

Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3rd Wednesday of the Month

Special Meetings Scheduled As Needed

Attend in Person:

1900 Pico Blvd, Business Room 117, Santa Monica Ca 90405

Attend Virtually:

<https://smc-edu.zoom.us/j/89802168458?pwd=YUI4TUV6dkF1MnUzWlRNRnhYMWpTUT09>

Call In:

One tap mobile :

+16694449171,,89802168458#,,,,*170714# US

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Telephone:

Webinar ID: 898 0216 8458

Passcode: 170714

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

International numbers available: <https://smc-edu.zoom.us/j/k5RqknxWU>

PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

Members of the public may address the Commission by oral presentation concerning any subject that lies within the jurisdiction of the Personnel Commission provided the requirements and procedures herein set forth are observed.

All public comments will be subject to the general rules set forth below.

- Generally, three minutes is allotted to each speaker per topic for general public comments or per agenda item.
- Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.
- Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.
- 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.

Exceptions:

This time allotment does not apply to individuals who address the Commission at the invitation or request of the Commission.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Commission, 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.

Instructions for Submitting a Request to Speak at In-Person Meeting

Individuals wishing to speak to the Commissioners during the Personnel Commission meeting during Public Comments or regarding item(s) on the agenda must complete a request card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

General Public Comments and Consent Agenda

- The request card to speak must be submitted to Tatiana Morrison, Personnel Technician, at the meeting before the Commission reaches the applicable section in the agenda.

Instructions for Submitting a Request to Speak at Zoom Webinar

The Zoom webinar format used by the Personnel Commission Zoom meetings ensure public participation and provide an opportunity for the public to directly address the legislative body.

Public participation can occur in one of two ways. Members of the public may speak during the public meeting, or they can submit written comments to be read during the public meeting.

Individuals wishing to speak directly to the Commission can do so in one of several ways:

It is recommended that individuals wishing to speak at the Personnel Commission meeting send an email to morrison_tatiana@smc.edu by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the subject line "Commission Meeting Comments" and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item: General Public Comments or Consent Agenda (indicate number/subject)

Alternatively, during the meeting and before public comments have ended, individuals may use the Q&A feature of the Zoom webinar to request to speak.

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 the name used to request to speak to expedite this process. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Instructions for Submitting Written Comments

Individuals wishing to submit written comments to be read at the Personnel Commission Meeting should send an email to morrison_tatiana@smc.edu by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the following information:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII)); for other items indicate the topic or specific item number
- Comment to be read

*Reference: Commission Policy Section 2350
Education Code Section 72121.5
Government Code Sections 54950 et seq*

<p>DEPARTMENTS: PLEASE POST Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & Records: Jackson Edwards African American Center: Sherri Bradford Athletics: Theresa Tang 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: Angela Valentine Community & Academic Relations: Christina Marcial Community Education: Counseling Office: Allison Kosich Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus Department: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Gina Brunell ESL Office: Jocelyn Alex Events Office: Vinnessa Cook Faculty Association: Peter Morse Financial Aid Office: Sandra Hernandez Health Sciences: Clarenda Stephens Health Office: Nancy Alfaro Human Resources: Yesenia Penate & Delia Padilla HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Kasey Garland Malibu: Angela Bice Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Giselle Gradilla Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS Emeritus: Guadalupe Salgado Noncredit Programs: Scott Silverman HR: Tre'Shawn Hall-Baker Info Tech: Calvin Madlock IEC: N. Pressian Instructional Technology: Maintenance: Terry Kamibayashi Operations: Darryl Gray Dennis Biddle Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst SMCPA: Susan Hudelson</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: Jason Beardsley 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.: Derek Eckstein CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Jonathan Rosas CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: David Mendoza SMC POA President: Officer Cadena Management Association: Scott Silverman</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 4/26/2024</p>
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Public Session: 4:00 p.m.

A. Organizational Functions

- 1.Call to Order
- 2.Roll Call

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

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

C. Agenda Reports: Major Items of Business

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D. Adjournment

Agenda Report Number	1
Subject	Request for Approval of Abolishing Classification: Stage Design Technician (Cyclical Review)
Date	June 26, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

As scheduled on the annual cyclical study calendar, Commission staff has conducted a review of the classifications in the Performing Arts & Events discipline which includes the **Stage Design Technician**.

During the process, Commission staff noted the following:

- This classification has been vacant since 9/2/2003.
- Duties related to designing lighting, sound, stage settings are performed by specialized classifications.
- The Department confirmed this role will no longer be utilized by the District.

There are currently no eligibility lists or reemployment lists for this classification. Recommendation to abolish this classification was sent for review to CSEA, Department leadership, Business Services, Human Resources, and the College Superintendent/President.

RECOMMENDATION

It is recommended that the Personnel Commission approve abolishing the Stage Design Technician classification.

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	2
Subject	Classification Description Revisions: Events Assistant (Cyclical Review)
Date	June 26, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Events Assistant**.

As part of the cyclical review process, we are reviewing classifications in the Performing Arts & Events job discipline. The Events Assistant greets patrons, assists with seating, provides general customer service, and maintains assigned areas for events or performances.

The Events Assistant classification was established in February 2020. This classification was last revised in March 2020. There are currently no permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2023-24. CSEA was invited to participate in a class study orientation on November 29, 2023, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions.

Personnel Commission staff consulted with Robert Rudolph, Director of Facilities Programming, to discuss the classification description. In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify the distinguishing characteristics and knowledge and abilities required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on data gathered, minor class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the distinguishing characteristics and KSAs (Knowledge, Skills and Abilities).

Sufficient market data was not available to utilize percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Benchmark agencies differed in organizational structure, variability of functions and level of duties. For instance, similar functions were performed by classifications that possessed a broader scope of responsibilities

that included box office sales and creating promotional materials. Salary recommendation was based on comparison with the Theater Technician.

The current salary range for Events Assistant is Range 14 on the Classified Employee Salary Schedule.

SALARY ALLOCATION

Salary recommendation was based on comparison with the Theater Technician classification description. No change in salary is recommended to maintain the current differential between these two roles, which is justified given the significant differences in all the job factors.

The Living Wage for the City of Santa Monica will be increasing to \$20.32 per hour, effective July 1, 2024. The currently hourly rate for temporary Events Assistants is \$20.82 which still exceeds the upcoming minimum wage increase.

Cyclical review results have been sent to CSEA, Department Management, Business Services, Human Resources, and executive leadership.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Facilities Programming	M32	\$11,392	\$13,847	24.58%
Production Manager	M23	\$9,144	\$11,114	24.85%
Theatre Technical Director	43	\$7,324	\$8,903	10.25%
Lead Theater Technician	39	\$6,643	\$8,075	4.99%
Theatre Technical Specialist	37	\$6,327	\$7,690	5.00%
Stage Design Technician (ABOLISH)	35	\$6,026	\$7,324	0.00%
Stage Technician-Scenery ¹	35	\$6,026	\$7,324	0.00%
Stage Technician-Lighting ¹	35	\$6,026	\$7,324	0.00%
Stage Technician-Sound ¹	35	\$6,026	\$7,324	0.00%
Costume Designer ¹	35	\$6,026	\$7,324	5.00%
Theater Technician	33	\$5,739	\$6,975	59.06%
<i>Events Assistant</i>	<i>14</i>	<i>\$3,608</i>	<i>\$4,385</i>	

¹Proposed salary reallocation in subsequent agenda reports.

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions.

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Events Assistant

CONCEPT OF THE CLASS

Under immediate supervision, the position in this classification supports Facilities Programming by greeting patrons, assisting with seating, providing general customer service, and maintaining assigned areas for events or performances. Incumbents are scheduled on a per event or seasonal basis with variable hours.

DISTINGUISHING CHARACTERISTICS

The **Events Assistant** classification supports District events and performances by greeting and ushering patrons and providing general customer service during events or performances.

~~The **Theatre Technical Specialist** supports the theater technical operations in at least one of three specialized areas including audio, electrical and rigging for indoor stage productions and outdoor events.~~

The **Events Theater Technician** performs installation, set-up, and operation of sound, lighting, stage, scenery, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures.

ESSENTIAL DUTIES

Greets and assists patrons with seating, collecting admission tickets, searching for lost articles, obtaining information about the venue and events, and locating event services, amenities and exits; provides evacuation instructions and participates in drills.

Assists patrons with special accommodations, mobility devices, and those requiring seating assistance within the facility.

Ensures performance house rules are adhered to and refers potential concerns to assigned supervisor or security staff.

Observes general physical conditions of assigned area of operation and reports custodial concerns, damages, accidents, and any failure to follow College rules and procedures.

Provides general customer service by settling seating disputes or helping resolve other customer concerns; maintains order in assigned areas.

Examines tickets or forwards to verify authenticity; prevents unauthorized persons from entering the performance or event.

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

General supervision is received from the [Director of Facilities Programming or Production Manager](#). Work direction is received from the House Manager.

Level of Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

General performing arts, ~~and theatre~~ [theater, and special events](#) operations

Customer service etiquette

District policy, departmental practices and safety procedures

Ability to:

Follow rules, procedures, laws, regulations, and District policies and safety protocols

~~Exercise sound judgment within areas of assigned responsibility~~

[Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility](#)

Learn and apply policies, procedures, and practices to the performance of job duties

Work in fast-paced and busy environment with multiple tasks

~~Communicate effectively and interact with the public, students, and staff in a tactful manner~~

[Communicate effectively, both orally and in writing](#)

Role model exceptional internal and external customer service

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Sufficient education to demonstrate the knowledge and abilities listed above. Graduation from High School or GED equivalent is desirable.

Experience Requirement:

Six months of customer service, ushering or ticket taking experience with direct public contact 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.

Special Requirement:

Positions are required to work flexible work schedules that includes nights and/or weekends.

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 Work Environment:

While performing the duties of this job the employee is regularly required to stand for long periods and climb stairs. The employee is occasionally required to walk and sit. Specific vision abilities required by this job include seeing in the dark with use of flashlight, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the noise level in the work environment can be quiet or noisy.

CLASS DETAIL

Job Family:	Community Outreach
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	2/3/20
Class History:	Usher
Revision Date(s):	3/18/20

**Santa Monica Community College District
Personnel Commission**

Events Assistant

CONCEPT OF THE CLASS

Under immediate supervision, the position in this classification supports Facilities Programming by greeting patrons, assisting with seating, providing general customer service, and maintaining assigned areas for events or performances. Incumbents are scheduled on a per event or seasonal basis with variable hours.

DISTINGUISHING CHARACTERISTICS

The **Events Assistant** classification supports District events and performances by greeting and ushering patrons and providing general customer service during events or performances.

The **Theater Technician** performs installation, set-up, and operation of sound, lighting, stage, scenery, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures.

ESSENTIAL DUTIES

Greets and assists patrons with seating, collecting admission tickets, searching for lost articles, obtaining information about the venue and events, and locating event services, amenities and exits; provides evacuation instructions and participates in drills.

Assists patrons with special accommodations, mobility devices, and those requiring seating assistance within the facility.

Ensures performance house rules are adhered to and refers potential concerns to assigned supervisor or security staff.

Observes general physical conditions of assigned area of operation and reports custodial concerns, damages, accidents, and any failure to follow College rules and procedures.

