

Santa Monica College Personnel Commission Meetings
Regular Meetings Occur Every 3rd Wednesday of the Month

Special Meetings Scheduled As Needed

Attend in Person: 1900 Pico Blvd, Business Room 117, Santa Monica Ca 90405

Attend Virtually: <https://smc-edu.zoom.us/j/84028297535?pwd=RxkYATqIVJK3Ecglaez76kVEyKbgEE.1>

Webinar ID: 840 2829 7535

Passcode:532468

Join via audio: +1 669 444 9171 US

PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

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

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

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

Exceptions:

Individuals invited by the Commission to provide routine comments or updates may exceed the standard three-minute limit. To ensure transparency and allow adequate preparation, any invited speaker wishing to give an extended presentation on a non-agenda topic should request that the item be placed on a future agenda. Otherwise, non-agendized presentations will be limited to three (3) minutes.

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

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

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

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

General Public Comments and Consent Agenda

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

Instructions for Submitting a Request to Speak at Zoom Webinar

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

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

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

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

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

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

When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker's Zoom Profile should match the name used to request to speak to expedite this process. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Instructions for Submitting Written Comments

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

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

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

DEPARTMENTS: PLEASE POST Academic Affairs: Accounts Payable: Cherry Aquino Admissions & Records: Jackson Edwards African American Center: Sherri Bradford Athletics: Hadass Elnathan Auxiliary Services: Ofelia Meza Broad Stage/Madison: Gail Johnson Bundy: Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Career Services: Cashier's Office: Veronica Romo Center for Media & Design: Angela Valentine Community & Academic Relations: Community Education: Ashley Price Counseling Office: Allison Kosich Custodian Time Clock: Anthony Williams Disabled Students Center: Denise Henninger Early Childhood Ed.: L. Manson Emeritus Department: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Gina Brunell ESL Office: Jocelyn Alex Events Office: Vinnessa Cook Faculty Association: Peter Morse Financial Aid Office: Robyn Rouzan Health Sciences: Clarendia Stephens Health Office: Nancy Alfaro Human Resources: Delia Padilla & Dawn Noguera HSS: Carolyn Baugh Institutional Research: International Education Center: Claudia Henriquez KCRW: Latino Center: Maria Martinez Maintenance/Operations: Kasey Garland Malibu: Angela Bice Math Village: Kristina Fukuda Media Center: Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Sandra Hernandez Payroll: Roy Castillo Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: W& ED/Bundy: Jennifer Landa	ADMINISTRATORS AND MANAGERS Emeritus: Noncredit Programs: Scott Silverman HR: Vina Chin Info Tech: Calvin Madlock IEC: N. Pressian Instructional Technology: Maintenance: Jose Tostado Operations: Dennis Biddle Emily Raby Robert Villanueva Jasson Baker Receiving: Lisa Davis Supplemental Instruction: SMCPA: Carolina Trejo	SUPERINTENDENT/PRESIDENT AND SENIOR STAFF Superintendent/President: Kathryn Jeffery VP Academic Affairs: Jason Beardsley VP Business/Admin: Chris Bonvenuto VP Human Resources: Tre'Shawn Hall-Baker VP Student Success: Tania Acosta Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith PUBLIC POSTING LOCATION Online: www.smc.edu EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Derek Eckstein CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Jonathan Rosas CSEA Treasurer: Dagmar Gorman CSEA Secretary: Joan Kang CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: Erin O'Neill SMC POA President: Officer Cadena Management Association: Jose J. Hernandez 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. Revised 8/14/2026
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Public Session: 4:00 p.m.

I. Organizational Functions

- A. Call to Order
- B. Roll Call

Commissioners	Present	Absent
Dr. Joseph Metoyer Jr., Chair		
Joy Abbott, Vice Chair (Remote)		
Barbara Greenstein		
Deborah Jansen		
Mina Patel		

II. AGENDA REPORTS: MAJOR ITEMS OF BUSINESS

Report Number	Subject	Page Number
1	Second Reading of Amendments to Rules and Regulations of the Classified Service-Chapter 12, Sections 12.2.13-12.5	5
2	Review of Denial to Reclassification Request: Accountant	
3	Classification Description Revisions and Salary Reallocation: Enrollment Services Specialist Cyclical Review	
4	Reconsideration of Classification Description Revisions and Salary Reallocation: Senior Enrollment Services Specialist Classification Cyclical Review	
5	Classification Description Revisions and Salary Reallocation: Academic Records Evaluator Cyclical Review	

III. CLOSED SESSION

- A. Public Comment on Closed Session Items
- B. Public Employee Appointment/Discipline/Dismissal/Release
(Government Code §54957)

IV. RECONVENE TO OPEN SESSION

V. REPORT OF CLOSED SESSION ACTION(S) TAKEN

VI. ADJOURNMENT

Agenda Report Number	1
Subject	Second Reading of Amendments to Rules and Regulations of the Classified Service-Chapter 12, Sections 12.2.13-12.5
Date	September 3, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Chapter 12: Merit Rules Sections 12.2.13 through 12.5 and are attached for a Second 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, applicable bargaining agreements and CalPERS.

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

12.2.13 SHIFT DIFFERENTIAL PAY

- A. A classified employee who is eligible for shift differential pay pursuant to this Article shall have such compensation calculated using the compounding methodology set forth in Rule 12.5.

All differentials are paid for performing services under the conditions specified in this Rule and are not based solely on classification, assignment title, or employer convenience.

Except as expressly provided in this Article, only one (1) shift-related differential shall be applied to the same hours worked.

Where specifically authorized, certain differentials may be paid concurrently as defined below. All differentials under the Rule shall:

- Be paid as a percentage of the employee's base salary;
- Be earned and paid each pay period;
- Be assigned on a routine and consistent basis; and
- Be non-discretionary when eligibility criteria are met.

1. Swing Shift Differential (NS1) – A classified employee who is routinely and consistently scheduled to work four (4) or more hours of service either prior to 8:00 a.m. or four (4) or more hours of service after 5:00 p.m. shall receive a swing shift differential of five percent (5%) of the employee's base salary for all paid hours in the pay period.

2. Night Shift Differential (NS2) – A classified employee who is routinely and consistently scheduled to work four (4) or more hours of service between 12:00 midnight and 7:00 a.m. shall receive a night shift differential of ten percent (10%) of the employee's base salary for all paid hours in the pay period.

3. Split-Shift Differential – A classified employee who is routinely and consistently assigned a work schedule that includes one or more unpaid, non-working periods exceeding a total of three (3) hours within a workday shall receive a split-shift differential of five percent (5%) of the employee's base salary. The split-shift differential shall be mutually exclusive and shall not be paid concurrently with the swing shift differential (12.2.13.1) or night shift differential (12.2.13.2).

4. Rotating Shift Differential – Classified employees who are routinely and consistently assigned a rotating shift schedule shall receive a pay differential of five percent (5%) of the employee's base salary. Such classified employees may have their work schedule cycled through different shifts (like day, swing, night, weekend) or varying workdays/hours on a set, repeating pattern, instead of having a fixed schedule depending on the needs of the department.

~~Variable Hours Assignment Differential – Classified employees assigned to a variable hours schedule shall receive a pay differential of five percent (5%) of the employee's base salary. Such classified employees may have their work schedule modified at any time depending on the needs of the department. A variable hours assignment is determined by the overall nature and function of the position and is dependent upon conditions that by nature change on a regular basis. This differential is not considered special compensation reportable to the retirement systems (CalPERS or CalSTRS).~~

5. Weekend Shift Differential – When the District establishes a workweek that includes Saturday and/or Sunday as part of a classified employee's assigned work schedule, the employee shall receive a weekend differential of five percent (5%) of the employee's base salary. The weekend differential is based on assignment to a workweek that includes Saturday and/or Sunday and constitutes a separate and distinct working condition from time-of-day differentials.

This differential:

- Shall be paid for all paid hours in the pay period when assigned to such a schedule.
- Shall be paid in addition to swing (12.2.13. ~~4A.1~~) or night 12.2.13.A.2) differentials.
- Shall apply when a shift begins on Saturday or Sunday.
- Shall apply when a Friday shift extends more than four (4) hours into Saturday.

6. A classified employee who is regularly assigned to a qualifying swing shift or night shift and is temporarily reassigned due to operational necessity to a day shift shall continue to receive the swing or night shift differential

for up to twenty (20) working days provided the reassignment is temporary and the employee is expected to return to the qualifying assignment. This provision applies only where the employee's regular assignment meets the requirements of Rule 12.2.13.A.1 and 12.2.13.A.2. It is intended to maintain compensation continuity during the short-term reassignments and shall not apply to indefinite reassignments. Beginning on the Twenty-first (21st) working day, the employee shall be compensated based on the applicable day shift rate without the NS1 or NS2 differential.

Shift differential pay shall be applicable to employees serving in regular positions, as follows:

1. ~~Evening shift employees (NS1) who are permanently assigned to a shift requiring four (4) or more hours after 5:00 p.m. shall be paid a differential of two (2) ranges (approximately 5%) over the regular rate for daytime employees in the same class.~~
 2. ~~Night shift employees (NS2) who are permanently assigned to a shift requiring four (4) or more hours between 12:00 midnight and 7:00 a.m. shall be paid a differential of four (4) ranges (approximately 10%) over the regular rate for daytime employees in the same class.~~
 3. ~~Employees who are permanently assigned to a split-shift schedule which requires one or more unpaid periods exceeding a total of three (3) hours per day shall be paid a differential of two (2) ranges (approximately 5%) over the regular rate for regular employees in the same class.~~
 4. ~~Employees who are permanently assigned to a variable hours schedule shall be paid a differential of two (2) ranges (approximately 5%) over the rate for regular employees in the same class.~~
 5. ~~Employees who are permanently assigned to a regular 40-hour workweek consisting of a work schedule other than Monday through Friday which requires a Saturday or Sunday shift shall be paid a differential of two (2) ranges (approximately 5%) over the rate for regular employees in the same class.~~
- B. ~~Employees who are assigned to evening and nightshift work on a continuous basis and are ordered to temporary daytime work, shall continue to receive~~

~~their regular pay. However, on the 21st day the employee's pay shall be adjusted to the daytime schedule.~~

- ~~EB.~~ Assignments to positions for which differential compensation is designated, other than temporary assignments (20 working days or less), shall be made on the basis of seniority, as specified in Merit Rule 6.3.15 A.
- ~~BC.~~ To be eligible for shift differential pay, an employee shall serve more than two (2) evening, night, or split shifts per week. An employee shall be eligible to be paid for no more than one (1) shift differential under this rule. Where more than one shift differential can apply, the employee shall be paid at the higher differential rate.
- D. Employees who have an alternative work week or ~~variable hours~~ rotating shift shall receive a copy of their scheduled holiday observances at least 15 days prior to the start of the week in which the holiday occurs.

12.2.14 LONGEVITY PAY

~~Each regular classified employee shall receive a salary increment in addition to their regular salary in recognition of completion of satisfactory and continuous service to the District. The increment shall be equal to a two range increase (approximately 5%) after completion of:~~

- ~~1. Five years~~
- ~~2. Ten years~~
- ~~3. Fifteen years~~
- ~~4. Twenty years~~
- ~~5. Twenty-five years~~
- ~~6. Thirty years~~
- 1.7. Thirty-five years
- 2.8. Forty Years

A. General Provisions

Longevity pay shall be awarded to classified employees based on total continuous service with the District and shall be:

- Non-discretionary

- Uniformly applied
- Earned upon meeting service thresholds
- Paid each pay period

B. Longevity Schedule

Longevity pay shall be calculated using the compounding methodology set forth in Rule 12.5.

Years of Continuous Service	Increase	Effective
<u>5 years</u>	<u>5%</u>	<u>Beginning of 6th year</u>
<u>10 years</u>	<u>5%</u>	<u>Beginning of 11th year</u>
<u>15 years</u>	<u>5%</u>	<u>Beginning of 16th year</u>
<u>20 years</u>	<u>5%</u>	<u>Beginning of 21st year</u>
<u>25 years</u>	<u>5%</u>	<u>Beginning of 26th year</u>
<u>30 years</u>	<u>5%</u>	<u>Beginning of 31st year</u>
<u>35 years</u>	<u>5%</u>	<u>Beginning of 36th year</u>
<u>40 years</u>	<u>5%</u>	<u>Beginning of 41st year</u>

Each increment shall be applied as a pay differential of the employee's base salary and compounded in accordance with Rule 12.5.

12.5 COMPOUNDING CALCULATION FOR SPECIAL COMPENSATION

12.5.1 General Rule

All reportable special compensation shall be calculated using a uniform compounding methodology applied consistently to all eligible classified employees.

12.5.2 Compounding Methodology

The District shall compound special compensation as provided in this Rule: Each item of special compensation as listed in the following chart shall compound in the order earned.

<u>Special Compensation Category</u>	<u>Special Compensation Type</u>	<u>Merit Rule</u>
<u>Incentive Pay</u>	<u>Shorthand Skills Differential Pay</u> <u>Additional compensation for employees who are routinely and consistently assigned to a position requiring shorthand proficiency</u>	<u>3.2.11</u>
<u>Special Assignment Pay</u>	<u>Shift Differential</u> <u>Additional compensation to classified employees who are routinely and consistently scheduled to work other than a standard "daytime" shift, e.g. graveyard shift, swing shift, shift change, rotating shift, split shift or weekends.</u>	<u>12.2.13.A.1</u> <u>12.2.13.A.2</u> <u>12.2.13.3</u> <u>12.2.13.4</u> <u>12.2.13.5</u> <u>12.2.13.6</u>
<u>Incentive Pay</u>	<u>Longevity Pay</u> <u>Additional compensation shall be awarded to classified employees based on total continuous service with the District.</u>	<u>12.2.14</u>

The District shall calculate compensation as follows:

1. Multiply base salary by the applicable percentage.
2. Add the result to the base salary.
3. Apply each subsequent percentage to the new total.
4. Continue sequentially based on the defined order.

Example Calculation

Base Salary: \$4,000

1. Shorthand Skills Differential Pay (5%) = 5% of \$4,000 = \$200.00 → Total = \$4,200
2. Longevity (5%) = 5% of \$4,200 = \$210 → Total = \$4,410.00
3. Shift Differential (5%) = 5% of \$4,410 = \$220.50 → Total = \$4,630.50

For reporting purposes:

1. Base Pay: \$4,000
2. Shorthand Skills Differential Pay: \$200.00
3. Longevity: \$210.00
4. Shift Differential: \$220.50

12.6 CalPERS Compliance

If the California Public Employees' Retirement System determines that any form of compensation provided under these Merit Rules does not meet the definition of "compensation earnable", "pensionable compensation", or "special compensation" pursuant to applicable law or regulation, including but not limited to California Government Code Section 20636, California Government Code Section 7522.34, California Code of Regulations Section 571, and California Code of Regulations Section 571.1, the District shall have the authority to discontinue reporting such compensation as pensionable to CalPERS. Nothing in these Rules shall require the District to report or maintain pension reporting for compensation determined by CalPERS to be non-reportable under applicable law.

Agenda Report Number	2
Subject	Review of Denial to Reclassification Request: Accountant
Date	September 3, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission, August Faustino, Personnel Analyst and Tatiana Morrison, Personnel Technician

OVERVIEW

On August 5, 2025, Ms. Larissa Grigoryan submitted a position reclassification request for her Accountant position (Attachment 1).

At the time of her request, a cyclical study of the Accounting & Finance Department had commenced. Due to the volume of positions involved, the study was divided into Phase I and Phase II, with Phase I evaluating the Accountant classification.

Proposed class description revisions and recommended salary reallocations resulting from Phase I of the cyclical study were included on the May 20, 2026 Personnel Commission agenda and unanimously approved.

Consistent with established departmental practice, Personnel Commission staff defer individual reclassification requests submitted while a cyclical review of the corresponding department is underway. Following the Commission's approval of the Accounting & Finance Phase I study results, Personnel Analyst, August Faustino reviewed Larissa's request and issued a written response on June 9, 2026, denying the request for a position reclassification (Attachment 2).

CONCERNS EXPRESSED BY EMPLOYEE

On June 11, 2026, Larissa Grigoryan contested the denial and provided justification for an administrative review. She then submitted a completed Administrative Review Form to Director Carol Long on June 26, 2026. Concerns raised by the incumbent focused on assigned duties involving fixed asset accounting, which she argued exceed the standard scope of the current Accountant class description (Attachment 3).

On July 29, 2026, Director Carol Long provided Larissa Grigoryan with the administrative review findings, which upheld the initial denial. Grigoryan was then given five days to submit materials contesting Director Long's findings. She requested and received an extension granting her seven additional days to submit supporting documentation prior to the August 19, 2026 Regular Personnel Commission meeting (Attachment 4).

ANALYSIS OF CONCERNS

Standard for Reclassification

Reclassification is appropriate only when there is substantial evidence that the assigned duties of a position have gradually evolved over time through accretion and now substantially exceed the scope and level of responsibility described in the current classification. This requires that any higher-level duties be assigned on a continuing basis for at least two years.

Scope of Review

As part of the review, the Director gathered information from Personnel Commission staff and Accounting management regarding the nature, complexity, and history of the assigned duties. The Director also reviewed the current class description for Accountant, historical assignment of these duties within the department, and comparable classifications identified through the Accountant salary survey to determine whether fixed asset accounting responsibilities are generally performed at a higher classification level.

Historical Assignment of Fixed Asset Accounting Duties

The Accounting Department has historically assigned fixed asset accounting responsibilities to different positions based on operational needs. At various times, both accountants and management employees have performed these duties. Accounting Manager, Veronica Diaz began performing these duties as an Accountant and continued performing these responsibilities after being promoted. The duties were subsequently assigned to the Controller and later reassigned back to the Accountant position. History indicates that the assignment of fixed asset accounting responsibilities has varied over time and, by itself, does not suggest that the duties exceed the scope of the Accountant classification.

Comparable Classifications

The Director's review of comparable classifications found that duties involving fixed asset accounting are commonly assigned within classifications that are comparable to Santa Monica College's Accountant classification. Several of these classifications from other colleges that we used as comparable to the Accountant in our salary review were titled "Senior Accountant". The type and level of duties presented in these classifications were comparable to the work performed by our Accountants, even though these agencies used a different title. Both prior and current salary studies supported that those positions were the most appropriate external matches for our Accountant classification. Accordingly, we already considered many higher responsibilities, such as fixed asset accounting, when establishing the salary relationship for the Accountant classification.

Verification with Accounting Management

As part of this review, the Director met with Irma Haro, Controller, and Kim Tran, Chief Director of Business Services, to verify the level of duties currently being performed by Ms. Grigoryan.

Both managers verified that fixed asset accounting functions are generally performed by professional accounting staff, and not by accounting management.

The Director recognizes that fixed asset accounting is an important and technically demanding area of accounting. However, specialized or complex work does not, by itself, support reclassification. The determining factor is whether the assigned duties exceed the scope and level of responsibility described within the current Accountant classification. Based on the Director's review, no such evidence was found.

RECOMMENDATION

After reviewing the concerns raised, the Director found that Personnel Commission staff followed established procedures and evaluation criteria for position reclassification studies as documented in Merit Rules 3.3.1-3.3.3 & 3.3.5 (Attachment 5). The recommendations align with internal guidelines and were carried out using the same methodology applied to other classifications.

Accordingly, no basis have been identified to modify the original determination.

Following hearing from all interested persons, it is recommended that the Personnel Commission take one of the following actions:

1. Affirm the findings of the administrative review and uphold the denial of the reclassification request.
2. Reverse the denial of the reclassification request and direct staff to establish a new classification and return it to the Personnel Commission for approval.

