PERSONNEL COMMISSIONERS:





Dr. Joseph P. Metoyer Jr., Chair Board of Trustees appointee

Joy O. Abbott, Vice Chair Board of Trustees appointee







Barbara Greenstein CSEA appointee

Lawrence Leone Deborah Jansen Commission appointee CSEA appointee

MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the third Wednesday of each month at noon on the main campus in the Business Building, Room 117.

OUR STAFF:

Carol Long Director, Classified Personnel Amy Gurjian Class. & Comp. Manager John Linke Supervising Personnel Analyst Karen Monzón Personnel Analyst August Faustino Personnel Technician José Guzmán Personnel Technician Olga Vasquez Personnel Technician Brent G. Heximer Administrative Assistant II Olinka Rodríguez Administrative Assistant II

CLASSIFIED EMPLOYMENT:

(Non-teaching positions) Website: www.smc.edu/jobs Office: (310) 434-4410

SANTA MONICA COLLEGE

Santa Monica College's main campus is set on 38-acres less than two miles from the beach. It is a two year community college accredited by the Western Association of Schools and Colleges. It opened in 1929 with 153 students and has now grown to a thriving campus with approximately 34,000 students and offerings in more than 80 fields of study.

Santa Monica College is known for its academic excellence. The College is a leader among the state's 112 community colleges in transferring students to the University of California, University of Southern California and other four-year campuses and boasts one of the largest international student populations of any community college in the nation, with approximately 3,300 students from more than 100 countries.

THANK YOU

The Commission Staff wholeheartedly thanks the numerous District employees, other agency employees and community members who assisted us by serving as panel members on our examination panels. Your assistance is invaluable to the recruitment process.

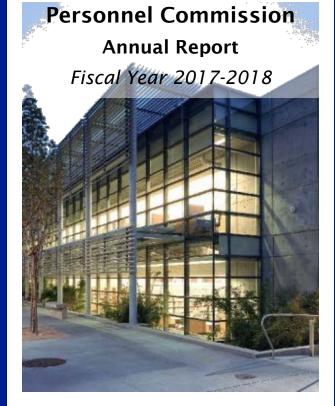
Personnel Commission Accomplishments

District-wide Classification Study: The Personnel Commission has completed our second year of cyclical classification reviews as required by our Merit Rules. Further steps have been taken in refining our processes to help manage a significant increase in the number of studies since last fiscal year.

Supplemental Retirement Package (SRP): Forty-six classified staff members separated from the District at the end of December 2017, as a part of an SRP. Multiple recruitments and job analysis projects were held in early 2017-18, in order to prepare applicable eligible lists for anticipated separations. Additional related projects are in process to assist District management with

restructuring and re-defining some of our classified jobs.

Web Site Updates: Minor updates to our web site are currently in process, in order to place more focus on classified employees' impact on student success.





Mailing Address: 1900 Pico Boulevard Santa Monica, CA 90405

Personnel Commission Office Location: 2714 Pico Boulevard, 2nd floor Santa Monica, CA 90405 www.smc.edu/jobs

Personnel Commission Annual Report 2017-2018

THE MERIT SYSTEM AT SMC

The Merit System was first adopted at Santa Monica College by the Board of Education in May 1938, as part of the Santa Monica City Schools. 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 (nonteaching) employees, which make up approximately one quarter of Santa Monica College's workforce. The Merit System 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 resident of Santa Monica or Malibu, and known adherents to the merit principle.

BASIC PRINCIPLES OF THE MERIT SYSTEM

- Recruitment from all segments of society and advancement on the basis of relative ability, knowledge, and skill under fair and open competition
- Fair and equitable treatment in all personnel management matters without regard to politics or protected status, and with proper regard for individual privacy and constitutional rights
- High standards of integrity and conduct and concern for the public interest
- Equal pay for work of equal value
- Efficient and effective use of the work force
- Protection of employees from arbitrary action, personal favoritism, or political coercion
- Protection of employees against reprisal for lawful disclosures of information

ABOUT US

The Personnel Commission establishes and amends Personnel Commission rules that are binding on the District as a whole; conducts classification studies; recommends salary adjustments; conducts all classified recruitment and selection processes; establishes procedures for transfers; interprets rules and regulations pertaining to the admin- istration of the merit system; and considers appeals for disciplinary actions.

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

CLASSIFIED ACTIONS

Fiscal Year 2017-18

	Action	2016-17	2017-18
	Exams announced:	48	59
	Total number of applicants:	2,177	3028
	Percentage of online	100%	100%
	applications:		
(Eligibility Lists:	39	34
	Number of eligibles on lists:	351	352
	Reinstatement lists:	8	10
	Appointments (new hires):	60	34
	Promotional Appointments	12	10
	Limited Term Appointments	254	214
Ì	Provisional Appointments	170	184
	Working Out of Class:	26	38
	New Class Descriptions:	7	8
	Revised Class Descriptions:	18	42
	Position Studies:	20	42
	Seniority Lists:	30	8
	Rule Changes	13	5

EMPLOYEES RECOGNIZED FOR LONGEVITY 2017-2018				
35 YEARS				
Frank Taylor				
30 YEARS				
Robert Dammer	Carol Evans	Nan Liebermann		
	Craig Walter			
25 YEARS				
	Robert Carlson			
20 YEARS				
Valentine Barragan	Willis Barton	David Dever		
Jennifer Ferro	Damon Fierro	Yim "Fai" Fong		
Agnius Griskevicius	Edward Hernandez	Steven Johnson		
Micky Kwan	Marcia Lewis Teresa Morris	Christine Lea Miller		
Monica Moore	Adriene Smith	Miguel Ozaeta Michelle Toomey		
Migue Reyes Amelia Trejo	Ming-Yea Wei	Frederick Young		
Jaime Gonzalez	I5 YEARS Teresa Huber Bronwyn Webber- Gregg	Tamorah Thomas		
10 YEARS				
Valentin Caiseros	Valentin Caiseros Antonio Gallegos Nilofar Ghasar			
Samya Gobrial	Charles Harris	Michele Harrison		
, Fauzia Hassan	Denise Henninger	Alice Meyering		
Jeremy Newman	Cindy Ordaz	Saul Ramirez		
	Jennifer Reza			
	5 YEARS			
Kathleen Colimitras Diana Lui Fujita Rebecca Weiland	Joshua Everett Patrick Qualey	Rajesh Khandelwal Sina Taheri		