Provides general customer service by settling seating disputes or helping resolve other customer concerns; maintains order in assigned areas.

Examines tickets or forwards to verify authenticity; prevents unauthorized persons from entering the performance or event.

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

General supervision is received from the Director of Facilities Programming or Production Manager. Work direction is received from the House Manager.

Level of Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

General performing arts, theater, and special events operations

Customer service etiquette

District policy, departmental practices and safety procedures

Ability to:

Follow rules, procedures, laws, regulations, and District policies and safety protocols
Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility

Learn and apply policies, procedures, and practices to the performance of job duties

Work in fast-paced and busy environment with multiple tasks

Communicate effectively, both orally and in writing

Role model exceptional internal and external customer service

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Sufficient education to demonstrate the knowledge and abilities listed above. Graduation from High School or GED equivalent is desirable.

Experience Requirement:

Six months of customer service, ushering or ticket taking experience with direct public contact 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.

Special Requirement:

Positions are required to work flexible work schedules that includes nights and/or weekends.

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 Work Environment:

While performing the duties of this job the employee is regularly required to stand for long periods and climb stairs. The employee is occasionally required to walk and sit. Specific vision abilities required by this job include seeing in the dark with use of flashlight, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the noise level in the work environment can be quiet or noisy.

CLASS DETAIL

<i>Job Family:</i>	Community Outreach
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	2/3/20
<i>Class History:</i>	Usher
<i>Revision Date(s):</i>	3/18/20, 6/26/24

Agenda Report Number	3
Subject	Classification Description Revisions: Lead Theater Technician (Cyclical Review)
Date	June 26, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Lead Theater Technician**.

As part of the cyclical review process, we are reviewing classifications in the Performing Arts & Events job discipline. The Lead Theater Technician coordinates the arrangements for the technical set-up and oversees the operation of sound, lighting, public address, and multimedia presentations for theatrical presentations, and special events such as large outdoor events, concerts, and performances.

The Lead Theater Technician classification was established in 2006. This classification has been revised twice since its establishment. The most recent revision was approved in August 2020. There are currently five permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2023-24. Incumbents and CSEA were invited to participate in a class study orientation on November 29, 2023, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. Incumbents were asked to complete a Position Description Questionnaire by December 20, 2023.

Personnel Commission staff consulted with Robert Rudolph, Director of Facilities Programming, to discuss the classification description. In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify the distinguishing characteristics, duties assigned, supervision, knowledge and abilities and the minimum qualifications required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the

distinguishing characteristics, essential duties, supervision, KSAs (Knowledge, Skills and Abilities) and minimum qualifications.

The salary survey of standard benchmark agencies resulted in moderate to strong matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	TOTAL EMPLOYEE FTE
Santa Monica College	Lead Theater Technician	\$6,643	\$8,075	\$7,359	37,693	1,266
Contra Costa CCD	Theater Staging Specialist	\$5,588	\$6,807	\$6,198	41,364	1,437
El Camino College	Event Specialist	\$5,906	\$7,574	\$6,740	28,607	938
Glendale College	Performing Arts Technician	\$4,912	\$6,269	\$5,590	20,762	716
LACOE	Theater Facility Coordinator	\$5,432	\$6,729	\$6,081	NA	1,420
Los Angeles CCD	College Event & Venue Coordinator	\$6,570	\$8,139	\$7,355	157,089	4,459
Riverside CCD	Auditorium Specialist	\$5,539	\$6,744	\$6,142	43,105	1,732
Ventura County CCD	Performing Arts Center Technician II	\$5,149	\$7,100	\$6,125	38,234	1,289
	Average	\$5,585	\$7,052	\$6,318		
	25th Percentile	\$5,291	\$6,737	\$6,103		
	50th Percentile	\$5,539	\$6,807	\$6,142		
	75th Percentile	\$5,747	\$7,337	\$6,469		
	80th Percentile	\$5,842	\$7,479	\$6,632		
	90th Percentile	\$6,172	\$7,800	\$6,986		
	SMC % RANK	100%	98.1%	100%		
	SMC Difference From AVG	15.9%	12.7%	14.1%		
	SMC Difference From MED	16.6%	15.7%	16.5%		

The current salary range for Lead Theater Technician is Range 39 on the Classified Employee Salary Schedule. In this survey, SMC is in the 100th percentile compared to all benchmark agencies with comparable classifications; that is, none of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

Based on median percentile ranking at the 100th percentile, salary reallocation is not recommended given current salary meets the District’s goal to target the 70th percentile.

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Facilities Programming	M32	\$11,392	\$13,847	24.58%
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Stage Technician-Sound ¹	35	\$6,026	\$7,324	0.00%
Costume Designer ¹	35	\$6,026	\$7,324	5.00%
Theater Technician	33	\$5,739	\$6,975	59.06%
Events Assistant	14	\$3,608	\$4,385	

¹Proposed salary reallocation in subsequent agenda reports.

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions.

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Lead Theater Technician

CONCEPT OF THE CLASS

Under general supervision, the position in this classification coordinates the arrangements for the technical set-up and oversees the operation of sound, lighting, public address, and multimedia presentations for theatrical presentations, and special events such as large outdoor events, concerts, and performances.

DISTINGUISHING CHARACTERISTICS

The **Lead Theater Technician** serves as a lead and oversees the installation, set-up, and operation of sound, lighting, stage, scenery, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures, as well as meeting with department representatives to determine their technical production needs for an event, and processing contracts for payment.

The **Theater Technician** performs installation, set-up, and operation of sound, lighting, stage, scenery, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures.

The Theater Technical Director plans, coordinates, and provides technical direction at specified venues for various phases of theater productions, including set construction, lighting, props, costumes, and sound. This position also oversees and coordinates the work of front of house staff, designers, technical crews, and student workers, to ensure the proper, safe, and timely set-up of stage settings and events.

ESSENTIAL DUTIES

Organizes and coordinates the set-up, operation, and dismantling of sound, lighting, stage, scenery, and multimedia equipment at a variety of indoor and outdoor campus events, performances, and lectures.

Meets with facility users to determine selection of facilities, feasibility, and technical needs to ensure the smooth running of performances, live entertainment and special events. Conducts production meetings to discuss plans, scheduling and assignments with assigned event staff.

Communicates and coordinates environmental impact issues and safety policies including OSHA, Fire and County Health Department regulations. Notifies campus police as necessary, as well as custodial and grounds service for external rental events and filming. Assists in coordinating zero-waste policies for campus events.

Processes equipment, supplies and services contracts for payment, and maintains records.

Uses web-based software for coordination of events.

Assigns technicians to troubleshoot equipment problems; coordinates training sessions with faculty and staff.

~~Provides information to the public regarding events, and outside rentals.~~

Coordinates "front-of-house" event requirements and oversees facility rentals for filming and special events. May function as the "House Manager" for filming and events when needed.

Assigns and oversees appropriate theater/event staff in "front-of-house" operations for theaters and outdoor facilities including house managers, box office staff, ushers, concessionaires, and ticket takers.

May occasionally design plans for sound, lighting, and scenery.

Performs other related duties as requested or assigned.

~~When Assigned to Administration, performs the following additional duties~~

~~Coordinates and calendars facilities requests, work schedules and events, using web ISIS and web-based department software. Troubleshoots department web-based software issues and provides training for users. Schedules and coordinates facilities requests with department supervisors and communicates user needs to appropriate Events and RAC technical staff.~~

~~Assists the Director with preparing contracts, invoices and related paperwork.~~

~~Assists the Director with various fiscal reports.~~

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 from the Director of Facilities Programming or the Production Manager and is expected to carry them through to completion with substantial independence. Work direction may be provided by the Theater Technical Director.

Level of Supervision Exercised:

Positions provide lead direction to Theater Technicians, Theater Technical Specialists and other temporary and permanent staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Methods and techniques used in the set-up, operation and dismantling of sound, lighting, video, and other industry-standard equipment including current sound mixing consoles and lighting consoles

Operating industry-standard multi-media and audio visual equipment

Stage and theater operations

Safe work practices

Fire and safety regulations pertaining to public events

Basic recordkeeping techniques

Ability to:

Organize the set-up, operation and dismantling of lighting, sound and video equipment

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

Coordinate, organize, and implement plans for the presentation of a variety of events

Assign tasks to others

Follow and give instructions clearly

Communicate effectively, both orally and in writing

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

Stay ~~aware~~ updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree [or equivalent](#) in ~~T~~heater ~~A~~rts, ~~C~~ommunications or a related field.

Experience Requirement:

~~Five (5)~~ [Three](#) years [of](#) experience in the set-up and operations of sound, lighting and audio-visual equipment, including a minimum of six months coordinating the work of others.

Education/Experience Equivalency:

Experience and/or education of the same kind, level or 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 Work Environment:

While performing the duties of this job the employee may be required to carry, push, lift or pull up to 50 pounds, in addition [to](#) bending, stooping, kneeling, reaching, climbing, and standing. Employees work ~~outside~~[outdoors in](#) potentially ~~in~~ adverse weather conditions. Ability to differentiate pitch, tone and volume of sounds; visual acuity and color differentiation sufficient to design and focus lighting. Requires exposure to electrical parts and wiring.

CLASS DETAIL

Job Family:

[Community Outreach](#)

FLSA Status:

[Non-exempt](#)

Personnel Commission Approval Date:

[11/30/06](#)

Class History:

[Event Coordinator, Lead Events Technician](#)

Revision Date(s):

[5/19/10, 8/19/20](#)

**Santa Monica Community College District
Personnel Commission**

Lead Theater Technician

CONCEPT OF THE CLASS

Under general supervision, the position in this classification coordinates the arrangements for the technical set-up and oversees the operation of sound, lighting, public address, and multimedia presentations for theatrical presentations and special events such as large outdoor events, concerts, and performances.

DISTINGUISHING CHARACTERISTICS

The **Lead Theater Technician** serves as a lead and oversees the installation, set-up, and operation of sound, lighting, stage, scenery, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures, as well as meeting with department representatives to determine their technical production needs for an event, and processing contracts for payment.

The **Theater Technician** performs installation, set-up, and operation of sound, lighting, stage, scenery, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures.

The **Theater Technical Director** plans, coordinates, and provides technical direction at specified venues for various phases of theater productions, including set construction, lighting, props, costumes, and sound. This position also oversees and coordinates the work of front of house staff, designers, technical crews, and student workers, to ensure the proper, safe, and timely set-up of stage settings and events.

ESSENTIAL DUTIES

Organizes and coordinates the set-up, operation, and dismantling of sound, lighting, stage, scenery, and multimedia equipment at a variety of indoor and outdoor campus events, performances, and lectures.

Meets with facility users to determine selection of facilities, feasibility, and technical needs to ensure the smooth running of performances, live entertainment and special events. Conducts production meetings to discuss plans, scheduling and assignments with assigned event staff.

Communicates and coordinates environmental impact issues and safety policies including OSHA, Fire and County Health Department regulations. Notifies campus police as necessary, as well as custodial and grounds service for external rental events and filming. Assists in coordinating zero-waste policies for campus events.

Processes equipment supplies and services contracts for payment, and maintains records.

Uses web-based software for coordination of events.

Assigns technicians to troubleshoot equipment problems; coordinates training sessions with faculty and staff.

