



**PERSONNEL COMMISSION  
SPECIAL MEETING MINUTES  
Tuesday, May 31, 2022 at 12:00 p.m.**

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

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions &amp; Records: Esau Tovar African American Center: Sherri Bradford Athletics: Nichelle Monroe Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elease Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media &amp; Design: M. Calvento Community Education: Alice Meyering Counseling Office: Angela Valentine Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&amp;S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Sandra Hernandez Health Sciences: Clarendia Stephens Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: K. Garland Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach &amp; Recruitment: Will Taylor Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W&amp; ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS and MANAGERS</p> <p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Maintenance: Devin Starnes Terry Kamibayashi Operations:     Anthony Barlow     Justin Carter     Felicia Hudson     Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: Bradley Lane VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations &amp; Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Ciera Chilton CSEA Chapter Pres.: CSEA Chapter 1st V.P.: Cindy Ordaz CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: James Stevenson SMC POA President: Officer Cadena Management Association: Susan Fila</p> <p align="right">Revised 5-25-2022</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p>
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## PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees has determined in accordance with Government Code Section 54953 that as a result of the ongoing emergency that meeting in person would present imminent risks to the health and safety of the attendees at public meetings. The Zoom format used for College public meetings ensures public participation and provides an opportunity for the public to directly address the body. Members of the public have the right to request to make public comments until such time as the public comment period is over. Members of the public may address the Committee and public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting.

Individuals wishing to speak or submit written comments to be read at the meeting are requested to send an email to [personnel\\_commission@smc.edu](mailto:personnel_commission@smc.edu), by no later than 11:00 a.m. on Tuesday, May 31, 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

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

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

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

<b>#</b>	<b>Item</b>	<b>Page</b>
<b>1</b>	REQUEST FOR APPROVAL OF POSITION RECLASSIFICATION: ADMINISTRATIVE ASSISTANT I TO ADMINISTRATIVE ASSISTANT II	<b>4</b>
<b>2</b>	NEW CLASS DESCRIPTION & SALARY ALLOCATION: HEALTH SCIENCES LEARNING LAB SPECIALIST	<b>7</b>
<b>3</b>	NEW CLASS DESCRIPTION & SALARY ALLOCATION: INSTRUCTIONAL COMPUTER LAB TECHNICIAN – DESIGN AND MEDIA TECHNOLOGY	<b>15</b>

**III. ADJOURNMENT**

<b>Agenda Report No.</b>	<b>1</b>
<b>Subject</b>	<b>REQUEST FOR APPROVAL OF POSITION RECLASSIFICATION: ADMINISTRATIVE ASSISTANT I TO ADMINISTRATIVE ASSISTANT II</b>
<b>Date</b>	<b>May 31, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>August Faustino, Personnel Analyst</b>

## **BACKGROUND**

The Personnel Commission received a Request for Reclassification from the incumbent, Janet Kleinman, Administrative Assistant I. A reclassification study was initiated to determine if Ms. Kleinman's assigned duties and responsibilities are appropriately classified.

Ms. Kleinman was hired as an Administrative Assistant I in February 2016. She worked in Campus and Alumni Relations until January 2020, at which time she began working in the Outreach and Onboarding Department within the Welcome Center.

## **METHODOLOGY**

The incumbent was requested to submit a Position Description Questionnaire (PDQ). The incumbent's PDQ was reviewed by Jose Hernandez, Interim Associate Dean, Outreach, Onboarding & Student Engagement and received by the Commission Office. Commission staff conducted a job audit to get additional input from the incumbent as well as the incumbent's supervisor to determine the nature and level of duties assigned and performed.

## **ANALYSIS**

Key factors assessed when studying a position or classification include the scope and effect of responsibility, nature and purpose of contacts, knowledge required for the position, level of complexity, and degree of decision-making authority.

According to the position study, Janet Kleinman is responsible for the following in a large, complex administrative area:

- Providing direct administrative support to Jose Hernandez, Interim Associate Dean, Outreach, Onboarding and Student Engagement and Deirdre Weaver, Director, Outreach and Onboarding Initiatives including the daily maintenance of calendar and schedules for both administrators. This includes arranging meetings, setting appointments, taking meeting minutes, distributing meeting minutes to all attendees and coordinating facilities usage.
- Completing payroll, reporting and tracking of vacation/sick time for all Outreach and Onboarding staff members, which includes full-time classified, counselors and student workers.

