



**PERSONNEL COMMISSION  
REGULAR MEETING MINUTES  
Wednesday, August 17, 2022 at 12:00 p.m.**

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

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions &amp; Records: Esau Tovar African American Center: Sherri Bradford Athletics: Nichelle Monroe Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elesee Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media &amp; Design: M. Calvento Community Education: Alice Meyering Counseling Office: Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: Martha Hall EOP&amp;S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Sandra Hernandez Health Sciences: Clarenda Stephens Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: K. Garland Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach &amp; Recruitment: Will Taylor Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W&amp; ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS and MANAGERS</p> <p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Maintenance: Devin Starnes Terry Kamibayashi Operations:     Anthony Barlow     Justin Carter     Felicia Hudson     Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations &amp; Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Ciera Chilton CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: James Stevenson SMC POA President: Officer Cadena Management Association: Susan Fila</p> <p align="right">Revised 8-5-2022</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p>
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## PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees has determined in accordance with Government Code Section 54953 that as a result of the ongoing emergency that meeting in person would present imminent risks to the health and safety of the attendees at public meetings. The Zoom format used for College public meetings ensures public participation and provides an opportunity for the public to directly address the body. Members of the public have the right to request to make public comments until such time as the public comment period is over. Members of the public may address the Committee and public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting. Individuals wishing to speak or submit written comments to be read at the meeting are requested to send an email to [personnel\\_commission@smc.edu](mailto:personnel_commission@smc.edu), by no later than 11:30 a.m. on Wednesday, August 17, 2022. The email should include the following information:

**Name**

**Department (optional)**

**Topic or Agenda Item # to be addressed**

**Comments to be read (if submitting written comments)**

Instructions for Speaking to the Commission through Zoom

Speakers may address any specific agenda item, or may provide general comments during the “Public Comments” period. When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker’s Zoom Profile should match their real name to expedite this process. After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

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

- Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.
- Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.
- Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Committee, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Reference: Merit Rule 2.2.8

Government Code sections 54954.2, 54954.3, 54957.9

**PUBLIC SESSION: 12:00 p.m.**

**I. ORGANIZATIONAL FUNCTIONS**

**A. Call to Order 12:00 p.m.**

**B. Roll Call**

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

**C. Director's Report**

Recruitment

Personnel Commission brought forward the Enterprise Business Services Clerk eligibility list for approval. Director Long reported that there are currently 13 recruitments in process, and 12 more upcoming.

Classification Studies

Personnel Commission staff brought forward approval requests for revisions to classification Accounting Manager-Foundation, Laboratory Technician–Art and Lead Laboratory Technician–Art which are part of the cyclical studies, and two new classifications in preparation for opening recruitments.

Personnel Commission staff is reviewing 16 classifications as part of the cyclical studies. In addition, they are in the process of creating nine new classifications in preparation for opening recruitments, conducting six ad hoc salary studies and two position reclassification studies.

Merit Rules Advisory Committee Update

The Merit Rules Advisory Committee presented Merit Rule 13.1 for a first reading.

SMC Staff News

Director Long welcomed back Amy Gurjian, who will be continuing her role as the Classification and Compensation Manager at Santa Monica College.

**D. Public Comments (Non Actionable Comments from those in attendance)**

No Comments

- i. Recognition of Employee Longevity – August 2022

**5 YEARS**

Justin Carter, Custodial Operations Supervisor, Operations

Marc Drescher, Chief Director of Information Technology

**15 YEARS**

Fauzia Hassan, Registered Nurse-Health Services, Health Services

Denise Sturgis, Student Services Clerk, Financial Aid

**20 YEARS**

Jaime Gonzalez, Accounting Supervisor, Auxiliary Services

Jaime was recognized and congratulated by Chris Bonvenuto and Mitchell Heskell.

**30 YEARS**

Joseph Kolbly, Instructional Assistant-Math, Math

Joseph was recognized and congratulated by Wendi DeMorst.

**E. Comments from the Vice President of Human Resources**

Campus Counsel, Robert Myers spoke on behalf of Vice President Sheri Lee Lewis. He announced the repeal of the College's Mandatory Vaccination Plan by the Board of Trustees on August 16, 2022.

**F. Comments from the CSEA Chapter 36 Representative**

No Comments.

**G. Comments from the Management Association President**

No Comments.

**H. Comments from the Personnel Commission Staff**

No Comments.

**I. Comments by Personnel Commissioners**

No Comments.

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

#	Item	Page
1	FIRST READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 13: SENIORITY, LAYOFF, DISPLACEMENT AND REEMPLOYMENT MERIT RULE SECTION 13.1.1 THROUGH 13.1.4	8
2	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> <li>• FINANCIAL AID AND SCHOLARSHIPS SPECIALIST</li> <li>• GROUNDS EQUIPMENT OPERATOR</li> <li>• PROGRAM SPECIALIST</li> <li>• SIGN LANGUAGE INTERPRETER III</li> <li>• SUPPLEMENTAL INSTRUCTION COORDINATOR</li> </ul>	14
3	APPROVAL OF ADVANCED STEP PLACEMENT: INSTRUCTIONAL ASSISTANT – MATH	16
4	REQUEST FOR APPROVAL OF NEW CLASS DESCRIPTION AND SALARY ALLOCATION: <ul style="list-style-type: none"> <li>• ACCOUNTING MANAGER-FOUNDATION</li> </ul>	17
5	REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: <ul style="list-style-type: none"> <li>• LABORATORY TECHNICIAN–ART</li> </ul>	24
6	REQUEST FOR APPROVAL OF NEW CLASS DESCRIPTION AND SALARY ALLOCATION: <ul style="list-style-type: none"> <li>• LEAD LABORATORY TECHNICIAN–ART</li> </ul>	35

**III. CONSENT AGENDA** (All items will be considered and approved in one motion unless pulled by a Personnel Commissioner for discussion)

#	Item	Page
7	APPROVAL OF MINUTES: <ul style="list-style-type: none"> <li>• JULY 20, 2022 REGULAR MEETING</li> <li>• JULY 28, 2022 SPECIAL MEETING</li> </ul>	43
8	RATIFICATION OF LIMITED TERM ASSIGNMENTS	44
9	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM ASSIGNMENTS	45
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11	RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	48
12	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> <li>• ENTERPRISE BUSINESS SERVICES CLERK</li> </ul>	51
13	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> <li>• ACCOUNTING MANAGER-FOUNDATION</li> <li>• CAMPUS SAFETY OFFICER</li> <li>• COMMUNITY COLLEGE POLICE DISPATCHER</li> <li>• HUMAN RESOURCES SPECIALIST</li> </ul>	52

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	<ul style="list-style-type: none"><li>• LEAD LABORATORY TECHNICIAN - ART</li><li>• MAIL SERVICES WORKER I</li></ul>	
<b>14</b>	<b>CLASSIFICATION AND COMPENSATION STATUS REPORT</b>	<b>53</b>
<b>15</b>	<b>RECRUITMENT AND EXAMINATION STATUS REPORT</b>	<b>55</b>

**IV. ADJOURNMENT**

<b>Agenda Report No.</b>	<b>1</b>
<b>Subject</b>	<b>FIRST READING OF AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE – CHAPTER 13: SENIORITY, LAYOFF, DISPLACEMENT AND REEMPLOYMENT MERIT RULE SECTION 13.1.1 THROUGH 13.1.4 (No Action To Be Taken)</b>
<b>Date</b>	<b>August 17, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

Proposed changes to Chapter 13: Merit Rules Sections 13.1.1 through 13.1.4 are attached for a First Reading.

Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the Education Code and applicable bargaining agreements.