In preparation for the September 3 Special Meeting of the Personnel Commission, Larissa Grigoryan was invited to submit additional documents and provided the items featured in Attachment 6.

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

Review of Denial to Reclassification Request: Accountant
(Attachment 1)

Santa Monica Community College Personnel Commission
Position Description Questionnaire **PDQ**

Name Larisa Grigoryan	Classification Title Accountant
Department Fiscal Services	Physical Location 2714 Pico Blvd, 3rd floor
Years & Months in Current Position 15 years, 7 months	Supervisor Name & Position Title Irma Haro, Controller

Job Summary

Please provide a brief descriptive statement that summarizes what you do. You will be asked for additional details in the following sections. Please do NOT copy your job description but provide an accurate depiction of the scope of your work.

Perform comprehensive, full range of complex professional accounting, financial analysis, auditing and budgeting work, which requires immense knowledge in Generally Accepted Accounting Principles (GAAP) and numerous other applicable Federal, State, Local laws and regulations. The job involves high level of independent judgment, decision making, and ability to autonomously interpreting and applying complex laws into day to day activities. In addition, the job requires to be resourceful in general and have knowledge related to other departments within the District. The job also requires to continuously stay

Critical Job Duties

Please list your assigned duties. Provide a realistic picture of how your time is distributed across an average week, or a year if your work is seasonal. List your major job responsibilities in descending order of importance. In the left-hand column, write the approximate percentage of time you spend on each one. The total percentage should equal 100%, and do not list job responsibilities that take up less than 1% of your time. In the right-hand column, enter how often you perform those duties (daily, weekly, monthly, annually). **Example Below:**

% Of Time	Duty	Frequency
10	Prepare presentations and promotional materials for outreach events.	Weekly
% Of Time	Duty	Frequency
	Analysis, reconciliation, reporting, and preparing audit schedules related to the District's Fixed Assets. This project becomes 100% work during the year-end and after (August &	Monthly/Yearly
	Restricted General Fund: Grants-A comprehensive administration of the entire accounting cycle related to various grants. This includes involvement in pre-award	Monthly/Weekly/Daily
	Review, analyze, and process Local Employment Charges (LEC) under the State's EDD related to unemployment.	Quarterly
	KCRW station's equipment donations	Quarterly
	Participate in meetings, webinars, professional development...	As needed
	Please note: It's hard to put percent distributions to the work as the timeframes are a little different. I can explain this better verbally if needed.	

Santa Monica Community College Personnel Commission
Position Description Questionnaire **PDQ**

Knowledge, Skills and Abilities

What knowledge, skills and abilities are minimally required to perform your job duties?
(Example: State or Federal Laws, Customer service, Collaboration.)

1. Thorough knowledge in GAAP both under GASB and FASB.
2. Thorough knowledge in Federal, State, Local, and Institutional laws related to accounting, administrative, auditing, budgetary.
3. Ability to exercise a complete independence, discretion, and judgement.
4. Ability/Skills in Data analysis/financial analysis
5. Laws and Regulations that are unique and specific to programs
Legal documents, various contracts, including other departments, such as HR, Payroll, District wide

Equipment

List the types of machines or equipment you are required to use at work. How often do you use these? Place an "X" in the box that applies.

Type of Machine/Equipment	Occasional Less than once per week	Frequently Once per week to once per day	Constant Every day, most of the day
Computer			x
Copy/Printer/Fax			x

Education

Write the highest level of education you believe is required to satisfactorily perform your duties: Bachelor's degree or higher

Field of study or Major/Minor: Accounting is the field of study for this position and is required for this position. The field of study must be related to the position and must be a degree or higher.

Licensing/Certifications

Are license, registration, certificate, or professional affiliation required to perform your job responsibilities? ☐ Yes ☒ No

If Yes, please list: As a requirement, no but would definitely be helpful. In addition, if not required for managerial positions within the hierarchy, then this position cannot require.

Experience

List the type of work experience and number of years you think an employee in your job should have to satisfactorily perform the duties of your job? (Example: Front desk reception - 6 months or 1 year.)

1. The Experience Requirement listed under the current position is normal.
- 2.
- 3.

Nature and Purpose of Contacts

Who do you interact with on a REGULAR basis and for what purpose? (Example: Meet with Budget Manager to go over discrepancies in yearly budget allocation.)

I just need to understand the meaning of REGULAR based on the Personnel Commission.

On an as needed basis, interactions are among the Fiscal Managers, Co-Workers, Project side personnel (Classified, Managers, Administrators), other college departments, external parties.

Accountants perform their duties very independently, with minimal guidance, each concentrating on their own specific projects.

Santa Monica Community College Personnel Commission
Position Description Questionnaire PDQ

Decision Making

Describe the types of responsibilities you have for making decisions to do your job properly. What types of decisions are you allowed to make on your own? Give specific examples.

I think this part has come up above and I answered to this question already. I have worked at multiple community colleges and have never experienced the level of work and discretion other places put compared to the Accountants at SMC. Accountants at other places mainly handle one, single account instead of vast and various projects like here, at SMC. In addition, the level of decision making and individual work and judgment Accountants apply here, is not the

What types of decisions do you refer to your supervisor? Give specific examples.

Mainly related to timeline, scheduling, or some procedural references (such as LACOE shared notes, bulletins, schedules) or preferences.

Problem Solving

What types of problems are you expected to solve on your own?

Anything that comes on my desk. All problems related to my projects.

What problems do you refer to your supervisor? Give specific examples.

Very rarely I refer to the managers with regards to work. The only times if there are issues at the Project side, I let them know. When the Project Managers need to submit documents and they don't.

Supervision Received/Exercised: Mark your response with an "X".

Supervision Received	Rarely Less than once per month	Occasionally Less than once per week	Frequently Once per week to once per day	Constantly More than once per day
How often is your work checked?	X			
How often do you receive detailed instructions?	X			
How often do you perform routine assignments alone?				X
How often do you plan and arrange your own work?				X

Supervision Exercised	Yes	No
Do you complete a performance evaluation for a classified employee?		X
Do you make recommendations on disciplinary actions for classified employee(s)?		X
Do you make hiring and firing recommendations for classified employees?		X

List the job titles and the number of employees you supervise.

This job does not require supervision.

Santa Monica Community College Personnel Commission
Position Description Questionnaire **PDQ**

Coordination Responsibilities

How much are you involved in coordinating, scheduling, and checking the work of other employees? Do you train, coach others, or provide directions in carrying out a project?

List the job titles and the number of people you coordinate in this manner.

As mentioned above, the job does not require supervision; therefore, no coordination with regards coordination or scheduling. However, I have trained and still train/coach others (Project Managers, Program Administrators) and providing directions related to the projects I handle. Recently, we did training to fellow Accountants, Accounting Manager, and Controller related to our job duties. As far as checking for other employees work. I do

Work Environment How often are you exposed to / or work under the conditions listed below? Mark all those that apply with an "X".

Working Condition	Occasionally Less than once per week	Frequently Once per week to once per day	Constantly More than once per day
Sitting			X
Standing			X
Walking			X
Reaching		X	
Lifting: _____ Pounds		X	
Bending		X	
Climbing		X	
Dust			X
Odors and/or Fumes	X		
Outdoor Weather Conditions	X		
Offsite Assignments	X		
Irregular Work Hours	X		
Unusual Mental Stress/Pressure	X		
Other:			

Santa Monica Community College Personnel Commission
Position Description Questionnaire **PDQ**

Are you requesting a reclassification? Yes ☒ No ☐

Requests for reclassification reviews will be considered only when the duties assigned to your position have changed substantially and have evolved gradually over a period of two or more years of service. If you are requesting a reclassification, please provide a detailed explanation of how your current duties and responsibilities have changed significantly over time, including approximately when the higher-level duties were first assigned to you.

Historically, I have been reporting to the Accounting Manager and working with Restricted General Fund, mainly handling complex Federal grants with sub-awards. From March /2016, I have been working directly under the supervision of the Controller; instead of the Accounting Manager, like most other Accountants. With that shift, my job duties have shifted too, immensely increasing my responsibilities beyond the scope of the Accountant's position. Between March/2016 -April/2019, lots of responsibilities that previously the Management has been in charge, have been assigned to me. Some still carried over to this day, some has been taken away. The projects that I have handled regularly in the past, pertained to Payroll Department and AP Department that the managers/supervisors in those department should have done. For example, I handled auditing the employee vacation/ill time accruals and 941/941c to W-2/W2c reconciliations for the Payroll Department. I believe the Supervisor in these departments should have done these audits of their employees.

I have read the instructions and to the best of my knowledge, I believe the information presented here is accurate and complete.


Larisa Grigoryan (Aug 25, 2025 15:21:23 PDT)

Employee Signature

Santa Monica Community College Personnel Commission
Position Description Questionnaire **PDQ**

Supervisor's Comments

Please read the employee's questionnaire and comments thoroughly and provide feedback. Limit your written comments to this page; please do not write on any other part of the questionnaire. If you feel that the employee's description is not accurate, use the spaces provided below to clarify or elaborate on the description. Do not make any statements or comments about the employee's work performance or competence.

What do you consider the most important duty of this job?

Monitor that requested expenditures follow grant, Federal and State guidelines and cost remains within allocated budget.
Follow GAAP and District policy and procedures.
Meet grant reporting deadlines.

What do you consider the most important qualifications of an employee in this job?

Professional level accounting and financial analysis skills.
Organizational skills and ability to prioritize.
Ability to work independently with minimal supervision.
Detail oriented and accuracy of reporting.
Meet deadlines for grant and department deliverables.

What part of this job do you feel requires the highest degree of knowledge, skill, or ability?

The role overall requires professional level accounting skills, knowledge of GAAP. Knowledge of individual grant guidelines and Federal, State and District policies is essential.

Do you agree with the employee's description of their work and its requirements? Use this space to add information or clarification to the employee's questionnaire.

Accountant role designed for individual to independently manage and prioritize projects for their assigned grants, audit/district schedules and ledger accounts. Accountant role can include accounting responsibilities outside of grants including reconciliations for employee benefits, bank reconciliations and campus accounts, financial aid and fixed assets. Accountants do currently work with Payroll to audit accounts as they impact District ledger. Assigned tasks are in line with accountant responsibilities. Guidance is provided to project managers and administrators. For purposes of

Immediate Supervisor/Manager:

Arma Haro

Appropriate Vice President:

Christopher M. B...
Chris Bonavito (Aug 6, 2025 11:31:25 PDT)

Review of Denial to Reclassification Request: Accountant
(Attachment 2)

From: FAUSTINO_AUGUST
Sent: Tuesday, June 9, 2026 10:35 AM
To: GRIGORYAN_LARISA <Grigoryan_Larisa@smc.edu>
Cc: HARO_IRMA <Haro_Irma@smc.edu>; BONVENUTO_CHRIS <Bonvenuto_Chris@smc.edu>;
ORDAZ_CINDY <Ordaz_Cindy@smc.edu>; Derek Eckstein <deckstein@csea.com>; GURJIAN_AMY
<GURJIAN_AMY@smc.edu>; LONG_CAROL <Long_Carol@smc.edu>
Subject: Reclassification Request Results Notice

Good Morning Larissa:

The Personnel Commission Office received a request to review your position from you and as a result conducted a study of your current position. The following recommendation is based on data gathered by PC staff by meeting with you and Department management, evaluating the completed Position Description Questionnaire, reviewing of comparable positions at the college, and reviewing the current classification description published online.

Based on the information collected, it is our understanding that responsibilities assigned to this position involve performing a full range of complex, professional accounting duties, including but not limited to maintaining and auditing accounting records, reconciling accounts, reviewing and preparing transactions, initiating reports and performing the month-end and year-end budget processes, serving as a fiscal expert to support management in sound financial planning and analysis, and ensuring compliance with Generally Accepted Accounting Principles (GAAP), District policies and procedures, and applicable federal and state laws, rules and regulations.

Specifically, duties include but are not limited to performing fixed asset accounting, including reconciliation, reporting and audit documentation, serving as a subject matter expert on fixed asset accounting, performing accounting activities for restricted General Fund grants across the full grant lifecycle, including pre-award budgeting, post-award financial support, reporting, cash management, audit support, and closeout, working with management to ensure adherence to grant guidelines, independently interpret grant regulations utilizing professional judgment, recoding miscoded capital expenditures, reviewing and processing Local Employment Charges (LEC) related to unemployment through the State's EDD, and KCRW equipment donations.

Since the majority of the duties assigned to your position fall within the class concept of Accountant, staff recommends that your position remain as presently classified. Please be aware that our evaluation is based solely upon the current duties assigned to your position and not performance, quantity of work, individual qualifications or tenure. We understand that you are a valuable and competent employee and appreciate your contributions and service to the District.

This is a preliminary report of findings. You have five working days to review and provide additional information for reconsideration. If no comments are received by noon on Tuesday, June 16, 2026 classification findings will stand and this request will be closed out. You may contact me or the Classification & Compensation Manager, Amy Gurjian at gurjian_amy@smc.edu if you have any questions or concerns. You may also request an administrative review within 30 calendar days of this notice, by emailing the Director of the Personnel Commission, Carol Long at long_carol@smc.edu. Thank you for your participation in the position review process.

Best,

August Faustino

Personnel Analyst | SMC Personnel Commission
310-434-4410

Review of Denial to Reclassification Request: Accountant
(Attachment 3)

From: FAUSTINO_AUGUST
Sent: Thursday, June 11, 2026 3:54 PM
To: GRIGORYAN_LARISA <Grigoryan_Larisa@smc.edu>
Cc: BONVENUTO_CHRIS <Bonvenuto_Chris@smc.edu>; ORDAZ_CINDY <Ordaz_Cindy@smc.edu>; Derek Eckstein <deckstein@csea.com>; GURJIAN_AMY <GURJIAN_AMY@smc.edu>; LONG_CAROL <Long_Carol@smc.edu>
Subject: RE: Reclassification Request Results Notice

Hi Larisa,

Your thorough response is appreciated. To initiate the administrative review process please fill out the attached Administrative Review form. The form can be emailed back to Carol. She will include the information below from your email with the form also. Thank you.

Best,
August Faustino
Personnel Analyst
X 4410

From: GRIGORYAN_LARISA <Grigoryan_Larisa@smc.edu>
Sent: Thursday, June 11, 2026 3:26 PM
To: FAUSTINO_AUGUST <FAUSTINO_AUGUST@smc.edu>
Cc: BONVENUTO_CHRIS <Bonvenuto_Chris@smc.edu>; ORDAZ_CINDY <Ordaz_Cindy@smc.edu>; Derek Eckstein <deckstein@csea.com>; GURJIAN_AMY <GURJIAN_AMY@smc.edu>; LONG_CAROL <Long_Carol@smc.edu>
Subject: RE: Reclassification Request Results Notice

Hi August,

I would like to request an administrative review by the Director of the PC. Should I also send a

separate email to her?

I got the initial response from Amy stating that based on the Industry Data and Market Comparisons, the Fixed Asset Accounting falls under the Accounting Class. Now, I got your email from a completely different perspective.

Please note that I have not requested the reclassification based on my own competency level, nor my dedication level to the district.

In addition, **the real question is not if the fixed asset work fits within the professional accounting and that I have been doing it** (as it was suggested by the review process). Of course, it is an accounting function but **doesn't fit in the Accountant job class**. The distinction here is between the **"type of work" vs "level of work"**.

My reclassification was based on Merit rules, contracts... 3.3.1 and 3.3.2. The fixed asset function was transferred to me intact when Carla Lohr (previous Controller) has left, which supports a level shift, not just task growth. In addition, at that time when the duties were transferred, there was an issue with Rule 3.2.5 (80% accuracy rule of the position duties and responsibilities).

Below are my issues and concerns. Because of those, I request an official review by The Director of Personnel Commission.

1. My reclassification request was still pending when the District changed the Accountant classification by broadening it beyond the appropriate boundaries.
2. The District diluted the Accountant classification before by layering in the class specification after my reclassification request was filed.
3. The District rushed to change the Accountant class to absorb **higher-level** duties, I **uniquely have performed** and **historically performed by managers**.
4. The District rushed to make those changes to neutralize accretion and deny my reclassification request. Instead, the District offered a small salary increase across all Accountants. This raises **Internal Equity Disparity** issues.
5. There's a conflict with Rule 3.2-Classification Standards. The advanced fixed asset duties are unique to **one position and materially elevate responsibility**. The District is grouping them into a class shared by all Accountants not performing similar complexity duties. If only I ACTUALLY have been performing this work, then I don't think the Accountant class represents a consistent group.
6. The District admitted those duties were performed at "higher classification levels" and by managers as a need. However, this is a **misclassification** not just **operational flexibility**. Carla was doing those reports. I have been assisting her with the

reconciliation process. As soon as she left; all those duties were transferred to me.

7. The District has violated Rule 3.2.8 and 3.3.1. Amy's letter noted the duties were "reassigned to an Accountant more recently". Reassigning duties between Management and Accountant class as a "temporary" fix for "staffing capacity" should have followed the working out of class then, right? Rather than permanently changing the Accountant job class.
8. I see inconsistency in Class Concepts: the memo talked about management reflect oversight... rather than hands-on fixed asset accounting. If these duties were previously performed by managers, doesn't their removal create a **new level of technical expertise** that did not exist in the Accountant Class? Those duties were not adequately captured under the existing Accountant job class. The District has rushed to put this under the Accountant Class based on the cyclical review.
9. I want to review the "Industry Data" and Market Comparisons that Amy was referring to when justifying the Fixed Asset Accounting falls under the Accountant Classification. I hope we all are clear that this Fixed Asset Accounting has many components. **No Accountant class at comparable agencies handle District Wide Depreciation and Construction Schedules.**
10. **Fixed Asset Schedules for the Auditors** aligns in complexity with work like Controller-level schedules and reports such as for example-IPEDS, 311. I have done the mentioned reports and have a clear understanding of their difficulty levels.

I clearly see a Structural Concern: The District rushed through and broadened the Accountant Class to absorb a **single position** to deny my reclassification. Transferring high level responsibilities downward without proper classification, undermines merit rules on equity, fairness, and pay for the scope of duties. These duties had never been part of the Accountant class and classifications should not be designed to flatten (or switched back and forth) higher-level responsibilities into a general class.

Sincerely, Larisa

From: GRIGORYAN_LARISA <Grigoryan_Larisa@smc.edu>
Sent: Friday, June 26, 2026 9:22 AM
To: LONG_CAROL <Long_Carol@smc.edu>
Cc: ORDAZ_CINDY <Ordaz_Cindy@smc.edu>
Subject: FW: Reclassification Request Results Notice

Hi Carol,

Please see the attached form. I didn't include the same information there as per August, you will use the e-mail.

Thank you for taking the time to review. I understand the district is going through a lot at this time and you might have a lot on your plate.

I am available for any questions you might have.

Sincerely, Larisa

PERSONNEL COMMISSION
ADMINISTRATIVE REVIEW FORM

Please complete and submit this form if you are an incumbent or manager who has received a results letter about a classification decision proposed by Personnel Commission staff, and you believe procedural error and/or bias was involved in the process. This form must be submitted to the Director of the Personnel Commission within 30 calendar days of the results notification. The originally submitted Position Description Questionnaire (PDQ) and the written reasons for disagreement will be the basis of the administrative review. Any revisions to the originally submitted PDQ will constitute a new classification review request.

Name: Larisa Grigoryan

Preferred method of contact:

☒ E-Mail Address Grigoryan_Larisa@smc.edu

☐ U.S. Mailing Address _____

Address

City State Zip Code

Current Classification: Accountant

Date of Results Notice: 6/11/2026

Please indicate the area/s that you have concerns about:

- ☐ VIOLATION OF LAW
☒ MISAPPLICATION OF THE RULES OF THE PERSONNEL COMMISSION
☒ ABUSE OF DISCRETION
☒ INCONSISTENT WITH FACTS
☒ PROCEDURAL ERROR

On the following page, please provide a concise explanation that specifically supports each of the above allegation(s) that you have indicated. Allegations not supported by facts will not be considered.

