~

~~Conduct organized, professional, and effective presentations~~

~~Plan, develop, and organize events and activities~~

~~Establish and maintain cooperative working relationships with those contacted in the course of work~~

~~Work effectively with students, staff, faculty, community groups, and public agencies~~

~~Work effectively and exercise independent judgment and initiative within established guidelines~~

~~Interact positively with members of various ethnic and socioeconomic groups~~

MINIMUM QUALIFICATIONS

Education Requirement:

~~Associate Degree in Business Administration, Public Administration, Public Relations Communication or a closely related field. A Bachelor's Degree in Emergency Preparedness, Emergency Management, Safety, Public or Community Health, Health or Public Administration, Public Relations Communication, Nursing, Social Science or a closely related field, may substitute for up to two years of experience.~~

Experience Requirement:

~~One (1) year experience working with Emergency Preparedness ~~in an education college setting~~campus, and/or two (2) years in Public Health or in Health Care.~~

Education/Experience Equivalency:

~~Additional ~~e~~Experience and/or education of the same kind, level, or amount as required in the minimum qualifications may substitute on a year-for-year basis, for all or part of the Associate Degree.~~

Licensure and/or Certification:

~~Possession of a valid Class C California driver's license,~~

~~Valid First Aid and Cardiopulmonary Resuscitation/Automated External Defibrillators (CPR/AED) certification.~~

~~Incident Command System (ICS) 100, 200, 300 and 700 is preferred or ability to complete courses during probationary period. Completed FEMA Training NIMS/IS 100, HE, IS 200, and NIMS/IS 700 is preferred.~~

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. [Stressful conditions may occur when responding to emergency situations.](#)

CLASS DETAIL

<i>Job Family:</i>	Public Safety
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	6/15/2016
<i>Class History:</i>	New Class <u>Campus Emergency and Safety Facilitator</u>
<i><u>Revision Date(s):</u></i>	<u>09/6/2022</u>

**Santa Monica Community College District
Personnel Commission**

EMERGENCY AND SAFETY COORDINATOR

CONCEPT OF THE CLASS

Under general supervision, this position researches, develops, implements and coordinates professional level emergency operations, preparedness and safety programs and trainings for the District. The incumbent serves as an expert to support management in sound emergency planning, implementation and maintenance of emergency plans, response operations, and mitigation and preparedness programs.

DISTINGUISHING CHARACTERISTICS

The **Emergency and Safety Coordinator** is responsible for independently performing professional level tasks in the administration, coordination, implementation, and evaluation of Emergency operations, preparedness and safety programs for the District to equip the College community for emergencies.

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.

ESSENTIAL DUTIES

Develops, coordinates, facilitates, implements, and evaluates emergency, safety and Public Health District trainings to equip college community and prepare personal emergency plans, emergency kits, and home kits.

Creates and decimates informational materials in the areas of Emergency Preparedness, Fire Drills, Natural Disasters, Public Health, and Civil Unrest.

Facilitates coordination of communication and activities with the SMC Police, Risk Management, and Facilities to establish emergency drills, table top exercises and simulations.

Develops informational tools and activities for faculty to use in classroom discussions on Emergency Preparedness and Safety.

Tracks, oversee maintenance and monitoring of training and placement of building monitors for all college locations.

Plans, develops, and coordinates Emergency Preparedness fairs including contacting employers, promoting, and scheduling equipment demonstrations.

In conjunction with applicable participatory governance committees, including SMC Campus Safety and Emergency Preparedness Committees, provides technical information, develops, recommend and plan safety trainings, emergency response and procedures organizing and establishing emergency drills, and simulations, community approach to emergency management.

In coordination with SMC Police, fosters an innovative learning platform to promote campus safety, and best practices to protect against, respond to and mitigate emergency situations.

Explains, interprets, and presents on pertinent laws and regulations to District employees, committees, students, college community and the general public providing a high level of customer service; remains current on related laws, regulations and practices.

Develops and maintains spreadsheets, files, databases and systems of emergency organizations, resources, local agencies, applicable program, and College-Community Emergency Response Team (C-CERT) members.

Manages and maintains SMC Emergency Preparedness website.