CHAPTER XIII

SENIORITY, LAYOFF, DISPLACEMENT AND REEMPLOYMENT

- Rule 13.1 SENIORITY PROVISIONS (EDUCATION CODE SECTION 88127)
- 13.1.1 SENIORITY DEFINED
- A. Seniority within in a classification shall be defined as the length of ~~time~~ service which a permanent classified employee has served in ~~higher initial~~ their initial classification class plus higher ~~related~~ classes.
  - B. ~~For service commencing on or continuing after July 1, 1971, length~~ Length of service shall mean all hours in paid status in the class plus higher ~~related~~ classes ~~during the regular school year, a recess period, a holiday, or an approved leave of absence with pay,~~ but shall exclude hours compensated solely on an overtime basis.
  - C. ~~For service prior to July 1, 1971, length of service shall mean years of service in the class plus higher related classes. Seniority shall be credited for each year, month and day of service regardless of the assigned hours per day or months per year as follows:~~
    - 1. ~~One year shall equal 2080 hours.~~
    - 2. ~~One month shall equal 174 hours.~~
    - 3. ~~One day shall equal eight (8) hours.~~

Section 13.1.2

13.1.2

COMPUTATION OF SENIORITY

- A. Computation of seniority in the class ~~shall~~ includes hours in paid status up to a maximum of 40 hours per week including:
1. Vacation, sick leave, military and other paid leaves.
  2. Limited-term (substitute or temporary) or provisional assignments held after gaining permanency.
  3. Additional part time hours in the employee's class.
  4. Hours which the employee has transferred from employment with the Santa Monica-Malibu Unified School District prior to separation of the classified service on July 1, 1980.
  - ~~5. Hours which the employee has transferred from permanent and continuous employment with the Santa Monica College Associated Student Body prior to July 1, 1985.~~
  56. Hours served in restricted status upon qualification of the employee as provided in Rule 3.1.7.G.
- B. Computation of seniority ~~excludes~~ shall not include:
1. Hours served or compensated for in a limited-term (substitute or temporary) or provisional assignment prior to entering into the classified service as a probationary employee.
  2. Any hours compensated solely on an overtime basis.
  3. Time in unpaid status including unpaid leave ~~and~~ docked time and any unpaid suspension. However, any unpaid period of less than one workday shall not be subtracted from the employee's seniority.



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TABLE 13-1 SENIORITY CREDIT UPON CHANGE OF CLASS

<u>RECLASS</u>		<u>SENIORITY</u>
From Abolished Class	To New Class	Keep old seniority
	Existing higher class	Start new seniority
	Existing lateral class	Keep old seniority
Existing Class (not abolished)	New class	Start new seniority
	Existing class	Start new seniority
<u>RETITLE</u>		
From Old Title abolished	To New Title established	Keep old seniority
<u>LATERAL TRANSFER</u>		
From Abolished class	To New class	Keep old seniority
	Existing class	Keep old seniority

Section 13.1.3

13.1.3

GENERAL PROVISIONS

- A. ~~Whenever a~~ tie in seniority in the class ~~exists, it shall be will be~~ broken according to the following order:
1. The employee with the longest total service in the District ~~shall be is~~ accorded the greater seniority.
  2. The employee with the greater seniority in the higher class ~~shall be is~~ accorded the greater seniority.
- B. If two (2) or more employees continue to be tied, the ~~Personnel Director of the Personnel Commission shall will~~ provide for the employees to draw lots to break the tie.
- C. When reclassification results either in the merger of two (2) or more classes into a newly created class and the abolishment of the previous class, or the separation of a class into two (2) or more newly created classes, seniority rights of regular employees who are reclassified with their positions shall be computed from the date the employee first began regular service in the former class(es).
- D. When an employee is reclassified with ~~his/her~~ their position to an already existing class, seniority ~~shall be is~~ computed from the effective date the position is reclassified.
- E. When an employee is transferred from one class to another, seniority in the new class ~~shall begins~~ on the effective date of the transfer.
- F. When a class is retitled to a newly created title and the old class title is abolished, the new class ~~shall begins~~ seniority on the date of hire in the previous class.

See Table 13-1, ~~on accompanying page.~~

13.1.4

SENIORITY LISTS

- A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Director of the Personnel Commission ~~Director~~ and certified by the Personnel Commission before it is used.
- B. When a seniority list is initially established or updated, the list shall be made available to the employee (s) for review during a five (5) working day period before it is approved.
- C. During the prescribed review period, an employee who believes that an error has ~~been made~~ occurred on in his/her their seniority computation shall notify the ~~Personnel~~ Director of the Personnel Commission, who shall review the computations together with ~~any~~ additional information provided by the employee. The ~~Personnel~~ Director of the Personnel Commission shall determine if a ~~re~~computation is appropriate and present an appropriate ~~re~~recommendation for action by the Personnel Commission.
- D. Seniority lists that are maintained will be available for inspection in the ~~Classified Personnel Department~~ Personnel Commission Office.

<b>Agenda Report No.</b>	<b>2</b>
<b>Subject</b>	<b>EXTENSION OF ELIGIBILITY LISTS:</b> <ul style="list-style-type: none"> <li>• <b>FINANCIAL AID AND SCHOLARSHIPS SPECIALIST</b></li> <li>• <b>FOUNDATIONS EQUIPMENT OPERATOR</b></li> <li>• <b>PROGRAM SPECIALIST</b></li> <li>• <b>SIGN LANGUAGE INTERPRETER III</b></li> <li>• <b>SUPPLEMENTAL INSTRUCTION COORDINATOR</b></li> </ul>
<b>Date</b>	<b>August 17, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

The Personnel Commission Office is requesting that the following eligibility list(s) be extended as indicated below:

<b>Classification</b>	<b>Original Expiration Date</b>	<b>Current Expiration Date</b>	<b>Number of Candidates on List</b>	<b>Number of Ranks on List</b>	<b>Proposed Expiration Date</b>
Financial Aid and Scholarships Specialist	5/25/2022	8/25/2022	9	5	11/25/2022
Grounds Equipment Operator	5/16/2022	8/16/2022	7	5	10/16/2022
Program Specialist (Promotional)	9/15/2022	9/15/2022	1	1	12/15/2022
Program Specialist (Open)	9/15/2022	9/15/2022	4	4	12/15/2022
Sign Language Interpreter III	8/30/2022	8/30/2022	6	4	10/30/2022
Supplemental Instruction Coordinator	2/23/2022	8/23/2022	1	1	2/23/2023

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated until the new proposed expiration dates.

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**Merit Rule 6.2.3 (C) Duration of Eligibility List**

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An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The Director shall base his/her recommendation for extension of an eligibility list on the following factors:

1. a sufficient number of available eligibles remain to fill expected future vacancies;
2. the composition of the list reflects appropriate representation of ethnic minorities, underrepresented groups, or non-traditional candidates;
3. the field of competition in the occupational area has not changed dramatically.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve extending the eligibility list(s) shown above.

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

<b>Agenda Report No.</b>	<b>3</b>
<b>Subject</b>	<b>APPROVAL OF ADVANCED STEP PLACEMENT: INSTRUCTIONAL ASSISTANT - MATH</b>
<b>Date</b>	<b>August 17, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

It is requested that the Personnel Commission approve an initial salary placement for Christina Szeibert, Instructional Assistant - Math, at **Range 23, Step E** on the Classified Salary Schedule.

The Minimum Qualifications for this position include completion of 18 semester units in college-level math, and one year of tutoring experience.

This candidate possesses two Masters degrees in a related field, three years of experience teaching math, and three years of experience working as a math tutor.

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**Merit Rule 12.2.4 B (4) Salary on Employment**

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The maximum initial salary placement is the third step on the salary schedule, unless approval for higher initial salary placement is granted by the Personnel Commission, Superintendent/President, and the appropriate appointing authority. In order to be considered for initial salary placement above Step C, candidates must have more than four (4) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in 12.2.4.B.3. must be present.

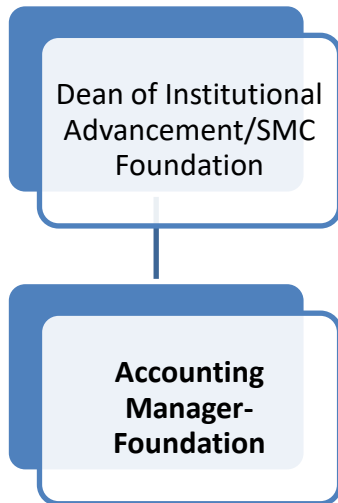
<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	Lawrence Leone
<b>Seconded by:</b>	Deborah Jansen
<b>Ayes:</b>	5
<b>Nays:</b>	0
<b>Abstentions:</b>	0
<b>Amendments/Comments</b>	

<b>Agenda Report No.</b>	<b>4</b>
<b>Subject</b>	<b>REQUEST FOR APPROVAL OF NEW CLASSIFICATION DESCRIPTION AND SALARY ALLOCATION: ACCOUNTING MANAGER-FOUNDATION</b>
<b>Date</b>	<b>August 17, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>August Faustino, Personnel Analyst</b>

**BACKGROUND**

Attached for your approval is a new class description and salary allocation for **Accounting Manager-Foundation**.