Coordinates "front-of-house" event requirements and oversees facility rentals for filming and special events. May function as the "House Manager" for filming and events when needed.

Assigns and oversees appropriate theater/event staff in "front-of-house" operations for theaters and outdoor facilities including house managers, box office staff, ushers, concessionaires, and ticket takers.

May occasionally design plans for sound, lighting, and scenery.

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 from the Director of Facilities Programming or the Production Manager and is expected to carry them through to completion with substantial independence. Work direction may be provided by the Theater Technical Director.

Level of Supervision Exercised:

Positions provide lead direction to Theater Technicians, Theater Technical Specialists and other temporary and permanent staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Methods and techniques used in the set-up, operation and dismantling of sound, lighting, video, and other industry-standard equipment including current sound mixing consoles and lighting consoles

Operating industry-standard multi-media and audio-visual equipment

Stage and theater operations

Safe work practices

Fire and safety regulations pertaining to public events

Basic recordkeeping techniques

Ability to:

Organize the set-up, operation and dismantling of lighting, sound and video equipment

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

Coordinate, organize, and implement plans for the presentation of a variety of events

Assign tasks to others

Communicate effectively, both orally and in writing

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

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent in theater arts, communications or a related field.

Experience Requirement:

Three years of experience in the set-up and operations of sound, lighting and audio-visual equipment, including a minimum of six months coordinating the work of others.

Education/Experience Equivalency:

Experience and/or education of the same kind, level or 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 Work Environment:

While performing the duties of this job the employee may be required to carry, push, lift or pull up to 50 pounds, in addition to bending, stooping, kneeling, reaching, climbing, and standing. Employees work outdoors in potentially adverse weather conditions. Ability to differentiate pitch, tone and volume of sounds; visual acuity and color differentiation sufficient to design and focus lighting. Requires exposure to electrical parts and wiring.

CLASS DETAIL

<i>Job Family:</i>	Community Outreach
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	11/30/06
<i>Class History:</i>	Event Coordinator, Lead Events Technician
<i>Revision Date(s):</i>	5/19/10, 8/19/20, 6/26/2024

Agenda Report Number	4
Subject	Retitle, Classification Description Revisions and Salary Reallocation: Stage Construction Technician to Stage Technician – Scenery (Cyclical Review)
Date	June 26, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Stage Construction Technician**.

As part of the cyclical review process, we are reviewing classifications in the Performing Arts & Events job discipline. The Stage Construction Technician constructs, operates, and maintains stage scenery, materials, and equipment for the Theatre Arts Department, Performing Arts Center and other College venues.

The Stage Construction Technician classification was established in 1986. This classification has been revised twice since its establishment. The most recent revision was approved in November 2006 as part of the Hay Study. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2023-24. Incumbents and CSEA were invited to participate in a class study orientation on November 29, 2023, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. Incumbents were asked to complete a Position Description Questionnaire by December 20, 2023.

Personnel Commission staff consulted with Robert Rudolph, Director of Facilities Programming, to discuss the classification description. In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, level of supervision, knowledge and abilities, minimum qualifications, and working conditions required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, distinguishing characteristics, essential duties, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working conditions.

The salary survey of standard benchmark agencies resulted in moderate to strong matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	TOTAL EMPLOYEE FTE
Santa Monica College	Stage Construction Technician	\$5,739	\$6,975	\$6,357	37,693	1,266
Glendale College	Performing Arts Assistant Technician	\$4,031	\$5,145	\$4,588	20,762	716
Long Beach City College	Performing Arts Production Technician	\$5,095	\$6,275	\$5,685	34,365	1,238
Los Angeles CCD	Performing Arts Technician	\$5,946	\$7,367	\$6,657	157,089	4,459
Mt. San Antonio College	Theatre Arts Technical Specialist	\$6,217	\$7,931	\$7,074	63,728	1,273
North Orange County CCD	Theater Technician	\$6,048	\$7,302	\$6,675	57,354	1,911
Riverside CCD	Theater Scenic Specialist	\$6,671	\$8,117	\$7,394	43,105	1,732
Santa Barbara City College	Theatre Stage & Props Technician	\$4,109	\$5,009	\$4,559	22,639	680
Ventura County CCD	Performing Arts Center Technician I	\$4,619	\$6,384	\$5,502	38,234	1,289
	Average	\$5,342	\$6,691	\$6,017		
	25th Percentile	\$4,492	\$5,992	\$5,273		
	50th Percentile	\$5,521	\$6,843	\$6,171		
	75th Percentile	\$6,090	\$7,508	\$6,775		
	80th Percentile	\$6,150	\$7,706	\$6,915		
	90th Percentile	\$6,353	\$7,987	\$7,170		
	SMC % RANK	53.6%	52.0%	52.7%		
	SMC Difference From AVG	6.9%	4.1%	5.4%		
	SMC Difference From MED	3.8%	1.9%	2.9%		

The current salary range for Stage Construction Technician is Range 33 on the Classified Employee Salary Schedule. In this survey, SMC is in the 53rd median percentile compared to all benchmark agencies with comparable classifications; that is, 47% of the market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that the salary for Stage Construction Technician be reallocated from Range 33 to Range 35 on the Classified Employee Salary Schedule, a 5% increase. The proposed increase would place the median salary for this classification at the 71st percentile compared to the market median. Salary reallocation is justified given that it meets the College’s goal to target

base median salary at the 70th percentile. One range lower would place the salary below the 70th percentile ranking as compared to the market median.

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

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

JOB TITLE	RANGE	MIN	M	% DIFF BETWEEN LEVELS
Director of Facilities Programming	M32	\$11,392	\$13,847	24.58%
Production Manager	M23	\$9,144	\$11,114	24.85%
Theatre Technical Director	43	\$7,324	\$8,903	10.25%
Lead Theater Technician	39	\$6,643	\$8,075	4.99%
Theatre Technical Specialist	37	\$6,327	\$7,690	5.00%
Stage Design Technician (ABOLISH)	35	\$6,026	\$7,324	0.00%
<i>Stage Technician-Scenery</i>	<i>35</i>	<i>\$6,026</i>	<i>\$7,324</i>	<i>0.00%</i>
Stage Technician-Lighting ¹	35	\$6,026	\$7,324	0.00%
Stage Technician-Sound ¹	35	\$6,026	\$7,324	0.00%
Costume Designer ¹	35	\$6,026	\$7,324	5.00%
Theater Technician	33	\$5,739	\$6,975	59.06%
Events Assistant	14	\$3,608	\$4,385	

¹Proposed salary reallocation in subsequent agenda reports.

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle, classification description revisions and salary reallocation as follows:

FROM: Range 33 – Classified Employee Salary Schedule
TO: Range 35 – Classified Employee Salary Schedule

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Stage ~~Construction~~ Technician - Scenery

CONCEPT OF THE CLASS

Under general supervision, the positions in this classification constructs, operates, and maintains stage scenery, materials, and equipment for theater productions, as well as load-ins and strikes of productions for the Theatre Arts Department, Performing Arts Center and other college venues.

DISTINGUISHING CHARACTERISTICS

The Stage Technician - Scenery constructs and maintains stage scenery, materials and properties for theater productions.

The Stage Technician - Lighting prepares, installs, operates and maintains stage lighting equipment for productions and events.

The Stage Technician - Sound operates, maintains and repairs sound and projection equipment for productions and events.

ESSENTIAL DUTIES

Sets-up, constructs, paints, operates, and maintains stage scenery, materials, and equipment.

Participates in the set-up, strike, and storage of stage scenery and properties.

Orders, stores, issues, receives, checks and inventories tools equipment, lumber, hardware, supplies, paints and related equipment.

Assigns work to students in the use, operation, and construction of the stage, and stage equipment, including rigging, stage carpentry, and set construction.

Assists in the set-up of lighting, ~~and~~ sound, and projection equipment.

Maintains a record of expenditures for all materials purchased.

Works with directors and other technical staff in the various production phases.

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 from the Director of Facilities Programming or the Production Manager, 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, but may serve in a lead capacity over other staff members.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~e~~C~~onstruction~~, and operation of stage scenery and stage equipment

~~Knowledge of p~~Principles, practices, methods, techniques, materials, and equipment utilized in stage crafts such as basic electricity, carpentry, and painting

~~Knowledge of r~~Recordkeeping and cost estimating

~~Knowledge of s~~Stage production techniques

~~Knowledge of s~~Sound and lighting techniques

Ability to:

~~e~~C~~onstruct~~, and maintain stage scenery, materials, and equipment

~~Ability to u~~Use power hand tools and repair and maintain shop equipment and tools

~~Ability to e~~Estimate material costs and maintain project records

Safely operate a personnel lift

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

Skill in the use of power hand tools

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's ~~of Art's~~ degree or equivalent with a major in theater ~~re~~ arts, and or stage design and construction, ~~including sound and lighting.~~

Experience Requirement:

~~One (+)~~ Two years of experience in stage and scenery construction in a technical theater setting.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING CONDITIONS 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.

Work Environment:

While performing the duties of this position employees must lift objects [weighing](#) up to ~~400~~-50 pounds, [and](#) use power tools. Employees are exposed to paint fumes, dust, and welding fumes and may be exposed to electrical wiring.

CLASS DETAIL

[Job Family:](#)

[Instructional Support \(Student Services Classroom\)](#)

[FLSA Status:](#)

[Non-exempt](#)

[Personnel Commission Approval Date:](#)

[7/23/86](#)

[Class History:](#)

[Technical Assistant V, Technical Assistant, Stage Construction Technician](#)

[Revision Date\(s\):](#)

[11/9/06](#)

**Santa Monica Community College District
Personnel Commission**

Stage Technician - Scenery

CONCEPT OF THE CLASS

Under general supervision, the position in this classification constructs, operates, and maintains stage scenery, materials, and equipment for theater productions, as well as load-ins and strikes of productions for the Theatre Arts Department, Performing Arts Center and other college venues.

DISTINGUISHING CHARACTERISTICS

The **Stage Technician - Scenery** constructs and maintains stage scenery, materials and properties for theater productions.

The **Stage Technician - Lighting** prepares, installs, operates and maintains stage lighting equipment for productions and events.

The **Stage Technician - Sound** operates, maintains and repairs sound and projection equipment for productions and events.

ESSENTIAL DUTIES

Sets-up, constructs, paints, operates, and maintains stage scenery, materials, and equipment.

Participates in the set-up, strike, and storage of stage scenery and properties.

Orders, stores, issues, receives, checks and inventories tools equipment, lumber, hardware, supplies, paints and related equipment.

Assigns work to students in the use, operation, and construction of the stage, and stage equipment, including rigging, stage carpentry, and set construction.

Assists in the set-up of lighting, sound, and projection equipment.

Maintains a record of expenditures for all materials purchased.

Works with directors and other technical staff in the various production phases.

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 from the Director of Facilities Programming or the Production Manager, 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, but may serve in a lead capacity over other staff members.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Construction, and operation of stage scenery and stage equipment
Principles, practices, methods, techniques, materials, and equipment utilized in stage crafts such as basic electricity, carpentry, and painting Recordkeeping and cost estimating

Stage production techniques

Sound and lighting techniques

Ability to:

Construct, and maintain stage scenery, materials, and equipment

Use power hand tools and repair and maintain shop equipment and tools

Estimate material costs and maintain project records

Safely operate a personnel lift

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent in theater arts or stage design and construction.