Makes Emergency Preparedness presentations to community groups and organizations.

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

Attends a variety of professional regional and other meetings; serves on assigned committees; develops agendas, record minutes and provide appropriate follow-up; meets with other college campuses and emergency/public health officers to share resources and ideas; and facilitates meetings and trainings.

Communicates with vendors regarding training materials and resources; reviews training materials and suggests materials for purchase.

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

Supervision Exercised:

Positions in this classification do not supervise other classified employees but may serve in a lead capacity and provide professional guidance, direction and training to staff and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Current trends, systems, regulations and procedures in Emergency operations, emergency management systems, Public Health, and safety

FEMA, CERT, Incident Command System (ICS), and District policies

Principles, practices, processes and laws, rules, and regulations applicable to assigned areas of responsibility

Program planning, development, coordination, and evaluation
Techniques for preparing, producing, and disseminating information

Interpretation of curriculum and establishing learning objectives

Basic principles and practices of development, training, and delivery methods
Methods and procedures for scheduling and planning classes and programs

Record keeping techniques

Principles and practices of sound business communications

Ability to:

Develop, plan, implement, and conduct emergency preparedness and public health training programs, workshops, seminars, and activities based on needs assessment

Prepare and monitor resources

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

Organize and maintain specialized and/or confidential files, records, systems, databases, spreadsheets, and documentation

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

Communicate clearly and effectively, both orally and in writing

Interpret, apply laws, rules, regulations, and District policies affecting assigned operations; understand and interpreting legal codes, technical materials and administrative policies, reports and directives

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

Write, edit, and produce reports, research studies, correspondence, informational materials, and other related documents

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Respond quickly, effectively, and efficiently in emergency or crisis situations

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 in Emergency Preparedness, Emergency Management, Safety, Public or Community Health, Health or Public Administration, Public Relations Communication, Nursing, Social Science or related field.

Experience Requirement:

One (1) year experience working with Emergency Preparedness in an education setting, and/or two (2) years in Public Health or in Health Care.

Education/Experience Equivalency:

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

Licensure and/or Certification:

A valid driver license.

Valid First Aid and Cardiopulmonary Resuscitation/Automated External Defibrillators (CPR/AED) certification.

Incident Command System (ICS) 100, 200, 300 and 700 is preferred or ability to complete courses during probationary period.

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. Stressful conditions may occur when responding to emergency situations.

CLASS DETAIL

Job Family:	Public Safety
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	6/15/2016
Class History:	Campus Emergency and Safety Facilitator
Revision Date(s):	09/6/2022

AGENDA REPORT NO.	4
SUBJECT	REQUEST FOR APPROVAL OF SALARY REALLOCATION: CHIEF OF POLICE
DATE	SEPTEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	JOHN LINKE, SUPERVISING PERSONNEL ANALYST

BACKGROUND

Attached for your approval is the salary reallocation for Chief of Police.

The Chief of Police classification was established as a Classified role in July 2015; immediately prior to this time, it was utilized as an Academic Administrator. It has not been revised since being created. In response to an ad-hoc request submitted by the two current Sergeant incumbents, Personnel Commission staff conducted a salary study of the Sergeant classification. The higher-level classifications of Community College Police Captain and Chief of Police were also studied to ensure maintenance of internal alignment within the police management series. Ad-hoc studies are salary reallocation requests made outside of the cyclical review calendar. This request was approved by the District before a salary study was initiated.

METHODOLOGY

Personnel Commission staff received the completed ad-hoc study request and conducted an external salary study of public agencies with positions that have comparable duties and responsibilities. Salary data was gathered based on a comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

A comprehensive survey of comparable agencies was conducted. Ten (10) strong or moderate matches were found to be comparable to the proposed classification based on their responsibility for overseeing the operational and strategic functions of an organization's police department. Job matches at other organizations were limited due to the absence of a sworn police department.