① WHAT HAPPENS NEXT:

- We will send you a notice letting you know that we received your Administrative Review request.
- We will review your request, including all documentation you have provided. We may conduct additional fact-finding and/or contact you to discuss your request.
- We will send you notice of the Administrative Review results.
- If you do not agree with the Administrative Review decision, you may appeal to the Personnel Commission at a public meeting. Information will be provided to you at the conclusion of this Administrative Review process.
- An appeal decision by the Personnel Commission is final.

Justification for Administrative Review

Classification Title: Accountant

Employee Name: Larisa Grigoryan

I have addressed my issues via e-mail related to my reclassification request denial. August told to forward those via e-mail and that Carol (the Director of the PC) will attache those concerns and justification to this form.

I certify that the statements contained in this form are complete and true.

Signature: 

Date: 6/26/26

Review of Denial to Reclassification Request: Accountant
(Attachment 4)



RE: Reclassification Request Results Notice

From LONG_CAROL <Long_Carol@smc.edu>

Date Wed 7/29/2026 3:45 PM

To GRIGORYAN_LARISA <Grigoryan_Larisa@smc.edu>

Cc ORDAZ_CINDY <Ordaz_Cindy@smc.edu>; PENATE_YESENIA <PENATE_YESENIA@smc.edu>

Good Afternoon,

I have reviewed your concerns about the results of the recent position reclassification study, and I wanted to provide you with a response. In your Administrative Review Form, you raised concerns primarily about your assigned duties related to fixed asset accounting falling above and beyond the traditional role of a professional Accountant as currently described in your class description.

Reclassification is appropriate only when there is substantial evidence that the assigned duties of a position have gradually evolved over time through accretion and now substantially exceed the scope and level of responsibility described in the current classification. This requires that any higher-level duties have been assigned on a continuing basis for at least two years.

As part of my review, I gathered information from Personnel Commission staff and accounting management regarding the nature, complexity, and history of the assigned duties. I also reviewed the current class description for Accountant, historical assignment of these duties within the department, and comparable classifications identified through the Accountant salary survey to determine whether fixed asset accounting responsibilities are generally performed at a higher classification level.

The responsibility for fixed asset accounting has historically been assigned to different positions within the Accounting Department based on operational needs. These duties have been performed by both Accountants and management employees at various times. While Veronica Diaz started performing these duties as an Accountant and continued performing these responsibilities after promoting to Accounting Manager, the duties were subsequently assigned to the Controller and later reassigned back to your position as an Accountant. This history indicates that the assignment of fixed asset accounting responsibilities has varied over time and, by itself, does not establish that the duties exceed the scope of the Accountant classification.

My review of comparable classifications found that duties involving fixed asset accounting are commonly assigned within classifications that are comparable to Santa Monica College's Accountant classification. Although many the colleges use the title "Senior Accountant", prior and current salary studies determined that those positions continue to be the most appropriate external matches for our Accountant classification. Accordingly, those responsibilities were already considered when the salary relationship for the Accountant classification was established.

I recognize that fixed asset accounting is an important and technically demanding area of accounting. However, the fact that work is specialized or complex does not, by itself, support reclassification. The determining factor is whether the assigned duties exceed the scope and

level of responsibility described within the current Accountant classification. Based on my review, I did not find evidence that they do. Therefore, I did not find sufficient evidence to warrant overturning the initial findings of Personnel Commission staff.

I would be happy to speak with you if you would like to discuss this decision in more detail. If you wish to file an additional appeal, you must submit your appeal to the Personnel Commissioners, in writing, within five (5) days of receipt of this email. This appeal would then be heard in an upcoming public Personnel Commission meeting.

You can email an appeal to Yesenia Penate, at Penate_Yesenia@smc.edu. This appeal can also be sent via U.S. mail to the following address:

**Santa Monica Community College
Attn: Personnel Commissioners
1900 Pico Blvd.
Santa Monica, CA 90405**

Please feel free to contact me if you have any questions.

Sincerely,

***Carol Long
Director of the Personnel Commission
Santa Monica Community College District
(310) 434-4762***

Additional appeal information provided by Larissa Grigoryan during 8/1/26 and 8/19/26.

08/10/2026

To: Personnel Commission, Santa Monica Community College District

From: Larisa Grigoryan

Current Job Classification: Accountant, Fiscal Services

Subject: Request for Appeal of Reclassification Study Denial

Statement of Intent and Purpose

I respectfully appeal the Director of Classified Personnel's determination and denial of my reclassification study request, as communicated in the email notice dated July 29, 2026, because I believe the analysis **did not fully apply the standards required by Merit Rules 3.2.8 and 3.3, it failed to recognize the documented evolution and gradual accretion of my position's duties, and it lacks substantial evidence to conclude that fixed asset accounting fits the Accountant job classification.**

The denial conclusion relies almost entirely on the fact that fixed asset duties have historically moved between positions (Accountant-Accounting Manager-Controller-back to Accountant) based on operational needs. In addition, the Director's argument stated that the work is important and technically demanding, but by itself, the complexity does not support reclassification and that it fits the Accountant class. I agree that complexity alone is not sufficient to grant reclassification; however, my request is not based on complexity only. I do not believe the Director's statements answer the question required by Merit Rule 3.3: whether **my position** has experienced a gradual accretion of duties that substantially changed its responsibilities.

Below are several points that I ask the Commissioners to review as I believe they were violated and/or omitted during the decision-making process.

Point 1: The 80% Rule (Rule 3.2.5): Merit Rule 3.2.5 states that a classification is only appropriate if it describes **eighty (80) percent** of the duties assigned to a position. More than 50% of my workload is spent on district-wide fixed asset accounting; it is a core part of my job. My position was misclassified; my added duties and responsibilities were never incorporated within the existing Accountant classification, nor were they illustrative of that level of work. My reclassification request concerns duties I have performed over the last several years. While my reclassification was pending, the District revised the existing Accountant class specification to include the duties I had already performing. **The revised Accountant specification cannot erase prior accretion.**

Point 2: Under Rule 3.2.8 (A), management is prohibited from changing a substantial part of the regular duties of a position without prior approval by the Personnel Commission. In addition,

Rule 3.3.1. (D) requires supervisors to contact the Director prior to making any sudden or permanent change of duties.

Point 3: Gradual Accretion (Rule 3.3.2 and 1.2): The denial decision **completely ignored** that my duties have gradually evolved over time through accretion and now substantially exceed the scope and level of my classification. Taking on the managerial-level duties related to the District-Wide Fixed Asset Accounting, has **significantly increased** and **substantially impacted** on my job factors. Under Rule 3.3.2, reclassification is warranted when there is a significant change in **decision-making authority, complexity of work, consequence of error, or nature and purpose of contacts with others during the course of work.**

Increased Decision-Making Authority (Rule 3.3.2): The scope of my changed duties now includes a full ownership of district-wide multi-million-dollar Fixed Asset Accounting. I am making independent decisions regarding these asset classifications, valuations, depreciation, disposition, donations, and construction in process activities. The technical nature of the comprehensive, district-wide fixed asset and construction accounting work is significantly more complicated, requires a higher level of technical and analytical expertise that standard accounting tasks done by the other Accountants. A level of independent discretion that I apply, significantly exceeds the duties of my current class. The District lacks detailed internal written policies related to asset accounting. The interpretation of complicated, various asset purchases' codification is based on my own personal discretions.

Shift in the Nature, Purpose of Contacts, and Scope of Responsibility (Rule 3.3.2) My role has evolved into a consultative and coordinative resource for the entire District, which represents a fundamental shift in the nature and purpose of my contacts. I regularly receive and resolve technical inquiries from fellow accountants, managers, and other district personnel. Training another Accountant and the Controller, acting as a subject matter expert for management-level staff demonstrates that my technical knowledge and level of responsibility have accreted to a level above the professional Accountant class. I am no longer just performing the work; I am providing the guidance that ensures others are performing it correctly. I am now regularly interfacing with high-level personnel at the District to coordinate the creation of GASB schedules for the Auditors. Managing this cross-functional process to ensure the accuracy and timely completion of the District's asset schedules, requires a level of organizational oversight. This type of coordination is not required of other Accountants.

Level of Complexity and Consequence of Error (Rule 3.3.2). The complexity of my work has increased through my role as the central coordinator for the fixed asset lifecycle. Creating the audit schedules is a highly complex process that requires me to connect and reconcile multiple different areas to produce the required schedules for the Auditors. This level of cross-departmental integration and regulatory compliance represents a degree of complexity of work and consequence of error (Rule 3.3.2) that is characteristic of management-level positions, not the illustrative duties of a professional Accountant, not done by any other Accountant.

Point 4: Inconsistency in Class Concepts and Inequity in “Like Pay for Like Work”. One of the foundational principles of the Merit System is **Rule 3.2.1**. While my reclassification was still pending, the District rushed to change the Accountant class to absorb the fixed asset accounting duties and provided a “slight increase” to the entire Accountant class. However, only my position has historically performed such highly specialized work requiring a narrower, more technical classification rather than the broad “Accountant” grouping (**Rule 3.2.6. (B)**). Allocation to a class must be based on the duties of the position, not just the title (Rule 3.2.3). There was no audit of my specific position to compare to other Accountants to determine this disparity in assigned duties (**Rule 3.2.9**). Additionally, the District admits there were repeated reassignments of these duties: moving from Accountant to Accounting Manager and ultimately to the Controller. This is a direct admission and a clear demonstration that the **nature, complexity, and decision-making authority** of fixed asset accounting has outgrown the professional Accountant class. I believe the District has violated **Rule 3.2.5** and **3.2.1**. This is not a matter of shifting “operational need”; it is the permanent relocation of high-level accountability into a misclassified role.

Point 5: Market Data/Comparable colleges assign these duties to Senior Accountants: The Director found that many colleges use Senior Accountant positions for these duties. As a result, the conclusion was that Senior Accountant positions at other Districts are equivalent to the Accountant’s at SMC. While this philosophy supports determining compensations, it is **not** evidence that my duties fit the Accountant specification. There were no details related to which particular duties have been compared at which colleges since the fixed assets have many components.

In Conclusion:

I appreciate the Commission's careful consideration. My request is not based on the importance or complexity of fixed asset accounting alone. Rather, it is based on the significant evolution of my position through years of additional responsibility, institutional accountability, and independent professional judgment that I believe exceeds my current classification under the Merit Rules. My thoroughly described evidence above shows that my job is no longer just about doing accounting tasks in a vacuum by following protocols or best practices. My job is now about project coordination related to multi-million-dollar, district-wide fixed asset accounting, which moves my role into more technical and specialized narrow classification rather than a broad Accountant classification. I respectfully request that the Commissioners reverse the determination, find that my position has experienced gradual accretion under Merit Rule 3.3, acknowledge that the above duties are outside the scope of the Accountant classification, and grant the appropriate reclassification.

Respectfully,

Larisa Grigoryan

cc: CSEA: Derek Eckstein, Cindy Ordaz **cc:** Personnel Director, SMCCD Personnel Commission

This worksheet includes multiple tabs as the backup related to:

Timeline to show gradual accretion of my position's duties

Tasks and Responsibilities

District wide communication across various departments to coordinate

Other communication demonstrating my guidance, after the fact corrections of other Accountants' work

Fixed Asset Training to the Controller and another Accountant

Actual SMC Audit Report

Schedules I supply to the Auditors (included separately)

History and Relevant Facts

- I have been employed by SMC since 2009 as an Accountant at the Fiscal Services
- Veronica Diaz-**Accounting Manager** has been working on the District-Wide Fixed Asset Accounting.
- Several times she wanted to transfer these duties to another Accounting Manager, who constantly rejected, claiming "It's too complex".
- In April, 2015, SMC hires a **Controller** (Carla Lohr) and I have been directly reporting to her.
- Veronica, who became a Director of Budgeting then, transfers the Fixed Asset Accounting to the **Controller**. I have been helping her to pull the references for the reconciliation. She has been doing all the Schedules for the Auditors, along with making ALL the decisions.
- April/2019, the Controller resigns from SMC.
- District-Wide Fixed Assets Accounting work automatically transfers to me; although the District had an Accounting **Manager** (Irma Haro).
- In addition to the Fixed Assets, Veronica gave away additional duties that she was responsible for: KCRW station Asset Donations, EDD/LEC (local employment charges) Accounting, and ACH (setting automated clearing house for employees and vendors for electronic money transfers). Later on, with the integration of the BEST system, I stopped doing the ACH related duties.

From: GRIGORYAN, LARISA <Grigoryan.Larisa@smc.edu>
Sent: Friday, August 29, 2025 5:05 AM
To: GREENLEE, JOHN <GREENLEE.JOHN@smc.edu>
Cc: TRAN, JOM <TRAN.JOM@smc.edu>
Subject: CIP Schedule

Hi John, hope all is well!

It's that time again to review the Construction projects and submit the worksheets to the auditors for the 24-25FY.

See the attached. Nothing new; it's all what you have been doing in the past. You can see your last year's and follow that.

The worksheet has multiple tabs. Please review them.

Is there any additional land purchases? Any deletions (sell)?

Also, the CIP please fill the columns SUWV based on the projects' statuses/
For Del Site tab, any demolitions, deletions of the buildings?

Thank you, Larisa

RE: CIP Schedule

GREENLEE, JOHN
To: GRIGORYAN, LARISA
Cc: TRAN, JOM
You replied to this message on 8/29/2025, 1:30 PM

It is my goal to have to you by EOB Thursday. Thanks.

John

John Greenlee
Director - Facilities Finance
SANTA MONICA COMMUNITY COLLEGE DISTRICT
1900 Pico Blvd. Santa Monica, CA 90405

(310) 434-4228 - office
(415) 990-2195 - mobile



FW: CIP Schedule

GREENLEE, JOHN
To: GRIGORYAN, LARISA
Cc: TRAN, JOM
You replied to this message on 8/29/2025, 1:30 AM

Larisa - I have started with the worksheet. I will need some help on a few places. Will you be free tomorrow at 11AM to zoom?

John

John Greenlee
Director - Facilities Finance
Direct: (310) 434-4228
Mobile: (415) 990-2195

From: GREENLEE, JOHN
Sent: Tuesday, August 27, 2024 7:17 AM
To: GRIGORYAN, LARISA <Grigoryan.Larisa@smc.edu>
Cc: HANO, JIMMA <Hano.Jimma@smc.edu>
Subject: Re: CIP Schedule

I will do it today. Thank you.

John Greenlee
SMC - Director Facilities Finance
(415) 990-2195

On Aug 27, 2024 7:07 AM, GRIGORYAN, LARISA <Grigoryan.Larisa@smc.edu> wrote:
Hi John,

Did you have a chance to look into the schedule I sent? If not, when can you submit?

Thank you, Larisa

ZOOM Link - Please join

GREENLEE, JOHN
To: GRIGORYAN, LARISA

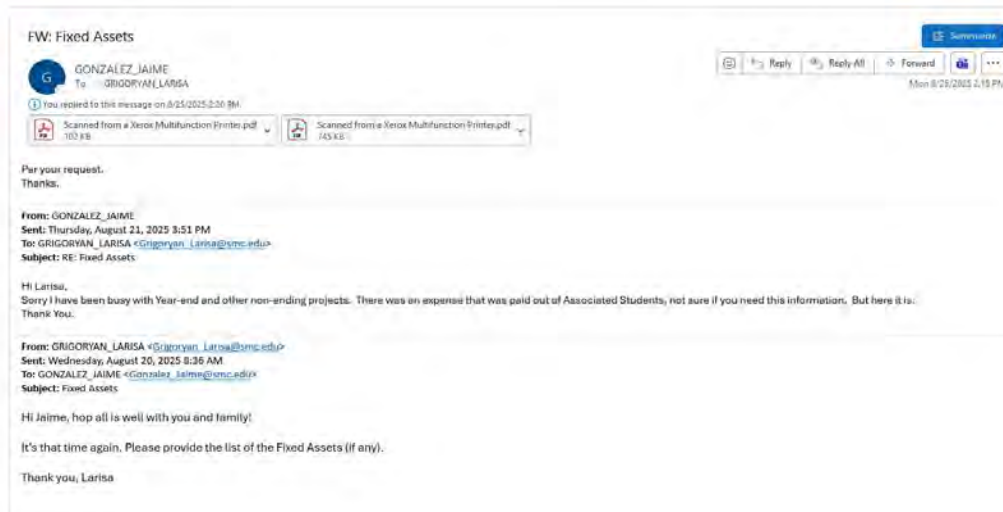
<https://smcsmcbl.zoom.us/j/882927275018>

John

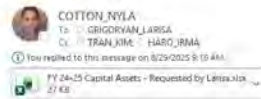
John Greenlee
Director - Facilities Finance
SANTA MONICA COMMUNITY COLLEGE DISTRICT
1900 Pico Blvd. Santa Monica, CA 90405

(310) 434-4228 - office
(415) 990-2195 - mobile





Re: Fixed Assets List



Here's the completed list with updates.

Please let me know if you need additional information.

Director of PCAL
Nyla

From: GRIGORYAN_LARISA <grigoryan_larisa@smc.edu>
Sent: Wednesday, August 20, 2025 8:34 AM
To: COTTON_NYLA <Cotton_Nyla@smc.edu>
Cc: TRAN_KIM <TRAN_KIM@smc.edu>; HARO_IRMA <irma.irma@smc.edu>
Subject: Fixed Assets List

Hi Nyla,
See the attached list. Please fill the tag numbers and send back to me, similar to what you did in the past. I added some of those that you have provided (colored in green).
Thank you, Larisa

Re: Fixed Asset Worksheet



Here's the updates.

Director of PCAL
Nyla

From: GRIGORYAN_LARISA <grigoryan_larisa@smc.edu>
Sent: Friday, August 29, 2025 10:34 AM
To: COTTON_NYLA <Cotton_Nyla@smc.edu>
Cc: TRAN_KIM <TRAN_KIM@smc.edu>; HARO_IRMA <irma.irma@smc.edu>
Subject: Fixed Asset Worksheet

Hi Nyla,
See the attached worksheet. I only found one error related to the PO which was supposed to be PO2W vs 2W. See the notes.
Also, added 2 items related to Auxiliary Services for their tag numbers.
If for any reason, you can't find the items based on the PO numbers I have provided, would you please give me the correct PO's related to those items?
Thank you, Larisa

RE: 6410 List



Hi Larisa,
Attached is the completed information per your request. Please note, the items highlighted in yellow are items that was purchased through Auxiliary/Foundation or do not meet the requirement of being a tangible items that can be tagged. Also I have added a secondary tab for Retired Asset that have been retired at the capitalized value. At this time I have not received any scrap value for these items.

Please let me know if you need any additional information.

Thanks,

Nyla,
Director of PCAL

From: GRIGORYAN_LARISA <grigoryan_larisa@smc.edu>
Sent: Tuesday, August 20, 2024 10:21 AM
To: COTTON_NYLA <Cotton_Nyla@smc.edu>; IBRAHIM_JOHN_A <IBRAHIM_JOHN@smc.edu>
Cc: TRAN_KIM <TRAN_KIM@smc.edu>; HARO_IRMA <irma.irma@smc.edu>

Subject: 6410 List

Hi Nyla,

Here is the list for capital assets for the 23-24FY. May I have the tag numbers, your lists (donation, disposals..) and the status of those assets if in use.

Nothing new; whatever we have been doing in the past years.