- Administrator for multiple software platforms such as VisitDays and Peoplegrove, communicates directly with vendor for ongoing functionality and trains student ambassadors on certain functions. Updates Student Ambassador and Welcome Center websites.
- Makes travel arrangements for Outreach, Onboarding and Student Engagement Staff.
- Maintaining, monitoring and tracking of budget expenditures, budget transfers, budget projections, tracking grant fund expenditures, preparing and processing requisition forms and purchase requests.

## **FINDINGS**

- Janet Kleinman qualifies for reclassification because her position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level classification that has a broader scope/effect, decision-making authority, increased complexity, knowledge required to effectively perform the job, and nature and purpose of contacts. These duties are required to support normal Department and District operations and cannot be absorbed by other staff members.
- Duties and responsibilities of this role have grown through gradual accretion for at least two years.
- Based on the duties assigned and the knowledge and abilities required, the classification of Administrative Assistant II is proposed, which encompasses the majority of the essential duties of the incumbent in terms of scope of responsibility, degree of decision-making, complexity, knowledge required, and nature and purpose of contacts.

Findings have been sent for review to the incumbent, Outreach and Onboarding management, Human Resources, Business Services, and executive leadership.

### Applicable Rules:

- In order to qualify for reclassification, the change in duties and responsibilities must occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties. (Merit Rule 3.3.1.B (3))
- Merit Rule 3.3.2 defines gradual accretion of duties as “occurring over two (2) or more years of regular service.”
- Determination as to whether gradual accretion has occurred will be based on the date the incumbent began the performance of the newly acquired duties and responsibilities, and clear and convincing evidence of the employee’s continuing performance of the added duties and responsibilities. (Merit Rule 3.3.3 (B)(C))
- At least two (2) years must elapse before another request for reclassification can be initiated for the same position. (Merit Rule. 3.3.4.G)
- Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position, provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7A(1))

**RECOMMENDATION**

It is recommended that the Commission reclassify Janet Kleinman's position from Administrative Assistant I to Administrative Assistant II, with a reclassification effective date of June 1, 2022.

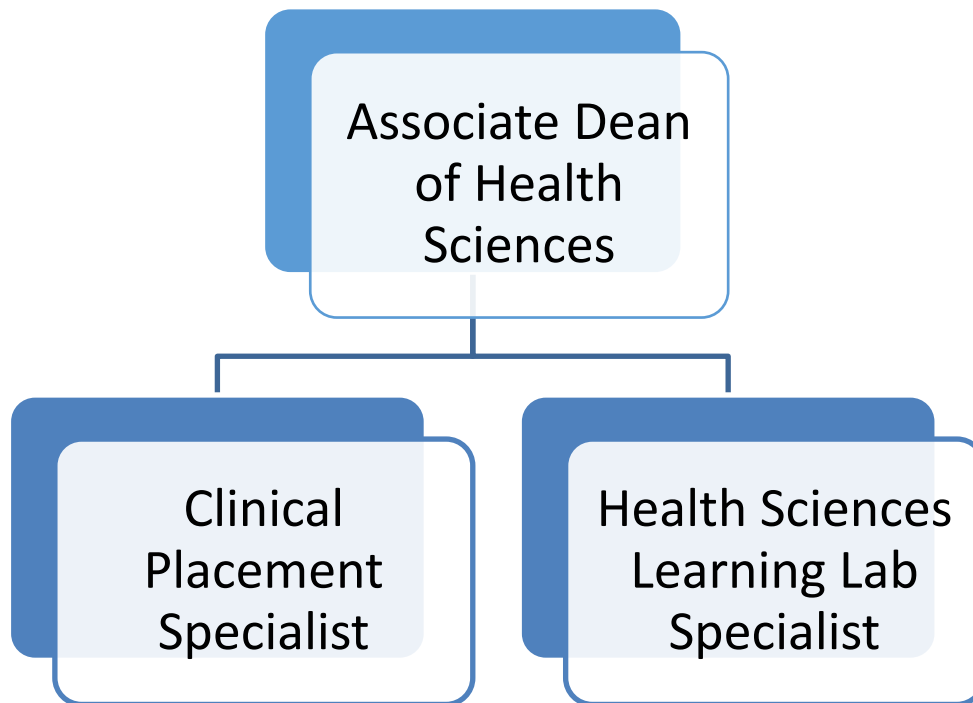
<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	Joy Abbott
<b>Seconded by:</b>	Lawrence Leone
<b>Ayes:</b>	5
<b>Nays:</b>	0
<b>Abstentions:</b>	0
<b>Amendments/Comments</b>	

