

Welcome

The Personnel Commission office conducts recruitments, candidate assessments, job classification, and compensation administration for classified (non-teaching) positions in the following job disciplines:

- Accounting & Finance
- Athletics
- Bookstore
- Building Planning, Maintenance & Construction
- Business Administration
- Campus Safety
- Health Services
- Human Resources/Personnel Commission
- Informational Technology
- Institutional Research
- Instructional Assistance
- Instructional Media & Technology
- KCRW
- Library
- Payroll
- Performing Arts & Events
- Public Relations & Marketing
- Student Services
- Warehouse

Employment Opportunities	Information for Job Seekers	Our Commitment to Diversity and Equity
Helpful New Hire Information	About the Merit System	About the Personnel Commission
Information for Current Employees	Classification and Compensation	Manager's Toolkit
Contact Us		FAQ

Mission Statement and Values

Our mission is to utilize merit principles in providing quality human resources services for classified staff, in support of achieving institutional learning outcomes and business objectives which contribute to the College's vision as a leader and innovator in student learning and achievement.

Our responsibilities include:

- Recruiting, selecting and retaining the best qualified people for our college
- Advancing current employees on the basis of relative ability, knowledge, and skill
- Administering a competitive salary structure based on sound professional standards, prevailing community practices, legal requirements, and equity
- Protecting employees from arbitrary employment actions
- Fostering an environment that promotes inclusion, civility, and diversity
- Providing a voice for the interests of classified staff, classified managers, and classified administrators

We carry out our mission by:

- Maintaining the highest professional and ethical standards
- Interpreting, clarifying, applying our rules, policies and procedures fairly and consistently
- Understanding and anticipating customer needs
- Facilitating communication and fostering collaboration with all stakeholders
- Enhancing quality and efficiency of services
- Measuring outcomes
- Working as a team

Office Information

1900 Pico Boulevard
Santa Monica, CA 90405 USA
Personnel_Commission@smc.edu
310-434-4410

Hours of Operation

8 a.m. - 5 p.m., M-F

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Candidates with legally defined disabilities may request reasonable accommodation in the selection process by notifying the Personnel Commission Office.