Thank you, Larisa

-----Original Message-----
From: LE_ANN <le_anna@smc.edu>
Sent: Thursday, April 23, 2026 6:52 PM
To: GRIGORYAN_LARISA <grigoryan_larisa@smc.edu>
Cc: KHANDEWAL_RAJESH <khandewal_rajesh@smc.edu>
Subject: 26*2602

Hi Larisa,
I would like you to review the attached XREQ and let me know whether what I did make sense to you.
The program purchased 7 cameras, 1 controller, and other connections and cables. They also have installation services.
Please let me know if you are ok with it, or if you have a better idea.
Thank you.

Ann Le
Accounting Manager - Fiscal Services
Santa Monica Community College District
(310)434-4570

-----Original Message-----
From: GRIGORYAN_LARISA <grigoryan_larisa@smc.edu>
Sent: Friday, April 24, 2026 11:24 AM
To: LE_ANN <le_anna@smc.edu>
Cc: KHANDEWAL_RAJESH <khandewal_rajesh@smc.edu>
Subject: RE: 26*2602

Hi Ann,
My opinion on this one is to capitalize everything as a 6410 since it seems to be one system even if installed in different classrooms. All cameras are controlled by one central controller and integrated into an existing Tricaster system.
The scope of the work explicitly states furnish, install, and integrate. Also references the integrations on the bullet points; so, it's a system that's being configured as one functioning unit.
Thank you, Larisa

RE: 26*2602

LE_ANN
To: GRIGORYAN_LARISA
Cc: KHANDEWAL_RAJESH
You formatted this message on 4/27/2024 9:19 AM.

Hi Larisa,
If that is the approach, it will be much easier because we can put all the lines under 6410 and consider it as 1 unit.

Raj,
Do you think you can tell Ruth?

Ann Le
Accounting Manager - Fiscal Services
Santa Monica Community College District
(310)434-4570

Question: XREQ 25*1167

BUSTOS_JESSICA
To: GRIGORYAN_LARISA

You replied to this message on 5/5/2024 7:36 AM:
Unsubscribe from question-1.pdf
100 KB
SAC_BUSTOS_191030_XREQ_2502_20000001167_1.pdf
71 KB

Hi Larisa,

I hope you are doing well!
I wanted to see if you could please help me with this request. The Library will be doing some renovations, so they are ordering lots of booths, lounge areas, and chairs. I am struggling to decide if these items should be 6450 or 6410.

- The image below shows some lounge/booths. They are ordering some with the cubby to the right and others to the left at \$2,429.35 per unit. But they are also ordering side and back panels which will be added to these lounge/booths. If everything went together to form this booth, then I think this could be 6410. Do you agree 6410 or do you think each piece is independent since they can be moved/removed 6450?

6410-L	Two Lounge with Cubby Left 1800 Memory Foam Recliner Micro A-MET Close Back Mesh Pleated Upholstery 40" Backrest Pleated Upholstery 23" Backrest Pleated Upholstery 23" Backrest Pleated Upholstery 23" Backrest Pleated Upholstery 23" Backrest Pleated Upholstery 23" Backrest	ARCADIA	24	\$2,429.35	\$7,824.45
6410-R	Two Lounge with Cubby Right 1800 Memory Foam Recliner Micro A-MET Close Back Mesh Pleated Upholstery 40" Backrest Pleated Upholstery 23" Backrest Pleated Upholstery 23" Backrest Pleated Upholstery 23" Backrest Pleated Upholstery 23" Backrest Pleated Upholstery 23" Backrest	ARCADIA	24	\$2,429.35	\$7,824.45
6410-A	Two Side Panel Right as needed CP Memory Foam Recliner CP Memory Foam Recliner CP Memory Foam Recliner CP Memory Foam Recliner CP Memory Foam Recliner	ARCADIA	24	\$217.91	\$5,225.84
6410-B	Two Side Panel Left as needed CP Memory Foam Recliner CP Memory Foam Recliner CP Memory Foam Recliner CP Memory Foam Recliner CP Memory Foam Recliner	ARCADIA	24	\$217.91	\$5,225.84
6410-C	Two Back Panel Lounge with Cubby CP Memory Foam Recliner CP Memory Foam Recliner CP Memory Foam Recliner CP Memory Foam Recliner CP Memory Foam Recliner	ARCADIA	24	\$57.28	\$1,374.72

From: GRIGORYAN_LARISA <grigoryan_larisa@smc.edu>
Sent: Tuesday, November 25, 2025 7:59:19 AM
To: TRINH_JASON <trinh_jason@smc.edu>; LE_ANN <le_anna@smc.edu>
Subject: RE: question on object codes for purchased items on an invoice

Hi Jason,
6410 is for unit cost above \$10,000. If the shipping is related to the item, then it should be capitalized. If other components are related to the main item, they also are capitalized.
Thank you, Larisa

From: TRINH_JASON <trinh_jason@smc.edu>
Sent: Monday, November 24, 2025 4:53 PM
To: LE_ANN <le_anna@smc.edu>; GRIGORYAN_LARISA <grigoryan_larisa@smc.edu>
Subject: RE: question on object codes for purchased items on an invoice

Hi Jason and Larisa: Please let me know if you can help me with this request. I am trying to find an admin assistant for the BML Grant for a research project.

Hi Ann and Larisa, please lend your expertise to this question. When you read my comments in red below, I am trying to help an admin assistant for the new grant for a purchase requisition or equipments that presumably has useful life greater than 1 yr. Is it ok to code entire shipping fees to object code 6410 because I am assuming it is ok to capitalize shipping cost (sometimes, in other past invoices,....the installation charges and warranty costs, too) into the fixed asset as complete cost to get asset ready for service; and I am choosing the object code 6410 because it is highest dollar value? Please advise if I should approach it differently?

Regards,
Jason

LN	COMM	Code	Commenting Line Description	Qty	UNIT	Unit Price	Line Amt	Total Line Amt
1	400000		SHI International PO# 2025-001-001-001	1.00	EA	4,300.00	4,300.00	124,500.00

Fixed Assets

GRIGORYAN, LARISA
To: KHANDELWALA, RAJESH :: BUSTOS, JESSICA

Raj and Jessica,
Please confirm this is fine to enter in the system.

Thanks, Larisa

BEST Journal Entry										BU # 73502									
Journal Date: 06/30/2026										BEST ID # JVER 27									
Document Description: Fixed Assets reconciliation: correct object codes related to multiple PO's and Vendors																			
Line	Fund	Sub Fund	Res	Proj Yr	Cost	Line Desc	Object	Expn	Rev	Sub B/S	Activity	Debit	Credit	Line Description					
1	400000				17500	6410						\$ 30,975.00		PRM 27"36, PO30020"384 Key Code Module; PO Item 7 thru 14					
2	400000				17500	6410						\$ 30,975.00		PRM 27"36, PO30020"384 Key Code Module; PO Item 7 thru 14					
3	400000				17500	6410						\$ 1,325.68		PRM 28"4134, PO30020"384 Key Code Module; PO Item 7 thru 14					
4	400000				17500	6410						\$ 1,325.68		PRM 28"4134, PO30020"384 Key Code Module; PO Item 7 thru 14					
5	400000				17500	6410						\$ 1,325.68		PRM 28"4134, PO30020"384 Key Code Module; PO Item 7 thru 14					
6	400000				17500	6410						\$ 1,325.68		PRM 28"4134, PO30020"384 Key Code Module; PO Item 7 thru 14					
7	400000				17500	6410						\$ 1,325.68		PRM 28"4134, PO30020"384 Key Code Module; PO Item 7 thru 14					

RE: SHI International

GRIGORYAN, LARISA
To: KIAMAN, MATTHEW

From: KIAMAN, MATTHEW <KIAMAN_MATTHEW@smc.edu>
Sent: Monday, June 30, 2025 7:10 AM
To: GRIGORYAN, LARISA <Grigoryan_Larisa@smc.edu>
Subject: RE: SHI International

Hi Larisa, let me know if you have minute for a quick call today to touch bases on this and if you prefer Teams/Zoom. Some of the lines could be integrated one way or another.

Thank you,

Matthew Kiaman, MSW
Director, Network Services
Santa Monica Community College District
Office: 310-434-4397
<mailto:mkiaman@smc.edu>

From: GRIGORYAN, LARISA <Grigoryan_Larisa@smc.edu>
Date: Friday, June 27, 2025 at 9:05 AM
To: KIAMAN, MATTHEW <KIAMAN_MATTHEW@smc.edu>
Subject: SHI International

Hi Matthew, hope all is well.

As the FY approaches to the end, I am reviewing the District's fixed assets and have a question about the attached purchase (Video Camera Servers).

The accounting definition for the capitalized asset is "all costs necessary to bring the asset for its intended use" and the monetary threshold is \$5,000 and above for the current year.

For example, if we purchase a printer, even the first cartridge will be coded as part of the cost to test if the printer is working. The additional cartridges, then will be coded as supplies. Also, we code software license and extended maintenance contracts/warranties separately.

Which lines on the PO if there are any that should be combined with the Line #1: Catalyst 9300X? Currently, all are split into different object codes.

I was thinking that Line 1, 4, 5, 6, and 7 go together (and was invoiced together) as 6410 items. However, not sure and wanted to ask you.

Thank you, Larisa

From: GRIGORYAN, LARISA <Grigoryan_Larisa@smc.edu>
Sent: Thursday, July 31, 2025 9:55 AM
To: BUSTOS, JESSICA <BUSTOS_JESSICA@smc.edu>; LE, ANN <LE_ANN@smc.edu>
Subject: MCM Integrated Systems-JVA 26*447

Hi Jessica and Ann,

Few questions/clarifications related to this item.

There was a journal for manual accrual in 24-25FY, JVA 26*338. The invoice indicates a 7/3/25 date and the associated PO2W 25*1374 shows to be rolled to 2026.

1. Do you know for can you find out when was the work done? Is it in 24-25FY or 25-26FY? Is the accrual appropriate or it should be part of the new FY?
2. How come you decided to reclassify from the 6410 to 5890?

Thank you, Larisa

From: BUSTOS, JESSICA <BUSTOS_JESSICA@smc.edu>
Sent: Thursday, July 31, 2025 10:09 AM
To: GRIGORYAN, LARISA <Grigoryan_Larisa@smc.edu>
Cc: LE, ANN <LE_ANN@smc.edu>
Subject: RE: MCM Integrated Systems-JVA 26*447

Hi Larisa,

1. I am going to email John Greenlee to ask when the work was done, I'll get back to you.
2. I decided to reclassify the accrual because the prevailing labor charge was so high that it would change the equipment coding. I figured there would be an issue with 6410 since the equipment is not \$5,000 per unit. It felt better to **code** the labor as 5890 and the actual equipment item as 6450.

Thank you,
Jessica Bustos
Accountant | Fiscal Services
Santa Monica College
Office phone: 310-434-4565

From: LE ANN <LE_ANN@smc.edu>
Sent: Thursday, July 31, 2025 10:09 AM
To: BUSTOS_JESSICA <JBUSTOS_JESSICA@smc.edu>; GRIGORYAN_LARISA <grigoryan_larisa@smc.edu>
Subject: RE: MCM Integrated Systems-JVA 26*447

Hi Jessica,
In this case, if Larisa wants you to reverse the reclassification back to 6410, please do so.

Ann L.E
Accounting Manager - Fiscal Services
Santa Monica Community College District
(310)434-4570

From: BUSTOS_JESSICA <JBUSTOS_JESSICA@smc.edu>
Sent: Thursday, July 31, 2025 10:57 AM
To: LE_ANN <LE_ANN@smc.edu>; GRIGORYAN_LARISA <grigoryan_larisa@smc.edu>
Subject: RE: MCM Integrated Systems-JVA 26*447

Hi Larisa,

Per John, this was completed June 10th. If you prefer **object code** 6410, I can reverse my entry and put the accrual back to 6410.

Thank you,
Jessica Bustos
Accountant | Fiscal Services
Santa Monica College
Office phone: 310-434-4565

From: GRIGORYAN_LARISA <Grigoryan_Larisa@smc.edu>
Sent: Thursday, July 31, 2025 11:41 AM
To: BUSTOS_JESSICA <JBUSTOS_JESSICA@smc.edu>; LE_ANN <LE_ANN@smc.edu>
Subject: RE: MCM Integrated Systems-JVA 26*447

Hi Jessica,
Thanks for the quick follow up with John. As I have always mentioned, SMC doesn't have policies on this topic. I have been applying my knowledge and struggling often times in many complex situations. See below that I follow on the top of knowledge from other sources (GAAP). In this case, combined, it meets the threshold. Let's keep it under 6410.

5890 is used for if there's an existing contract between SMC and the vendor.

Ann,
We are open to your suggestions.
I attached the backup for an easy lookup.

Thank you, Larisa

Capitalization Threshold

The capitalization threshold is the **per-unit cost** at which a given item qualifies for capitalization. The **cost used for determining capitalization should include tax, freight charges, and installation costs, whether included in the invoice cost of the item or paid separately**. Capitalization thresholds may differ from one LEA to another depending on materiality. Typically, the larger the LEA, the higher is its capitalization threshold.

For most LEAs, a capitalization threshold of at least \$5,000 is recommended. For larger LEAs, a higher capitalization threshold is appropriate.

The uniform guidance for administration of federal grants in Title 2 of the **Code of Federal Regulations**, Part 200 (the Uniform Guidance) allows property costing up to \$5,000 to be charged to federal grants as supplies, rather than as equipment, unless the LEA's capitalization threshold is lower. If an LEA elects to set a capitalization threshold higher than \$5,000 for most items, it still needs to have a separate threshold of \$5,000 for items paid for with federal funds. It is recommended that LEAs set a similar threshold for items paid for with restricted state funds.

RE: MCM Integrated Systems-JVA 26*447

 GRIGORYAN_LARISA
To: LE_ANN <LE_ANN@smc.edu>; BUSTOS_JESSICA

OK, Ann, thank you.

From: LE_ANN <LE_ANN@smc.edu>
Sent: Thursday, July 31, 2025 11:50 AM
To: GRIGORYAN_LARISA <Grigoryan_Larisa@smc.edu>; BUSTOS_JESSICA <JBUSTOS_JESSICA@smc.edu>
Subject: RE: MCM Integrated Systems-JVA 26*447

Dear Larisa,
I am sorry for overlooking it. You are right. We should **code** this to 6140.
Thank you for catching it.

Ann L.E
Accounting Manager - Fiscal Services
Santa Monica Community College District
(310)434-4570

YEAR END CLOSING TASKS 25-26				
Form 01-3				
Last Revised: 6/25/25				
Item #	Due Date	Task	Assigned to	Status
98	8/14	portion of 22XX and 24XX Review financials	Kim	
98	8/28	Final Cash Flow	V	
98	1/31	Fin Aid report Foreign gift/contract >250K	Ann	
98	1/26	Payment of CSAC interest to State for CY 2025	Vivian	
Audit Schedules				
97	8/3	Reverse prepaid accounts 9330, 01.3 adjmts	Ann Le	
98	8/26	Depreciation schedule	Larissa	
99	8/26	Capital Interest	Larissa	
100	8/26	Capital Outlay Expenditures	Larissa	
101	8/26	Vacation Liability Report	Ann	
102	8/31	25/26 sick, comp activity worksheet	Rhonda payroll	
103	9/2	SEFA Schedule	Irma	
104	9/2	Schedule of interfund transfers	Ann	
100	9/2	CERBT Statement 6/30/25	Kim	
100	9/11	Functional Expenses (all funds major activities)	Ann	
109	9/11	Preparation of 311 report	Kim	
108	9/18	GASB 101 absence compensation worksheet	Kim	
109	10/7	Schedule of PERS/STRS earnings & contrib	Irma/Ann	
110	10/7	Transparency Act (If any federal subwards made)	Irma/Ann	
111	10/9	Construction in Progress template	John Greenlee LG	

25-26 task list

YEAR END CLOSING TASKS 24-25				
Last Revised: 6/25/25				
Item #	Due Date	Task	Assigned to	Status
89	1/26	Payment of CSAC interest to State for CY 2024	Victor	
Audit Schedules				
90	8/1	Reverse prepaid accounts 9330, 01.3 adjmts	Ann Le	
91	8/26	Construction in Progress template	John Greenlee	
92	8/26	Depreciation schedule	Larissa	
93	8/26	Capital Interest	Larissa	
94	8/26	Capital Outlay Expenditures	Ann	
95	8/26	Vacation Liability Report	Ann	
96	8/26	5730 Legal Fees schedule	Ann	
97	8/29	OPEB covered Payroll	V	
98	9/2	Functional Expenses (all funds major activities)	Ann	
99	9/2	SEFA Schedule	Irma	
100	9/2	Schedule of PERS/STRS earnings & contrib	Irma/Ann	
101	9/2	Schedule of interfund transfers	Ann	
102	9/12	Preparation of 311 report	Kim	
103	10/7	Transparency Act (If any federal subwards made)	Irma/Ann	
104		5610/5615 Rents & Leases (District/KCRW)	Auditor prepares since 21/22	
		FMV unrealized gain/loss calculation	discontinued	



Meeting Agenda
Attendees: Accounting Department

I have conducted a detailed training on the Fixed Assets to
Katie- Accountant and the Irma- the Controller

Larisa, 8/13/26

6. Cross Training
Team 1: Larisa and Katie (Katie)

Re: Cross Training

 MEDERNACH_KATIE
To: GRIGORYAN_LARISA
Cc: HARO_IRMA

Start your reply with: [Great! See you then!](#) [Thank you!](#) [Great, thanks!](#) [Feedback](#)

Great! Sounds good. And yes, AM 🇺🇸

From: GRIGORYAN_LARISA <Grigoryan_Larisa@smc.edu>
Sent: Thursday, January 30, 2025 11:06 AM
To: MEDERNACH_KATIE <MEDERNACH_KATIE@smc.edu>
Cc: HARO_IRMA <haro_irma@smc.edu>
Subject: RE: Cross Training

That works. AM ☺

From: MEDERNACH_KATIE <MEDERNACH_KATIE@smc.edu>
Sent: Thursday, January 30, 2025 11:00 AM
To: GRIGORYAN_LARISA <Grigoryan_Larisa@smc.edu>
Cc: HARO_IRMA <haro_irma@smc.edu>
Subject: Re: Cross Training

Thanks, Larisa. Yes, we're fortunate that we still have our house.

How about next Friday at 10:30 pm?

Let me know if that works or if another time will be better.