This new classification will be responsible for managing, planning and coordinating the day-to-day general accounting, accounts payable, budgeting, auditing and payroll activities of the Santa Monica College Foundation. The Accounting Manager-Foundation will report to the Dean of Institutional Advancement/SMC Foundation.



**METHODOLOGY**

Personnel Commission staff discussed this new role with Lizzy Moore, Dean, Institutional Advancement/SMC Foundation and Chris Bonvenuto, Vice President, Business/Administration. Discussions took place to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if further study was needed to determine if a formal recommendation for a new classification was warranted. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this occupational series.

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

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

## **RESULTS**

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

- Plan, organize, and manage the day-to-day accounting operations, activities, financial record-keeping, accounts payable, payroll and reporting functions for the Foundation
- Collaborate with a designated accounting firm to plan, organize, and manage the Foundation's accounting and budgeting systems
- Work with a designated investment management company and the Board of Directors to develop and maintain solid investment policies and strategies involving assets to assure continued growth and safety
- Present the annual budget and financial statements to the Foundation Board of Directors

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking. 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). As a result, salary allocation is recommended based on internal alignment within the job discipline. Foundation financial management varied considerably by level and scope of work across comparable agencies.

## **SALARY ALLOCATION**

It is recommended that the salary for the Accounting Manager-Foundation be allocated to Range M24 (\$8,250 to \$10,029 per month) on the Classified Management Salary Schedule. The goal was to recommend a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other related management classifications.

Based on job analysis findings, the existing Accounting Manager was used as an anchor in recommending salary for this role considering job factors such as knowledge required, decision making, complexity, scope and effect, nature and purpose of contacts. Both Accounting Manager classifications are Accountant managerial level roles and exercise knowledge and expertise in Generally Accepted Accounting Principles (GAAP).



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Please see comparison of roles within the SMC Foundation organization. Positions directly reporting to the Foundation are not included.

CLASS TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Dean, Institutional Advancement/ SMC Foundation	\$12,623	\$14,633	AA 8	53%
Director of Grants	\$8,250	\$10,029	M24	0%
<b>Accounting Manager-Foundation (NEW)</b>	<b>\$8,250</b>	<b>\$10,029</b>	<b>M24</b>	

Salary differences within the Accounting & Finance job discipline were also considered. Please see the below list of managerial roles within Business Administration and Fiscal Services.

CLASS TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Chief Director of Business Services	\$14,816	\$16,335	A21	47.73%
Controller	\$10,029	\$12,189	M32	0%
Director of Budget	\$10,029	\$12,189	M32	21.56%
Accounting Manager	\$8,250	\$10,029	M24	27.61%
<b>Accounting Manager-Foundation (NEW)</b>	<b>\$8,250</b>	<b>\$10,029</b>	<b>M24</b>	0%
Accounting Supervisor	\$6,465	\$7,857	M14	

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

**RECOMMENDATION**

It is recommended that the Commission approve the new class description and salary allocation for Accounting Manager-Foundation.

Disposition by the Commission	
Motion made by:	Barbara Greenstein
Seconded by:	Joy Abbott
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

**Santa Monica Community College District  
Personnel Commission**

**Accounting Manager-Foundation**

**CONCEPT OF THE CLASS**

Under the direction of the Dean of Institutional Advancement/SMC Foundation, this classification manages, plans and coordinates the day-to-day general accounting, accounts payable, budgeting, auditing and payroll activities of the Santa Monica College Foundation; performs the full-range of complex professional accounting activities for the Foundation. In addition, positions in this classification ensure timely and accurate financial reports, including the annual financial audit and adopted budget.

**DISTINGUISHING CHARACTERISTICS**

The **Accounting Manager-Foundation** manages, plans and coordinates the day-to-day general accounting, accounts payable, budgeting, auditing and payroll activities of the Santa Monica College Foundation.

The **Accounting Manager** manages and oversees the day-to-day accounting operations for the District and provides leadership and training to assigned professional staff.

**ESSENTIAL DUTIES**

Plans, organizes, and manages the day-to-day accounting operations, activities, financial record-keeping, accounts payable, payroll and reporting functions for the Foundation.

Collaborates with the accounting firm to plan, organize, and manage the Foundation's accounting and budgeting systems, prepares detailed income and expenditure budgets; presents the annual budget and financial statements to the Foundation Board of Directors.

Coordinates and supervises the monthly, quarterly, and annual year-end close processes and prepares financial statements, Foundation statistical reports and records in accordance with Generally Accepted Accounting Principles (GAAP).

Assists in the coordination and preparation of the Annual Independent Audit and responds to audit report findings, comments and recommendations as they pertain to the accounting function.

Communicates with Foundation personnel and outside agencies to provide financial analysis, answers questions, provide training, resolve discrepancies, identify potential problems, and recommends adjustments or amendments to accounts.

Communicates with Foundation personnel and outside agencies to provide financial analysis, answers questions, provide training, resolve discrepancies, identify potential problems, and recommends adjustments or amendments to accounts.

Authorizes and approves Foundation expenditures and manages contracts with outside consultants and vendors.

Works with the investment management company and the Board of Directors to develop and maintain solid investment policies and strategies involving assets to assure continued growth and safety.

Serves on the selection committee for grants and scholarships. Communicates regularly with donors to and sponsors of scholarships to make sure distribution criteria for academic and financial need is fully communicated to the Scholarship Office for recipient selection and is reviewed to assure conditions are met.

Supervises and evaluates the work of assigned staff, and directs the development of performance evaluation standards.

Oversees training, use and integration of all accounting software platforms that manage fundraising and financial activities of the Foundation.

Performs other related duties as requested or assigned.

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

## SUPERVISION

### ***Supervision Received:***

Under general supervision, the employee receives assignments from the Dean, Institutional Advancement/SMC Foundation or designated administrator and is expected to carry them through to completion with substantial independence.

### ***Supervision Exercised:***

Positions in this classification exercise general supervision over assigned staff.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Principles, practices, and procedures of accounting and financial analysis, including Generally Accepted Accounting Principles (GAAP), as they relate to 501(c)(3) accounting, auditing, and budgeting

Federal, state, local and District policies, procedures, rules, regulations, and practices related to tax reporting, grants, banking activities, and the preparation of accounting records, including accounts receivable, accounts payable and payroll

Research, statistical, and forecasting methods used in accounting analysis and management practices and procedures related to establishing internal controls

Effective supervisory techniques including successful recruitment and selection processes; appropriate work assignment, delegation and performance evaluation; relevant staff development and training; and meaningful corrective and disciplinary action

Computerized on-line programs used for accounting, auditing, fiscal controls and financial management including designated fund- and fund-raising software

### **Ability to:**

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

Analyze and interpret financial and statistical data, perform mathematical and statistical computations and prepare financial reports, statements and projections

Deliver professional and effective oral presentations of complex fiscal and budget information

Perform complex work requiring accuracy and attention to detail

Supervise assigned work functions, delegate responsibility according to staff abilities, opportunities for development and relevant rules and policies to ensure effective and timely completion of work assignments

Model professional integrity and ethics and deal quickly with breaches and misconduct

Create a positive work environment and ensure that clear, challenging, and attainable goals are set for staff and aligned with foundation objectives

Maintain an open and approachable manner and easily build rapport with others

Communicate effectively, both orally and in writing

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

Stay abreast of technology changes and adapt to new technologies

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

Work independently under pressure of recurring deadlines and meet schedules and timelines

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

<b>MINIMUM QUALIFICATIONS</b>
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***Education Requirement:***

A bachelor's degree from an accredited college or university in Accounting or a closely related field.

***Experience Requirement:***

Five (5) years of progressively responsible professional accounting experience. Lead or supervisory experience is highly desirable. Experience performing governmental or 501c3 accounting experience is highly 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:***

Certified Public Accountant (CPA) or related professional certifications are desirable.

