

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
Commission appointee



Deborah Jansen
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 Analyst*

Olga Vasquez *Personnel Analyst*

José Guzmán *Personnel Technician*

Tatiana Morrison *Personnel Specialist (Temp.)*

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

PC Coaching Program: In order to promote a culture of partnership, feedback and continuous improvement, Personnel Commission staff has implemented a "PC Coach Partnership" program. This partnership consists of sessions we provide to District managers to educate, advise and coach them in Commission processes, resources and deliverables necessary in managing the classified workforce. Each Department at SMC is now assigned a specific PC staff member to serve as their coach, and provide ongoing support for recruitments and classification issues.

District-wide Classification Study:

The Personnel Commission has completed our third year of cyclical classification reviews as required by our Merit Rules. Further steps are being taken to further refine our processes to help improve communication with District employees and management who are impacted by these studies.

Personnel Commission

Annual Report

Fiscal Year 2018-2019



SANTA
MONICA
COLLEGE

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 2018-2019

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 (non-teaching) 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 administration 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 2018-19

Action	2017-18	2018-19
Exams announced:	59	66
Total number of applicants:	3,028	3,794
Percentage of online applications:	100%	100%
Eligibility Lists:	34	54
Number of eligibles on lists:	352	483
Reinstatement lists:	10	6
Appointments (new hires):	34	39
Promotional Appointments	10	29
Limited Term Appointments	214	224
Provisional Appointments	184	184
Working Out of Class:	38	46
New Class Descriptions:	8	11
Revised Class Descriptions:	42	28
Position Studies:	42	33
Seniority Lists:	8	3
Rule Changes	5	8



EMPLOYEES RECOGNIZED FOR LONGEVITY 2018-2019

35 YEARS		
Richard Yancey		
30 YEARS		
Kerry Dawson	Cheryl Gee	Kham Ha
Darrell Heximer	Ann Mirsky	Jim Serikawa
25 YEARS		
Kathy Kerce		
Donald Roberts		
20 YEARS		
Maria Bonin	Kenneth Cardwell	Ronald Hernandez
Jung Lee	Wendy Liu	Maya Lowell
Karen Monzon	Waleed Nasr	Cheri Pena
Valente Torres	Romano Vasquez	Shelley Williams
15 YEARS		
Joshua Casillas	Stacy Neal	Chris Young
10 YEARS		
Star Barboza	Joy Bice	James Bradney
Marguerite Courtney	Christopher	Marvlynn Frazier
Kennisha Green	Dickson	Jorge Jimenez
Laurie Heyman	Michael Greig	Kristie Mattson
Simon Levin	Luis Jauregui	Andres Muñoz
Ian Mitchell	Mark Litver	Gregory Rutledge
Ramin Nematollahi	Nichelle Monroe	Dena Sussman-Schechter
Estela Ruezga	Marai Ong	Clarence Warren Jr.
Tonya Tyus	Grace Smith	
Anthony Williams	Nani Vigil	
5 YEARS		
Nancy Alfaro	Maria Barragan	Aline Baumgartner
Cristobal Bohorquez	Ruth Casillas	Drew Davis
Mario Franco	Kristina Fukida	Paige Glaves
Christine Go	Sean Gordon	Blanca M. Hernandez
Johnny Jimenez	Jennifer Landa	Ann Marie Leahy
Jaime Luis	Alan McCarroll	Erin O'Neill
Frank Orozco	Samwel Osewe	Lugina Rogers
Maria Belen-Vaccaro	Robin Yancey	