Thanks,

Katie

Santa Monica College Fixed Assets Schedule for 2024-2025 Audit Year					
	Balance July 1, 2024	Additions	Deductions	Adjustment	Balance at June 30, 2025
Capital Assets Not Being Depreciated					
Land	\$ 73,411,915	\$ -	\$ -		73,411,915
Construction in progress	\$ 165,623,690	\$ 26,367,490	\$ (3,569,327)		188,421,853
Total Capital Assets Not Being Depreciated	\$ 239,035,605	\$ 26,367,490	\$ (3,569,327)	\$ -	261,833,768
Capital Assets Being Depreciated					
Buildings and improvements	\$ 764,922,324	\$ 3,539,693	\$ -		768,462,017
Furnitures and equipment	\$ 38,716,715	\$ 1,142,625	\$ -	\$ -	39,859,341
Total Capital Assets Being Depreciated	\$ 803,639,040	\$ 4,682,318	\$ -	\$ -	808,321,358
Total Capital Assets	\$ 1,042,674,644	\$ 31,049,808	\$ (3,569,327)	\$ -	1,070,155,126
Less Accumulated Depreciation					
Buildings and improvements	\$ (272,408,737)	\$ (30,610,832)	\$ -		(303,019,569)
Furnitures and equipment	\$ (31,440,660)	\$ (1,916,649)	\$ -		(33,357,309)
Total Accumulated Depreciation	\$ (303,849,397)	\$ (32,527,481)	\$ -	\$ -	(336,376,878)
Net Capital Assets	\$ 738,825,247	\$ (1,477,673)	\$ (3,569,327)	\$ -	733,778,247
Depreciation expense for the year was	\$ 32,527,481				

* Note: July 1, 2024 beginning balances were obtained from the 2023-2024 audit

** Note: Totals for the additions and deletions are linked to here from additional detailed spreadsheets in this document and in depreciation workbook

9/1/2026

9/1/2026

Inv No	Supplier Name	Description of Asset	Location of Asset	Asset Value	Tag Number	Activity Code	PO Number	PRM Number
MCCC6116-49	ENERFUSION, INC	01-AU-SC-AO-PRO "Aurora-Solar" Solar Umbrellas	Auxiliary-Ferris Kawan	7,276			A03599	NA
MCCC6116-49	ENERFUSION, INC	01-AU-SC-AO-PRO "Aurora-Solar" Solar Umbrellas	Auxiliary-Ferris Kawan	7,276			A03599	NA
7237900	FISHER SCIENTIFIC COMPANY	01-#TFSFMS2305A Tshp Series FMS High Performance Lab Refrigerator, Po line 4.	MS-312; Blanca Moreno; Math and Sci Bldg	11,434	212896	7100090	PO3W251391	2512866
7237960	FISHER SCIENTIFIC COMPANY	01-#TFSFMS2305A Tshp Series FMS High Performance Lab Refrigerator, Po line 4.	MS-312; Blanca Moreno; Math and Sci Bldg	11,434	212897	7100090	PO3W251391	2512866
6704912	FISHER SCIENTIFIC COMPANY	01-Spectrometer; #912A1139 Nicole Summit FTIR Spectrometer, a bundle that includes other parts for the spectrometer to work.	MS-312 & MS-314; Blanca Moreno; Math and Sci Bldg	35,250	214825	7100090	PO3W251393	2511965
6704912	FISHER SCIENTIFIC COMPANY	01-Spectrometer; #912A1139 Nicole Summit FTIR Spectrometer, a bundle that includes other parts for the spectrometer to work.	MS-312 & MS-314; Blanca Moreno; Math and Sci Bldg	35,250	214826	7100090	PO3W251393	2511965
1560363	FISHER SCIENTIFIC COMPANY	01-Orbital Shaker, Po line 2, #SK4001CPKG Solaris 4000 I incubated Benchtop-orbital shaker w/457457 platform and flask clamp, stand & kit.	MS-215; Math & Sci; Johnny Kurukawa	19,344	244917	7100090	PO3W251566	2515623
0385166	FISHER SCIENTIFIC COMPANY	01-Chest Freezer; #NC2941049 Torma FMS2305A Flammable Storage Freezer	MS-215; Math & Sci; Johnny Kurukawa	10,132	240748	7100090	PO3W251566	2514775
0385166	FISHER SCIENTIFIC COMPANY	01-Chest Freezer; #NC2941049 Torma FMS2305A Flammable Storage Freezer	MS-215; Math & Sci; Johnny Kurukawa	10,132	240749	7100090	PO3W251566	2514775
6882873222	GETINGE USA SALES LLC	01-SERVO-U Respiratory therapy ventilator with all its components; a bundle for equipment to work, Part # 6694600.	Slavador Santana	\$3,818	226886	6490029	PO3W251910	2514372
9230615081	GRAINGER INC	01-Ice Maker; Item#31XC76; Air, Flake Cube Type, Serial # P021745	Biotech, Karol Lu, Johnny Kurukawa	7,092	214558	6130000	PO3W251919	2511152
9305312120	GRAINGER INC	01-Ice Maker; Item#31XC76; Air, Flake Cube Type, for Genetic lab and prep	Biotech, Karol Lu, Johnny Kurukawa; MS215 & 216	7,152	217968	7100090	PO3W251670	2511152
246604	HCI GROUP INC	01-Laser Cutting System w/Ges Assist- (32x16x5.5); 125769 SMC-VLS6.75 Edu Bundle	CMD Architecture; Javier Ramirez	96,671	244915 / 244916	6490029	PO3W251057	2515767
179476	IDEMIA IDENTITY & SECURITY USA LLC	01-Livescan, Desktop; Scanners MTOP2020; LS-D-TOP2020-22	John Greenlee, for HR	7,342	235715	6730000	PO2W251028	2513857
113257	IMAGING PRODUCTS INTERNATIONAL, INC	01-GOW-MAC Series 400 Basic Isothermal Gas Chromatograph; Gow-Mac, Academic series 400 & Clarity LifeSoftware, 69-400-TCO bundle	MS-314; Organic Chem instrument room & MS 313-Orig. Chem lab; Blanca Moreno, Sam Abayagunawardena	13,131	217726	7100090	PO3W251594	2513543
113257	IMAGING PRODUCTS INTERNATIONAL, INC	01-GOW-MAC Series 400 Basic Isothermal Gas Chromatograph; Gow-Mac, Academic series 400 & Clarity LifeSoftware, 69-400-TCO bundle	MS-314; Organic Chem instrument room & MS 313-Orig. Chem lab; Blanca Moreno, Sam Abayagunawardena	13,131	217727	7100090	PO3W251594	2513543
113257	IMAGING PRODUCTS INTERNATIONAL, INC	01-GOW-MAC Series 400 Basic Isothermal Gas Chromatograph; Gow-Mac, Academic series 400 & Clarity LifeSoftware, 69-400-TCO bundle	Instrument room & MS 313-Orig. Chem lab; Blanca Moreno, Sam Abayagunawardena	13,131	217728	7100090	PO3W251594	2513543
113335	IMAGING PRODUCTS INTERNATIONAL, INC	01-po line 22, PR30 (2830K3) Double Ring Inductometer	Minzenberg; MS-113 Geospatial/Geo Prep Stock Room & MS-114	7,257	240758	7100090	PO3W251588	2514656

Auditors: 24-25- LG-Fixed Assets Schedule

9/1/2026

Inv No	Supplier Name	Description of Asset	Location of Asset	Asset Value	Tag Number	Activity Code	PO Number	PRM Number
113335	IMAGING PRODUCTS INTERNATIONAL, INC	Q1-po line 24: PT15-80 (31596004V22) Plant Water Potential Console, Portable (0.0 Bar Application Range)	Travis Greer, ENG Minzenberg, MS-113 Geophysical/Geo Prep Steve Rosen & MS-114 John Greenlee	9,023	241057	7100090	PO3W25'598	25'4456
120411	INDUSTRIAL PLUMBING SUPPLY LLC	Q1-Spartan Tool Model 727 Carl Jetter complete with accessories, Item # SP72700	Maintenance sawyer	10,613	211937	6511000	PO3W25'677	25'2920
5304	INSTALLATIONS INC	Roller shades with installation	Malibu Interpreter Room	22,956	241018	7100015	PO2W25'285	25'772
119502/119245	JVC ENVIRONMENTAL INC	#3000AT-1206-1111-Qi Muffin Monster Culler Assembly, plumbing connectors	John Greenlee, Terry Kammerstatter-Facilities and Maintenance	16,291	244989	6510000	PO2W25'314	25'772/774
126753	KEY CODE MEDIA INC	Q1-INC-4W-SERVER-G5-W-SE Inception-Server Hardware (5th Generation/windows)	CMQ Media Production, Redelia Shaw/Theren Jorgensen	9,347	241016	0603000	PO2W25'1078	25'3813
1131898-00	MAINTEX	Q1-Floor Scrubbers; #TER021099-I-MOP XXL Plus 24" scrub w/2 bat sets & charger; po line 3.	Facilities, John Greenlee	8,662	240771	7100090	PO3W25'999	25'4684
1131898-00	MAINTEX	Q1-Floor Scrubbers; #TER021099-I-MOP XXL Plus 24" scrub w/2 bat sets & charger; po line 3.	Facilities, John Greenlee	8,662	240772	7100090	PO3W25'999	25'4684
1131898-00	MAINTEX	Q1-Floor Scrubbers; #TER021099-I-MOP XXL Plus 24" scrub w/2 bat sets & charger; po line 3.	Facilities, John Greenlee	8,662	240773	7100090	PO3W25'999	25'4684
32550	MCM INTEGRATED SYSTEMS	Proximity Card Readers and Installation	Malibu Sheriff Station Door 163	6,124		7100015	PO2W25'1374	JVA 26'386
8692	MMCI ACQUISITION LLC	Q1- po line 1. SKU 600023HC. Standard Dissection Table with Hyd Hand Crank elevation. Serial # 069951; medical exam or	MS 217 & 219 Anatomy Lab, Johnny Kurukawa, Jonathan	7,037	241000	7100090	PO3W25'1065	25'5761
8692	MMCI ACQUISITION LLC	Q1- po line 1. SKU 600023HC. Standard Dissection Table with Hyd Hand Crank elevation. Serial # 069952; medical exam or	MS 217 & 219 Anatomy Lab, Johnny Kurukawa, Jonathan	7,037	241002	7100090	PO3W25'1065	25'5761
8692	MMCI ACQUISITION LLC	Q1- po line 1. SKU 600023HC. Standard Dissection Table with Hyd Hand Crank elevation. Serial # 069953; medical exam or procedure tables for general use.	MS 217 & 219 Anatomy Lab, Johnny Kurukawa, Jonathan	7,037	241003	7100090	PO3W25'1065	25'5761
8692	MMCI ACQUISITION LLC	Q1- po line 1. SKU 600023HC. Standard Dissection Table with Hyd Hand Crank elevation. Serial # 069954; medical exam or procedure tables for general use.	MS 217 & 219 Anatomy Lab, Johnny Kurukawa, Jonathan	7,037	241004	7100090	PO3W25'1065	25'5761
8692	MMCI ACQUISITION LLC	Q1-SKU # H005; Mopec B10 saw & Vacuum seal	MS 217 & 219; Johnny Kurukawa, Jonathan	7,559	241015	7100090	PO3W25'1065	25'5761
ORIN-000034598	ONE DIVERSIFIED LLC	Q1-Epson V11HA31020 EB-PJ10000 Business Projector 8,500 Lumens, WUXGA, Black; po line 1.	IT, Matthew Klammer Mark Engler	6,602	244888	4900000	PO3W25'1034	25'5269
11477148	PEAK AQUATICS	Q1-Gen7 Legacy Sprots Timer; Item #GEN7-TMR-L with its own parts as a bundle	Swim Center, Brian Eskridge	10,625	228887	6960000	PO3W25'147	25'0112
0223256--IN	REFRIGERATION CONTRACTING & MAINTENANCE	Q1-Ice Making Machine; #F-300BAJ Hoshizaki Flake Ice Maker, Air Cooled, up to 100 lb of flake ice/24 hrs, stainless steel exterior cabinet, self contained big holds 110lb	Organic Chemistry Lab, MS-312, Blanca Morais	6,492	235792	7100090	PO3W25'558	25'5289

Auditors: 24-25- LG-Fixed Assets Schedule

9/1/2026

Inv No	Supplier Name	Description of Asset	Location of Asset	Asset Value	Tag Number	Activity Code	PO Number	PRM Number
0112-3	SHERWIN WILLIAMS PAINT COMPANY	01-Paint Sprayer, U.T. Graco 1095 XT PRO Contractor (H-Boy-Type)-19F548 HIB; Serial Nbr. G2A4E26301000245; Xtreme torque motor tech. rapid response pressure control	Jordanian Bice, Kasey Garland; Auxiliary Services	7,365	222746	6511000	PO3W25'522	25'2163
B16912627	SHI INTERNATIONAL CORP.	01-po line 1, Catalyst 9300X 24-25G Fiber Ports, Cisco Systems-Part# C9300X-24Y-A; Video Camera Servers, Network Advantage-switch-24 ports, Serial # SFJC263312981	IT, Matthew Kiaman; Central Library and Media Center	11,035	212637	7100263	PO3W25'265	25'1525
B16912627	SHI INTERNATIONAL CORP.	01-po line 1, Catalyst 9300X 24-25G Fiber Ports, Cisco Systems-Part# C9300X-24Y-A; Video Camera Servers, Network Advantage-switch-24 ports, Serial # SFJC263312981	IT, Matthew Kiaman; Central Library and Media Center	11,035	212638	7100263	PO3W25'265	25'1525
419852	SIERRA SCHOOL EQUIPMENT COMPANY	01-po line 1 & 5, Cosmetology Accordion Partition - 14x100" Series H4-100 Acoustic Accordion Partition STC41	Cosmetology Dept.	7,163	216449	6430029	PO3W25'654	25'4831
565019311	SIGMA ALDRICH	01-Microplate Readers, 82742711-1EA 3110 Accuris Smartreader 96 Microplate Absorbance Reader, 43501856	Microbiology File Room	7,531	240745	7100090	PO3W25'938	PRC 28'04
1003	SUPSTREAM SPORT INTERNATIONAL INC.	01-Starting Platforms for Swimmers, Race Adjustable Track Platform with non-slip top surface, Stainless Steel base with vertical and horizontal backstroke handle.	Swim Center; Brian Eskridge	5,501	240100	6961000	PO3W25'67	25'3584
1003	SUPSTREAM SPORT INTERNATIONAL INC.	01-Starting Platforms for Swimmers, Race Adjustable Track Platform with non-slip top surface, Stainless Steel base with vertical and horizontal backstroke handle.	Swim Center; Brian Eskridge	5,501	240101	6961000	PO3W25'67	25'3584
1003	SUPSTREAM SPORT INTERNATIONAL INC.	01-Starting Platforms for Swimmers, Race Adjustable Track Platform with non-slip top surface, Stainless Steel base with vertical and horizontal backstroke handle.	Swim Center; Brian Eskridge	5,501	240102-7	6961000	PO3W25'67	25'3584
1003	SUPSTREAM SPORT INTERNATIONAL INC.	01-Starting Platforms for Swimmers, Race Adjustable Track Platform with non-slip top surface, Stainless Steel base with vertical and horizontal backstroke handle.	Swim Center; Brian Eskridge	5,501	240103	6961000	PO3W25'67	25'3584
1003	SUPSTREAM SPORT INTERNATIONAL INC.	01-Starting Platforms for Swimmers, Race Adjustable Track Platform with non-slip top surface, Stainless Steel base with vertical and horizontal backstroke handle.	Swim Center; Brian Eskridge	5,501	240104	6961000	PO3W25'67	25'3584
1003	SUPSTREAM SPORT INTERNATIONAL INC.	01-Starting Platforms for Swimmers, Race Adjustable Track Platform with non-slip top surface, Stainless Steel base with vertical and horizontal backstroke handle.	Swim Center; Brian Eskridge	5,501	240105	6961000	PO3W25'67	25'3584
1003	SUPSTREAM SPORT INTERNATIONAL INC.	01-Starting Platforms for Swimmers, Race Adjustable Track Platform with non-slip top surface, Stainless Steel base with vertical and horizontal backstroke handle.	Swim Center; Brian Eskridge	5,501	240106	6961000	PO3W25'67	25'3584
1003	SUPSTREAM SPORT INTERNATIONAL INC.	01-Starting Platforms for Swimmers, Race Adjustable Track Platform with non-slip top surface, Stainless Steel base with vertical and horizontal backstroke handle.	Swim Center; Brian Eskridge	5,501	240107	6961000	PO3W25'67	25'3584
1003	SUPSTREAM SPORT INTERNATIONAL INC.	01-Starting Platforms for Swimmers, Race Adjustable Track Platform with non-slip top surface, Stainless Steel base with vertical and horizontal backstroke handle.	Swim Center; Brian Eskridge	5,501	240108	6961000	PO3W25'67	25'3584
1003	SUPSTREAM SPORT INTERNATIONAL INC.	01-Starting Platforms for Swimmers, Race Adjustable Track Platform with non-slip top surface, Stainless Steel base with vertical and horizontal backstroke handle.	Swim Center; Brian Eskridge	5,501	240109	6961000	PO3W25'67	25'3584

Auditors: 24-25- LG-Fired Assets Schedule

9/1/2026

Inv No	Supplier Name	Description of Asset	Location of Asset	Asset Value	Tag Number	Activity Code	PO Number	PRM Number
SPINV-095521	SOUTHWEST MATERIAL HANDLING INC. TOYOTA	Q1-po line #1: 36V 900AH EnerSys Deserthog Battery, Model #18-E90D-21, E0030450; 18-E100-21 DESERT HOG W/BLUNKY & W/IO+ SPINV Model: 18-E100-21; Serial #R2F00150842; Parts for Forklift- Yale ERP040VTN36TED04 #G807N0606N	Jesse Testado: Construction Maintenance	12,350	240765	6771000	PO2W25'983	25'197
CWP81485	TRL SYSTEMS, INC.	SPW 919 Santa Monica Blvd-Fire Alarm System-bin 27	John Greenlee	17,964	244939	7100155	PO2W24'718	25'2536
46519	UNISOURCE SOLUTIONS LLC	Q1-Library Furniture-R-PHBT-H-LIGHT-D OFS Phone Booth; BOT Approved 11/12/24; Foundation for CA Comm. Colleg (FCCC); contract 0006224, with Unisource to 10/26/25; for Arcadia, Island, and OFS furniture and future applications.	Walter Butler, Fariba Owlya	8,166	240150	7144000	PO3W25'473	25'3586
46519	UNISOURCE SOLUTIONS LLC	Q1-Library Furniture-R-PHBT-H-LIGHT-D OFS Phone Booth; BOT Approved 11/12/24; Foundation for CA Comm. Colleg (FCCC); contract 0006224, with Unisource to 10/26/25; for Arcadia, Island, and OFS furniture and future applications.	Walter Butler, Fariba Owlya	8,166	240151	7144000	PO3W25'473	25'3586
46519	UNISOURCE SOLUTIONS LLC	Q1-Library Furniture-R-PHBT-H-LIGHT-D OFS Phone Booth; BOT Approved 11/12/24; Foundation for CA Comm. Colleg (FCCC); contract 0006224, with Unisource to 10/26/25; for Arcadia, Island, and OFS furniture and future applications.	Walter Butler, Fariba Owlya	8,166	240152	7144000	PO3W25'473	25'3586
46519	UNISOURCE SOLUTIONS LLC	Q1-Library Furniture-R-PHBT-H-LIGHT-D OFS Phone Booth; BOT Approved 11/12/24; Foundation for CA Comm. Colleg (FCCC); contract 0006224, with Unisource to 10/26/25; for Arcadia, Island, and OFS furniture and future applications.	Walter Butler, Fariba Owlya	8,166	240153	7144000	PO3W25'473	25'3586
46519	UNISOURCE SOLUTIONS LLC	Q1-Library Furniture-R-PHBT-H-LIGHT-D OFS Phone Booth; BOT Approved 11/12/24; Foundation for CA Comm. Colleg (FCCC); contract 0006224, with Unisource to 10/26/25; for Arcadia, Island, and OFS furniture and future applications.	Walter Butler, Fariba Owlya	8,166	240154	7144000	PO3W25'473	25'3586
46519	UNISOURCE SOLUTIONS LLC	Q1-Library Furniture-R-PHBT-H-LIGHT-D OFS Phone Booth; BOT Approved 11/12/24; Foundation for CA Comm. Colleg (FCCC); contract 0006224, with Unisource to 10/26/25; for Arcadia, Island, and OFS furniture and future applications.	Walter Butler, Fariba Owlya	8,166	240155	7144000	PO3W25'473	25'3586
42342	UNISOURCE SOLUTIONS INC	Q1-po line 6: Immerse, Table, Single rect, 42"x72", wd, knfe, std co, #TS00-3TCT; Math and Sci bldg order	New Math and Sci. Bldg; Charlie Yen, John Grenlee	5,469	235718	7100090	PO3W24'831	25'441
8816542211	VWR SCIENTIFIC	Q1-Benchtop Centrifuges; #76535-878 VWR Microstar 21R Microcentrifuge	Life Sci Andria Demmon	5,180	214228	81900000	PO3W24'715	25'305
8816542211	VWR SCIENTIFIC	Q1-Benchtop Centrifuges; #76535-878 VWR Microstar 21R Microcentrifuge	Life Sci Andria Demmon	5,180	214229	81900000	PO3W24'715	25'305