<b>Agenda Report No.</b>	<b>2</b>
<b>Subject</b>	<b>NEW CLASS DESCRIPTION &amp; SALARY ALLOCATION: HEALTH SCIENCES LEARNING LAB SPECIALIST</b>
<b>Date</b>	<b>May 31, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>John Linke, Supervising Personnel Analyst</b>

## **BACKGROUND**

Attached for your approval is a new classification description and salary allocation for **Health Sciences Learning Lab Specialist**.

The Health Sciences Department recently requested a new classification to plan and implement the day-to-day activities of the Health Sciences laboratory. This classification will plan and provide instructional and operational support to students by reinforcing clinical nursing concepts and procedures, and ensuring that lab activities are scheduled, aligned with classroom instructional goals, and supported by essential technologies and equipment. This new role will report to the Interim Associate Dean of Health Sciences.



## **METHODOLOGY**

Personnel Commission staff discussed this new role with Eric Williams, Interim Associate Dean of Health Sciences. Discussions took place to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if further study was needed to assess the need for a new classification. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other related classifications.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed in order to ensure that there is proper alignment with other Health Science and clinical nursing classifications, and that duties were adequately distinguished from other related classifications. Once the duties were finalized, Commission staff prepared the class description and salary proposal and sent recommendations for review by senior leadership.

Commission staff will conduct further meetings with Department management prior to opening recruitment, in order to gather and analyze documentation for developing an examination plan and creating test content.

## **RESULTS**

Key factors in determining the need for a new classification consist of the knowledge required for the position, scope and effect of work, level of complexity, nature and purpose of contacts in the course of work, and level of decision-making. The individual selected for this position will:

- Apply clinical nursing knowledge and independent judgment to reinforce instructional concepts and practices for registered nursing students.
- Utilize clinical knowledge and experience to customize high fidelity care simulations to enhance student learning, in accordance with general direction provided.
- Plan and implement a variety of operational activities to ensure that the Health Sciences lab is prepared and equipped to support instructional goals.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking. This survey yielded several strong to moderate matches as indicated on the next page, with some variability in assigned functions but with comparable levels of responsibility.



Santa Monica College  
Special Personnel Commission Meeting Minutes  
Tuesday, May 31, 2022

AGENCY	JOB TITLE	MIN	MAX	MEDIAN*	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Health Sciences Learning Lab Specialist	\$5,815	\$7,069	\$6,442	9,405	\$230M
Cerritos College	Health Occupations Skills Lab Coordinator	\$6,294	\$7,588	\$6,941	7,416	\$153M
Foothill DeAnza CCD	Laboratory Technician, Nursing	\$4,827	\$6,462	\$5,644	8,578	\$288M
Glendale College	Nursing Resource Lab Assistant	\$4,539	\$5,793	\$5,166	5,119	\$130M
Long Beach City College	Simulation Hospital Lab Coordinator	\$7,454	\$9,212	\$8,333	8,900	\$181M
Pasadena City College	Department Lab Technician III - Health Sciences	\$4,212	\$5,376	\$4,794	9,773	\$208M
Ventura County CCD	Instructional Lab Technician II - Nursing	\$4,834	\$6,668	\$5,751	11,901	\$236M
	Average	\$5,360	\$6,850	\$6,105		
	25th Percentile	\$4,611	\$5,960	\$5,285		
	50th Percentile	\$4,831	\$6,565	\$5,698		
	75th Percentile	\$5,929	\$7,358	\$6,643		
	80th Percentile	\$6,294	\$7,588	\$6,941		
	90th Percentile	\$6,874	\$8,400	\$7,637		
	SMC % RANK	73.4%	68.7%	71.6%		
	SMC Differences From AVG	7.8%	3.1%	5.2%		
	SMC Differences From MED	16.9%	7.1%	11.6%		

*\*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, it is recommended that salary for the Health Sciences Learning Lab Specialist be allocated to **Range 40 (\$5,815 to \$7,069)** on the Classified Employees Salary Schedule. This will place the median salary at the 71st percentile, which satisfies the District’s target of 70th percentile. Allocating the salary one range lower (Range 39, \$5,679 to \$6,903 per month) will result in a median salary at the 69th percentile, which is below the District’s 70th percentile target.