Experience Requirement:

Two years of experience in stage and scenery construction in a technical theater setting.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING CONDITIONS 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.

Work Environment:

While performing the duties of this position employees must lift objects weighing up to 50 pounds and use power tools. Employees are exposed to paint fumes, dust, and welding fumes and may be exposed to electrical wiring.

CLASS DETAIL

Job Family:	Instructional Support (Student Services Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	7/23/86
Class History:	Technical Assistant V, Technical Assistant, Stage Construction Technician
Revision Date(s):	11/9/06, 6/26/24

Agenda Report Number	5
Subject	Retitle, Classification Description Revisions and Salary Reallocation: Stage Construction Technician - Lighting to Stage Technician – Lighting (Cyclical Review)
Date	June 26, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Stage Construction Technician-Lighting**.

As part of the cyclical review process, we are reviewing classifications in the Performing Arts & Events job discipline. The Stage Construction Technician-Lighting performs skilled and technical duties related to the lighting needs of the Theatre Arts Department, Performing Arts Center and other venues at the College.

The Stage Construction Technician-Lighting classification was established in 2008. This classification has been revised once since its establishment. The most recent revision was approved in September 2015 to prepare for a recruitment. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2023-24. Incumbents and CSEA were invited to participate in a class study orientation on November 29, 2023, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. Incumbents were asked to complete a Position Description Questionnaire by December 20, 2023.

Personnel Commission staff consulted with Robert Rudolph, Director of Facilities Programming, to discuss the classification description. In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to the distinguishing characteristics, duties assigned, supervision, knowledge and abilities, the minimum qualifications and working conditions required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the distinguishing characteristics, essential duties, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working conditions.

The salary survey of standard benchmark agencies resulted in moderate to strong matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	TOTAL EMPLOYEE FTE
Santa Monica College	Stage Construction Technician-Lighting	\$5,739	\$6,975	\$6,357	37,693	1,266
El Camino College	Theatre Technician	\$5,465	\$7,009	\$6,237	28,607	938
Glendale College	Performing Arts Assistant Technician	\$4,031	\$5,145	\$4,588	20,762	716
Long Beach City College	Performing Arts Production Technician	\$5,095	\$6,275	\$5,685	34,365	1,238
Los Angeles CCD	Performing Arts Technician	\$5,946	\$7,367	\$6,657	157,089	4,459
Mt. San Antonio College	Theatre Arts Technical Specialist	\$6,217	\$7,931	\$7,074	63,728	1,273
North Orange County CCD	Theater Technician	\$6,048	\$7,302	\$6,675	57,354	1,911
Riverside CCD	Theater Scenic Specialist	\$6,671	\$8,117	\$7,394	43,105	1,732
Santa Barbara City College	Theatre Lighting and Sound Specialist	\$4,887	\$5,953	\$5,420	22,639	680
Ventura County CCD	Performing Arts Center Technician I	\$4,619	\$6,384	\$5,502	38,234	1,289
	Average	\$5,442	\$6,831	\$6,137		
	25th Percentile	\$4,887	\$6,275	\$5,502		
	50th Percentile	\$5,465	\$7,009	\$6,237		
	75th Percentile	\$6,048	\$7,367	\$6,675		
	80th Percentile	\$6,116	\$7,593	\$6,835		
	90th Percentile	\$6,308	\$7,968	\$7,138		
	SMC % RANK	57.1%	49.3%	53.5%		
	SMC Difference From AVG	5.2%	2.1%	3.5%		
	SMC Difference From MED	4.8%	-0.5%	1.9%		

The current salary range for Stage Construction Technician-Lighting is Range 33 on the Classified Employee Salary Schedule. In this survey, SMC is in the 54th median percentile compared to all benchmark agencies with comparable classifications; that is, 46% of the market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that the salary for Stage Construction Technician-Lighting be reallocated from Range 33 to Range 35 on the Classified Employee Salary Schedule, a 5% increase. The proposed

increase would place the median salary for this classification at the 75th percentile compared to the market median. Salary reallocation is justified given that it meets the College’s goal to target base median salary at the 70th percentile. One range lower would place the salary below the 70th percentile ranking as compared to the market median.

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Facilities Programming	M32	\$11,392	\$13,847	24.58%
Production Manager	M23	\$9,144	\$11,114	24.85%
Theatre Technical Director	43	\$7,324	\$8,903	10.25%
Lead Theater Technician	39	\$6,643	\$8,075	4.99%
Theatre Technical Specialist	37	\$6,327	\$7,690	5.00%
Stage Design Technician (ABOLISH)	35	\$6,026	\$7,324	0.00%
Stage Technician-Scenery ¹	35	\$6,026	\$7,324	0.00%
<i>Stage Technician-Lighting</i>	<i>35</i>	<i>\$6,026</i>	<i>\$7,324</i>	<i>0.00%</i>
Stage Technician-Sound ¹	35	\$6,026	\$7,324	0.00%
Costume Designer ¹	35	\$6,026	\$7,324	5.00%
Theater Technician	33	\$5,739	\$6,975	59.06%
Events Assistant	14	\$3,608	\$4,385	

¹Proposed salary reallocation in previous agenda reports.

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle, classification description revisions and salary reallocation as follows:

FROM: Range 33 – Classified Employee Salary Schedule
TO: Range 35 – Classified Employee Salary Schedule

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**
Stage ~~Construction~~-Technician - Lighting

CONCEPT OF THE CLASS

Under general supervision, the Positions in this classification performs skilled and technical duties related to the lighting needs of the Theatre Arts Department, Performing Arts Center and other college venues.

DISTINGUISHING CHARACTERISTICS

The Stage Technician - Scenery constructs and maintains stage scenery, materials and properties for theater productions.

The Stage Technician - Lighting prepares, installs, operates and maintains stage lighting equipment for productions and events.

The Stage Technician - Sound operates, maintains and repairs sound and projection equipment for productions and events.

ESSENTIAL DUTIES

Sets-up, constructs, installs, operates, and maintains the operation of stage, lighting, and projection equipment.

Participates in the set-up, and storage of stage lighting.

Maintains and repairs all electronic equipment ~~related to electric~~ and serves as the master electrician for all department productions.

Orders, stores, issues, receives, checks and inventories tools, equipment, supplies, and related equipment.

Assigns work to temporary employees and/or students in the use and operation of lighting equipment.

Maintains a record of expenditures for all materials purchased.

Works with directors and other technical staff in the various production phases.

Updates and maintains appropriate lighting documentations such as instrument schedules, channel lists, patch lists, and ~~repertoire~~ repertory light plots.

May be required to design lights for some productions.

May serve as principal lighting engineer for department performances.

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 from the Director of Facilities Programming or the Production Manager, 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, but may serve in a lead capacity over other staff members.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Knowledge of principles, practices, methods, techniques, materials, and equipment utilized in ~~basic theatrical lighting~~ electricity and lighting.

~~Recordkeeping and cost estimating.~~

~~Knowledge of stage production techniques.~~

~~Knowledge of lighting techniques.~~

~~Knowledge of construction, and operation of stage scenery and stage equipment.~~

Ability to:

~~Install and set-up stage lighting.~~

~~Ability to use power hand tools and repair and maintain shop equipment and tools.~~

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

~~Ability to estimate material costs, maintain project records, contact suppliers, and work with vendors.~~

~~Ability to work under and meet strict time deadlines.~~

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

~~Ability to design lights for the Theatre Arts Main Stage, Theatre Arts Studio Stage, the The Eli and Edythe Broad Stage, and other college performance and event venues.~~

~~Ability to work in elevated areas such as the theatre catwalk or in a lift.~~

~~Ability to safely operate a personnel lift.~~

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

~~Skill in the use of power hand tools.~~

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent ~~of Art's degree with a major in theatre arts or a related technical field~~ stage design and construction.

Experience Requirement:

~~One (1) Two~~ years of experience in the operation, use, maintenance, and repair of lighting equipment in a technical theater setting.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING CONDITIONS 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.

Work Environment:

While performing the duties of this position employees must lift objects weighing up to ~~400-50~~ pounds and use power tools. Employees are exposed to paint fumes, dust, ~~welding fumes~~ and electrical wiring.

CLASS DETAIL

Job Family:

Instructional Support (Student Services Classroom)

FLSA Status:

Non-exempt

Personnel Commission Approval Date:

7/16/08

Class History:

Stage Construction Technician - Lighting

Revision Date(s):

9/16/15

**Santa Monica Community College District
Personnel Commission
Stage Technician - Lighting**

CONCEPT OF THE CLASS

Under general supervision, the position in this classification performs skilled and technical duties related to the lighting needs of the Theatre Arts Department, Performing Arts Center and other college venues.

DISTINGUISHING CHARACTERISTICS

The **Stage Technician - Scenery** constructs and maintains stage scenery, materials and properties for theater productions.

The **Stage Technician - Lighting** prepares, installs, operates and maintains stage lighting equipment for productions and events.

The **Stage Technician - Sound** operates, maintains and repairs sound and projection equipment for productions and events.

ESSENTIAL DUTIES

Sets-up, constructs, installs, operates, and maintains the operation of stage, lighting, and projection equipment.

Participates in the set-up and storage of stage lighting.

Maintains and repairs all electronic equipment and serves as the master electrician for all department productions.

Orders, stores, issues, receives, checks and inventories tools, equipment, supplies, and related equipment.

Assigns work to temporary employees and/or students in the use and operation of lighting equipment.

Maintains a record of expenditures for all materials purchased.

Works with directors and other technical staff in the various production phases.

Updates and maintains appropriate lighting documentations such as instrument schedules, channel lists, patch lists, and repertory light plots.

May be required to design lights for some productions.

May serve as principal lighting engineer for department performances.
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 from the Director of Facilities Programming or the Production Manager, 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, but may serve in a lead capacity over other staff members.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Knowledge of principles, practices, methods, techniques, materials, and equipment utilized in theatrical lighting

Recordkeeping and cost estimating

Stage production techniques

Lighting techniques

Construction and operation of stage scenery and stage equipment

Ability to:

Install and set-up stage lighting

Use power hand tools and repair and maintain shop equipment and tools

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

Estimate material costs, maintain project records, contact suppliers, and work with vendors

Work under and meet strict time deadlines

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Design lights for the Theatre Arts Main Stage, Theatre Arts Studio Stage, The Eli and Edythe Broad Stage, and other college performance and event venues

Work in elevated areas such as the theater catwalk or in a lift

Safely operate a personnel lift

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent in theater arts or stage design and construction.

Experience Requirement:

Two years of experience in the operation, maintenance, and repair of lighting equipment in a technical theater setting.

Education/Experience Equivalency:

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

Level of Supervision Exercised

Positions in this classification do not supervise others, but may serve in a lead capacity over other staff members.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Knowledge of principles, practices, methods, techniques, materials, and equipment utilized in theatrical lighting

Recordkeeping and cost estimating

Stage production techniques

Lighting techniques

Construction and operation of stage scenery and stage equipment

Ability to:

Install and set-up stage lighting

Use power hand tools and repair and maintain shop equipment and tools

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

Estimate material costs, maintain project records, contact suppliers, and work with vendors

Work under and meet strict time deadlines

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Design lights for the Theatre Arts Main Stage, Theatre Arts Studio Stage, The Eli and Edythe Broad Stage, and other college performance and event venues

Work in elevated areas such as the theater catwalk or in a lift

Safely operate a personnel lift

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent in theater arts or stage design and construction.