Auditors: 24-25- LG-Fixed Assets Schedule

9/1/2026

Inv No	Supplier Name	Description of Asset	Location of Asset	Asset Value	Tag Number	Activity Code	PO Number	PRM Number
8817352336	VWR SCIENTIFIC	Q1-Orbital Shaker Po line 1: #10027-242 VWR 3500 Incubating Orbital Shaker	Biotech, Karol Lu Sch-333	5,569	214601	61000000	PO3W251300	25'305
8817707553	VWR SCIENTIFIC	Q1-Steam Autoclaves or Sterilizers #470351-265, Bioclave, 26l, ckg, 120v	Biotech, Karol Lu Sch-333	9,382	235790	61000000	PO3W251302	25'309
W/F11724	WCAP LLC	2025 Ford Transit T-250 Cargo van 148" Whitebase, Dark Palazzo Gray Vinyl Buckel Seats, 10-spd automatic w/OD & SelectShift. Engine 3.5L PFI V6 Flex-Fuel, Oxford White. 1FTBR1X82SKA04297	Health Services	52,970	211943	64000000	PO3W241808	25'3430
				\$ 1,142,625		1,089,655	Equipment	
						52,970	Vehicle	
				\$ 1,116,387	GL			
				\$ 26,238	Add auxiliary			
				\$ -	Add Emeritus			
				\$ -	Deduct 1450			
				\$ -	Add donation			
				\$ -	Rounding			

Auditors: 24-25-LG-Fixed Assets Schedule

9/1/2026

9/1/2025

4	\$	36,171,248.84	
0	\$	71,217,700.94	
0	\$	73,411,810.94	25-26FY
	\$	73,411,810.94	24-25FY

4	\$	36,171,248.84	
0	\$	71,217,700.94	
0	\$	73,411,810.94	25-26FY
	\$	73,411,810.94	24-25FY

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8/30/25

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Santa Monica Community College District
2024-2025 Depreciation of Fixed Assets
Structures

8/30/25															
SITE	Bldg Code/Asset No.	Building	Depn Begin Date	Cost	Depreciable Cost 8/30/25 (11-12 Avg)	Original Useful Life (in years)	Revised Useful Life (in years)	Remain g Life in Years as of 7/1/2025	Depn Rate	Deprec. Expense Per Year	No. of Years Depreciate d	8/30/2024 Book Value	2024-2025 Depreciation Expense	8/30/2025 Accum. Depreciation	8/30/2025 Book Value
Administrative Building Addition	11-1502-42-10000	WMA Addition	7/1/2014	24,400	21,400	30	20	20.0	0.000	\$ 712.00	11.0	\$ 3,832.00	\$ 712.00	\$ 4,544.00	\$ 1,856.00
Student Union Bldg	11-17-2010	WMA Addition	7/1/2010	167,634	150,871	30	20	20.0	0.000	\$ 5,027.70	11.0	\$ 55,304.70	\$ 5,027.70	\$ 60,332.40	\$ 107,301.60
Student Activities Bldg Addition	11-17-2014	WMA Addition	7/1/2014	11,000	11,000	30	20	20.0	0.000	\$ 363.33	11.0	\$ 3,996.67	\$ 363.33	\$ 4,360.00	\$ 6,639.00
High School Addition	11-17-2010	WMA Addition	7/1/2010	288,000	253,800	20	20	20.0	0.000	\$ 12,690.00	11.0	\$ 138,180.00	\$ 12,690.00	\$ 150,870.00	\$ 137,910.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	76,000	67,000	20	20	20.0	0.000	\$ 3,350.00	11.0	\$ 36,850.00	\$ 3,350.00	\$ 40,200.00	\$ 35,850.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	241,424	214,624	20	20	20.0	0.000	\$ 10,731.20	11.0	\$ 118,043.20	\$ 10,731.20	\$ 128,774.40	\$ 112,849.60
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	6,000	5,100	20	20	20.0	0.000	\$ 255.00	11.0	\$ 2,805.00	\$ 255.00	\$ 3,060.00	\$ 2,775.00
Total FY 2024 additions				1,779,818		1,576,871				\$ 433,208		\$ 4,822,461		\$ 4,822,461	
FY 18-19 ADDITIONS															
Administrative Building Addition	11-1712-14-1022000	WMA Addition	7/1/2014	172,454	157,454	30	20	20.0	0.000	\$ 5,245.13	11.0	\$ 57,696.43	\$ 5,245.13	\$ 62,941.56	\$ 110,512.44
Student Union Bldg Addition	11-17-2010	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
High School Addition	11-17-2010	WMA Addition	7/1/2010	288,000	253,800	20	20	20.0	0.000	\$ 12,690.00	11.0	\$ 138,180.00	\$ 12,690.00	\$ 150,870.00	\$ 137,910.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	76,000	67,000	20	20	20.0	0.000	\$ 3,350.00	11.0	\$ 36,850.00	\$ 3,350.00	\$ 40,200.00	\$ 35,850.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	241,424	214,624	20	20	20.0	0.000	\$ 10,731.20	11.0	\$ 118,043.20	\$ 10,731.20	\$ 128,774.40	\$ 112,849.60
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	6,000	5,100	20	20	20.0	0.000	\$ 255.00	11.0	\$ 2,805.00	\$ 255.00	\$ 3,060.00	\$ 2,775.00
Total FY 18-19 additions				1,779,818		1,576,871				\$ 433,208		\$ 4,822,461		\$ 4,822,461	
FY 18-19 ADDITIONS															
Administrative Building Addition	11-1712-14-1022000	WMA Addition	7/1/2014	172,454	157,454	30	20	20.0	0.000	\$ 5,245.13	11.0	\$ 57,696.43	\$ 5,245.13	\$ 62,941.56	\$ 110,512.44
Student Union Bldg Addition	11-17-2010	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
High School Addition	11-17-2010	WMA Addition	7/1/2010	288,000	253,800	20	20	20.0	0.000	\$ 12,690.00	11.0	\$ 138,180.00	\$ 12,690.00	\$ 150,870.00	\$ 137,910.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	76,000	67,000	20	20	20.0	0.000	\$ 3,350.00	11.0	\$ 36,850.00	\$ 3,350.00	\$ 40,200.00	\$ 35,850.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	241,424	214,624	20	20	20.0	0.000	\$ 10,731.20	11.0	\$ 118,043.20	\$ 10,731.20	\$ 128,774.40	\$ 112,849.60
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	6,000	5,100	20	20	20.0	0.000	\$ 255.00	11.0	\$ 2,805.00	\$ 255.00	\$ 3,060.00	\$ 2,775.00
Total FY 18-19 additions				1,779,818		1,576,871				\$ 433,208		\$ 4,822,461		\$ 4,822,461	
FY 18-19 ADDITIONS															
Administrative Building Addition	11-1712-14-1022000	WMA Addition	7/1/2014	172,454	157,454	30	20	20.0	0.000	\$ 5,245.13	11.0	\$ 57,696.43	\$ 5,245.13	\$ 62,941.56	\$ 110,512.44
Student Union Bldg Addition	11-17-2010	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
High School Addition	11-17-2010	WMA Addition	7/1/2010	288,000	253,800	20	20	20.0	0.000	\$ 12,690.00	11.0	\$ 138,180.00	\$ 12,690.00	\$ 150,870.00	\$ 137,910.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	76,000	67,000	20	20	20.0	0.000	\$ 3,350.00	11.0	\$ 36,850.00	\$ 3,350.00	\$ 40,200.00	\$ 35,850.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	241,424	214,624	20	20	20.0	0.000	\$ 10,731.20	11.0	\$ 118,043.20	\$ 10,731.20	\$ 128,774.40	\$ 112,849.60
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	6,000	5,100	20	20	20.0	0.000	\$ 255.00	11.0	\$ 2,805.00	\$ 255.00	\$ 3,060.00	\$ 2,775.00
Total FY 18-19 additions				1,779,818		1,576,871				\$ 433,208		\$ 4,822,461		\$ 4,822,461	
FY 18-19 ADDITIONS															
Administrative Building Addition	11-1712-14-1022000	WMA Addition	7/1/2014	172,454	157,454	30	20	20.0	0.000	\$ 5,245.13	11.0	\$ 57,696.43	\$ 5,245.13	\$ 62,941.56	\$ 110,512.44
Student Union Bldg Addition	11-17-2010	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
High School Addition	11-17-2010	WMA Addition	7/1/2010	288,000	253,800	20	20	20.0	0.000	\$ 12,690.00	11.0	\$ 138,180.00	\$ 12,690.00	\$ 150,870.00	\$ 137,910.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	76,000	67,000	20	20	20.0	0.000	\$ 3,350.00	11.0	\$ 36,850.00	\$ 3,350.00	\$ 40,200.00	\$ 35,850.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	241,424	214,624	20	20	20.0	0.000	\$ 10,731.20	11.0	\$ 118,043.20	\$ 10,731.20	\$ 128,774.40	\$ 112,849.60
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	6,000	5,100	20	20	20.0	0.000	\$ 255.00	11.0	\$ 2,805.00	\$ 255.00	\$ 3,060.00	\$ 2,775.00
Total FY 18-19 additions				1,779,818		1,576,871				\$ 433,208		\$ 4,822,461		\$ 4,822,461	
FY 18-19 ADDITIONS															
Administrative Building Addition	11-1712-14-1022000	WMA Addition	7/1/2014	172,454	157,454	30	20	20.0	0.000	\$ 5,245.13	11.0	\$ 57,696.43	\$ 5,245.13	\$ 62,941.56	\$ 110,512.44
Student Union Bldg Addition	11-17-2010	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
High School Addition	11-17-2010	WMA Addition	7/1/2010	288,000	253,800	20	20	20.0	0.000	\$ 12,690.00	11.0	\$ 138,180.00	\$ 12,690.00	\$ 150,870.00	\$ 137,910.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	76,000	67,000	20	20	20.0	0.000	\$ 3,350.00	11.0	\$ 36,850.00	\$ 3,350.00	\$ 40,200.00	\$ 35,850.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	241,424	214,624	20	20	20.0	0.000	\$ 10,731.20	11.0	\$ 118,043.20	\$ 10,731.20	\$ 128,774.40	\$ 112,849.60
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	6,000	5,100	20	20	20.0	0.000	\$ 255.00	11.0	\$ 2,805.00	\$ 255.00	\$ 3,060.00	\$ 2,775.00
Total FY 18-19 additions				1,779,818		1,576,871				\$ 433,208		\$ 4,822,461		\$ 4,822,461	
FY 18-19 ADDITIONS															
Administrative Building Addition	11-1712-14-1022000	WMA Addition	7/1/2014	172,454	157,454	30	20	20.0	0.000	\$ 5,245.13	11.0	\$ 57,696.43	\$ 5,245.13	\$ 62,941.56	\$ 110,512.44
Student Union Bldg Addition	11-17-2010	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
High School Addition	11-17-2010	WMA Addition	7/1/2010	288,000	253,800	20	20	20.0	0.000	\$ 12,690.00	11.0	\$ 138,180.00	\$ 12,690.00	\$ 150,870.00	\$ 137,910.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	76,000	67,000	20	20	20.0	0.000	\$ 3,350.00	11.0	\$ 36,850.00	\$ 3,350.00	\$ 40,200.00	\$ 35,850.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	241,424	214,624	20	20	20.0	0.000	\$ 10,731.20	11.0	\$ 118,043.20	\$ 10,731.20	\$ 128,774.40	\$ 112,849.60
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	6,000	5,100	20	20	20.0	0.000	\$ 255.00	11.0	\$ 2,805.00	\$ 255.00	\$ 3,060.00	\$ 2,775.00
Total FY 18-19 additions				1,779,818		1,576,871				\$ 433,208		\$ 4,822,461		\$ 4,822,461	
FY 18-19 ADDITIONS															
Administrative Building Addition	11-1712-14-1022000	WMA Addition	7/1/2014	172,454	157,454	30	20	20.0	0.000	\$ 5,245.13	11.0	\$ 57,696.43	\$ 5,245.13	\$ 62,941.56	\$ 110,512.44
Student Union Bldg Addition	11-17-2010	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
High School Addition	11-17-2010	WMA Addition	7/1/2010	288,000	253,800	20	20	20.0	0.000	\$ 12,690.00	11.0	\$ 138,180.00	\$ 12,690.00	\$ 150,870.00	\$ 137,910.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	76,000	67,000	20	20	20.0	0.000	\$ 3,350.00	11.0	\$ 36,850.00	\$ 3,350.00	\$ 40,200.00	\$ 35,850.00
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	241,424	214,624	20	20	20.0	0.000	\$ 10,731.20	11.0	\$ 118,043.20	\$ 10,731.20	\$ 128,774.40	\$ 112,849.60
Quintal Addition	11-17-2010	WMA Addition	7/1/2010	6,000	5,100	20	20	20.0	0.000	\$ 255.00	11.0	\$ 2,805.00	\$ 255.00	\$ 3,060.00	\$ 2,775.00
Total FY 18-19 additions				1,779,818		1,576,871				\$ 433,208		\$ 4,822,461		\$ 4,822,461	
FY 18-19 ADDITIONS															
Administrative Building Addition	11-1712-14-1022000	WMA Addition	7/1/2014	172,454	157,454	30	20	20.0	0.000	\$ 5,245.13	11.0	\$ 57,696.43	\$ 5,245.13	\$ 62,941.56	

Santa Monica Community College District
2024-2025 Depreciation of Fixed Assets
Structures