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

***Disclosure:***

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

***Normal Office Environment:***

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee may occasionally required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

<b><i>Job Family:</i></b>	Business Administration & Fiscal Services
<b><i>FLSA Status:</i></b>	Exempt
<b><i>Personnel Commission Approval Date:</i></b>	August 17, 2022
<b><i>Class History:</i></b>	
<b><i>Revision Date(s):</i></b>	

<b>Agenda Report No.</b>	<b>5</b>
<b>Subject</b>	<b>REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: LABORATORY TECHNICIAN - ART</b>
<b>Date</b>	<b>August 17, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Jose Guzman, Personnel Analyst</b>

## **BACKGROUND**

Attached for your approval are the classification revisions and salary reallocation for **Laboratory Technician-Art**.

As part of the cyclical review process, we are reviewing classifications in the Laboratory Technician job discipline. The Laboratory Technician-Art offers laboratory support and prepares equipment and supplies for art projects within the Art Department. The Art Department of Santa Monica College offers an extensive and very well-received program in Studio Art, Art History and Design. Their primary goal is to prepare students for upper division study at a university or art school and/or to earn an Associate in Arts degree.

The Laboratory Technician-Art classification was established on August 8, 1979. This classification has been revised several times since its establishment. The most recent revision was approved in September 2008. There are currently two permanent incumbents in this classification. The proposed changes will not adversely affect the incumbents.

## **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2021-22. Incumbents from the Laboratory Technician-Art classification, as well as CSEA, were invited to participate in a class study orientation on April 19, 2021, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete Position Description Questionnaires (PDQs) by May 10, 2021.

Personnel Commission staff met with Dione Carter, Dean, Academic Affairs and Walter Meyer, Chair, Art Department, to discuss the classification description. In addition, the supervisor and chair were 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 duties assigned, knowledge and abilities required for the job, and to more accurately reflect the nature of the work environment.

Additionally, a job evaluation and an external salary study 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 essential duties and KSAs (knowledge, skills and abilities).

A comprehensive survey of comparable agencies was conducted. The salary survey of standard benchmark organizations 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	CLASS TITLE	MIN	MAX	MEDIAN*
Santa Monica College	Laboratory Technician-Art	\$4,450	\$5,409	<b>\$4,930</b>
El Camino College	Laboratory Technician I	\$4,282	\$5,477	<b>\$4,880</b>
Foothill De Anza CCD	Laboratory Technician, Sculpture	\$4,827	\$6,462	<b>\$5,644</b>
Glendale College	Ceramic/Art Lab Technician	\$4,539	\$5,793	<b>\$5,166</b>
Long Beach City College	Instructional Associate	\$4,309	\$5,299	<b>\$4,804</b>
Los Angeles CCD	Instructional Assistant, Art	\$4,392	\$5,441	<b>\$4,916</b>
Mount San Antonio College	Laboratory Technician-Arts	\$4,569	\$5,831	<b>\$5,200</b>
North Orange County CCD	Laboratory Technician	\$4,523	\$5,482	<b>\$5,003</b>
Pasadena City College	Department Laboratory Technician I –Art (Three Dimensional)	\$3,816	\$4,871	<b>\$4,343</b>
Santa Barbara City College	Laboratory Teaching Assistant (Art Option)	\$5,007	\$6,101	<b>\$5,554</b>
State Center CCD	Arts Laboratory Technician	\$4,073	\$5,010	<b>\$4,541</b>
Ventura County CCD	Instructional Lab Technician I – Ceramics	\$4,584	\$6,321	<b>\$5,453</b>
	Average	\$4,447	\$5,644	\$5,046
	25th Percentile	\$4,295	\$5,370	\$4,842
	50th Percentile	\$4,523	\$5,482	\$5,003
	75th Percentile	\$4,577	\$5,966	\$5,326
	80th Percentile	\$4,584	\$6,101	\$5,453
	90th Percentile	\$4,827	\$6,321	\$5,574
	<b>SMC % RANK</b>	<b>44%</b>	<b>28%</b>	<b>42%</b>
	SMC Differences From AVG	0.0	-0.0	-0.0
	SMC Differences From MED	-2%	-1%	-1%

*\*The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.*

The current salary range for Laboratory Technician-Art is \$4,450 to \$5,409 per month (Classified Employee Salary Schedule, Range 29). In this survey, SMC is in the 42<sup>nd</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 58% of market comparables were paid higher than the SMC classification.

**SALARY REALLOCATION**

It is recommended that the salary for Laboratory Technician-Art be reallocated from Range 29 of the Classified Employee Salary Schedule (\$4,450 to \$5,409 per month) to Range 32 (\$4,784 to \$5,815 per month), a 7.5% increase. The proposed increase would place the median salary for this classification at the 74<sup>th</sup> 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 70<sup>th</sup> percentile. One range lower would place the salary below the 70<sup>th</sup> 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 current salary allocation for each classification:

CLASS TITLE	MIN	MAX	RANGE	% DIFFERENCE
Lead Laboratory Technician-Art (New Classification)*	\$5,151	\$6,261	35	NA
Lead Laboratory Technician-Life Science	\$5,151	\$6,261	35	7.67%
Lead Laboratory Technician-Chemistry**	\$4,784	\$5,815	32	NA
Laboratory Technician-Life Science	\$4,784	\$5,815	32	NA
<b>Laboratory Technician-Art (Proposed)</b>	<b>\$4,784</b>	<b>\$5,815</b>	<b>32</b>	<b>7.5%</b>
<b>Laboratory Technician-Art (Current)</b>	<b>\$4,450</b>	<b>\$5,409</b>	<b>29</b>	<b>NA</b>
Laboratory Technician-Broadcast Digital Media**	\$4,450	\$5,409	29	NA
Laboratory Technician-Chemistry**	\$4,450	\$5,409	29	NA
Laboratory Technician-Photography**	\$4,450	\$5,409	29	NA
Laboratory Technician-Physics**	\$4,450	\$5,409	29	NA

\*See subsequent agenda items

\*\*Pending review

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for the Laboratory Technician-Art.

**FROM:           \$4,450 to \$5,409 per month    (Classified Employee Salary Range 29)**

**TO:               \$4,784 to \$5,815 per month    (Classified Employee Salary Range 32)**

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



**Santa Monica Community College District  
Personnel Commission**

**Laboratory Technician - Art**

**CONCEPT OF THE CLASS**

Under general supervision, Positions in this classification provide laboratory support, and assist instructors and students in the ~~Art labs~~laboratories, studios, ~~and~~ galleries, and creative workspaces.

**DISTINGUISHING CHARACTERISTICS**

The **Laboratory Technician-Art** provides support in the various creative workspaces and assists instructors and students using the Art Department facilities.

The **Lead Laboratory Technician-Art** serves as a lead for the Laboratory Technician-Art and is responsible for delegating and overseeing the work of the Laboratory technician-Art and student workers.

**ESSENTIAL DUTIES**

Provides technical assistance to instructors and students in the ~~Art labs~~laboratories, studios, and galleries.

Maintains ~~the stockroom~~, laboratories, studios, and galleries, ~~and stock room~~ in a clean and orderly condition.

Demonstrates proper use and care of tools, materials, equipment, chemicals, and supplies to students.

Checks-out tools, equipment and supplies to students.

Maintains ~~a variety of~~ records for inventory, purchasing, and repairs.

Researches, orders, receives, stores, and inventories art and laboratory supplies, tools, and equipment and makes recommendations regarding ~~the purchases of art and laboratory supplies~~.

Prepares tools, equipment, chemicals, and materials for use by students in the ~~labs~~laboratories, studios, and galleries.

Consults with faculty on specific needs of tools, supplies and equipment for the upcoming semester.

Assists the Gallery Director in the preparation of artwork, including lighting, construction, installation, ~~and~~ basic patching and painting.

Interviews, selects, trains, and provides work direction ~~for~~to student workers.

Inspects, cleans, adjusts, maintains, assembles, installs, and makes minor repairs on a variety of equipment.

May perform routine clerical duties related to the preparation and coordination of gallery and exhibition announcements and events.

Performs other related duties as requested or assigned.