The results of the salary survey are presented on the following page:

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

AGENCY	CLASS TITLE	MIN MONTHLY	MAX MONTHLY	MEDIAN MONTHLY*	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Chief of Police	\$13,766	\$15,177	\$14,472	9,405	\$230M
Cerritos College	Chief, Campus Police Services	\$11,682	\$14,683	\$13,183	7,416	\$153M
Contra Costa CCD	Chief of Police	\$10,004	\$12,189	\$11,097	12,678	\$256M
El Camino College	Chief of Police and Director of Public Services Instructional Programs	\$11,575	\$13,418	\$12,496	7,299	\$164M
Foothill DeAnza CCD	Chief of Police	\$11,303	\$15,905	\$13,604	8,578	\$288M
Glendale College	Chief of Police	\$9,432	\$12,036	\$10,734	5,119	\$130M
Mount San Antonio College	Chief, Police and Campus Safety	\$13,643	\$14,899	\$14,271	12,311	\$269M
Pasadena City College	Chief of Police	\$11,786	\$17,169	\$14,477	9,773	\$208M
Riverside CCD	Chief of Police	\$12,925	\$15,735	\$14,330	12,457	\$312M
State Center CCD	Police Chief	\$9,690	\$11,917	\$10,803	13,622	\$305M
Ventura County CCD	Chief of Police	\$10,347	\$13,866	\$12,106	11,901	\$236M
	Average	\$11,239	\$14,182	\$12,710		
	25th Percentile	\$10,090	\$12,496	\$11,349		
	50th Percentile	\$11,439	\$14,274	\$12,839		
	75th Percentile	\$11,760	\$15,526	\$14,104		
	80th Percentile	\$12,013	\$15,769	\$14,283		
	90th Percentile	\$12,996	\$16,031	\$14,345		
	SMC % RANK	100%	70.3%	99.5%		
	SMC Differences From AVG	18.4%	6.6%	12.2%		
	SMC Differences From MED	16.9%	5.9%	11.3%		

*The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.

SALARY ALLOCATION

Based on external market data presented above, the current median salary for Chief of Police is at the 99th percentile. However, in accordance with federal law, SMC Sergeants are allowed to earn overtime while the Captain and Chief of Police are ineligible for the same consideration; this often reduces the salary difference between Sergeants and higher-level police management. Personnel Commission staff met with Senior Management to discuss these considerations and gather their perspective on salary placement for the Chief of Police classification. In recognition of these considerations and the proposed two-range increase for the Police Captain, Senior Management has recommended that salary for the Chief of Police be reallocated from Range A18 (\$13,766 to \$15,177) to Range A20 (\$14,454 to \$15,936), a 5% increase. This will place the median salary at the 100th percentile and maintain the existing percentage gap between the Police Captain and Chief of Police. The following chart shows related classifications in this job discipline and the proposed salary allocation for each classification.

CLASS TITLE	REPORTS TO	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Chief of Police (proposed)	VP of Student Services	\$14,454	\$15,936	A20	40.71%
Community College Police Captain (proposed)*	Chief of Police	\$10,272	\$12,486	M33	37.27%
Community College Police Sergeant (proposed)*	Chief of Police or Community College Police Captain	\$7,483	\$9,096	M20	27.61%
Community College Police Officer	Community College Police Sergeant	\$5,864	\$7,127	42	

The results of this study were reviewed with Human Resources, Business Services, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed salary reallocation for the Chief of Police classification.

FROM:

Chief of Police

\$13,766 to \$15,177 per month (Classified Administrator Salary Schedule Range A18)

TO:

Chief of Police

\$14,454 to \$15,936 per month (Classified Administrator Salary Schedule Range A20)

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Deborah Jansen
SECONDED BY:	Lawrence Leone
AYES:	4
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

AGENDA REPORT NO.	5
SUBJECT	REQUEST FOR APPROVAL OF SALARY REALLOCATION: COMMUNITY COLLEGE POLICE CAPTAIN
DATE	SEPTEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	JOHN LINKE, SUPERVISING PERSONNEL ANALYST

BACKGROUND

Attached for your approval is the salary reallocation for Community College Police Captain.

The Community College Police Captain classification was established in January 2011 and has been revised three times since its creation. The most recent revision was made in September 2021 in connection with recruitment efforts. In response to an ad-hoc study request submitted by a current Police Sergeant incumbent, Personnel Commission staff conducted a salary study for the Sergeant classification. The higher-level classifications of Community College Police Captain and Chief of Police were also studied to ensure maintenance of internal alignment within the police management series. Ad-hoc studies are salary reallocation requests made outside of the cyclical review calendar. This request was approved by the District before a salary study was initiated.