The following chart shows related classifications in the Health Sciences and Health Services departments, and current salary allocation for each classification.

<b>CLASS TITLE</b>	<b>REPORTS TO</b>	<b>MIN MONTHLY</b>	<b>MAX MONTHLY</b>	<b>RANGE</b>	<b>% DIFFERENCE BETWEEN LEVELS</b>
Nurse Practitioner	Associate Dean of Health and Wellbeing	\$10,444	\$12,695	64	47.74%
Registered Nurse – Health Services	Associate Dean of Health and Wellbeing	\$7,069	\$8,592	48	21.56%
<b>Health Sciences Learning Lab Specialist (proposed)</b>	<b>Associate Dean of Health Sciences</b>	<b>\$5,815</b>	<b>\$7,069</b>	<b>40</b>	<b>15.77%</b>
Clinical Placement Specialist	Associate Dean of Health Sciences	\$5,023	\$6,106	34	

The proposal for this new classification was sent for review to Department leadership, Business Services, Human Resources, CSEA, and the College Superintendent/President.

**RECOMMENDATION**

It is recommended that the Commission approve the attached new class description and salary allocation for Health Sciences Learning Lab Specialist.

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

**Santa Monica Community College District  
Personnel Commission**

**Health Sciences Learning Lab Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, this position performs a variety of duties to plan and implement the operational activities of the Nursing Skills/Simulation lab, and provides instructional support and remediation to students in the area of clinical nursing.

**DISTINGUISHING CHARACTERISTICS**

The **Health Sciences Learning Lab Specialist** provides direct support to the District's Health Sciences programs by planning and implementing the operational and instructional support activities of the Health Sciences Learning Lab.

The **Registered Nurse – Health Services** provides confidential primary health care services to currently enrolled students and college employees, including health promotion, illness prevention, and health education.

The **Clinical Placement Specialist** performs technical and specialized clinical placement and coordination duties in support of the District's Nursing Program.

**ESSENTIAL DUTIES**

Oversees and prepares instructional lab sessions in all areas of health sciences, including nursing and respiratory therapy; prepares and customizes standard patient simulations for nursing and respiratory therapy students by utilizing models and electronic and diagnostic equipment to facilitate student learning.

Prepares, breaks down, cleans and performs basic troubleshooting of equipment, and coordinates with vendors to address more complex equipment maintenance needs; maintains labs in an orderly manner, and disposes of hazardous materials in accordance with applicable regulations and best practices.

Explains established instructional laboratory and equipment policies to students and ensures student compliance with lab policies, procedures, and safety precautions.

Consults and plans with faculty to identify the specific needs of their assignments throughout the academic calendar.

Provides orientation, demonstration, training and support to students, faculty, and visitors in the use of nursing-related computer software, equipment, simulators, and database management programs used in the Nursing Skills/Simulation Laboratory.

Provides remediation and instructional support to students by reviewing and reinforcing clinical skills, concepts, and techniques as requested by instructors and students.

Reviews and recommends updated equipment and multimedia resources to optimize lab effectiveness and ensure lab equipment stays up-to-date with emerging technologies.

Participates in health sciences departmental meetings to provide instructional and operational updates on laboratory activities.

Creates and maintains detailed records and databases, including those related to instructional activities performed in the laboratory, in accordance with licensing agencies to maintain accreditation; tracks students' utilization of the Nursing Skills/Simulation Laboratory and performs other record keeping as required.

Creates and maintains database inventory records for the Nursing Skills/Simulation Laboratory; monitors inventory status, stores equipment, informs nursing administration of the need to reorder items, and researches and recommends specialized equipment and supplies as requested.

Previews multimedia resources for possible referral to individual instructors.

Performs other related duties as requested or assigned.