8/30/25															
SITE	Bldg Code/Asset No.	Building	Deprec Begin Date	Cost	Depreciable Cost 8/30/25 (11-12 Avg)	Original Useful Life (in years)	Revised Useful Life (in years)	Remaining Life in Years as of 7/1/2025	Deprec Rate	Deprec. Expense Per Year	No. of Years Depreciate d	8/30/2024 Book Value	2024-2025 Depreciation Expense	8/30/2025 Accum. Depreciation	8/30/2025 Book Value
Administrative Building Addition	11-17-14	WMA Addition	7/1/2014	16,400	14,400	30	20	20.0	0.000	\$ 480.00	11.0	\$ 5,280.00	\$ 480.00	\$ 5,760.00	\$ 11,120.00
Student Union Bldg Addition	11-17-10	WMA Addition	7/1/2010	278,634	238,634	30	20	20.0	0.000	\$ 7,858.26	11.0	\$ 85,836.26	\$ 7,858.26	\$ 93,694.52	\$ 177,939.48
Student Activities Bldg Addition	11-17-14	WMA Addition	7/1/2014	224,734	222,734	30	20	20.0	0.000	\$ 6,782.22	11.0	\$ 73,804.22	\$ 6,782.22	\$ 80,586.44	\$ 134,147.56
High School Addition	11-17-10	WMA Addition	7/1/2010	8,277	5,777	20	20	20.0	0.000	\$ 289.22	11.0	\$ 3,181.42	\$ 289.22	\$ 3,470.64	\$ 4,808.36
Quintal Bldg Addition	11-17-10	WMA Addition	7/1/2010	67,500	57,000	20	20	20.0	0.000	\$ 2,850.00	11.0	\$ 31,150.00	\$ 2,850.00	\$ 34,000.00	\$ 33,450.00
Quintal Bldg Addition	11-17-10	WMA Addition	7/1/2010	1,316,000	1,155,000	20	20	20.0	0.000	\$ 57,750.00	11.0	\$ 635,250.00	\$ 57,750.00	\$ 693,000.00	\$ 645,750.00
Quintal Bldg Addition	11-17-10	WMA Addition	7/1/2010	18,000	15,000	20	20	20.0	0.000	\$ 750.00	11.0	\$ 8,250.00	\$ 750.00	\$ 9,000.00	\$ 9,000.00
High School Addition	8/30/10	WMA Addition	7/1/2010	55,248	37,248	20	20	20.0	0.000	\$ 1,876.80	11.0	\$ 20,644.80	\$ 1,876.80	\$ 22,521.60	\$ 32,726.40
Total FY 17-18 additions			129,430,918		109,430,918	30	20	20.0	0.000	\$ 3,745,918.18	11.0	\$ 40,974,127.18	\$ 3,745,918.18	\$ 44,720,045.36	\$ 44,720,045.36
FY 18-19 ADDITIONS															
Administrative Bldg Addition	11-17-14	WMA Addition	7/1/2014	166,000	145,000	30	20	20.0	0.000	\$ 4,350.00	11.0	\$ 47,850.00	\$ 4,350.00	\$ 52,200.00	\$ 113,800.00
Student Union Bldg Addition	11-17-10	WMA Addition	7/1/2010	266,000	231,000	30	20	20.0	0.000	\$ 6,700.00	11.0	\$ 72,700.00	\$ 6,700.00	\$ 79,400.00	\$ 134,600.00
Student Activities Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,822,000	1,822,000	30	20	20.0	0.000	\$ 53,666.67	11.0	\$ 585,333.33	\$ 53,666.67	\$ 639,000.00	\$ 1,182,666.67
High School Addition	11-17-10	WMA Addition	7/1/2010	1,200,000	1,020,000	20	20	20.0	0.000	\$ 25,500.00	11.0	\$ 279,750.00	\$ 25,500.00	\$ 305,250.00	\$ 876,750.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	100,000	100,000	30	20	20.0	0.000	\$ 2,777.78	11.0	\$ 30,555.56	\$ 2,777.78	\$ 33,333.33	\$ 66,666.67
Total FY 18-19 additions			10,287,667		9,287,667	30	20	20.0	0.000	\$ 310,000.00	11.0	\$ 3,380,000.00	\$ 310,000.00	\$ 3,690,000.00	\$ 11,026,667.00
FY 19-20 ADDITIONS															
Administrative Bldg Addition	11-17-14	WMA Addition	7/1/2014	200	200	30	20	20.0	0.000	\$ 6.00	11.0	\$ 66.00	\$ 6.00	\$ 72.00	\$ 72.00
Student Union Bldg Addition	11-17-10	WMA Addition	7/1/2014	484,431	414,431	30	20	20.0	0.000	\$ 12,440.28	11.0	\$ 136,843.16	\$ 12,440.28	\$ 149,283.44	\$ 265,146.56
Student Activities Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,233,333	1,233,333	30	20	20.0	0.000	\$ 31,111.11	11.0	\$ 342,222.22	\$ 31,111.11	\$ 373,333.33	\$ 858,666.67
High School Addition	11-17-10	WMA Addition	7/1/2010	300,000	200,000	20	20	20.0	0.000	\$ 5,000.00	11.0	\$ 55,000.00	\$ 5,000.00	\$ 60,000.00	\$ 240,000.00
Total FY 19-20 additions			1,017,660		817,660	30	20	20.0	0.000	\$ 43,556.39	11.0	\$ 474,931.38	\$ 43,556.39	\$ 498,487.81	\$ 1,048,667.81
FY 20-21 ADDITIONS															
Administrative Bldg Addition	11-17-14	WMA Addition	7/1/2014	27,344,644	27,344,644	30	20	20.0	0.000	\$ 864,488.13	11.0	\$ 9,509,369.53	\$ 864,488.13	\$ 10,373,857.66	\$ 16,970,786.34
Student Union Bldg Addition	11-17-10	WMA Addition	7/1/2010	1,128,437	1,128,437	30	20	20.0	0.000	\$ 36,281.23	11.0	\$ 399,093.51	\$ 36,281.23	\$ 435,374.74	\$ 6,535,415.26
Student Activities Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,400,000	1,400,000	30	20	20.0	0.000	\$ 46,666.67	11.0	\$ 513,333.33	\$ 46,666.67	\$ 560,000.00	\$ 1,839,666.67
High School Addition	11-17-10	WMA Addition	7/1/2010	1,247,467	1,247,467	30	20	20.0	0.000	\$ 41,582.22	11.0	\$ 457,404.44	\$ 41,582.22	\$ 498,986.66	\$ 1,340,683.34
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,200,000	1,200,000	30	20	20.0	0.000	\$ 36,666.67	11.0	\$ 403,333.33	\$ 36,666.67	\$ 440,000.00	\$ 1,756,666.67
High School Addition	11-17-10	WMA Addition	7/1/2010	5,400	3,600	20	20	20.0	0.000	\$ 180.00	11.0	\$ 1,980.00	\$ 180.00	\$ 2,160.00	\$ 3,420.00
Total FY 20-21 additions			10,975,818		10,975,818	30	20	20.0	0.000	\$ 938,948.13	11.0	\$ 10,249,448.13	\$ 938,948.13	\$ 11,188,396.26	\$ 20,565,083.26
FY 21-22 ADDITIONS															
Administrative Bldg Addition	11-17-14	WMA Addition	7/1/2014	158,000	158,000	30	20	20.0	0.000	\$ 4,933.33	11.0	\$ 54,266.67	\$ 4,933.33	\$ 59,200.00	\$ 113,800.00
Student Union Bldg Addition	11-17-10	WMA Addition	7/1/2010	5,800,000	5,000,000	30	20	20.0	0.000	\$ 16,666.67	11.0	\$ 183,333.33	\$ 16,666.67	\$ 199,666.67	\$ 4,800,333.33
Student Activities Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,000.00	\$ 640,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	200,000	100,000	20	20	20.0	0.000	\$ 5,000.00	11.0	\$ 55,000.00	\$ 5,000.00	\$ 60,000.00	\$ 140,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	200,000	200,000	30	20	20.0	0.000	\$ 6,000.00	11.0	\$ 66,000.00	\$ 6,000.00	\$ 72,000.00	\$ 134,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	1,000,000	500,000	20	20	20.0	0.000	\$ 12,500.00	11.0	\$ 137,500.00	\$ 12,500.00	\$ 150,000.00	\$ 850,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,000.00	\$ 640,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	1,000,000	500,000	20	20	20.0	0.000	\$ 12,500.00	11.0	\$ 137,500.00	\$ 12,500.00	\$ 150,000.00	\$ 850,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,000.00	\$ 640,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	1,000,000	500,000	20	20	20.0	0.000	\$ 12,500.00	11.0	\$ 137,500.00	\$ 12,500.00	\$ 150,000.00	\$ 850,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,000.00	\$ 640,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	1,000,000	500,000	20	20	20.0	0.000	\$ 12,500.00	11.0	\$ 137,500.00	\$ 12,500.00	\$ 150,000.00	\$ 850,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,000.00	\$ 640,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	1,000,000	500,000	20	20	20.0	0.000	\$ 12,500.00	11.0	\$ 137,500.00	\$ 12,500.00	\$ 150,000.00	\$ 850,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,000.00	\$ 640,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	1,000,000	500,000	20	20	20.0	0.000	\$ 12,500.00	11.0	\$ 137,500.00	\$ 12,500.00	\$ 150,000.00	\$ 850,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,000.00	\$ 640,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	1,000,000	500,000	20	20	20.0	0.000	\$ 12,500.00	11.0	\$ 137,500.00	\$ 12,500.00	\$ 150,000.00	\$ 850,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,000.00	\$ 640,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	1,000,000	500,000	20	20	20.0	0.000	\$ 12,500.00	11.0	\$ 137,500.00	\$ 12,500.00	\$ 150,000.00	\$ 850,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,000.00	\$ 640,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	1,000,000	500,000	20	20	20.0	0.000	\$ 12,500.00	11.0	\$ 137,500.00	\$ 12,500.00	\$ 150,000.00	\$ 850,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,000.00	\$ 640,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	1,000,000	500,000	20	20	20.0	0.000	\$ 12,500.00	11.0	\$ 137,500.00	\$ 12,500.00	\$ 150,000.00	\$ 850,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,000.00	\$ 640,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	1,000,000	500,000	20	20	20.0	0.000	\$ 12,500.00	11.0	\$ 137,500.00	\$ 12,500.00	\$ 150,000.00	\$ 850,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,000.00	\$ 640,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	1,000,000	500,000	20	20	20.0	0.000	\$ 12,500.00	11.0	\$ 137,500.00	\$ 12,500.00	\$ 150,000.00	\$ 850,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,000.00	\$ 640,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	1,000,000	500,000	20	20	20.0	0.000	\$ 12,500.00	11.0	\$ 137,500.00	\$ 12,500.00	\$ 150,000.00	\$ 850,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,000.00	\$ 640,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	1,000,000	500,000	20	20	20.0	0.000	\$ 12,500.00	11.0	\$ 137,500.00	\$ 12,500.00	\$ 150,000.00	\$ 850,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,000.00	\$ 640,000.00
High School Addition	11-17-10	WMA Addition	7/1/2010	1,000,000	500,000	20	20	20.0	0.000	\$ 12,500.00	11.0	\$ 137,500.00	\$ 12,500.00	\$ 150,000.00	\$ 850,000.00
Quintal Bldg Addition	11-17-14	WMA Addition	7/1/2014	1,000,000	1,000,000	30	20	20.0	0.000	\$ 30,000.00	11.0	\$ 330,000.00	\$ 30,000.00	\$ 360,0	

Depreciation Method used is Straight Line - 10% Year. Conveyance (1/2 for first year and half for last year). 2017-2020 IN FY 20-21 (Discontinued in last year)			
		0	0
Total FY 20-21 Disposed			0
Found 1/2			
TOTAL			\$ 788,462,017

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2018/5/27

5174505285

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430852

448852

45, 68, 92490852

• **Anterior-lateral** (lateral) winging the scapulothoracic joint. (4.48.00)

43.85%

0.999852

9/1/2026

**Santa Monica Community College District
Depreciation of Capital Assets
As of 6/30/2025
Summary**

<i>Description</i>	<i>Total Valuation</i>	<i>Depreciation Expense Current Year</i>	<i>Begin of Year Accumulated Depreciation Net of Disposal</i>	<i>Begin of Year Book Value</i>
Structures	\$ 768,462,017	\$ 30,610,832	\$ 272,408,737	\$ 492,513,586
Equipment	\$ 36,435,878	\$ 1,685,554	\$ 28,606,758	\$ 6,739,464
Vehicles	\$ 3,423,464	\$ 231,096	\$ 2,834,115	\$ 536,379
Land	\$ 73,411,915	\$ -	\$ -	\$ 73,411,915
TOTAL DISTRICT	\$ 881,733,274	\$ 32,527,481	\$ 303,849,611	\$ 573,201,344

Reconciliation to Prior Year

	Structures/Equip	Land	Total
Beginning Balance 2025	\$ 803,639,041	\$ 73,411,915	\$ 877,050,956
Adjustments/Rounding			\$ -
Adjusted Balance 2025	\$ 803,639,041	\$ 73,411,915	\$ 877,050,956
Additions	\$ 4,682,318	\$ -	\$ 4,682,318
Subtotal	\$ 808,321,359	\$ 73,411,915	\$ 881,733,274
Deletions	\$ -	\$ -	\$ -
Ending Balance 2025	\$ 808,321,359	\$ 73,411,915	\$ 881,733,274

Auditors-24-25FY-LG-Asset Listing and Depreciation Summary6000

FIXED ASSETS ESTIMATED LIFE

Building	20
Roof	20
Land improvement (driveway, garage)	20
Building improvement	20
Fixtures and cubicles	20
Furnitures	10
Equipment	10
Vehicle	8
Photovoltaic	20 (based on go California solar)
Technology and audio-visual	5

FY 11-12 Change in Estimated life of Building Improvements from 50 to 20 years

- a. Estimated life for building improvements was changed from 50 to 20 years.
- b. For acquisitions before FY 11-12, new depreciation is calculated by dividing the book value at 7/1/2011 by the new remaining life (20 years - # of years depreciated)
- c. If an asset has been depreciated for more than 20 years, the book value at 7/1/2011 are treated as depreciation expense for FY 11-12
- d. Building improvements were not depreciated based on the remaining life for the building as improvement is supposed to increase the usability of the building.

FY 12-13

Added capitalized interest per GASB 62 - interest on the bond issuance allocated among the assets the bond proceeds was used for.
Projects that were completed in previous years were shown as adjustments in both assets and CIP.
Depreciation on the adjustments prior to FY 12-13 are shown as adjustment to accumulated depreciation.
Depreciation on building changed from remaining life (50 less age of building to 50 years from date of purchase.

FY 13-14

CIP are considered completed before upon closure with DSA - changed to date approved by BOT as completed and put into use.

FY 14-15

Interest not capitalized

Review of Denial to Reclassification Request: Accountant
(Attachment 5)

Rule 3.3 RECLASSIFICATION
(Education Code Section 88104, 88104.5, 88076, 88081)

3.3.1 RECLASSIFICATION OF POSITIONS

- A. The basis for reclassification of a position shall be the gradual accretion or growth of duties, and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities.
- B. To qualify for reclassification, the change in duties and responsibilities must:
 - 1. Affect a significant portion of the duties and responsibilities of the position;
 - 2. Be so significant as to clearly warrant a change in the title and qualification requirements needed to perform the duties of the position;
 - 3. Occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties.
- C. Recommendations as to the gradual accretion will be made by the Director of Classified Personnel. The Personnel Commission shall be the final approving authority.
- D. The supervisor shall contact the Director of Classified Personnel prior to making any sudden or permanent change in the duties of a classified employee.

3.3.2 DEFINITION OF GRADUAL ACCRETION

Gradual accretion of duties is the change over time in the duties and responsibilities of a position which have a substantial impact on job factors such as knowledge required, decision-making authority, complexity of work, consequence of error, or nature and purpose of contacts with others during the course of work. For purposes of these Rules, gradual accretion of duties must occur over two (2) or more years of regular service, and not be occasioned by a sudden addition or deletion of duties.

3.3.3 RECLASSIFICATION ANALYSIS

A determination of whether a reclassification is appropriate will be based on an analysis of the duties and responsibilities currently assigned to the position. The analysis will assess:

- A. The nature and scope of each identified change in duties and responsibilities.
- B. The date the incumbent began the performance of the newly acquired duties and responsibilities.
- C. Clear and convincing evidence of the employee's continuing performance of the added duties and responsibilities.
- D. The extent to which the added duties and responsibilities are not accurately defined by the existing classification.
- E. If added duties and responsibilities are not incorporated within an existing classification, creation of a new classification may be appropriate.

3.3.5 RECLASSIFICATION REVIEWS

- A. Within fifteen (15) calendar days from receipt of a reclassification request, the Director of Classified Personnel shall provide the employee with written acknowledgement indicating the general expected time schedule for the review of the position.
- B. Personnel Commission staff will review all pertinent documentation. If needed, this review will also include a site visit and/or interview with the incumbent and supervisor to identify actual duties assigned and performed; and additional reviews of work flow, work environment, work products, and any related documents.

Review of Denial to Reclassification Request: Accountant
(Attachment 6)

Complaint (Appeal???) Brief: Classification and Merit Rule Non-Compliance

Introduction and Statement of Complaint

My name is Larisa Grigoryan. I have been employed by Santa Monica College (SMC) since 2009 as an Accountant at the Fiscal Services. During the recent (**Aug 5, 2025**) Accountant cyclical review process, I requested a reclassification for my position which was denied by the Personnel Commission Staff and the Director (**July 29, 2026**). The conclusion was that these duties fall under the Accountant class.

The integrity of the classified service is based upon the rigorous application of classification principles. These principles ensure that administrative efficiency and employee equity are not merely ambitious desires but functional realities. Therefore, this “appeal” is not about whether Accountants can learn or do complex accounting tasks (which they already do). This appeal is not merely a request for a title change. **This appeal is based on the facts that fail to recognize the technical reality of my service. The foundation for this appeal rests upon the District-wide, multi-million-dollar (\$750,428,706: 24-25FY), highly specialized duties within the Fixed Asset (FA) and Construction-in-Progress (CIP) portfolio that became my responsibilities, and which differentiate my role from the established Accountant class. My reclassification request was initiated pursuant to Rule 3.3, based on gradual accretion.**

My complaint emphasizes that my position is **legally misclassified under Merit Rule 3.2.5** and several Merit Rules are violated/ignored during the review process. The review of my reclassification request **did not properly evaluate** whether my specific position **experienced gradual accretion of duties, as required by Merit Rules 3.3.1 through 3.3.3**, and instead relied on **generalized conclusions about the Accountant classification and historical alignment of these duties among Accountant-Management-Controller-Accountant as an “operational need and staffing capacity”**. In addition, I believe there is lack of **substantial evidence** justifying the conclusion that these duties fall under the Accountant class. I respectfully ask the Commissioners to carefully review and consider that several Merit Rules have been violated during the review process.

Statement of Facts: The Specialized Fixed Asset and CIP Portfolio

My appeal begins with a very simple principle: **my position** should be evaluated based on the work **I actually perform for which my performance is being evaluated and; for which I am held accountable for (Merit Rule 3.2.1)**, not simply the title that appears on my personnel record.

Since April/2019, the following duties constitute part of the **core technical requirements** of my position:

- **Audit-Level Expenditure Review:** Executing a comprehensive pre-schedule internal audit of all equipment asset expenditures to ensure codification accuracy, including performing analytical corrections per GASB standards to the general ledger prior to auditor review.
- **Year-End GASB required Real and Fixed Asset Schedules:** Preparing comprehensive, audit-ready schedules for real assets, fixed asset records, valuation, depreciation and disposal, submitted to external auditors for the District's annual financial report.
- **Construction-in-Progress (CIP) Accounting:** Preparing specialized schedules for CIP, tracking multi-million-dollar capital projects and managing the transition of these projects into capitalized assets.
- **Cross-Departmental Coordination:** Acting as the primary technical liaison with the Purchasing, Auxiliary, and Construction departments to aggregate and reconcile diverse data sets for external audit submissions.

Below are specific sections of the Merit Rules that I believe have been violated, misapplied, or ignored during the review and decision-making process. No detailed evidence (backups I had sent to the Commissioners) have been gathered for a thorough review to test for gradual accretion based on the required "impact factors" stated under Merit Rule 3.3.2. Rather, the decision has been made by automatically applying the general sentences or words described under the Accountant class specifications and the work has been classified based on the subject matter—fixed assets—rather than analyzing the level, complexity, independence, scope, judgment, and accountability of the work actually performed.

1: (Merit Rule 3.2.5): Non-Compliance with the 80% Rule

According to Rule 3.2.5.A.2, **"A classification is deemed appropriate when it describes eighty (80) percent of the duties and responsibilities assigned to a position."**

The District's denial rests on the premise that because the words "complex", "auditing", "compliance", or "independent judgement" appear in the Accountant specification, my duties are covered. However, **Rule 3.2.5.A.2** mandates that the description must be considered **as a whole** rather than focusing on **"isolated clauses, phrases, or words"** to see if it accurately captures **80% of my actual workload**. "Essential Duties" of an Accountant even outline transactional tasks like managing cash registers, preparing bookstore tax returns, processing student club accounts, **including answering to the phones**, yet, the district-wide, multi-million-dollar (\$750,428,706: 24-25FY), highly specialized capital and construction accounting functions that occupy the **core of my work, constituting half of my duties** are completely **unlisted in the specification**. Fixed assets accounting work is significant enough to be captured under general "catch-all, other duties as assigned" category. **These duties are highly specialized, significant in scope, represent a different level of complexity and independent authority; therefore, should have been adequately described under the essential duties of the class.**

Because my actual, assigned duties are not captured adequately by the Accountant specification, the position is **legally misclassified under Rule 3.2.5. A.2.**

2: (Merit Rule 3.2.1): Principles of Position Classification

Rule 3.2.1 of the Merit Rules states that while broad classifications are appropriate for entry-level positions, “**narrow groupings**” are more effective for technical and specialized positions. **The Director in fact has identified and admitted that Fixed Asset accounting is technically demanding and specialized area of accounting.** This fact itself contradicts with her decision. Forcing this specialized role to remain under a generalist Accountant title—which is paid and evaluated the same as someone performing routine departmental reconciliations—violates the Merit System's core mandate of 'like pay for like work' and 'proper gradation' (**Rule 3.2.5.A.3**).

The supervisor has also admitted that my duties related to the Fixed Assets are **specialized**. On the Position Description Questionnaire (PDQ), the supervisor talks about “for the purposes of desk coverage, accountants **exchanged knowledge of their assignments**”. No other Accountant has exchanged any knowledge related to their duties; I have conducted a detailed training to a fellow Accountant and my supervisor/the Controller on Fixed Asset accounting.

The District denied my reclassification request, justifying my position's duties fall under the general Accountant class. **If fixed asset accounting (at the level I handle) falls under the general Accountant class, then any of the other Accountants could easily step in and produce these specialized audit schedules without any “desk coverage” or additional necessary skills and knowledge. This is not the case! The fact that technical knowledge cannot be easily “exchanged” or covered by peer Accountants, proves that my role is a “narrow, specialized grouping” under Rule 3.2.1.**

3: (Merit Rule 10.1.1): 80% Compliance & Improper Performance Evaluation Standards

While my reclassification was still pending, the District revised (March 4, 2026, presented to the Commissioners on May 20, 2026) the existing Accountant class specification to include the fixed asset duties I had already been performing. **This fact raises a major integrity issue in our Merit System.**

The fact that a duty appears in a newly revised job description does not establish that the duty previously belonged to the classification. The District's post-request revision of the Accountant classification cannot retroactively establish that the disputed responsibilities were properly within the Accountant classification at the time those responsibilities were

assigned and performed. Those duties were the subject of my reclassification request precisely because they had become substantial, permanent responsibilities beyond the existing classification. By subsequently adding those same duties to the Accountant classification and relying upon the amended description to deny the reclassification request, the District effectively changed the classification description during the pendency of the classification dispute and then treated its own revision as proof of the answer to that dispute.

Rule 10.1.1, performance evaluations measure performance against the standards and requirements of the position as stated in the class description. My performance evaluation from **January 20, 2026**, specifically rated my performance on these specialized capital assets. **My evaluation against specific duties which were not listed in the Accountant class, is a direct evidence that my position was legally misclassified under Rules 3.2.5 and 10.1.1.**

The District uses these high-liability, District-wide audit deliverables to rate my job performance under Rule 10.1.1, while at the same time claiming those duties are not significant enough to justify a specialized classification.

4: (Merit Rule 3.2.8.A): Failure of Supervisory Responsibility and Duty Alignment

Under Merit Rule 3.2.8.A, management has a responsibility to maintain the employee's duties and responsibilities consistent with the employee's class description. The rule explicitly requires that a supervisor contact the Director of Classified Personnel prior to making any sudden or permanent change in the class duties. **The District admits there were repeated reassignment of these duties: moving from Accountant (back in 2004, before my employment) to Accounting Manager, then to the Controller, and ultimately to my position.** The Departmental dynamics were completely different when I started working (closer timeframe to 2004) compared to now. By assigning new duties to my position without Personnel Commission's knowledge, is not a matter of "temporary" fix for "operational needs" or "staffing capacity"; it is the permanent relocation of higher-level accountability into a misclassified role.