METHODOLOGY

Personnel Commission staff received the completed ad-hoc study request and conducted an external salary study of public agencies with positions that have comparable duties and responsibilities. Salary data was gathered based on a comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

A comprehensive survey of comparable agencies was conducted. Six (6) strong or moderate matches were found to be comparable to the proposed classification based on their responsibility for overseeing the daily operations of a police function on a College campus, which included supporting the Chief of Police by performing high-level administrative duties such strategic planning, evaluating and modifying departmental policy, and assisting with development and monitoring of the departmental budget. Job matches at other organizations were limited due to factors such as the absence of sworn middle-management classifications and the absence of a sworn police department within the organization.

The results of the salary survey are presented on the following page:

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

AGENCY	CLASS TITLE	MIN MONTHLY	MAX MONTHLY	MEDIAN MONTHLY*	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Community College Police Captain	\$9,783	\$11,891	\$10,837	9,405	\$230M
Cerritos College	Captain of Campus Police	\$9,287	\$11,682	\$10,485	7,416	\$153M
Contra Costa CCD	Police Lieutenant	\$8,209	\$10,004	\$9,107	12,678	\$256M
El Camino College	Campus Police Lieutenant	\$8,929	\$10,457	\$9,693	7,299	\$164M
Mount San Antonio College	Deputy Chief, Police and Campus Safety	\$11,680	\$12,912	\$12,296	12,311	\$269M
State Center CCD	Police Lieutenant	\$8,789	\$10,809	\$9,799	13,622	\$305M
Ventura County CCD	Community College Police Lieutenant	\$6,449	\$8,941	\$7,695	11,901	\$236M
	Average	\$8,890	\$10,801	\$9,846		
	25th Percentile	\$8,354	\$10,117	\$9,253		
	50th Percentile	\$8,859	\$10,633	\$9,746		
	75th Percentile	\$9,198	\$11,464	\$10,313		
	80th Percentile	\$9,287	\$11,682	\$10,485		
	90th Percentile	\$10,484	\$12,297	\$11,390		
	SMC % RANK	84.1%	83.3%	83.8%		
	SMC Differences From AVG	9.1%	9.2%	9.1%		
	SMC Differences From MED	9.4%	10.6%	10.1%		

*The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.

SALARY ALLOCATION

Based on external market data presented above, the current median salary for Community College Police Sergeant is at the 83rd percentile. Despite this, staff experienced challenges attracting qualified candidates for the last two recruitments. Furthermore, in accordance with federal law, SMC Sergeants are allowed to earn overtime while the Captain and Chief of Police are ineligible for the same consideration; this often reduces the salary difference between Sergeants and higher-level police

management. Personnel Commission staff met with Senior Management to discuss these considerations and gather their perspective on salary placement for the Police Captain classification. In recognition of these considerations and the experienced difficulty recruiting qualified Captain candidates, Senior Management has recommended that salary for the Community College Police Captain be reallocated to from Range M31 (\$9,783 to \$11,891) to Range M33 (\$10,272 to \$12,486), a 5% increase. This will place the median salary at the 89th percentile.

The following chart shows related classifications in this job discipline and the proposed salary allocation for each classification.

CLASS TITLE	REPORTS TO	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Chief of Police (proposed)*	VP of Student Services	\$14,454	\$15,936	A20	40.71%
Community College Police Captain (proposed)	Chief of Police	\$10,272	\$12,486	M33	37.27%
Community College Police Sergeant (proposed)*	Chief of Police or Community College Police Captain	\$7,483	\$9,096	M20	27.61%
Community College Police Officer	Community College Police Sergeant	\$5,864	\$7,127	42	

The results of this study were reviewed with Police Department management, Human Resources, Business Services, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed salary reallocation for the Community College Police Captain classification.