Experience Requirement:

Two years of experience in the operation, maintenance, and repair of lighting equipment in a technical theater setting.

Education/Experience Equivalency:

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

Licensure and/or Certification:
None.

WORKING CONDITIONS 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.

Work Environment:

While performing the duties of this position employees must lift objects weighing up to 50 pounds and use power tools. Employees are exposed to paint fumes, dust, and electrical wiring.

CLASS DETAIL

Job Family:	Instructional Support (Student Services Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	7/16/08
Class History:	Stage Construction Technician - Lighting
Revision Date(s):	9/16/15, 6/26/24

Agenda Report Number	6
Subject	Retitle, Classification Description Revisions and Salary Reallocation: Stage Construction Technician - Sound to Stage Technician – Sound (Cyclical Review)
Date	June 26, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Stage Construction Technician-Sound**.

As part of the cyclical review process, we are reviewing classifications in the Performing Arts & Events job discipline. The Stage Construction Technician-Sound operates, maintains, adjusts and repairs sound and projection equipment for the Theatre Arts Department, the Performing Arts Center and other College venues.

The Stage Construction Technician-Sound classification was established in 2008. This classification has not been revised since its establishment. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2023-24. Incumbents and CSEA were invited to participate in a class study orientation on November 29, 2023, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. Incumbents were asked to complete a Position Description Questionnaire by December 20, 2023.

Personnel Commission staff consulted with Robert Rudolph, Director of Facilities Programming, to discuss the classification description. In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify the class concept, distinguishing characteristics, duties assigned, knowledge and abilities, minimum qualifications and working conditions required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, distinguishing characteristics, essential duties, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working conditions.

The salary survey of standard benchmark agencies resulted in moderate to strong matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	TOTAL EMPLOYEE FTE
Santa Monica College	Stage Construction Technician-Sound	\$5,739	\$6,975	\$6,357	37,693	1,266
El Camino College	Sound Technician	\$6,188	\$7,962	\$7,075	28,607	938
Glendale College	Performing Arts Assistant Technician	\$4,031	\$5,145	\$4,588	20,762	716
Long Beach City College	Performing Arts Production Technician	\$5,095	\$6,275	\$5,685	34,365	1,238
Los Angeles CCD	Performing Arts Technician	\$5,946	\$7,367	\$6,657	157,089	4,459
Mt. San Antonio College	Theatre Arts Technical Specialist	\$6,217	\$7,931	\$7,074	63,728	1,273
North Orange County CCD	Theater Technician	\$6,048	\$7,302	\$6,675	57,354	1,911
Santa Barbara City College	Theatre Lighting and Sound Specialist	\$4,887	\$5,953	\$5,420	22,639	680
Ventura County CCD	Performing Arts Center Technician I	\$4,619	\$6,384	\$5,502	38,234	1,289
	Average	\$5,379	\$6,790	\$6,084		
	25th Percentile	\$4,820	\$6,194	\$5,481		
	50th Percentile	\$5,521	\$6,843	\$6,171		
	75th Percentile	\$6,083	\$7,508	\$6,775		
	80th Percentile	\$6,132	\$7,706	\$6,915		
	90th Percentile	\$6,197	\$7,940	\$7,075		
	SMC % RANK	53.6%	52.0%	52.7%		
	SMC Difference From AVG	6.3%	2.7%	4.3%		
	SMC Difference From MED	3.8%	1.9%	2.9%		

The current salary range for Stage Construction Technician-Sound is Range 33 on the Classified Employee Salary Schedule. In this survey, SMC is in the 53rd median percentile compared to all benchmark agencies with comparable classifications; that is, 47% of the market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that the salary for Stage Construction Technician-Sound be reallocated from Range 33 to Range 35 on the Classified Employee Salary Schedule, a 5% increase. The proposed increase would place the median salary for this classification at the 71st percentile compared to

the market median. Salary reallocation is justified given that it meets the College’s goal to target base median salary at the 70th percentile. One range lower would place the salary below the 70th percentile ranking as compared to the market median.

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Facilities Programming	M32	\$11,392	\$13,847	24.58%
Production Manager	M23	\$9,144	\$11,114	24.85%
Theatre Technical Director	43	\$7,324	\$8,903	10.25%
Lead Theater Technician	39	\$6,643	\$8,075	4.99%
Theatre Technical Specialist	37	\$6,327	\$7,690	5.00%
Stage Design Technician (ABOLISH)	35	\$6,026	\$7,324	0.00%
Stage Technician-Scenery ¹	35	\$6,026	\$7,324	0.00%
Stage Technician-Lighting ¹	35	\$6,026	\$7,324	0.00%
<i>Stage Technician-Sound</i>	<i>35</i>	<i>\$6,026</i>	<i>\$7,324</i>	<i>0.00%</i>
Costume Designer ¹	35	\$6,026	\$7,324	5.00%
Theater Technician	33	\$5,739	\$6,975	59.06%
<i>Events Assistant</i>	<i>14</i>	<i>\$3,608</i>	<i>\$4,385</i>	

¹Proposed salary reallocation in previous agenda reports.

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle, classification description revisions and salary reallocation as follows:

FROM: Range 33 – Classified Employee Salary Schedule
TO: Range 35 – Classified Employee Salary Schedule

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Stage ~~Construction~~-Technician - Sound

CONCEPT OF THE CLASS

Under general supervision, the Position in this classification operates, maintains, adjusts and repairs sound and projection equipment for the Theatre Arts Department's productions, Performing Arts Center and other college venues.

DISTINGUISHING CHARACTERISTICS

The Stage Technician - Scenery constructs and maintains stage scenery, materials and properties for theater productions.

The Stage Technician - Lighting prepares, installs, operates and maintains stage lighting equipment for productions and events.

The Stage Technician - Sound operates, maintains and repairs sound and projection equipment for productions and events.

ESSENTIAL DUTIES

Sets-up, constructs, operates, and maintains ~~sound~~-equipment for all of the audio needs of the Theatre Arts Department's productions.

Participates in the set-up, and storage of sound and projection equipment.

Orders, stores, issues, receives, checks and inventories tools, equipment, supplies, and related equipment.

Repairs, adjusts and calibrates a variety of sound equipment including but not limited to: mixing consoles, speakers, amplifiers, tape recorders, mixers, microphones, and playback devices, and projectors.

Assigns work to students in the use and operation of sound equipment.

Maintains a record of expenditures for all materials purchased.

Works with directors and other technical staff in the various production phases and in planning productions.

May serve as principal audio engineer for department performances.

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 from the Director of Facilities Programming or the Production Manager, 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, but may serve in a lead capacity over other staff members.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~Construction, and operation of stage scenery and stage equipment-~~

~~Knowledge of principles, practices, methods, techniques, materials, and equipment utilized in operation, maintenance and repair of modern sound equipment-~~

~~Knowledge of networked sound equipment-~~

~~Knowledge of recordkeeping and cost estimating-~~

~~Knowledge of stage production techniques-~~

~~Knowledge of theatrical sound design techniques-~~

~~Basic knowledge of electronics and audio reinforcement techniques-~~

~~Knowledge of sound mixing and editing-~~

Ability to

~~install, set-up, repair and operate projection and sound system equipment-~~

~~Ability to correct equipment malfunctions during live performances-~~

~~Ability to align and calibrate audio equipment-~~

~~Ability to use power hand tools and repair and maintain shop equipment and tools-~~

~~Ability to estimate material costs and maintain project records-~~

~~Ability to work under and meet strict time deadlines-~~

~~Ability to design sound for Theatre Arts productions-~~

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Safely operate a personnel lift-

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

Skill in the use of power hand tools-

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent of Art's degree with a major in theatre arts or stage design and construction, including sound.

Experience Requirement:

One (1) Two years of experience in the operation, maintenance and repair of sound equipment in a technical theater setting.

Education/Experience Equivalency:

Licensure and/or Certification:

None

WORKING CONDITIONS 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.

Work Environment:

While performing the duties of this position employees must lift objects weighing up to 50 pounds and use power tools. Employees are exposed to paint fumes, dust, and welding fumes and may be exposed to electrical wiring.

CLASS DETAIL

Job Family:	Instructional Support (Student Services Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	7/16/08
Class History:	Stage Construction Technician - Sound
Revision Date(s):	

**Santa Monica Community College District
Personnel Commission**

Stage Technician - Sound

CONCEPT OF THE CLASS

Under general supervision, the position in this classification operates, maintains, adjusts and repairs sound and projection equipment for the Theatre Arts Department, Performing Arts Center and other college venues.

DISTINGUISHING CHARACTERISTICS

The **Stage Technician - Scenery** constructs and maintains stage scenery, materials and properties for theater productions.

The **Stage Technician - Lighting** prepares, installs, operates and maintains stage lighting equipment for productions and events.

The **Stage Technician - Sound** operates, maintains and repairs sound and projection equipment for productions and events.

ESSENTIAL DUTIES

Sets-up, constructs, operates, and maintains equipment for all of the audio needs of the Theatre Arts Department's productions.

Participates in the set-up and storage of sound and projection equipment.

Orders, stores, issues, receives, checks and inventories tools, equipment, supplies, and related equipment.

Repairs, adjusts and calibrates a variety of sound equipment including but not limited to: mixing consoles, speakers, amplifiers, microphones, and playback devices.

Assigns work to students in the use and operation of sound equipment.

Maintains a record of expenditures for all materials purchased.

Works with directors and other technical staff in the various production phases and in planning productions.

May serve as principal audio engineer for department performances.

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 from the Director of Facilities Programming or the Production Manager, 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, but may serve in a lead capacity over other staff members.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Construction, and operation of stage scenery and stage equipment

Principles, practices, methods, techniques, materials, and equipment utilized in operation, maintenance and repair of modern sound equipment

Networked sound equipment

Recordkeeping and cost estimating

Stage production techniques

Theatrical sound design techniques

Electronics and audio reinforcement techniques

Sound mixing and editing

Ability to

Install, set-up, repair and operate projection and sound system equipment

Correct equipment malfunctions during live performances

Align and calibrate audio equipment

Use power hand tools and repair and maintain shop equipment and tools

Estimate material costs and maintain project records

Work under and meet strict time deadlines

Design sound for Theatre Arts productions

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Safely operate a personnel lift

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent in theater arts or stage design and construction.

Experience Requirement:

Two years of experience in the operation, maintenance and repair of sound equipment in a technical theater setting.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING CONDITIONS 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.

Work Environment:

While performing the duties of this position employees must lift objects weighing up to 50 pounds and use power tools. Employees are exposed to paint fumes, dust, and welding fumes and may be exposed to electrical wiring.

CLASS DETAIL

Job Family:	Instructional Support (Student Services Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	7/16/08
Class History:	Stage Construction Technician - Sound
Revision Date(s):	6/26/24

Agenda Report Number	7
Subject	Retitle and Classification Description Revisions: Theatre Technical Specialist to Theater Technical Specialist (Cyclical Review)
Date	June 26, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Theatre Technical Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Performing Arts & Events job discipline. The Theatre Technical Specialist supports the theater technical operations in at least one of the following specialized areas on a temporary basis: sound, lighting, video/image projections, scenery, rigging, wardrobe, or front-of-house for indoor stage productions and outdoor events.

