

Public Session: 12:00 p.m.

- I. Organizational Functions
 - a. Call to Order
 - b. Roll Call

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

- c. Public Comments: Non-Actionable Items from those in attendance.

II. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Revisions to Class Description: Director of Management Information Systems	2
2	Examination Schedule: Director of MIS IT User Support Manager	6
3	Ratification of Eligibility Lists: Chief Director of Information Technology Community College Police Dispatcher Disabled Student Services Assistant	7

III. Adjournment

Agenda Report Number	1
Subject	Revisions to Class Description: Director of Management Information Systems
Date	May 3, 2023
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 a revised classification description for Director of Management Information Systems. This classification was created in March 2004 and has been revised four times since its creation, with the most recent revision occurring in September 2015. The position is currently vacant; the Personnel Commission will be recruiting to fill one vacancy for this classification. Changes to minimum qualifications are being proposed to align this role with standard equivalency provisions, and reporting relationships are being updated to reflect the IT department’s current classification structure.

METHODOLOGY

Personnel Commission staff met with Marc Drescher, Chief Director of Information Technology, to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

RESULTS

Revisions to minimum qualifications are being proposed to align this role with standard equivalency conditions and allow for a broader, more diverse candidate pool. Minor changes to the supervision section are also being proposed to reflect the department’s current organization structure. Description changes will not warrant salary reallocation. Revisions were sent for review to Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATIONS

It is recommended that the Commission approve the attached revisions to the classification description for Director of Management Information Systems.

Disposition by the Committee	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Director of Management Information Systems

CONCEPT OF THE CLASS

The position in this classification directs and manages the integration and implementation of the college's information systems and databases.

ESSENTIAL DUTIES

- Identifies, formulates and directs the long- and short-range information systems and data resources availability, accessibility, security and efficiency
 - Implements and interprets policies and procedures developed by higher level administrators and senior management and recommends the establishment or modification of policies and procedures
 - Directs the determination of guidelines for programming and information systems development
 - Establishes procedures and processes that govern functions and delivery of information systems and services
 - Plans and supports the implementation of the data center and report production facilities
 - Plans, supports and maintains the information systems infrastructure
 - Assigns projects and works with staff to comply with department standards and project implementation methods
 - Prepares budget recommendations; monitors and controls budget expenditures
 - Monitors security of information systems; plans for disaster recovery; maintains appropriate system logs and procedural manuals
 - Resolves operational and procedural problems consistent with organizational directives and addresses other concerns as directed or necessary
 - Confers and collaborates with vendors, outside agencies and internal staff to define routine operations and implement new projects
 - Delegates responsibility and authority to subordinate supervisors and staff
 - Recommends departmental staffing needs; develops, recommends, and implements staff training and development programs to provide opportunities for individual employee growth, continuity of work flow and long range development of employees
 - Develops annual performance measures and completes performance evaluations of subordinate staff and recommends appropriate personnel action
 - 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:

This position receives general administrative direction from the Chief Director of Information Technology.

Supervision Exercised:

~~This position directly supervises the positions performing highly skilled professional level management information services work including the classifications of Systems Analyst; Database Administrator; Support Analyst; Programmer Analyst I, II, III, and IV; Information Systems Database Analyst; and Computer Operator. [Positions in this classification exercise general supervision over Information Technology staff in Management Information Systems.](#)~~

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of and experience in system analysis, system architecture, advanced programming and system/database administration in an enterprise networking environment
- Working knowledge of enterprise networking, Internet architecture, and enterprise directory structure
- Working knowledge of information system security, backup/recovery strategy, business continuity, and disaster recovery
- Working knowledge of systems integration, cloud-based mobile computing models
- Working knowledge of operating systems and networked storage systems
- Working knowledge of project planning and management
- Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish information system services objectives
- Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinate personnel
- Knowledge of employee development principles and practices sufficient to be able to ensure the long-range success of the organization by incorporating cross training, delegation, mentoring, job specific training, and other principles into the daily work of the network support services operation
- Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs
- Knowledge of supervisory principles and practices sufficient to determine the most appropriate course of action in handling grievances or disciplinary matters of subordinate staff
- Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions or approve recommendations for subordinate supervisors
- Ability to apply initiative, sound judgment, discretion and effective decision making to integrate organizational priorities, meet deadlines and achieve objectives
- Ability to define work functions and developing methodologies to ensure effective completion of work assignments
- Ability to develop and implement management information services policies and procedures
- Ability to develop techniques and methodologies to resolve unprecedented problems or situations
- Ability to maintain effective working relationships with administrators, managers, faculty, staff, student workers and outside contacts and vendors
- Ability to communicate well both orally and in writing
- Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problems resolution, influence and solicit cooperation and seek and obtain support

MINIMUM QUALIFICATIONS

Education Requirement:

Baccalaureate Degree in Computer Information Systems, Computer Science, Electronic Engineering, Business Administration, or a closely related field.

Experience Requirement:

Seven (7) years of recent professional level experience providing management information services which includes the following:

at least three (3) years of recent experience in: Oracle core technology implementation, Oracle enterprise database, Oracle development tools, and Oracle application server technology.

at least two (2) years of experience supervising professional level staff responsible for enterprise information systems development and implementation.

Experience with Ellucian Banner Student System implementation is highly desirable.

Relevant work experience in a California community college 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.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

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. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Exempt
Personnel Commission Approval Date:	03/18/09
Class History:	None
Revision Date(s):	Hay Study, November 30, 2006, 03/18/09, 4/17/13, 9/29/15, 5/3/23

Agenda Report Number	2
Subject	Examination Schedule: Director of MIS IT User Support Manager
Date	May 3, 2023
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
Director of MIS	Promotional	3 Weeks
IT User Support Manager	Promotional	3 Weeks

Disposition by the Committee	
Motion Made By	Deborah Jansen
Seconded By	Joy Abbott
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	3
Subject	Ratification of Eligibility Lists: Chief Director of Information Technology Community College Police Dispatcher Disabled Student Services Assistant
Date	May 3, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Classification	Field of Competition	Promotional	Total on List	Expiration Date
Chief Director of Information Technology	Merged Promotional and Open	0	9	4/30/2024
Community College Police Dispatcher	Merged Promotional and Open	1	5	4/18/24 & 1/31/24
Disabled Student Services Assistant	Merged Promotional and Open	0	11	4/24/2024

Disposition by the Committee	
Motion Made By	Barbara Greenstein
Seconded By	Lawrence Leone
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

III. Adjournment at 12:04 p.m.

Disposition by the Committee	
Motion Made By	Lawrence Leone
Seconded By	Joy Abbott
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Day	Month	Date	Year	Time	Venue
Wednesday	May	17	2023	12:00 p.m.	Online
Wednesday	June	21	2023	12:00 p.m.	Online

As required by law, the agenda for the May 3, 2023, 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.