FROM:

Community College Police Captain
\$9,783 to \$11,891 per month (Classified Management Salary Schedule Range M31)

TO:

Community College Police Captain
\$10,272 to \$12,486 per month (Classified Management Salary Schedule Range M33)

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Joe Metoyer
SECONDED BY:	Lawrence Leone
AYES:	4
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

AGENDA REPORT NO.	6
SUBJECT	REQUEST FOR APPROVAL OF SALARY REALLOCATION: COMMUNITY COLLEGE POLICE SERGEANT
DATE	SEPTEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION
BY	JOHN LINKE, SUPERVISING PERSONNEL ANALYST

BACKGROUND

Attached for your approval is the salary reallocation for Community College Police Sergeant.

The Community College Police Sergeant classification was established in June 1977 and has been revised five times since its creation. The most recent revision was made in May 2011. There are currently two incumbents in the Police Sergeant classification; one of these incumbents submitted an ad-hoc study request to conduct a salary study for this classification. Ad-hoc studies are salary reallocation requests made outside of the cyclical review calendar. This request was approved by the District before a salary study was initiated.

METHODOLOGY

Personnel Commission staff received the completed ad-hoc study request and conducted an external salary study of public agencies with positions that have comparable duties and responsibilities. Salary data was gathered based on a comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

A comprehensive survey of comparable agencies was conducted. Five (5) strong or moderate matches were found to be comparable to the proposed classification based on its responsibility for serving as the first-level supervisor responsible for scheduling and supervising the day-to-day activities of line-level police officers. Job matches at other organizations were limited due to factors such as their responsibility for performing higher-level administrative duties (e.g., strategic planning, evaluating and modifying departmental policy), their lack of supervisory authority, and the absence of a sworn police department within the organization.

The results of the salary survey are presented on the following page:

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

AGENCY	CLASS TITLE	MIN MONTHLY	MAX MONTHLY	MEDIAN MONTHLY*	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Community College Police Sergeant	\$7,300	\$8,873	\$8,087	9,405	\$230M
Contra Costa CCD	Police Services Sergeant	\$7,107	\$8,659	\$7,883	12,678	\$256M
El Camino College	Campus Police Sergeant	\$7,087	\$9,125	\$8,106	7,299	\$164M
Foothill DeAnza CCD	Police Sergeant	\$7,447	\$9,994	\$8,721	8,578	\$288M
Glendale College	Police Sergeant	\$7,019	\$8,950	\$7,985	5,119	\$130M
Mount San Antonio College	Sergeant, Police/Public Safety	\$7,797	\$8,940	\$8,369	12,311	\$269M
	Average	\$7,291	\$9,134	\$8,213		
	25th Percentile	\$7,087	\$8,940	\$7,985		
	50th Percentile	\$7,107	\$8,950	\$8,106		
	75th Percentile	\$7,447	\$9,125	\$8,369		
	80th Percentile	\$7,517	\$9,299	\$8,439		
	90th Percentile	\$7,657	\$9,647	\$8,580		
	SMC % RANK	64.1%	19.0%	45.9%		
	SMC Differences From AVG	0.1%	-2.9%	-1.6%		
	SMC Differences From MED	2.6%	-0.9%	-0.2%		

*The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.

SALARY ALLOCATION

Based on external market data presented above, the current median salary for Community College Police Sergeant is at the 45th percentile. It is recommended that the salary for Community College Police Sergeant be reallocated from Range M19 (\$7,300 to \$8,873 per month) to Range M20 (\$7,483 to \$9,096 per month), a 2.5% increase. This will place the median salary at the 67th percentile.

The following chart shows related classifications in this job discipline and the proposed salary allocation for each classification.

CLASS TITLE	REPORTS TO	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Chief of Police (proposed)*	VP of Student Services	\$14,454	\$15,936	A20	40.71%
Community College Police Captain (proposed)*	Chief of Police	\$10,272	\$12,486	M33	37.27%
Community College Police Sergeant (proposed)	Chief of Police or Community College Police Captain	\$7,483	\$9,096	M20	27.61%
Community College Police Officer	Community College Police Sergeant	\$5,864	\$7,127	42	

The results of this study were reviewed with Police Department management, Human Resources, Business Services, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed salary reallocation for the Community College Police Sergeant classification.