The Theatre Technical Specialist classification was established in 2008. This classification has not been revised since its establishment. There are currently no permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2023-24. CSEA was invited to participate in a class study orientation on November 29, 2023, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions.

Personnel Commission staff consulted with Robert Rudolph, Director of Facilities Programming, to discuss the classification description. In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify the class concept, distinguishing characteristics, duties assigned, supervision, knowledge and abilities, minimum qualifications and working conditions required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of

the class, distinguishing characteristics, essential duties, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working conditions.

The salary survey of standard benchmark agencies resulted in moderate to strong matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	TOTAL EMPLOYEE FTE
Santa Monica College	Theatre Technical Specialist	\$6,327	\$7,690	\$7,009	37,693	1,266
El Camino College	Theatre Technician	\$5,465	\$7,009	\$6,237	28,607	938
Glendale College	Performing Arts Assistant Technician	\$4,031	\$5,145	\$4,588	20,762	716
Long Beach City College	Performing Arts Production Technician	\$5,095	\$6,275	\$5,685	34,365	1,238
Los Angeles CCD	Performing Arts Technician	\$5,946	\$7,367	\$6,657	157,089	4,459
Mt. San Antonio College	Theatre Arts Technical Specialist	\$6,217	\$7,931	\$7,074	63,728	1,273
North Orange County CCD	Theater Technician	\$6,048	\$7,302	\$6,675	57,354	1,911
Riverside CCD	Theater Scenic Specialist	\$6,671	\$8,117	\$7,394	43,105	1,732
Santa Barbara City College	Theatre Lighting and Sound Specialist	\$4,887	\$5,953	\$5,420	22,639	680
Ventura County CCD	Performing Arts Center Technician I	\$4,619	\$6,384	\$5,502	38,234	1,289
	Average	\$5,442	\$6,831	\$6,137		
	25th Percentile	\$4,887	\$6,275	\$5,502		
	50th Percentile	\$5,465	\$7,009	\$6,237		
	75th Percentile	\$6,048	\$7,367	\$6,675		
	80th Percentile	\$6,116	\$7,593	\$6,835		
	90th Percentile	\$6,308	\$7,968	\$7,138		
	SMC % RANK	90.5%	82.1%	85.4%		
	SMC Difference From AVG	14.0%	11.2%	12.4%		
	SMC Difference From MED	13.6%	8.9%	11.0%		

The current salary range for Theatre Technical Specialist is Range 37 on the Classified Employee Salary Schedule. In this survey, SMC is in the 85th median percentile compared to all benchmark agencies with comparable classifications; that is, 15% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

Based on median percentile ranking at the 85th percentile, salary reallocation is not recommended given current salary meets the District’s goal to target the 70th percentile.

Cyclical review results have been sent to CSEA, Department Management, Business Services, Human Resources, and executive leadership.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Facilities Programming	M32	\$11,392	\$13,847	24.58%
Production Manager	M23	\$9,144	\$11,114	24.85%
Theatre Technical Director	43	\$7,324	\$8,903	10.25%
Lead Theater Technician	39	\$6,643	\$8,075	4.99%
<i>Theatre Technical Specialist</i>	<i>37</i>	<i>\$6,327</i>	<i>\$7,690</i>	<i>5.00%</i>
Stage Design Technician (ABOLISH)	35	\$6,026	\$7,324	0.00%
Stage Technician-Scenery ¹	35	\$6,026	\$7,324	0.00%
Stage Technician-Lighting ¹	35	\$6,026	\$7,324	0.00%
Stage Technician-Sound ¹	35	\$6,026	\$7,324	0.00%
Costume Designer ¹	35	\$6,026	\$7,324	5.00%
Theater Technician	33	\$5,739	\$6,975	59.06%
Events Assistant	14	\$3,608	\$4,385	

¹Proposed salary reallocation in previous agenda reports.

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle and classification description revisions.

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

~~Theatre~~-Theater Technical Specialist

CONCEPT OF THE CLASS

Under general supervision, the positions in this classification supports the theater technical operations in at least one of the following specialized areas on a temporary basis which include: audio, electrical, sound, lighting, video/image projections, scenery, and rigging, wardrobe, and/or front-of-house for indoor stage productions and outdoor events.

DISTINGUISHING CHARACTERISTICS

The Theater Technical Specialist supports the theater technical operations in one or more of the following specialized areas on a temporary basis: sound, lighting, video/projections, wardrobe, front-of-house and/or rigging for indoor stage productions and outdoor events.

The Stage Technician - Scenery constructs and maintains stage scenery, materials and properties for theater productions.

The Stage Technician - Lighting prepares, installs, operates and maintains stage lighting equipment for productions and events.

The Stage Technician - Sound operates, maintains and repairs sound and projection equipment for productions and events.

ESSENTIAL DUTIES

Prepares, modifies, interprets and implements working plans, drawings, blueprints, light plots and other written and verbal information concerning indoor stage productions and outdoor events.

Performs minor repairs and general maintenance of stage equipment; problem solves and/or trouble shoots in area(s) of specialty.

Confers with in-coming show personnel, and assists with rigging of scenery, stage lighting and/or audio equipment.

Devises safety protocols and enforces fire safety and OSHA regulations.

Specialized Area – Rigging

Performs rigging and carries out installations with chains and motors; operates and maintains existing stage counterweight system.

Specialized Area – Electrical Lighting

Implements the circuiting of lights and electric power distribution for assigned productions.

Balances the electric loads for safety.

Prepares, hangs and connects stage lighting fixtures. Programs and operates computer controlled lighting board and moving lights.

Specialized Area – Audio Sound

Patches control console based on specifications of the designer or ~~Theatre~~ Technical Director.

Performs ~~theatre~~theater and live sound reinforcement utilizing digital audio mixing equipment, digital playback, recording system, and acoustical equalization; troubleshoots digital and analog equipment, electronic and wireless interference in the audio system.

Specialized Area – Video/Projections

Patches video playback equipment including projectors, adjusts projected image(s), operates playback control systems.

Specialized Area – Wardrobe

Provides costume support during performances including steaming, ironing, repairing, and laundering.

Specialized Area – Front-of-House

Serves as house manager or box office staff for performances or events, provides work direction to staff serving as [Event Assistants](#).

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

Work Direction is received from the ~~Theatre~~ Technical Director or Lead ~~Events-Theater~~ Technician. Supervision is received from the ~~Senior Director, Governmental Relations and Institutional Communications or designee-Director of Facilities Programming or Production Manager.~~

Level of Supervision Exercised

The position in this classification does not supervise other classified positions. ~~Training or work direction may be given to Events Technicians as assigned.~~

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~p~~PPrinciples, methods, materials, and terminology used in technical ~~theatre~~theater operations.

~~Knowledge of t~~Ttechnical aspects of specialized area(s)

~~Knowledge of s~~Ssafety practices and procedures involved in ~~theatre~~theater productions, including OSHA regulations for backstage operations and fire safety rules and regulations, special effects and flame proofing certifications.

~~Knowledge of t~~Theatrical rigging system.

~~Knowledge of b~~Basic electrical theory.

~~Knowledge of p~~Projection systems used in theatrical performances and special events.

Ability to:

~~R~~ead and interpret blueprints, designs, renderings, and other drawings in order to execute stage productions.

~~Ability to c~~ommunicate effectively orally and in writing.

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

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Safely operate a personnel lift

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

~~An AA~~ssociate's ~~Arts~~ degree or equivalent in ~~Theatre/theater~~ ~~Arts~~ or a closely related field.

Experience Requirement:

~~Four (4)~~Two years of experience in the set-up and operations of theatrical systems ~~in at least one specialized area of audio, electrical and/or rigging.~~

Education/Experience Equivalency:

Experience and/or education of the same kind, level, or 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.

Environment:

Bending, stooping, kneeling, reaching, lifting, moving and carrying objects weighting up to ~~75~~50 pounds. This position both climbs and stands. Depending on area of specialty may need the ability to differentiate pitch, tone and volume of sounds; visual acuity and color differentiation sufficient to design and focus lighting; exposure to electrical parts and wiring.

CLASS DETAIL

Job Family:

Instructional Support (Student Services
Classroom)

FLSA Status:

Non-exempt

Personnel Commission Approval Date:

7/16/08

Class History:

Revision Date(s):

**Santa Monica Community College District
Personnel Commission
Theater Technical Specialist**

CONCEPT OF THE CLASS

Under general supervision, the position in this classification supports the theater technical operations in at least one of the following specialized areas on a temporary basis: sound, lighting, video/image projection, scenery, rigging, wardrobe, or front-of-house for indoor stage productions and outdoor events.

DISTINGUISHING CHARACTERISTICS

The **Theater Technical Specialist** supports the theater technical operations in one or more of the following specialized areas on a temporary basis: sound, lighting, video/projections, wardrobe, front-of-house and/or rigging for indoor stage productions and outdoor events.

The **Stage Technician - Scenery** constructs and maintains stage scenery, materials and properties for theater productions.

The **Stage Technician - Lighting** prepares, installs, operates and maintains stage lighting equipment for productions and events.

The **Stage Technician - Sound** operates, maintains and repairs sound and projection equipment for productions and events.

ESSENTIAL DUTIES

Prepares, modifies, interprets and implements working plans, drawings, blueprints, light plots and other written and verbal information concerning indoor stage productions and outdoor events.

Performs minor repairs and general maintenance of stage equipment; problem solves and/or trouble shoots in area(s) of specialty.

Confers with in-coming show personnel, and assists with rigging of scenery, stage lighting and/or audio equipment.

Devises safety protocols and enforces fire safety and OSHA regulations.

Specialized Area – Rigging

Performs rigging and carries out installations with chains and motors; operates and maintains existing stage counterweight system.

Specialized Area – Lighting

Implements the circuiting of lights and electric power distribution for assigned productions.

Balances the electric loads for safety.

Prepares, hangs and connects stage lighting fixtures. Programs and operates computer controlled lighting board and moving lights.

Specialized Area – Sound

Patches control console based on specifications of the designer or Theater Technical Director.

Performs theater and live sound reinforcement utilizing digital audio mixing equipment, digital playback, recording system, and acoustical equalization; troubleshoots digital and analog equipment, electronic and wireless interference in the audio system.

Specialized Area – Video/Projections

Patches video playback equipment including projectors, adjusts projected image(s), operates playback control systems.

Specialized Area – Wardrobe

Provides costume support during performances including steaming, ironing, repairing, and laundering.

Specialized Area – Front-of-House

Serves as house manager or box office staff for performances or events, provides work direction to staff serving as Event Assistants.

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

Work Direction is received from the Theater Technical Director or Lead Theater Technician. Supervision is received from the Director of Facilities Programming or Production Manager.

Level of Supervision Exercised

The position in this classification does not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles, methods, materials, and terminology used in technical theater operations.

Technical aspects of specialized area(s)

Safety practices and procedures involved in theater productions, including OSHA regulations for backstage operations and fire safety rules and regulations, special effects and flame proofing certifications

Theatrical rigging system.