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

## SUPERVISION

### ***Level of Supervision Received***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

### ***Level of Supervision Exercised***

Positions in this classification do not supervise others.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Clinical nursing principles, procedures, methods, and protocols

Supplies, materials, equipment, and current and emerging technologies used in the nursing laboratory

Instructional methods and techniques related to clinical nursing

Laws and regulations applicable to clinical nursing

Occupational hazards and safety equipment and practices related to the field

Basic mathematical principles

Best practices and guidelines related to the use of simulators

Practices and procedures of records management

### **Ability to:**

Assist students in the application of clinical nursing principles

Safely demonstrate and assist students and faculty in the proper operation and use of standard and specialized instructional equipment

Organize and coordinate instructional activities with faculty, set priorities and exercise sound independent judgment within areas of assigned responsibility

Estimate and order required supplies and equipment

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

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

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

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

#### MINIMUM QUALIFICATIONS

***Education Requirement:***

Associate's degree in Nursing.

***Experience Requirement:***

Two years of experience as a registered nurse or in an educational environment providing clinical nursing instructional support to students.

***Education/Experience Equivalency:***

Education of the same kind, level and amount as required in the minimum qualifications may be substituted for required experience on a year-for-year basis.

***Licensure and/or Certification:***

Current licensure by the State of California as a Registered Nurse.

#### 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:***

The employee will regularly use hands to perform and demonstrate examinations, tests, and treatments to student patients, as well as stand, walk, bend, talk, and hear. The employee will occasionally lift, carry, push and pull equipment weighing up to 10 pounds. The employee is exposed to biohazardous materials while following the required protocols and using the appropriate safety equipment.

CLASS DETAIL

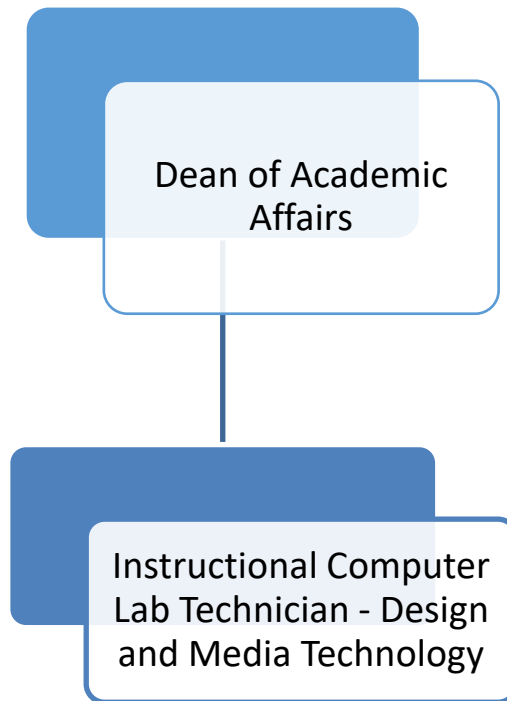
<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	5/31/2022
<b>Class History:</b>	New Class
<b>Revision Date(s):</b>	None

<b>Agenda Report No.</b>	<b>3</b>
<b>Subject</b>	<b>NEW CLASS DESCRIPTION &amp; SALARY ALLOCATION: INSTRUCTIONAL COMPUTER LAB TECHNICIAN – DESIGN AND MEDIA TECHNOLOGY</b>
<b>Date</b>	<b>May 31, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>John Linke, Supervising Personnel Analyst</b>

**BACKGROUND**

Attached for your approval is a new classification description and salary allocation for **Instructional Computer Lab Technician – Design and Media Technology**.

Academic Affairs has requested the creation of a new classification that will monitor and maintain the computer laboratory at the Center for Media and Design, and provide technical and instructional assistance to students and faculty in the application of specialized design and digital media software programs. This new role will report to the Dean of Academic Affairs overseeing the Center for Media and Design.





## **METHODOLOGY**

Personnel Commission staff discussed this new role with Patricia Ramos, Dean of Academic Affairs and Jo Hao, Chair of the Design Technology department. Discussions took place to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if further study was needed to assess the need for a new classification. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other related classifications.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed in order to ensure that there is proper alignment with other instructional laboratory support classifications, and that duties were adequately distinguished from other related classifications. Once the duties were finalized, Commission staff prepared the class description and salary proposal and sent recommendations for review by senior leadership.

Commission staff will conduct further meetings with Department management prior to opening recruitment, in order to gather and analyze documentation for developing an examination plan and creating test content.