FROM:

Community College Police Sergeant
\$7,300 to \$8,873 per month (Classified Management Salary Schedule Range M19)

TO:

Community College Police Sergeant
\$7,483 to \$9,096 per month (Classified Management Salary Schedule Range M20)

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Deborah Jansen
SECONDED BY:	Joe Metoyer
AYES:	4
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

AGENDA REPORT NO.	7
SUBJECT	APPROVAL OF ADVANCED STEP PLACEMENT: ACCOMPANIST – MUSIC PERFORMANCE
DATE	SEPTEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

It is requested that the Personnel Commission approve an initial salary placement for Haneul Lee, Accompanist – Music Performance, at Range 34, Step E on the Classified Salary Schedule.

The Minimum Qualifications for this position include a Bachelor’s degree in music with an emphasis in piano performance, and two years of experience playing piano accompaniment for musical theatre and choral groups in rehearsal and public performances.

This candidate possesses a Bachelor’s and Master’s degree in piano performance, and five years of full-time equivalent experience playing piano accompaniment for rehearsals and public performances.

Merit Rule 12.2.4 B (4) Salary on Employment

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

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Lawrence Leone
SECONDED BY:	Deborah Jansen
AYES:	4
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

II. CONSENT AGENDA REPORTS – (All items considered and approved in one motion unless pulled by a Personnel Commissioner for discussion)

NUMBER	ITEM	PAGE
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DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Lawrence Leone
SECONDED BY:	Deborah Jansen
AYES:	4
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

AGENDA REPORT NO.	8
SUBJECT	APPROVAL OF MINUTES: <ul style="list-style-type: none">• AUGUST 17, 2022• SEPTEMBER 6, 2022
DATE	SEPTEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

1. August 17, 2022 Regular Meeting Minutes
2. September 6, 2022 Special Meeting Minutes

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

AGENDA REPORT NO.	9
SUBJECT	ADVISORY ITEM: APPOINTMENT TO PROVISIONAL ASSIGNMENTS
DATE	SEPTEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

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*
McNaughton, Joellen	Accompanist-Music Performance	Music	07/01/22-12/30/22
Revels, Jasmine	Administrative Assistant II	Counseling	08/16/22-06/30/23
Spencer, Cheryl	Administrative Assistant II	Counseling	08/29/22-12/30/22
Lee-Lewis, Richele	Buyer II	Procurement, Contracts & Logistics	08/15/22-12/22/22
Lopez, Anthony	Custodian	Operations	09/12/22-12/19/22
Trujeque, Angelic	Customer Service Assistant	Bookstore	08/22/22-6/30/23
Johnson-Bruce, Pier	Mail Services Worker I	Procurement, Contracts & Logistics	09/15/22-06/30/23
Simental, Angel	Student Services Clerk	Outreach & Onboarding	08/04/22-06/30/23
Brown, Carla	Student Services Clerk	Risk Management	09/07/22-06/30/23
Lutz, Morgan	Theatre Technical Specialist	Facilities	09/01/22-06/30/23
Patel, Kaushal	Theatre Technical Specialist	Facilities	09/12/22-06/30/23
Petriello, Drew	Theatre Technical Specialist	Facilities	08/21/22-06/30/23

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

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

AGENDA REPORT NO.	10
SUBJECT	RATIFICATION OF LIMITED TERM ASSIGNMENTS
DATE	SEPTEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

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
Administrative Assistant II (2 part-time positions)	Community & Academic Relations	09/01/22-12/01/22
Outreach & Recruitment Specialist (1 full-time position)	Outreach & Onboarding	08/15/22-12/30/22
Student Services Assistant (1 full-time position)	SSSP	08/05/22-01/17/23
Student Services Clerk (1 full-time position)	Health Services	08/22/22-06/30/23

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

AGENDA REPORT NO.	11
SUBJECT	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS
DATE	SEPTEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

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

Candidate	Position	Department	Duration*	Eligible List Date
Bice, Angela	Administrative Assistant II	Community & Academic Relations	09/01/22-12/01/22	01/19/22
Marcial, Christina	Administrative Assistant II	Community & Academic Relations	09/01/22-12/01/22	01/19/22
Nario, Laura	Outreach & Recruitment Specialist	Outreach & Onboarding	08/15/22-12/30/22	4/21/22
Bates, Daisha	Student Services Assistant	SSSP	08/05/22-01/17/23	01/19/22
Austin, Harald	Student Services Clerk	Health Services	08/22/22-06/30/23	12/15/21