Basic electrical theory.

Projection systems used in theatrical performances and special events.

Ability to:

Read and interpret blueprints, designs, renderings, and other drawings in order to execute stage productions.

Communicate effectively orally and in writing.

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

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Safely operate a personnel lift

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent in theater arts or a closely related field.

Experience Requirement:

Two years of experience in the set-up and operations of theatrical systems.

Education/Experience Equivalency:

Experience and/or education of the same kind, level, or 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.

Environment:

Bending, stooping, kneeling, reaching, lifting, moving and carrying objects weighting up to 50 pounds. This position both climbs and stands. Depending on area of specialty may need the ability to differentiate pitch, tone and volume of sounds; visual acuity and color differentiation sufficient to design and focus lighting; exposure to electrical parts and wiring.

CLASS DETAIL

<i>Job Family:</i>	Instructional Support (Student Services Classroom)
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	7/16/08
<i>Class History:</i>	
<i>Revision Date(s):</i>	6/26/24

Agenda Report Number	8
Subject	Classification Description Revisions: Theater Technician (Cyclical Review)
Date	June 26, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Theater Technician**.

As part of the cyclical review process, we are reviewing classifications in the Performing Arts & Events job discipline. The Theater Technician performs installation, set-up, and operation of sound, lighting, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, classroom lectures and outdoor events.

The Theater Technician classification was established in 1977. This classification has been revised five times since its establishment, recently revised August 2020 as requested by the Department to update the title. There are currently no permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2023-24. CSEA was invited to participate in a class study orientation on November 29, 2023, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions.

Personnel Commission staff consulted with Robert Rudolph, Director of Facilities Programming, to discuss the classification description. In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify the class concept, duties assigned, knowledge and abilities and the minimum qualifications required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, essential duties, KSAs (Knowledge, Skills and Abilities) and minimum qualifications.

Sufficient market data was not available to utilize percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Benchmark agencies differed in organizational structure, variability of functions and level of duties. For instance, similar functions were performed by classifications whose role was primarily focused technical support for classroom instruction, video production, sports events or conferences. Salary recommendation was based on comparison with the Stage Construction Technician group of classification descriptions.

The current salary range for Theatre Technician is Range 33 on the Classified Employee Salary Schedule.

SALARY ALLOCATION

Salary recommendation was based on comparison with the Stage Construction Technician group of classification descriptions. No change in salary is recommended to maintain the current differential between these roles, which is justified given the differences in the level of complexity.

Cyclical review results have been sent to CSEA, Department Management, Business Services, Human Resources, and executive leadership.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Facilities Programming	M32	\$11,392	\$13,847	24.58%
Production Manager	M23	\$9,144	\$11,114	24.85%
Theatre Technical Director	43	\$7,324	\$8,903	10.25%
Lead Theater Technician	39	\$6,643	\$8,075	4.99%
Theatre Technical Specialist	37	\$6,327	\$7,690	5.00%
Stage Design Technician (ABOLISH)	35	\$6,026	\$7,324	0.00%
Stage Technician-Scenery ²	35	\$6,026	\$7,324	0.00%
Stage Technician-Lighting ²	35	\$6,026	\$7,324	0.00%
Stage Technician-Sound ²	35	\$6,026	\$7,324	0.00%
Costume Designer ¹	35	\$6,026	\$7,324	5.00%
Theater Technician	33	\$5,739	\$6,975	59.06%
Events Assistant	14	\$3,608	\$4,385	

¹Proposed salary reallocation in subsequent agenda reports.

² Proposed salary reallocations in previous agenda reports.

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions.

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Theater Technician

CONCEPT OF THE CLASS

Under general supervision, the positions in this classification ~~perform~~ installation, sets-up, and ~~operates~~~~operation of~~ sound, lighting, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, classroom lectures and outdoor events.

DISTINGUISHING CHARACTERISTICS

The **Theater Technician** performs installation, set-up, and operation of sound, lighting, stage, scenery, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures.

The **Lead Theater Technician** serves as a lead and oversees the installation, set-up, and operation of sound, lighting, stage, scenery, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures, as well as meeting with department representatives to determine their technical production needs for an event, and processing contracts for payment.

ESSENTIAL DUTIES

Selects, sets-up, and operates sound, lighting, public address equipment, and multimedia presentation equipment for events and presentations in indoor and outdoor environments.

Installs, maintains, troubleshoots, and repairs, sound, lighting, public address equipment, and multimedia systems and equipment.

Fabricates, troubleshoots, and repairs electronic and electrical systems, controls, and cables.

Designs lighting, sets cues and timing for performances, following the director's concepts.

Constructs sets, properties, and stage equipment.

Updates, edits, and inputs college-wide events, and programs into campus database.

~~Creates informational and directional signs and flyers.~~

May record and edit audio for playback and archive, and digital video, and photographs for broadcast, and internet display.

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 from the Production Manager and is expected to carry them through to completion with substantial independence.

Work direction may be provided by the Theater Technical Director or a Lead Theater Technician.

Level of Supervision Exercised:

Positions in this classification do not supervise other classified positions but may provide work direction to temporary staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Stage operation, including, sound, lighting, film and data projection, multimedia equipment, and use of scenery

~~Operating~~ Industry-standard sound mixing consoles

~~Operating~~ Industry-standard lighting consoles

~~Operating~~ Industry-standard video and projection equipment

Basic electrical, electronics, and mechanical principles as they apply to stage equipment

Basic electronic repair and maintenance

Basic principles of carpentry, set construction, and painting

Safe work practices when working with electricity

Ability to:

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

Set-up and operate sound, lighting, film and data projection, and multimedia equipment

Make mechanical, electrical, and electronic repairs to a variety of equipment

Fabricate electrical and electronic devices, controls, and cables

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

Construct sets, properties, and stage equipment

~~Ability to~~ Safely operate a personnel lift

Work and meet deadlines with limited supervision

Stay ~~abreast of~~ updated on technology changes and adapt to new technologies

Communicate effectively, both orally and in writing

Role model exceptional internal and external customer service

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education:

High school graduation or equivalent. An associate's ~~Arts~~ degree or equivalent in ~~T~~heater ~~A~~rts or a closely related field preferred ~~may substitute for the experience requirement.~~

Experience Requirement:

Three ~~(3)~~ years of experience in the set-up and operation of sound, lighting, public address equipment, and multimedia equipment for events.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING CONDITIONS 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 Work Environment:

While performing the duties of this job the employee may be required to carry, push, lift, or pull up to 50 pounds, in addition to bending, stooping, kneeling, reaching, climbing, and standing. Employees work ~~outside~~outdoors in potentially ~~in~~ adverse weather conditions. Ability to differentiate pitch, tone and volume of sounds; visual acuity and color differentiation sufficient to design and focus lighting. Requires exposure to electrical parts and wiring.

CLASS DETAIL

Job Family:

Community Outreach

FLSA Status:

Non-exempt

Personnel Commission Approval Date:

1977

Class History:

Technical Assistant V, Technical Specialist,
Events Assistant

Revision Date(s):

7/23/86, 7/10/00, 11/30/06, 5/19/10, 8/19/20

**Santa Monica Community College District
Personnel Commission**

Theater Technician

CONCEPT OF THE CLASS

Under general supervision, the position in this classification installs, sets-up, and operates sound, lighting, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, classroom lectures and outdoor events.

DISTINGUISHING CHARACTERISTICS

The **Theater Technician** performs installation, set-up, and operation of sound, lighting, stage, scenery, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures.

The **Lead Theater Technician** serves as a lead and oversees the installation, set-up, and operation of sound, lighting, stage, scenery, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures, as well as meeting with department representatives to determine their technical production needs for an event, and processing contracts for payment.

ESSENTIAL DUTIES

Selects, sets-up, and operates sound, lighting, public address equipment, and multimedia presentation equipment for events and presentations in indoor and outdoor environments.

Installs, maintains, troubleshoots, and repairs sound, lighting, public address equipment, and multimedia systems and equipment.

Fabricates, troubleshoots, and repairs electronic and electrical systems, controls, and cables.

Designs lighting, sets cues and timing for performances, following the director's concepts.

Constructs sets, properties, and stage equipment.

Updates, edits, and inputs college-wide events, and programs into campus database.

May record and edit audio for playback and archive, and digital video, and photographs for broadcast, and internet display.

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 from the Production Manager and is expected to carry them through to completion with substantial independence.

Work direction may be provided by the Theater Technical Director or a Lead Theater Technician.

Level of Supervision Exercised:

Positions in this classification do not supervise other classified positions but may provide work direction to temporary staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Stage operation, including, sound, lighting, film and data projection, multimedia equipment, and use of scenery

Industry-standard sound mixing consoles

Industry-standard lighting consoles

Industry-standard video and projection equipment

Basic electrical, electronics, and mechanical principles as they apply to stage equipment

Basic electronic repair and maintenance

Basic principles of carpentry, set construction, and painting

Safe work practices when working with electricity

Ability to:

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

Set-up and operate sound, lighting, film and data projection, and multimedia equipment

Make mechanical, electrical, and electronic repairs to a variety of equipment

Fabricate electrical and electronic devices, controls, and cables

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

Construct sets, properties, and stage equipment

Safely operate a personnel lift

Work and meet deadlines with limited supervision

Stay updated on technology changes and adapt to new technologies

Communicate effectively, both orally and in writing

Role model exceptional internal and external customer service

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education:

High school graduation or equivalent. An associate's degree or equivalent in theater arts or a closely related field preferred.

Experience Requirement:

Three years of experience in the set-up and operation of sound, lighting, public address equipment, and multimedia equipment for events.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING CONDITIONS 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 Work Environment:

While performing the duties of this job the employee may be required to carry, push, lift, or pull up to 50 pounds, in addition to bending, stooping, kneeling, reaching, climbing, and standing. Employees work outdoors in potentially adverse weather conditions. Ability to differentiate pitch, tone and volume of sounds; visual acuity and color differentiation sufficient to design and focus lighting. Requires exposure to electrical parts and wiring.

CLASS DETAIL

<i>Job Family:</i>	Community Outreach
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	1977
<i>Class History:</i>	Technical Assistant V, Technical Specialist, Events Assistant
<i>Revision Date(s):</i>	7/23/86, 7/10/00, 11/30/06, 5/19/10, 8/19/20,6/26/24

Agenda Report Number	9
Subject	Classification Description Revisions and Salary Reallocation: Costume Designer (Cyclical Review)
Date	June 26, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician Amy Gurjian, Classification & Compensation Manager

BACKGROUND

Attached for your approval are the classification revisions for **Costume Designer**.

As part of the cyclical review process, we are reviewing classifications in the Performing Arts & Events job discipline. The Costume Designer researches, designs, constructs, and procures and maintains costumes for theatre and musical productions.

The Costume Designer classification was established in 1986. This classification has been revised twice since its establishment. The most recent revision was approved in November 2006 as part of the Hay Study. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2023-24. Incumbents and CSEA were invited to participate in a class study orientation on November 29, 2023, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. Incumbents were asked to complete a Position Description Questionnaire by December 20, 2023.