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

## SUPERVISION

### ***Supervision Received***

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

### ***Supervision Exercised***

May provide guidance and work direction to student workers.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Principles, theories, terminology, techniques, standards, equipment, tools, materials, and supplies commonly used in printmaking, ceramics, sculpture, painting, drawing, ~~and~~ graphic arts, woodworking, and other related disciplines

~~Knowledge of c~~Contemporary arts, including related concepts and technology

~~Knowledge of l~~ighting and presentation as it relates to artwork installation

~~Knowledge of t~~Toxic chemical handling and disposing

~~Knowledge of c~~Chemical reagents and solutions

~~Knowledge of b~~asic maintenance, and repair of art and laboratory equipment

~~Knowledge of s~~afety procedures in the laboratories, studios, and galleries

~~Knowledge of i~~ventory and ordering procedures

~~Knowledge of b~~asic record keeping techniques

### **Ability to:**

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

Interpret, apply, explain practices, standards and methods in accordance with applicable laws and regulations, and District policies and procedures

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

Communicate effectively, both orally and in writing

~~s~~Safely prepare and install artwork

~~Ability to e~~Operate and explain tools, equipment, chemicals, materials and supplies

~~Ability to i~~Interpret and properly apply methods, procedures, and regulations related to safety in the ~~labs~~laboratories, studios, ~~or~~and galleries

~~Ability to m~~Measure and mix chemicals safely and properly

~~Ability to m~~Maintain tools, equipment, materials, and supplies in a clean and orderly condition

~~Ability to establish and maintain cooperative working relationships with those contacted in the course of work~~

Role model exceptional internal and external customer service

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

#### MINIMUM QUALIFICATIONS

#### ***Education Requirement:***

Successful completion of thirty (30) semester hours of college coursework in art, including printmaking, ceramics, sculpture, painting, drawing, and graphic arts.

#### ***Experience Requirement:***

One (1) year of experience working in an art studio, laboratory, or gallery, including taking inventory and ordering supplies, and receiving/reviewing art.

#### ***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~~A valid driver's license

#### 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:**

~~Positions in this classification lift objects, bend and stoop, and are exposed to chemicals, equipment, machinery, and extreme heat~~

Positions in this classification lift objects, bend and stoop and are exposed to high noise levels, chemicals, equipment, machinery, and extreme heat. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

CLASS DETAIL
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~~Job Family: Instructional Support (Student Services/Classroom)~~

~~FLSA Status: Non-Exempt~~

**Personnel Commission Approval Date: 11/09/06**

~~Class History: Laboratory Technician – Art  
 Laboratory Technician – Broadcasting  
 Laboratory Technician – Commercial Photography  
 Laboratory Technician – Art/Broadcasting/Commercial Photography – 11/09/06~~

~~Revision Date(s): Hay Study 11/09/06, 09/17/08~~

<b><u>Job Family:</u></b>	<u>Instructional Support (Student Services/Classroom)</u>
<b><u>FLSA Status:</u></b>	<u>Non-Exempt</u>
<b><u>Personnel Commission Approval Date:</u></b>	<u>11/09/06</u>
<b><u>Class History:</u></b>	<u>Laboratory Technician – Art    Laboratory Technician – Broadcasting    Laboratory Technician – Commercial Photography    Laboratory Technician –    Art/Broadcasting/Commercial Photography</u>
<b><u>Revision Date(s):</u></b>	<u>9/17/08</u>

**Santa Monica Community College District  
Personnel Commission**

**Laboratory Technician - Art**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification provide laboratory support, and assist instructors and students in the laboratories, studios, galleries, and creative workspaces.

**DISTINGUISHING CHARACTERISTICS**

The **Laboratory Technician-Art** provides support in the various creative workspaces and assists instructors and students using the Art Department facilities.

The **Lead Laboratory Technician-Art** serves as a lead for the Laboratory Technician-Art and is responsible for delegating and overseeing the work of the Laboratory technician-Art and student workers.

**ESSENTIAL DUTIES**

Provides technical assistance to instructors and students in the laboratories, studios, and galleries.

Maintains the stockroom, laboratories, studios, and galleries in a clean and orderly condition.

Demonstrates proper use and care of tools, materials, equipment, chemicals, and supplies to students.

Checks-out tools, equipment and supplies to students.

Maintains records for inventory, purchasing, and repairs.

Researches, orders, receives, stores, and inventories art and laboratory supplies, tools, and equipment and makes recommendations regarding purchases.

Prepares tools, equipment, chemicals, and materials for use by students in the laboratories, studios, and galleries.

Consults with faculty on specific needs of tools, supplies and equipment for the upcoming semester.

Assists the Gallery Director in the preparation of artwork, including lighting, construction, installation, basic patching and painting.

Interviews, selects, trains, and provides work direction to student workers.

Inspects, cleans, adjusts, maintains, assembles, installs, and makes minor repairs on a variety of equipment.

May perform routine clerical duties related to the preparation and coordination of gallery and exhibition announcements and events.

Performs other related duties as requested or assigned.

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

## SUPERVISION

### ***Supervision Received***

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

### ***Supervision Exercised***

May provide guidance and work direction to student workers.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Principles, theories, terminology, techniques, standards, equipment, tools, materials, and supplies commonly used in printmaking, ceramics, sculpture, painting, drawing, graphic arts, woodworking, and other related disciplines

Contemporary arts, including related concepts and technology

Lighting and presentation as it relates to artwork installation

Toxic chemical handling and disposing

Chemical reagents and solutions

Basic maintenance, and repair of art and laboratory equipment

Safety procedures in the laboratories, studios, and galleries

Inventory and ordering procedures

Basic record keeping techniques

### **Ability to:**

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

Interpret, apply, explain practices, standards and methods in accordance with applicable laws and regulations, and District policies and procedures

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

Communicate effectively, both orally and in writing

Safely prepare and install artwork

Operate and explain tools, equipment, chemicals, materials and supplies

Interpret and properly apply methods, procedures, and regulations related to safety in the laboratories, studios, and galleries

Measure and mix chemicals safely and properly

Maintain tools, equipment, materials, and supplies in a clean and orderly condition

Role model exceptional internal and external customer service

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

#### MINIMUM QUALIFICATIONS

#### ***Education Requirement:***

Successful completion of thirty (30) semester hours of college coursework in art, including printmaking, ceramics, sculpture, painting, drawing, and graphic arts.

#### ***Experience Requirement:***

One (1) year of experience working in an art studio, laboratory, or gallery, including taking inventory and ordering supplies, and receiving/reviewing art.

#### ***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:***

A valid driver's license

#### 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:**

Positions in this classification lift objects, bend and stoop and are exposed to high noise levels, chemicals, equipment, machinery, and extreme heat. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

CLASS DETAIL
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<b><u>Job Family:</u></b>	<u>Instructional Support (Student Services/Classroom)</u>
<b><u>FLSA Status:</u></b>	<u>Non-Exempt</u>
<b><u>Personnel Commission Approval Date:</u></b>	<u>11/09/06</u>
<b><u>Class History:</u></b>	<u>Laboratory Technician – Art      Laboratory Technician – Broadcasting      Laboratory Technician – Commercial      Photography      Laboratory Technician –      Art/Broadcasting/Commercial Photography</u>
<b><u>Revision Date(s):</u></b>	<u>9/17/08</u>

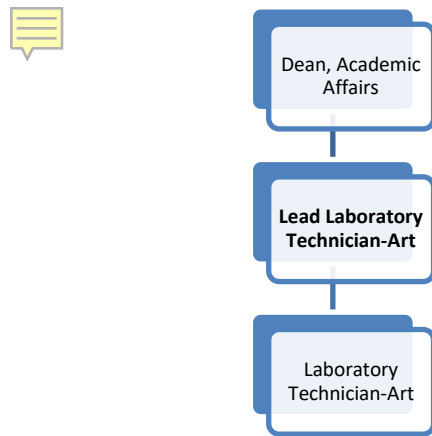


<b>Agenda Report No.</b>	<b>6</b>
<b>Subject</b>	<b>REQUEST FOR APPROVAL OF A NEW CLASSIFICATION DESCRIPTION AND SALARY ALLOCATION: LEAD LABORATORY TECHNICIAN-ART</b>
<b>Date</b>	<b>August 17, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Jose Guzman, Personnel Analyst</b>

**BACKGROUND**

Attached for your approval is a new classification description and salary allocation for **Lead Laboratory Technician-Art**.

At the request of the Art Department Management, a new classification is being recommended for the Art Department. The Lead Laboratory Technician-Art offers laboratory support and prepares equipment and supplies for projects within the Art Department. The position also provides work direction to the Laboratory Technicians in the Department and supports the day-to-day functions of Art Department laboratories. The Art Department of Santa Monica College offers an extensive and very well-received program in Studio Art, Art History and Design. Their primary goal is to prepare students for upper division study at a university or art school and/or to earn an Associate in Arts degree. The Lead Laboratory Technician will report to the Dean of Academic Affairs and collaborate with Art Department faculty.