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

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment
Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

AGENDA REPORT NO.	12
SUBJECT	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS
DATE	SEPTEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

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

Provisional Working out of Class Assignment

Name/Permanent Class	Provisional Working Out of Class Assignment	Dates of Current Assignment
John Ibrahim, Property Clerk	Buyer II	9/15/2022 to 1/18/2023
Jerome Bruce, Shuttle Driver	Transportation Operations Coordinator	9/1/2022 to 12/31/2022
Mario Samano, Skilled Maintenance Worker II	HVAC Mechanic	7/1/2022 to 11/3/2022
Allyn Hawes, Skilled Maintenance Worker II	Plumber	7/1/2022 to 11/3/2022

Substitute Limited Term Assignment

Name/Permanent Class	Substitute Limited Term Assignment	Dates of Current Assignment
Darryl Gray, Lead Custodian	Custodial Operations Supervisor	7/1/2022 to 2/28/2023

**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.

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

AGENDA REPORT NO.	13
SUBJECT	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ACCOUNTANT • INSTRUCTIONAL COMPUTER LABORATORY TECHNICIAN-DESIGN & MEDIA TECHNOLOGY
DATE	SEPTEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Accountant	Merged Promotional & Open Competitive	0	7	09/18/23
Instructional Computer Laboratory Technician-Design & Media Technology	Merged Promotional & Open Competitive	0	8	09/15/23

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

AGENDA REPORT NO.	14
SUBJECT	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • EMERGENCY AND SAFETY COORDINATOR • TRANSPORTATION OPERATIONS COORDINATOR
DATE	SEPTEMBER 21, 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 Examination Schedule:

Class Title	Field of Competition	Time
Emergency and Safety Coordinator	Merged Promotional & Open Competitive	3 weeks
Transportation Operations Coordinator	Promotional	3 weeks

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

AGENDA REPORT NO.	15
SUBJECT	RECRUITMENT AND EXAMINATION STATUS REPORT
DATE	SEPTEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

Recruitment and Examination Status Report												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	OAI	E-List	Ratio	
Accompanist-Music Performance	JG	MPO	1	6/20/2022	7/11/2022		7/28/2022	8/16 & 8/17	9/8/2022	8/26/2022	9/6/2022	
Accountant	AF	MPO	1	6/30/2022	7/21/2022	8/27/2022						
Accounting Manager-Foundation	AF	MPO	1	9/14/2022	10/4/2022							
Administrative Assistant I	AF	PO		8/18/2022	9/8/2022							
Administrative Assistant II	AF	MPO	1	8/18/2022	9/8/2022							
Buyer II	MPO	MPO	1	8/22/2022	9/12/2022	10/1/2022						
Campus Safety Officer	JG	MPO										
Community College Police Officer	JL	MPO										
Community College Police Sergeant	JL	MPO	1	7/14/2022	Cont.							
Custodian	KM	O		7/11/2022	7/29/2022	09-20-09/26						
Enrollment Services Specialist	OV	PO	1	8/9/2022	8/29/2022		9/9/2022		9/28/2022			
Emergency and Safety Coordinator	MPO	MPO										
Events Assistant	JG	O	Temp	10/20/2021	Continuous							
Human Resources Specialist	JL	P	Temp	8/28/2022	9/16/2022							
Human Resources Technician (Cont.)	CL	MPO	1									
HVAC Mechanic	RM	PO	1	8/1/2022	8/19/2022							
Institutional Computer Lab Tech - Design & Media Tech	JL	MPO	1	8/16/2022	Continuous				8/31 & 9/1	9/16/2022	9/21/2022	
Laboratory Technician - Life Science	JG	MPO	1									
Lead Laboratory Technician-Art	JG	P	1									
Library Assistant	OV	MPO	1	6/24/2022	7/15/2022	7/29 - 8/2	7/18/2022		8/31/2022		9/6/2022	
Mail Services Worker II	JB	MPO	1									
Media Resources Assistant	OV	MPO	1	6/16/2022	7/8/2022	7/19 - 7/22			8/11/2022		9/6/2022	
Personnel Specialist	JL	PO		5/2/2022	5/20/2022	6/30-7/6						
Printer												
Recycling Program Specialist	KM	MPO	1									
Skilled Maintenance Worker II	MPO	MPO										
Theatre Technical Specialist	JG	O	Temp	10/15/2021	Continuous							
Tutoring Coordinator-Business	JB	MPO	1									
<i>Items in bold are pending approval by the Personnel Commission</i>												
On Hold												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E E	Perf.	OAI	E-List	Ratio	
Customer Service Assistant	AF	PO										
Costume Designer	JL	MPO	Temp	5/11/2022	6/11/2022							