## **RESULTS**

Key factors in determining the need for a new classification consist of the knowledge required for the position, scope and effect of work, level of complexity, nature and purpose of contacts in the course of work, and level of decision-making. Incumbents in this classification will:

- Apply knowledge of specialized software programs and independent judgment to reinforce instructional concepts and practices for students.
- Plan and implement a variety of operational activities, such as tracking lab usage and monitoring inventory levels, to ensure that the computer lab is prepared and equipped to support instructional goals.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking. This survey yielded several strong to moderate matches as indicated on the next page, with some variability in assigned functions but with comparable levels of responsibility.



Santa Monica College  
Special Personnel Commission Meeting Minutes  
Tuesday, May 31, 2022

AGENCY	JOB TITLE	MIN	MAX	MEDIAN*	STUDENT FTE	GF REVENUE ACTUAL
<b>Santa Monica College</b>	Instructional Computer Lab Technician - Design and Media Technology	\$4,784	\$5,815	<b>\$5,300</b>	9,405	\$230M
<b>Foothill DeAnza CCD</b>	Laboratory Technician - Discipline	\$4,827	\$6,462	<b>\$5,644</b>	8,578	\$288M
<b>Glendale College</b>	Instructional Computer Lab Technician	\$4,539	\$5,793	<b>\$5,166</b>	5,119	\$130M
<b>Long Beach City College</b>	Instructional Lab Support Technician	\$4,418	\$5,441	<b>\$4,930</b>	8,900	\$181M
<b>Mount San Antonio College</b>	Laboratory Technician - Digital Arts	\$4,569	\$5,831	<b>\$5,200</b>	12,311	\$269M
<b>North Orange County CCD</b>	Instructional Assistant	\$4,523	\$5,482	<b>\$5,003</b>	13,381	\$289M
<b>Santa Barbara City College</b>	Laboratory Teaching Assistant (Option Class)	\$4,746	\$5,783	<b>\$5,264</b>	5,135	\$143M
	Average	\$4,604	\$5,798	<b>\$5,201</b>		
	25th Percentile	\$4,527	\$5,557	<b>\$5,043</b>		
	50th Percentile	\$4,554	\$5,788	<b>\$5,183</b>		
	75th Percentile	\$4,702	\$5,821	<b>\$5,248</b>		
	80th Percentile	\$4,746	\$5,831	<b>\$5,264</b>		
	90th Percentile	\$4,787	\$6,146	<b>\$5,454</b>		
	<b>SMC % RANK</b>	<b>89.3%</b>	<b>71.7%</b>	<b>81.8%</b>		
	SMC Differences From AVG	3.8%	0.3%	<b>1.9%</b>		
	SMC Differences From MED	4.8%	0.5%	<b>2.2%</b>		

*\*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, it is recommended that salary for the Instructional Computer Lab Technician – Design and Media Technology be allocated to **Range 32 (\$4,784 to \$5,815)** on the Classified Employees Salary Schedule. This will place the median salary at the 81st percentile, which satisfies the District’s target of 70th percentile. Allocating the salary one range lower (Range 31, \$4,672 to \$5,679 per month) will result in a median salary at the 45th percentile, which is below the District’s 70th percentile target.

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

<b>CLASS TITLE</b>	<b>MIN MONTHLY</b>	<b>MAX MONTHLY</b>	<b>RANGE</b>	<b>% DIFFERENCE</b>
Lead Laboratory Technician – Life Science	\$5,151	\$6,261	35	7.67%
<b>Instructional Computer Lab Technician - Design and Media Technology (proposed)</b>	<b>\$4,784</b>	<b>\$5,815</b>	<b>32</b>	<b>0.00%</b>
Laboratory Technician – Life Science	\$4,784	\$5,815	32	0.00%
Lead Laboratory Technician – Chemistry*	\$4,784	\$5,815	32	7.51%
Laboratory Technician – Art*	\$4,450	\$5,409	29	0.00%
Laboratory Technician – Broadcast Digital Media*	\$4,450	\$5,409	29	0.00%
Laboratory Technician – Chemistry*	\$4,450	\$5,409	29	0.00%
Laboratory Technician – Photography*	\$4,450	\$5,409	29	0.00%
Laboratory Technician – Physics*	\$4,450	\$5,409	29	0.00%

\*Pending Review

The proposal for this new classification was sent for review to Department leadership, Business Services, Human Resources, CSEA, and the College Superintendent/President.