**METHODOLOGY**

This study was requested by Dione Carter, Dean, Academic Affairs. Personnel Commission staff consulted with Dione Carter and Walter Meyer, Art Department Chair, to define and clarify the parameters of this proposed classification and to make an initial recommendation as to whether proposed job duties fit into an existing classification or if further study was needed to determine if a formal recommendation for a new classification was warranted. Following discussion and a review of related job series from other agencies, suggested duties and responsibilities identified by the Art Department, a list of job duties was finalized, along with a list of knowledge, skills and abilities (KSAs). Reporting relationships were

defined and recommendations for minimum requirements were discussed and compared with other classifications within this series.

Once the duties were finalized, the classification description was created by Personnel Commission staff and was sent for review to the Department Management, CSEA, Business Services, Human Resources and executive leadership. Additionally, a job evaluation and an external salary study 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**

Key factors in determining that a new classification should be established involved the knowledge required, degree of decision-making, complexity, scope & effect, nature & purpose of contacts, and physical demands of work. An incumbent in this position receives general supervision and spends most of their time:

- Providing work direction to lower-level staff
- Coordinating staff coverage of various laboratories/creative work spaces
- Collaborating with department staff and faculty to determine and prepare for future projects

A comprehensive survey of comparable agencies was conducted. Sufficient market data was not available to utilize the percentile ranking method of salary placement. Comparable agencies did not have an equivalent role or the closest matches only provided work direction to temporary employees. Salary allocation is recommended using internal alignment with the existing and comparable Laboratory Technician-Art classification.

## **SALARY ALLOCATION**

It is recommended that the salary for Lead Laboratory Technician-Art be allocated to Range 35 (\$5,151 to \$6,261 per month) on the Classified Employee Salary Schedule, based on internal alignment and job analysis findings.

When this role is compared to others within the job discipline, we use job factors such as knowledge required, decision making, complexity or work, scope & effect of work, nature & purpose of contacts and physical demands. As compared to the Laboratory Technician-Art classification, an incumbent in this new role is assigned higher level of responsibility and serves in a lead capacity, delegating and overseeing the laboratory technicians, maintains inventory control and records, and orders supplies and equipment in preparation for future projects.

The salary for this role is aligned with the Lead Laboratory Technician-Life Science, since both require a similar level responsibility coordinating laboratory use/coverage and work direction of laboratory technicians. The goal was to recommend a competitive salary to attract and retain qualified candidates, while ensuring that the proposed range is aligned with other related classifications. The salary proposal for this new classification has been sent for review to CSEA, Department Management, Business Services, Human Resources and executive leadership.

Santa Monica College  
 Regular Personnel Commission Meeting Minutes  
 Wednesday, August 17, 2022

See below percentage comparisons between related classifications in the Laboratory Technician series

CLASS TITLE	MIN	MAX	RANGE	% DIFFERENCE
<b>Lead Laboratory Technician-Art (Proposed)</b>	<b>\$5,151</b>	<b>\$6,261</b>	<b>35</b>	<b>NA</b>
Lead Laboratory Technician-Life Science	\$5,151	\$6,261	35	7.67%
Lead Laboratory Technician-Chemistry**	\$4,784	\$5,815	32	NA
Laboratory Technician-Life Science	\$4,784	\$5,815	32	NA
Laboratory Technician-Art *	\$4,784	\$5,815	32	7.5 %
Laboratory Technician-Broadcast Digital Media**	\$4,450	\$5,409	29	NA
Laboratory Technician-Chemistry**	\$4,450	\$5,409	29	NA
Laboratory Technician-Photography**	\$4,450	\$5,409	29	NA
Laboratory Technician-Physics**	\$4,450	\$5,409	29	NA

\* See previous Agenda Item.

\*\* Pending Review

**RECOMMENDATION**

It is recommended that the Commission approve the attached new classification description and salary allocation for Lead Laboratory Technician-Art.

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

**Santa Monica Community College District  
Personnel Commission**

**Lead Laboratory Technician - Art**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification oversee the work of the Laboratory Technician-Art positions in the Art Department and prepare physical exhibitions and creative workspaces.

**DISTINGUISHING CHARACTERISTICS**

The **Lead Laboratory Technician-Art** serves as a lead for the Laboratory Technician-Art and is responsible for delegating and overseeing the work of the Laboratory Technician-Art and student workers.

The **Laboratory Technician-Art** provides support in the various creative workspaces and assists instructors and students using the Art Department facilities.

**ESSENTIAL DUTIES**

Provides guidance and work direction to the Laboratory Technician-Art positions across studios and exhibition spaces.

Maintains laboratories, studios, galleries and stock rooms in a clean and orderly condition.

Selects, trains, schedules, prepares payroll for student workers and provides daily work direction; updates records and monitors the student worker budget for the department.

Provides technical assistance and serves as initial contact for faculty, staff, students and outside contacts.

Plans and oversees projects in consultation with the department chair and faculty.

Demonstrates proper use and care of tools, materials, equipment, chemicals and supplies to students.

In consultation with faculty and staff, prepares and outlines safety procedures to be used in the various studios and creative work spaces.

Oversees the collection and disposal of chemicals and other hazardous waste.

Oversees the preparation of requisitions for the purchase of tools, equipment, supplies and materials.

Updates records to monitor Art Department supply expenditures.

Consults with faculty on the specific need of tools, supplies and equipment for the upcoming semester and oversees ordering and receiving inventory.

Prepares tools, equipment, chemicals and materials for use by students in various studios, galleries, laboratories and maker spaces.

Checks-out tools, equipment and supplies to students enrolled in Art Department courses.

Inspects, cleans, adjusts, calibrates, maintains, assembles, installs, and performs repairs on a variety of art related equipment; maintains records of repairs.

Assists the Gallery Director in the preparation of artwork, including lighting, construction, installation, basic patching and painting.

May perform routine clerical duties related to the preparation and coordination of gallery and exhibition announcements and events.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

### ***Supervision Received***

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

### ***Supervision Exercised***

Positions in this classification do not supervise other classified staff, but may serve in a lead worker capacity, providing training and work direction to laboratory technicians, other classified employees and student workers.

#### KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Principles, theories, terminology, techniques, standards, equipment, tools, materials, and supplies commonly used in printmaking, ceramics, sculpture, painting, drawing, graphic arts, woodworking, and other related disciplines

Contemporary arts, including related concepts and technology

Lighting and presentation as it relates to artwork installation

Toxic chemical handling and disposing

Chemical reagents and solutions

Basic maintenance and repair of art and laboratory equipment

Safety procedures in the laboratories, studios and galleries

Inventory and ordering procedures

Basic record keeping techniques

## **Ability to:**

Oversee, train and provide work direction to others

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

Interpret, apply, and explain practices, standards and methods in accordance with applicable laws and regulations, and District policies and procedures

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

Communicate effectively, both orally and in writing

Safely prepare and install artwork

Operate and explain tools, equipment, chemicals, materials and supplies

Interpret and properly apply methods, procedures, and regulations related to safety in the laboratories, studios, and galleries

Measure and mix chemicals safely and properly

Maintain tools, equipment, materials, and supplies in a clean and orderly condition Role

model exceptional internal and external customer service

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

### **MINIMUM QUALIFICATIONS**

#### ***Education Requirement:***

Associate's degree of fine arts including coursework in printmaking, ceramics, sculpture, painting, drawing, and graphic arts.

#### ***Experience Requirement:***

Two (2) years of experience working in an art studio, laboratory, or gallery, including taking inventory and ordering supplies, and receiving/reviewing art.

#### ***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:***

A valid driver's license.