Personnel Commission staff consulted with Robert Rudolph, Director of Facilities Programming, to discuss the classification description. In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, level of supervision, knowledge and abilities and the minimum qualifications and working conditions required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, distinguishing characteristics, essential duties, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working conditions.

The salary survey of standard benchmark agencies resulted in moderate to strong matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	TOTAL EMPLOYEE FTE
Santa Monica College	Costume Designer	\$5,739	\$6,975	\$6,357	37,693	1,266
Contra Costa CCD	Theatrical Costume Design Specialist	\$5,189	\$6,322	\$5,756	41,364	1,437
El Camino College	Costume Technician	\$5,465	\$7,009	\$6,237	28,607	938
Long Beach City College	Performing Arts Costume Technician	\$4,843	\$5,955	\$5,399	34,365	1,238
Los Angeles CCD	Costume Maker	\$5,420	\$6,714	\$6,067	157,089	4,459
Santa Barbara City College	Costume & Make Up Specialist	\$4,766	\$5,808	\$5,287	22,639	680
State Center CCD	Costume Shop Manager	\$4,558	\$5,606	\$5,082	52,768	1,982
Ventura County CCD	Costume Designer	\$5,430	\$7,489	\$6,460	38,234	1,289
	Average	\$5,096	\$6,415	\$5,755		
	25th Percentile	\$4,804	\$5,881	\$5,343		
	50th Percentile	\$5,189	\$6,322	\$5,756		
	75th Percentile	\$5,425	\$6,862	\$6,152		
	80th Percentile	\$5,428	\$6,950	\$6,203		
	90th Percentile	\$5,444	\$7,201	\$6,326		
	SMC % RANK	100%	81.4%	92.3%		
	SMC Difference From AVG	11.2%	8.0%	9.5%		
	SMC Difference From MED	9.6%	9.4%	9.5%		

The current salary range for Costume Designer is Range 33 on the Classified Employee Salary Schedule. In this survey, SMC is in the 92nd median percentile compared to all benchmark agencies with comparable classifications; that is, 8% of the market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that the salary for Costume Designer be reallocated from Range 33 to Range 35 on the Classified Employee Salary Schedule, a 5% increase. The proposed increase would place the median salary for this classification at the 100th percentile compared to the market median. Given the similar level of work to that of the Stage Technicians, recommendation to reallocate salary for Costume Designer to Range 35 is presented to align with the Stage Technician proposed salary.

Cyclical review results have been sent for review to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

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

JOB TITLE	RANGE	MIN	M	% DIFF BETWEEN LEVELS
Director of Facilities Programming	M32	\$11,392	\$13,847	24.58%
Production Manager	M23	\$9,144	\$11,114	24.85%
Theatre Technical Director	43	\$7,324	\$8,903	10.25%
Lead Theater Technician	39	\$6,643	\$8,075	4.99%
Theatre Technical Specialist	37	\$6,327	\$7,690	5.00%
Stage Design Technician (ABOLISH)	35	\$6,026	\$7,324	0.00%
Stage Technician-Scenery	35	\$6,026	\$7,324	0.00%
Stage Technician-Lighting ¹	35	\$6,026	\$7,324	0.00%
Stage Technician-Sound ¹	35	\$6,026	\$7,324	0.00%
Costume Designer¹	35	\$6,026	\$7,324	5.00%
Theater Technician	33	\$5,739	\$6,975	59.06%
Events Assistant	14	\$3,608	\$4,385	

¹Proposed salary reallocation in previous agenda reports.

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation as follows:

FROM: Range 33 – Classified Employee Salary Schedule
TO: Range 35 – Classified Employee Salary Schedule

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Costume Designer

CONCEPT OF THE CLASS

Under general supervision, the position in this classification researches, designs, constructs, and procures and maintains costumes for theatre and musical productions.

DISTINGUISHING CHARACTERISTICS

The Costume Designer is responsible for designing, fabricating and maintaining costumes used in stage productions.

The Stage Technicians perform skilled and technical duties related to lighting, sound or stage scenery for the Theatre Arts Department, the Performing Arts Center and other College venues.

The Theater Technical Specialist supports the theater technical operations in one or more of the following specialized areas on a temporary basis: sound, lighting, video/projections, wardrobe, front-of-house and/or rigging for indoor stage productions and outdoor events.

ESSENTIAL DUTIES

Designs, constructs, and procures costumes for theatre and musical productions, taking into consideration the movement of actors, quick-change requirements, and the actors' body size and type.

Consults with instructors and technical director and show directors regarding costumes for theatre and musical productions and conducts research on historical costumes.

~~Under the guidelines of a budget, makes designs~~ Designs sketches of costumes and submits sketches ~~them~~ to the show director ~~of the production~~ for approval.

~~Measures cast members. Takes measurements of cast members for costumes, and makes~~ creates patterns, cuts fabrics, sews ~~the~~ costumes with a sewing machine, and performs alterations as needed.

~~Follows budget to purchase~~ and acquires items needed for ~~costumes and~~ constructing costumes, ~~supplies and equipment.~~

Keeps accurate records of expenditures for all materials and accessories used.

Acquires and maintains stock of costumes, supplies and equipment.

Assists students with costume construction, and maintenance ~~of costumes.~~

Organizes and oversees costume crews for the run of a production.

Organizes and oversees laundry efforts for costumes used during productions.

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 from the Director of Facilities Programming or Production Manager, 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, but may provide work direction to temporary workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~Knowledge of~~ Costume design, construction, and fitting ~~of costumes~~

~~Knowledge of~~ Best practices for adaptation-alteration of costumes for stage needs

~~Knowledge of principles~~ Principles, practices, techniques, materials, and equipment utilized in costume design and construction

~~Knowledge of~~ Project budget record-keeping and cost estimating

~~Knowledge of stage~~ Stage production techniques

~~Knowledge of a~~ Application security and privacy techniques

Ability to:

~~Ability to r~~ Research, design, and construct costumes

~~Ability to m~~ Measure, fit, and alter costumes

~~Ability to e~~ Estimate material costs and maintain project records

~~Ability to conceive establish~~ Establish cooperative working relationships with instructors, students, staff, and vendors

~~Skill in the operation of~~ Safely operate an electric sewing machine, ~~and a serging machine and a personnel lift~~

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

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's ~~of Art's D~~ degree or equivalent specializing in costume or fashion design, theater arts ~~theater Aarts, F~~ fashion Design, or a closely related field.

Experience Requirement:

One ~~(1)~~ year of experience designing and constructing costumes for ~~theatre~~ productions.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING CONDITIONS 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.

Work Environment:

While performing the duties of this position, employees in this classification must climb and lift boxes, costumes and equipment weighing up to ~~60~~50 pounds. May occasionally be exposed to shoe sprays, dyes, and paints.

CLASS DETAIL

Job Family:

[Instructional Support \(Student Services/Classroom\)](#)

FLSA Status:

[Non-exempt](#)

Personnel Commission Approval Date:

[1977](#)

Class History:

[Technical Assistant V, Technical Assistant, Costume Design Technician](#)

Revision Date(s):

[7/23/86, 11/9/06](#)

**Santa Monica Community College District
Personnel Commission**

Costume Designer

CONCEPT OF THE CLASS

Under general supervision, the position in this classification researches, designs, constructs, procures and maintains costumes for theatre and musical productions.

DISTINGUISHING CHARACTERISTICS

The **Costume Designer** is responsible for designing, fabricating and maintaining costumes used in stage productions.

The **Stage Technicians** perform skilled and technical duties related to lighting, sound or stage scenery for the Theatre Arts Department, the Performing Arts Center and other College venues.

The **Theater Technical Specialist** supports the theater technical operations in one or more of the following specialized areas on a temporary basis: sound, lighting, video/projections, wardrobe, front-of-house and/or rigging for indoor stage productions and outdoor events.

ESSENTIAL DUTIES

Designs, constructs, and procures costumes for theatre and musical productions, taking into consideration the movement of actors, quick-change requirements, and the actors' body size and type.

Consults with instructors and show directors regarding costumes for theatre and musical productions and conducts research on historical costumes.

Designs costumes and submits sketches to the show director for approval.

Takes measurements of cast members for costumes, creates patterns, cuts fabrics, sews costumes with a sewing machine, and performs alterations as needed.

Follows budget to purchase and acquire items needed for constructing costumes.

Keeps accurate records of expenditures for all materials and accessories used.

Acquires and maintains stock of costumes, supplies and equipment.

Assists students with costume construction and maintenance.

Organizes and oversees costume crews for the run of a production.

Organizes and oversees laundry efforts for costumes used during productions.

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 from the Director of Facilities Programming or Production Manager, 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, but may provide work direction to temporary workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Costume design, construction, and fitting

Best practices for alteration of costumes for stage needs

Principles, practices, techniques, materials, and equipment utilized in costume design and construction

Project budget record-keeping and cost estimating

Stage production techniques

Application security and privacy techniques

Ability to:

Research, design, and construct costumes

Measure, fit, and alter costumes

Estimate material costs and maintain project records

Establish cooperative working relationships with instructors, students, staff, and vendors

Safely operate an electric sewing machine, a serging machine and a personnel lift

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

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent specializing in costume or fashion design, theater arts, or a closely related field.

Experience Requirement:

One year of experience designing and constructing costumes for productions.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING CONDITIONS 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.

Work Environment:

While performing the duties of this position, employees in this classification must climb and lift boxes, costumes and equipment weighing up to 50 pounds. May occasionally be exposed to shoe sprays, dyes, and paints.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	1977
Class History:	Technical Assistant V, Technical Assistant, Costume Design Technician
Revision Date(s):	7/23/86, 11/9/06, 6/26/24

Agenda Report Number	10
Subject	Examination Schedule
Date	June 26, 2024
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
Disabled Student Services Assistant	Promotional and Open Competitive	3 weeks
Sign Language Interpreter III	Promotional and Open Competitive	3 weeks

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	11
Subject	Request for Working Out of Class and Internal Limited Term Assignments
Date	June 26, 2024
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).

I. Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional Assignment	Assignment Dates
Ana Gino, Student Services Assistant	International Student Services Specialist (50%)	12/1/2023 to 4/1/2024

**Unless otherwise noted, WOC assignments are paid at 100%.*

II. Substitute Assignment

Name/Permanent Class	Provisional Assignment	Assignment Dates
Aaron de la Torre, EOPS Specialist	EOPS/CARE Supervisor	7/1/2024 to 10/31/2024

**Unless otherwise noted, WOC assignments are paid at 100%.*

III. Correction to Existing Substitute Assignment

Name/Permanent Class	WOC Assignment	Dates of Substitute Assignment	Dates of Extension - *Change to Provisional WOC Status
Giselle Gradilla, Administrative Assistant II	Outreach and Recruitment Specialist	1/16/2024 to 6/11/2024	6/12/2024 to 6/30/2024

3.2.10

A. 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).

B. 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.

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out-of-class for the appropriate stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3. (above).

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

D.Adjournment

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Day	Month	Date	Year	Time	Venue
Wednesday	July	17	2024	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	August	21	2024	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	September	18	2024	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	October	16	2024	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	November	20	2024	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	December	18	2024	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	January	15	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	February	19	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	March	19	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	April	16	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	May	21	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	June	18	2025	12:00 p.m.	Board Room/Business Bldg. Room 117

As required by law, the agenda for the June 26, 2014, 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.