**RECOMMENDATION**

It is recommended that the Commission approve the attached new class description and salary allocation for Instructional Computer Lab Technician – Design and Media Technology.

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

**Santa Monica Community College District  
Personnel Commission**

**Instructional Computer Lab Technician – Design & Media Technology**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification monitor and maintain computer laboratories at the Center for Media and Design, and provide technical and instructional assistance to students and faculty in the application of specialized design and digital media software programs.

**DISTINGUISHING CHARACTERISTICS**

The **Instructional Computer Lab Technician – Design & Media Technology** provides laboratory monitoring and support, and assists students and faculty in the application of design and digital media software programs.

The **Laboratory Technician – Broadcast Digital Media** provides laboratory support, and assists instructors in the Broadcasting, Journalism, and Communication labs, studios and on-location productions.

**ESSENTIAL DUTIES**

Provides technical assistance to students, faculty and end-users of the instructional computer lab at the Center for Media and Design to facilitate student learning; provides instructional support to students by demonstrating and troubleshooting the application of design and digital media software.

Maintains attendance records and headcounts of users in order to track computer lab usage; schedules use of the computer lab.

Monitors inventory levels, and receives and stores select supplies and equipment; works with departmental staff to order supplies as needed.

Maintains orderliness of computer lab to ensure a positive learning environment; provides access, checks-in students, and secures the facility by locking doors and activating applicable security systems at the end of the day.

Inspects instructional equipment for necessary repairs and maintenance; troubleshoots minor technical issues and maintenance needs, and refers complex issues to the appropriate party to ensure proper functioning of lab equipment.

Assists with the interview and selection process, in addition to training and providing work direction for student workers.

Stays updated on departmental curriculum to anticipate instructional needs and optimize student support.

Distributes and demonstrates proper use, storage and/or care of instructional equipment, supplies, and software to ensure proper operational and safety protocols are being followed.

Performs other related duties as requested or assigned.

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

## SUPERVISION

### ***Level of Supervision Received***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

### ***Level of Supervision Exercised***

Positions in this classification do not supervise other classified employees, but may provide guidance and work direction to student workers.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Instructional equipment and software, including computer workstations and peripherals

Assigned discipline software and applications

Computer operating systems including Windows and Mac OS

Microsoft Office Suite

Adobe Creative Cloud Suite

Digital architectural drafting, modeling, and rendering applications

Autodesk 3D applications

Digital audio and video formats and editing applications

Real-time game development applications

Basic record keeping techniques

Basic maintenance and repair of laboratory equipment

Applicable state and federal laws such as Family Educational Rights and Privacy Act (FERPA), the Americans with Disabilities Act (ADA) and copyright regulations

### **Ability to:**

Demonstrate correct operation of instructional equipment in the lab

Interact positively with students, faculty and staff, and provide instructional and operational support to those individuals in an organized and timely fashion

Work with faculty to identify and address specific instructional needs

Keep detailed and accurate records

Identify and resolve minor hardware and software problems

Maintain laboratory equipment and materials in a clean and orderly condition

Maintain an appropriate learning environment in the lab

Stay abreast of technology changes and adapt to new technologies

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

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

Train and provide work direction to others

Communicate effectively both orally and in writing

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

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

Associate degree in Architecture, Interior Design, Digital Media, Computer Science, Animation, or a closely related field. A bachelor's degree is preferred.

**Experience Requirement:**

Two (2) years of experience in architecture, interior design, digital media, or animation that included using related software programs. Experience providing instructional support in a higher education setting is desirable.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None.

#### 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.

CLASS DETAIL

<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Non-Exempt
<b>Personnel Commission Approval Datep:</b>	5/31/2022
<b>Class History:</b>	New Class
<b>Revision Date(s):</b>	None

**III. MEETING ADJOURNED at 12:03 p.m.**

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

<b>Regular Meeting Day</b>	<b>Regular Meeting Date</b>	<b>Regular Meeting Month</b>	<b>Regular Meeting Year</b>	<b>Scheduled Time</b>	<b>Meeting Location</b>
Special Meeting May 31, 2022 at 12:00 p.m. ONLINE					
Wednesday	15	June	2022	12:00 PM	ONLINE

As required by law, this agenda for the Tuesday, May 31, 2022, Special Meeting of the Santa Monica College Personnel Commission was posted on the official District website no later than 24 hours prior to the date and time of this meeting.