<b>WORKING CONDITIONS AND PHYSICAL DEMANDS</b>
--

**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:**

Positions in this classification lift objects, bend and stoop and are exposed to high noise levels, chemicals, equipment, machinery, and extreme heat. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

<b>CLASS DETAIL</b>
---------------------

<b><u>Job Family:</u></b>	<u>Instructional Support (Student Services/Classroom)</u>
<b><u>FLSA Status:</u></b>	<u>Non-Exempt</u>
<b><u>Personnel Commission Approval Date:</u></b>	August 17, 2022
<b><u>Class History:</u></b>	
<b><u>Revision Date(s):</u></b>	

**III. CONSENT AGENDA** (All items will be considered and approved in one motion unless pulled by a Personnel Commissioner for discussion)

#	Item	Page
7	APPROVAL OF MINUTES: <ul style="list-style-type: none"> <li>• JULY 20, 2022 REGULAR MEETING</li> <li>• JULY 28, 2022 SPECIAL MEETING</li> </ul>	43
8	RATIFICATION OF LIMITED TERM ASSIGNMENTS	44
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12	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> <li>• ENTERPRISE BUSINESS SERVICES CLERK</li> </ul>	51
13	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> <li>• ACCOUNTING MANAGER-FOUNDATION</li> <li>• CAMPUS SAFETY OFFICER</li> <li>• COMMUNITY COLLEGE POLICE DISPATCHER</li> <li>• HUMAN RESOURCES SPECIALIST</li> <li>• LEAD LABORATORY TECHNICIAN-ART</li> <li>• MAIL SERVICES WORKER I</li> </ul>	52
14	CLASSIFICATION AND COMPENSATION STATUS REPORT	53
15	RECRUITMENT AND EXAMINATION STATUS REPORT	55

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



Santa Monica College  
Regular Personnel Commission Meeting Agenda  
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<b>Agenda Report No.</b>	<b>7</b>
<b>Subject</b>	<b>APPROVAL OF MINUTES:</b> <ul style="list-style-type: none"><li>• <b>JULY 20, 2022 REGULAR MEETING</b></li><li>• <b>JULY 28, 2022 SPECIAL MEETING</b></li></ul>
<b>Date</b>	<b>August 17, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

1. July 20, 2022 Regular Meeting
2. July 28, 2022 Special Meeting

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<b>Agenda Report No.</b>	<b>8</b>
<b>Subject</b>	<b>RATIFICATION OF LIMITED TERM ASSIGNMENTS</b>
<b>Date</b>	<b>August 17, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>Jose Guzman, Personnel Analyst</b>

The Personnel Commission is requested to ratify the classification of the following Limited Term positions pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

<b>Position Classification</b>	<b>Department</b>	<b>Effective Dates</b>
Administrative Assistant I (1 part-time position)	Art	07/01/22-06/30/23
Administrative Assistant II (1 full-time position)	Community & Academic Relations	07/01/22-11/01/22
Enterprise Business Services Clerk (1 full-time position)	Cashier's Office	07/01/22-06/30/23
Financial Aid & Scholarship Specialist (1 full-time position)	Financial Aid	08/01/22-12/31/22
Personnel Technician (1 part-time position)	Personnel Commission	07/01/22-09/30/22
Student Services Clerk (1 full-time position)	Admissions & Records	07/01/22-11/04/22
Student Services Clerk (1 full-time position)	Financial Aid	07/01/22-06/30/23
Student Services Clerk (1 full-time position)	Financial Aid	07/01/22-12/31/22

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<b>Agenda Report No.</b>	<b>9</b>
<b>Subject</b>	<b>ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS</b>
<b>Date</b>	<b>August 17, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>Jose Guzman, Personnel Analyst</b>

The Personnel Commission is advised that the following persons have been appointed to the following Limited Term positions from certified eligibility lists pursuant to Section [7.4.3(A)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration*</b>
Elnathan, Hadass	Administrative Assistant I	Art	07/01/22-06/30/23
Marcial, Christina	Administrative Assistant II	Community & Academic Relations	07/01/22-11/01/22
Wilks, Susan	Enterprise Business Services Clerk	Cashier's Office	07/01/22-06/30/23
Adams, Raven	Financial Aid & Scholarship Specialist	Financial Aid	08/01/22-12/31/22
Britt, Julia	Personnel Technician	Personnel Commission	07/01/22-09/30/22
Fujita, Kurtis	Student Services Clerk	Admissions & Records	07/01/22-11/04/22
Ashby, Deanna	Student Services Clerk	Financial Aid	07/01/22-06/30/23
Cairo, Hazel	Student Services Clerk	Financial Aid	07/01/22-12/31/22

\*Not to exceed six (6) months or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee.

Reference Merit Rule 7.4.3 (A) – Eligibility for Appointment  
 Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

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<b>Agenda Report No.</b>	<b>10</b>
<b>Subject</b>	<b>ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS</b>
<b>Date</b>	<b>August 17, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>Jose Guzman, Personnel Analyst</b>

The Personnel Commission is advised that the following persons have been appointed to the following provisional assignments, not to exceed 90 working days pursuant to Section 7.2 of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration*</b>
Carbone, John	Accompanist-Dance	Dance	07/01/22-12/31/22
Osipova, Yelena	Accompanist-Dance	Dance	07/01/22-12/31/22
Plotkin, Alla	Accompanist-Dance	Dance	07/01/22-12/31/22
Soro, Gnenemon	Accompanist-Dance	Dance	07/01/22-12/31/22
Sow, E. Malick	Accompanist-Dance	Dance	07/01/22-12/31/22
Ter-Avanesova, Nonna	Accompanist-Dance	Dance	07/01/22-12/31/22
Morales Perez, Jazmin	Administrative Clerk	Learning Resources Center	07/01/22-10/20/22
Chanaiwa, Isom	Director of the SMC Foundation	Institutional Advancement	07/01/22-06/30/23
Leavitt, Jeffrey	Laboratory Technician-Photography	Academic Affairs	07/01/22-12/31/22
Gradilla, Giselle	Personnel Specialist	Personnel Commission	07/01/22-08/31/22
Colindres, Lara	Student Services Clerk	Outreach & Onboarding	07/01/22-06/30/23
Cruz Reyes, Cesar	Student Services Clerk	Outreach & Onboarding	07/01/22-06/30/23
Escamilla, Marcos	Student Services Clerk	Outreach & Onboarding	07/01/22-06/30/22
Hart, Rome	Student Services Clerk	Outreach & Onboarding	07/01/22-06/30/23
Orozco, Natalie	Student Services Clerk	Outreach & Onboarding	08/01/22-06/30/23
Ruiz, Freddy	Student Services Clerk	Outreach & Onboarding	07/01/22-06/30/23
Valdez, Emily	Student Services Clerk	Outreach & Onboarding	07/01/22-06/30/23

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Villaseñor, Raymond	Student Services Clerk	Outreach & Onboarding	07/01/22-06/30/23
Fraire, Josemanuel	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Campos, Yolanda	Tutoring Coordinator- Business	Learning Resources Center	07/15/22-11/30/22

\*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year

<b>Agenda Report No.</b>	<b>11</b>
<b>Subject</b>	<b>RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS</b>
<b>Date</b>	<b>August 17, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

It is recommended that the Personnel Commission approve the following working out of class and internal limited term assignment(s).

**i. Substitute Limited Term Assignment:**

<b>Name/Permanent Class</b>	<b>Limited Term Assignment*</b>	<b>Dates of Current Assignment</b>
Roger Acevedo, Grounds Worker	Receiving, Stockroom, and Delivery Worker	8/2/2022 to 12/5/2022

*\*Unless otherwise noted, WOC assignments are paid at 100%.  
 \*\*Pending PBAR approval.*

**ii. Extension to Provisional Working out of Class Assignment**

<b>Name/Permanent Class</b>	<b>Substituted Limited Term Assignment*</b>	<b>Dates of Current Assignment</b>	<b>Extended Dates</b>
Mario Samano, Skilled Maintenance Worker II	HVAC Mechanic	3/14/2022 to 7/15/2022	7/16/2022 to 8/26/2022

*\*Unless otherwise noted, WOC assignments are paid at 100%.  
 \*\*Pending PBAR approval.*

**Merit Rule 3.2.10 Working Out of Class  
 (Education Code Section 88010, 88087, 88106 - 88108)**

**3.2.10 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).

### **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.

### **Merit Rule 7.4 Limited Term (Temporary) Appointments (Education Code Section 88105)**

#### 7.4.1 LIMITED TERM POSITIONS DEFINED

Positions established to perform duties which are not expected to exceed six months in one fiscal year shall be designated as temporary limited-term positions.

Positions established to replace temporarily absent employees shall be designated as substituted limited-term positions.