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

AGENDA REPORT NO.	16
SUBJECT	CLASSIFICATION AND COMPENSATION STATUS REPORT
DATE	SEPTEMBER 21, 2022
TO	MEMBERS OF THE PERSONNEL COMMISSION
FROM	CAROL LONG, DIRECTOR OF THE PERSONNEL COMMISSION

CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Community College Police Sergeant	JL	Ad-Hoc Salary	Multiple	NA	NA	07/05/22		09/21/22
Community College Police Captain	JL	Ad-Hoc Salary	Single	NA	NA	07/05/22		09/21/22
Chief of Police	JL	Ad-Hoc Salary	Single	NA	NA	07/05/22		09/21/22
Enterprise Business Supervisor	OV	Ad-Hoc Salary	Single	NA	NA	06/30/22	Hold	
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		
Laboratory Technician-Art	JG	Cyclical	Multiple	05/10/21	NA	08/08/22		08/17/22
Lead Grounds Equipment Operator	KM	New Class	None	NA	NA			
Lead Laboratory Technician-Art	JG	New Class	None	NA	NA	NA		08/17/22
Web Content Developer	KM	Cyclical	None	NA	NA			
Career Education Specialist	OV	Cyclical	Single	12/06/21				
Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Laboratory Technician-Photography	JG	Cyclical	Multiple	05/10/21	NA			
Laboratory Technician-Physics	JG	Cyclical	Single	05/10/21				
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				
Administrative Clerk	AF	Cyclical	Multiple	01/31/22	NA			
Administrative Assistant I	AF	Cyclical	Multiple	05/31/22	In Process			
Administrative Assistant II	AF	Cyclical	Multiple	05/31/22	In Process			
Workforce and Economic Development Project Assistant	OV	Cyclical	Multiple	12/06/21				
Platform Specialist	JL	New Class	Single	NA				
Director of Facilities Programming	KM	New Class	None	NA	NA	09/08/22		
Accounting Manager - SMC Foundation	AF	New Class	None	NA	NA	08/09/22		08/17/22
Campus Emergency & Safety Facilitator	OV	Revisions	None	NA	NA	08/25/22		09/21/22
Events Assistant		Ad-Hoc Salary	None	NA				
Accounts Payable Supervisor	OV	Revisions & Salary	Single	NA				
Basic Needs Program Assistant	OV	New Class	None	NA	NA			
Instructional Computer Lab Technician - Digital Photography	JL	New Class	None	NA	NA			
Senior Campus Safety Officer	OV	New Class	None	NA	NA			
Instructional Designer	JB	New Class	None	NA	NA			

SANTA MONICA COLLEGE REGULAR PERSONNEL COMMISSION MEETING MINUTES
WEDNESDAY, SEPTEMBER 21, 2022

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		
Public Information Officer	KM	Cyclical	None	03/31/21	Hold			
Web Content and Social Media Manager	KM	Cyclical	Single	03/31/21	Hold			

**Extension*

MEETING ADJOURNED AT **12:23 p.m.**

DISPOSITION BY THE COMMISSION	
MOTION MADE BY:	Joe Metoyer
SECONDED BY:	Deborah Jansen
AYES:	4
NAYS:	0
ABSTENTIONS:	0
AMENDMENTS/COMMENTS	

DAY	MONTH	DATE	YEAR	TIME	VENUE
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

AS REQUIRED BY LAW, THIS AGENDA FOR THE SEPTEMBER 21, 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.