#### 7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.

Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

#### 7.4.3 ELIGIBILITY FOR APPOINTMENT

Limited-term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

### **RECOMMENDATION**

It is recommended that the Personnel Commission approve the requests for working out of class and limited term assignments for the appropriate stipend as indicated under the above applicable sections of CSEA, Chapter 36, Article 11.7, and Merit Rules 3.2.10 and 7.4.



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<b>Agenda Report No.</b>	<b>12</b>
<b>Subject</b>	<b>RATIFICATION OF ELIGIBILITY LISTS:        • ENTERPRISE BUSINESS SERVICES CLERK</b>
<b>Date</b>	<b>August 17, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>Jose Guzman, Personnel Analyst</b>

<b>Class Title</b>	<b>Field of Competition</b>	<b>Promotional</b>	<b>Total On List</b>	<b>Expiration Date</b>
Enterprise Business Services Clerk	Promotional and Open Competitive	1	15	8/8/2023

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<b>Agenda Report No.</b>	<b>13</b>
<b>Subject</b>	<b>EXAMINATION SCHEDULE:</b> <ul style="list-style-type: none"> <li>• <b>ACCOUNTING MANAGER-FOUNDATION</b></li> <li>• <b>CAMPUS SAFETY OFFICER</b></li> <li>• <b>COMMUNITY COLLEGE POLICE DISPATCHER</b></li> <li>• <b>HUMAN RESOURCES SPECIALIST</b></li> <li>• <b>LEAD LABORATORY TECHNICIAN-ART</b></li> <li>• <b>MAIL SERVICES WORKER I</b></li> </ul>
<b>Date</b>	<b>August 17, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>Jose Guzman, Personnel Analyst</b>

It is recommended that the Personnel Commission approve the following Examination Schedule:

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Accounting Manager-Foundation	Merged Promotional and Open Competitive	3 weeks
Campus Safety Officer	Merged Promotional and Open Competitive	3 weeks
Community College Police Dispatcher	Merged Promotional and Open Competitive	3 weeks
Human Resources Specialist	Promotional	3 weeks
Lead Laboratory Technician-Art	Promotional and Open Competitive	3 weeks
Mail Services Worker I	Merged Promotional and Open Competitive	3 weeks

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<b>Agenda Report No.</b>	<b>14</b>
<b>Subject</b>	<b>CLASSIFICATION AND COMPENSATION STATUS REPORT</b>
<b>Date</b>	<b>August 17, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>Jose Guzman, Personnel Analyst</b>

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CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Community College Police Sergeant	JL	Ad-Hoc Salary	Multiple	NA	NA	07/05/22	Hold	
Community College Police Captain	JL	Ad-Hoc Salary	Single	NA	NA	07/05/22	Hold	
Chief of Police	JL	Ad-Hoc Salary	Single	NA	NA	07/05/22	Hold	
Enterprise Business Supervisor	OV	Ad-Hoc Salary	Single	NA	NA	06/30/22	Hold	
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Hold	
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Hold	
Laboratory Technician-Art	JG	Cyclical	Multiple	05/10/21	NA			
Lead Grounds Equipment Operator	KM	New Class	None	NA	NA			
Lead Laboratory Technician-Art	JG	New Class	None	NA	NA			
Web Content Developer	KM	Cyclical	None	NA	NA			
Career Education Specialist	OV	Cyclical	Single	12/06/21				
Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Laboratory Technician-Photography	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Physics	JG	Cyclical	Single	05/10/21				
Lead Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Program Coordinator - Community & Contract Education	OV	Cyclical	Single	12/06/21				
Program Coordinator - Emeritus	OV	Cyclical	Single	12/06/21				
Program Coordinator - Workforce & Economic Development	OV	Cyclical	Single	12/06/21				
Administrative Clerk	AF	Cyclical	Multiple	01/31/22	NA			
Administrative Assistant I	AF	Cyclical	Multiple	05/31/22	In Process			
Administrative Assistant II	AF	Cyclical	Multiple	05/31/22	In Process			
Workforce and Economic Development Project Assistant	OV	Cyclical	Multiple	12/06/21				
Platform Specialist	JL	New Class	Single	NA				
Photo Computer Lab	JL	New Class	None	NA				
Director of Events	KM	New Class	None	NA				
Accounting Manager - SMC Foundation	AF	New Class	None	NA				
Emergency Preparedness	OV	New Class	None	NA				
Events Assistant		Ad-Hoc Salary	None	NA				
Accounts Payable Supervisor	OV	Revisions & Salary	Single					
Basic Needs Specialist	OV	New Class	None					
CLASSIFICATION & COMPENSATION STATUS REPORT (On Hold)								
Assistant Director of Human Resources	JL	Cyclical	None	NA	NA	Hold		
Assistant Director of Safety & Risk Management	AF/AG	Cyclical	None	NA	NA	Hold		
Public Information Officer	KM	Cyclical	None	03/31/21	Hold			
Web Content and Social Media Manager	KM	Cyclical	Single	03/31/21	Hold			
								*Extension

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<b>Agenda Report No.</b>	<b>15</b>
<b>Subject</b>	<b>RECRUITMENT AND EXAMINATION STATUS REPORT</b>
<b>Date</b>	<b>August 17, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>Jose Guzman, Personnel Analyst</b>

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Recruitment and Examination Status Report											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & EE	Perf.	QAI	E-List	Ratf.
Accompanist-Music Performance	JG	MPO	1	6/20/2022	7/11/2022		7/28/2022				
Accountant	AF	MPO		6/30/2022	7/21/2022						
Administrative Assistant I	AF	PO									
Administrative Assistant II	AF	MPO									
Buyer II		MPO	1								
Community College Police Officer		MPO									
Community College Police Sergeant	JL	MPO	1	7/14/2022	8/12/2022						
Costume Designer	JL	MPO	Temp	5/11/2022	6/1/2022						
Custodian	KM	O		7/11/2022	7/29/2022						
Enrollment Services Specialist	OV	PO	1								
Enterprise Business Services Clerk	AF	PO	2	5/2/2022	5/20/2022	6/24-6/28			7/27/2022	8/9/2022	8/17/2022
Events Assistant	JG	O	Temp	10/20/2021	Continuous						
Human Resources Technician	CL	MPO	1	5/11/2022	6/6/2022		6/28/2022		7/21/2022	7/29/2022	7/28/2022
HVAC Mechanic	KM	PO	1	8/1/2022	8/19/2022						
Instructional Computer Lab Tech - Design & Media Tech	JL	MPO	1	6/16/2022	Continuous						
Laboratory Technician - Life Science	JG	MPO	1								
Library Assistant	OV	MPO	1	6/24/2022	7/15/2022		7/18/2022				
Mail Services Worker I		O									
Media Resources Assistant	OV	MPO	1	6/16/2022	7/8/2022	7/19 - 7/22			8/10/2022		
Personnel Specialist	JL	PO		5/2/2022	5/20/2022	6/30-7/6					
Recycling Program Specialist	KM	MPO	1								
Skilled Maintenance Worker II		MPO									
Theatre Technical Specialist	JG	O	Temp	10/15/2021	Continuous						
Tutoring Coordinator-Business	JB	MPO	1								

Items in bold are pending approval by the Personnel Commission

On Hold											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & EE	Perf.	QAI	E-List	Ratf.
Customer Service Assistant	AF	PO									
Accounting Manager	AF	MPO	1								

**IV. MEETING ADJOURNED at 12:19 p.m.**

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

<b>Day</b>	<b>Month</b>	<b>Date</b>	<b>Year</b>	<b>Time</b>	<b>Venue</b>
Wednesday	August	17	2022	12:00PM	ONLINE
Wednesday	September	21	2022	12:00PM	ONLINE
Wednesday	October	19	2022	12:00PM	ONLINE
Wednesday	November	16	2022	12:00PM	ONLINE
Wednesday	December	21	2022	12:00PM	ONLINE
Wednesday	January	18	2023	12:00PM	TBD
Wednesday	February	15	2023	12:00PM	TBD
Wednesday	March	15	2023	12:00PM	TBD
Wednesday	April	19	2023	12:00PM	TBD
Wednesday	May	17	2023	12:00PM	TBD
Wednesday	June	21	2023	12:00PM	TBD

As required by law, this agenda for the Wednesday, August 17, 2022, Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website no later than 72 hours prior to the date and time of this meeting.