5: (Merit Rule 3.2.5.A.3): Erosion of Proper Gradation and Hierarchy

Merit Rule 3.2.3 requires the Commission to arrange classes into "Occupational Hierarchies," maintaining the boundary between professional, technical, and management levels. Rule 3.2.5.A.3 mandates "Proper Gradation" within these hierarchies. **The District's admission that these duties have shifted between professional-Accountant, management-Accounting Manager, and executive-Controller levels is a clear and convincing evidence that the duties**

have evolved beyond the scope of a general class. By moving duties that were previously performed by the Accounting Manager and the Controller down to a general Accountant level, the District has collapsed the professional/management boundary. This "downward shift" creates an internal alignment crisis (Rule 3.2.1), **where the integrity of the entire accounting series is compromised.** The District is effectively using a lower-level classification to perform functions that are inherently managerial, violating the structural requirements of a functional classification plan. The Director matched the Accountant class with the Senior Accountants at other colleges. Merit rules prioritize internal alignment and "like pay for like work" within SMC over external surveys. **Even if other colleges use different titles, the internal hierarchy at SMC has already established the value of these duties.** By the District's own admission, if these duties transitioned from Manager to Controller, requiring executive-level authority, it cannot be locally classified as a general "Accountant" role simply because of a title used at different colleges. The title used by other colleges is irrelevant if the SMC Accountant class specification does not adequately capture more than **\$750 million-dollar** fixed asset accounting work and the position is misclassified under SMC's own Merit Rules, regardless of market title.

Conclusion and Requested Remedy

My reclassification denial was based on the conclusion that "Fixed asset duties belong to the Accountant class". However, that conclusion does not resolve the classification issue. It assumes the answer rather than analyzing the level of work. That conclusion did not answer to so many **WHY** questions such as: which particular fixed asset duties, at what level, with what degree of independence, scope, complexity, judgment. The decision relied on **broad characterization**, instead of specifically analyzing the facts of my position.

I appreciate the Commissioners' careful consideration and respectfully ask to consider the structural integrity of our Merit System to ensure that the District's classification plan reflects actual technical requirements and internal equity.

I respectfully request a favorable ruling on this reclassification and:

- Reverse the determination.
- Find that District-Wide, Multi-Million-Dollar, comprehensive Fixed Assets and Construction Accounting as a whole, does not belong to the general Accountant class
- Find that my position has experienced gradual accretion under Merit Rules 3.3
- Direct an appropriate reclassification.

Below are the Denial Justifications (partial statements). Underneath, I included a table to compare the General Accountant Class and my duties to proof that Fixed Asset Accounting as a whole, does not belong to the Accountant class and to demonstrate **my position has experienced gradual accretion bade on the Merit Rule 3.3.2**

**Statements of Denial Justifications followed by Statement of Facts:
General Accountant Class vs My Duties (Evidence of Gradual
Accretion-Rule 3.3.2)**

- **August Faustino**

Statement:

“Specifically, duties include but are not limited to performing **fixed asset accounting, including reconciliation, reporting and audit documentation, serving as a subject matter expert on fixed asset accounting**, performing accounting activities for restricted General Fund grants across the full grant lifecycle, including pre-award budgeting, post-award financial support, reporting cash management, audit support, and closeout, working with management to ensure adherence to grant guidelines, independently interpret grant regulations utilizing professional judgment, recording miscoded capital expenditures, reviewing and processing Local Employment Charges (LEC) related to unemployment through the State’s EDD, and KCRW equipment donations”.

Statement:

“Since the **majority** of the duties assigned to your position fall within the class concept of Accountant, staff recommends that your position remain as presently classified.”

- **Amv Gurjian**

Statement:

“Based on the information gathered, the fixed asset accounting function appears to **have been assigned at different classification levels** over the years **depending on operational needs and staffing capacity**. The historical information reviewed indicates that **this duty was initially assigned to an Accountant in 2004**, remained with that position for several years, and was later performed at higher classification levels before eventually **being reassigned to an Accountant more recently**”.

Statement:

“Our review also considered the nature of the duties in relation to the Accountant classification. **Based on that review, including the industry data collected, fixed asset audit duties** fall within the class concept for Accountant, as Accountants at Santa Monica College are expected to perform a **full range of complex, professional accounting duties, including the audit of accounting records**. **Market data** also show that tasks such as maintaining fixed asset records, reconciling capital purchases, calculating depreciation, preparing audit schedules, and related

journal entries are regularly assigned at the professional accountant level. By contrast, Accounting Manager, Controller, and Director-level classifications surveyed often reflect oversight of accounting operations rather than hands-on fixed asset accounting work. **Overall, the findings support the conclusion that fixed asset accounting is an Accountant duty, not work that is exclusively managerial level.**

- **Carol Long: July 29, 2026**

Statement:

“The responsibility for fixed asset accounting has historically been assigned to different positions within the Accounting Department based on the operational needs. These duties have been performed by both Accountants and management employees at various times. While Veronica Diaz started performing these duties as an Accountant and continued performing these responsibilities after promoting to Accounting Manager, the duties were subsequently **assigned to the Controller** and later **reassigned back to your position as an Accountant**. This history indicates that the assignment of fixed asset accounting responsibilities has varied over time and, by itself, **does not establish that the duties exceed the scope of the Accountant classification**”.

Statement:

“My review of comparable classification found that duties involving fixed asset accounting are commonly assigned within classifications that **are comparable to Santa Monica College’s Accountant classification**. Although many colleges use the title “Senior Accountant”, prior and current salary studies determined that those positions continue to be the most appropriate external matches for our Accountant classification. Accordingly, those responsibilities were already considered when the salary relationship for the Accountant classification was established.

Statement:

“I recognize that fixed asset accounting is an important and **technically demanding** area of accounting. However, the fact that work is **specialized or complex** does not, by itself, support reclassification. The determining factor is whether the assigned duties exceed the scope and level of responsibility described within the current Accountant classification. Based on my review, I did not find **evidence** that they do.

The Accountant Concept of Class establishes a general framework for professional accounting work. It does not establish that every accounting function, regardless of its scope, complexity, independence, technical judgment, or level of accountability, is necessarily Accountant-level work.

Level Factor	Accountant Class	My Position-In Addition to General Accountants
Knowledge Required	Broad, general knowledge of GAAP, Accounting practices, procedures, principles, financial analysis, auditing, governmental accounting, budgeting -Follow the existing policies, procedures, protocols, grant rules and regulations	Deep, specific, higher-level knowledge of GASB standards *(Highly technical and analytical knowledge- can't be easily exchanged). Requires higher-level analytical, interpretive, problem-solving and organizational abilities. -No existing clear, written policies and procedures; interpret accounting standards and develop solutions -Particular transaction doesn't fit nearly into the obvious categories, therefore, analyze the GASB guidance, related provisions, implementation guidance, and facts of transaction to determine which accounting treatment is required (Controller Job description required knowledge)
Decision-making authority	Independent Judgment within the established benchmarks, clearly defined rules and regulations. Ex. Read the defined grant term and determine if specific cost is allowable -Within a smaller scope-specific project, specific rule -Guidance might be provided	100% high level independent judgment without established procedures and direct supervision/guidance - Analyze the standards and determine how they apply when the answer is not straightforward-case by case basis analytical application - Independently conduct internal audits and execute overriding corrections related to various Professionals' work on District-wide basis. - Act as the centralized quality-control and internal audit gatekeeper. Exercise high level of professional judgment to explain appropriate accounting treatment.
Complexity of work	Complex, professional accounting duties, auditing	Highly complex, technical, specialized expertise involving substantially greater

	accounting records, reconciling, reviewing and preparing transactions -Scope is small, individual programs, single agency, more reconciliation basis. Review requisitions to ensure proper account coding: follow the existing chart of accounts to select the right code, general maintenance of ledgers and standard financial reporting. System generated reports. Routine accounting work common to various District funds. May review lower level personnel work. Ex. If travel costs posted to a specific program is correct or it's related to another program/grant. -Small amounts of money or if large, unrestrictive in nature	scope and complexity. Schedules directly submitted to the external auditors. Individually created complex schedules, not generated by the system. (Schedules match with executive level schedules' complexity: IPEDS, 311 Report.) -Requires years of practice; non-routine, reports are very complex that each year feels like it's the first year. -Technical, conduct pre-schedule internal audit corrections of district-wide capital equipment expenditures, across multiple departments involving high level personnel work: other Accountants, Department heads. -Involves District-Wide, several departmental lead, coordination, and high-level liaison role for significantly large dollar amounts. -Review work, Guide, and Train high level personnel work.
Consequence of Errors	Minimal Impact and less likely scenarios -Localized program compliance; error impacts a single program -Follow the clearly established rules to ensure a single grant/project/program is compliant -Multiple verification steps before work is submitted and high oversight -System generated reports provide most answers for the reports -Small dollar thresholds	Significant impact and most likely scenario -District-Wide, Multi-Million Dollars involved -Comprehensive Asset wing of Accounting, rather than a single program -Auditor-Level Deliverable Schedules -Direct impact on audit, District's Annual Financial Audit, and external accountability (Public audience) -High possibility of error due to the cumulating high dollar continuous spending and complexity of the schedules (several linkages between figures under different schedules) -Schedules become larger and larger each year

		-Schedules are created manually, requires extreme details and careful analysis
Nature and purpose of contacts	• Serve as District resource: fiscal experts to <u>Support</u> -Grant Project Managers support -Local, Individual Program Support -Management support	• District-Wide <u>Ownership</u> -Capital Asset Lifecycle: Continuous cross-functional District-wide Departmental Coordination with Purchasing Director, Facilities/Finance/Construction Director, other Managers, Faculty, (Auditors as needed basis)

Agenda Report Number	3
Subject	Classification Description Revisions and Salary Reallocation: Enrollment Services Specialist Cyclical Review
Date	September 3, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission Julia Avichouser, Personnel Analyst and Tatiana Morrison, Personnel Technician

OVERVIEW

Enrollment Services Specialist classification description revisions and salary reviews were completed on May 11, 2026. Recommended updates were emailed to CSEA and incumbents for review on [Date] (Attachment 1). Following the review period, an agenda report detailing the proposed revisions was submitted for the May 20, 2026 Personnel Commission meeting (Attachment 2). Incumbents requested further review, prompting the Commission to pull the item without taking action at the meeting.

On July 13, 2026, Personnel Commission Director Carol Long completed an administrative review of the incumbents' concerns and found no justification to alter the original recommendations (Attachment 3). Following this determination, Enrollment Services Specialist staff requested to present their concerns directly to the Personnel Commission during a public meeting. At its meeting on August 19, 2026, the Personnel Commission determined to review both the Director's recommendation and hear the employees' concerns at a special meeting on September 3, 2026.

CONCERNS EXPRESSED BY EMPLOYEES

Enrollment Services Specialists expressed the following concerns regarding the study:

- Not all current Enrollment Services Specialists were available to attend the study orientation which occurred on July 14, 2025 and subsequently unable to complete a Position Description Questionnaire (PDQ).
 - One incumbent was on medical leave at the time of the study;
 - Another incumbent presenting their concern was not employed by the department at that time.
- Salary for most Specialist classifications within the Student Services group is allocated to Range 34 or higher on the Classified Employee Salary Schedule. The Enrollment Services Specialist classification was recommended for salary reallocation from Range 30 to Range 32.

ANALYSIS OF CONCERNS

Invitations to the cyclical study orientation were sent to Enrollment Services Specialists on July 14, 2025. All incumbents were invited to participate, except one employee who was not hired into the classification until November 3, 2025.

Incumbents were given an initial deadline of August 6, 2025, to submit their completed PDQs. An extension was provided and the due date was subsequently extended to August 15, 2025.

An incumbent who had been invited was unable to participate at that time. To address the inequity, Personnel Commission staff provided an additional two-week extension for PDQ submission.

The other incumbent who expressed concerns about not being able to submit a PDQ was not hired into the classification until November 3, 2025, 2 ½ months after the second deadline of August 15, 2025, expired. Reopening deadlines each time a new employee is hired into the classification would make it impossible to finalize any classification or salary determination.

Based on the Director's administrative review, all eligible incumbents were provided with an opportunity to participate in the study.

In response to concerns regarding the proposed salary reallocation, Personnel Commission staff followed standard review protocols and conducted a salary study. The analysis revealed that the Enrollment Services Specialist salary was initially established at Range 30, placing it at the 40th percentile of the market, well below the 70th percentile target and below most Student Services Specialist roles, which are allocated to Range 34 or higher. Reallocating the position to Range 32 moves it to the 81st percentile, aligning it with comparable classifications and satisfying compensation guidelines.

RECOMMENDATION

After reviewing the concerns raised, the Director found that Personnel Commission staff followed the established procedures and evaluation criteria used for all salary studies, consistent with those conducted during all other cyclical reviews. The recommendations are consistent with our salary review process internal guidelines and were developed using the same methodology applied to all classifications. (Provisions of the Merit Rules applicable to this recommendation are set forth in Attachment 4.)

Following hearing from all interested persons, it is recommended that the Personnel Commission take one of the following actions:

1. Approve the proposed classification description revisions and salary reallocation for Enrollment Services Specialist from Classified Employee Salary Schedule, Range 30, to Classified Employee Salary Schedule, Range 32.
2. Reject the recommendation of the Director of the Personnel Commission and request that the Director modify the initial recommendation.

In preparation for the September 3 Special Meeting of the Personnel Commission, incumbents were invited to submit additional documents and provided the items featured in Attachment 5.

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

Classification Description Revisions and Salary Reallocation:
Enrollment Services Specialist
(Attachment 1)



Job Description Review Results

From AVICHOUSER, JULIA <AVICHOUSER_JULIA@smc.edu>

Date: Mon 5/11/2026 9:47 AM

To: NEVAREZ, ALMA <NEVAREZ_ALMA@smc.edu>; GIPSON, ERIN <GIPSON_ERIN@smc.edu>; SHIBATA, GEORGANNE <SHIBATA_GEORGANNE@smc.edu>; DAVIS, LUDLOW, ELOISA <Davis-Ludlow_Eloisa@smc.edu>

Cc: TOVAR, ESAU <TOVAR_ESAU@smc.edu>; HERNANDEZ, JOSE, G <HERNANDEZ_JOSE_G@smc.edu>; ACOSTA, TANIA <ACOSTA_TANIA@smc.edu>; ORDIAZ, CINDY <Ordaz_Cindy@smc.edu>; ROMANO, MARTHA <ROMANO_MARTHA@smc.edu>; GREEN, KENNISHA <Green_Kennisha@smc.edu>; Derek Eckstein <deckstein@csea.com>; GURJIAN, AMY <GURJIAN_AMY@smc.edu>; LONG, CAROL <Long_Carol@smc.edu>

1 attachment (324 KB)

Enrollment Services Specialist REV.pdf

Good Morning:

Thank you for participating in the Student Services (Phase II) classification study. Revisions to your current classification description are being proposed upon review of submitted PDQs, market data, internal analysis, and feedback from leadership overseeing the Admissions & Records Department. These revisions will not impact your job status or scope of work, as changes were made to accurately reflect the work you are currently assigned. Please see the attached job description with proposed changes.

Salary reallocation will be proposed from Range 30 (\$5,330 - \$6,479 per month) to Range 32 (\$5,596 - \$6,803 per month).

All proposed changes will be presented to the Personnel Commission on May 20 at 12:00 PM. Agenda materials related to this meeting will be published the Friday before the meeting.

The College is facing a significant fiscal challenge, and workforce decisions are being carefully evaluated. Any recommended changes resulting from salary studies are subject to review and approval by the Board of Trustees and are not final until that process is complete. This review was conducted independently of the layoff process and does not alter any applicable displacement or reemployment rights.

If you have any questions or concerns, feel free to contact me or the Classification & Compensation Manager, Amy Gurjian at gurjian_amy@smc.edu within 5 working days of this notice. You may also request an administrative review within 30 calendar days of this notice, by emailing the Director of the Personnel Commission, Carol Long at long_carol@smc.edu.

Thank you,

Julia Avichouser
Personnel Analyst
Santa Monica College

Classification Description Revisions and Salary Reallocation:
Enrollment Services Specialist
(Attachment 2)

Agenda Report Number	
Subject	Classification Description Revisions and Salary Reallocation: Enrollment Services Specialist Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Enrollment Services Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Student Services job discipline (Phase II). Previous cyclical review of the Student Services job discipline (Phase I) was completed in August 2025. The Admissions & Records Office provides services to help students meet their educational goals, including new student enrollment, residency, and athletic eligibility verification services.

The Enrollment Services Specialist classification was established in June 1977. This classification has been revised several times since its establishment. The most recent revision was approved in June 2019, and included a retitle from Student Services Specialist - Admissions & Records to Enrollment Services Specialist, as well as revisions to the class concept, distinguishing characteristics, duties, knowledge, skills, and abilities (KSAs), and requirements in order to clarify the job scope of the classification. There are currently four permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for fiscal year 2025-26. The incumbents in the Student Services (Phase II) classifications and CSEA were invited to participate in a study orientation on Wednesday, July 23, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by August 6, 2025. The study timeline was extended due to delayed PDQ submissions and the need for additional stakeholder feedback.

Personnel Commission staff consulted with the Dean of Enrollment Services and the Admissions & Records Supervisor to discuss the classification description. In addition, the supervisors were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions are being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, KSAs, and the minimum qualifications required of the job to more accurately reflect the nature of the work required.

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, description revisions are being proposed to clarify the class concept, distinguishing characteristics, duties assigned, KSAs, and the minimum qualifications.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking.

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Enrollment Services Specialist	\$5,330	\$6,479	\$5,905	26,748
El Camino College	Admissions & Records Technician II	\$5,190	\$6,628	\$5,909	21,971
Foothill De Anza CCD	Enrollment Services Specialist II	\$6,115	\$8,190	\$7,152	31,134
Long Beach City College	Admissions and Records Technician	\$5,007	\$6,157	\$5,582	26,189
North Orange County CCD	Admissions & Records Specialist	\$5,491	\$6,617	\$6,054	43,148
Pasadena City College	Admissions and Records Clerk III	\$4,894	\$6,246	\$5,570	26,522
Santa Barbara City College	Admissions and Records Specialist	\$5,528	\$6,736	\$6,132	16,835
Average		\$5,371	\$6,762	\$6,067	
25th Percentile		\$5,053	\$6,339	\$5,664	
50th Percentile		\$5,341	\$6,623	\$5,982	
70th Percentile		\$5,510	\$6,682	\$6,093	
80th Percentile		\$5,528	\$6,736	\$6,132	
90th Percentile		\$5,821	\$7,463	\$6,642	
SMC % RANK		49.3%	32.5%	39.7%	
SMC Difference From AVG		-0.8%	-4.4%	-2.7%	
SMC Difference From MED		-0.2%	-2.2%	-1.3%	

The current salary range for Enrollment Services Specialist is Range 30 on the Classified Employee Salary Schedule. In this survey, SMC is in the 39.7% median percentile compared to all benchmark agencies with comparable classifications; that is, 60.3% of market comparables were paid higher than the SMC classification.

It is recommended that salary for the Enrollment Services Specialist be reallocated from Range 30 to Range 32 on the Classified Employee Salary Schedule, a 5% increase. This will place the median salary at the 81st percentile, which satisfies the District's 70th percentile target.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Dean, Enrollment Services	A8	\$14,454	\$16,756	90.61%
Admissions and Records Supervisor**	M15	\$7,583	\$9,217	17.04%
Student Communications Coordinator**	38	\$6,479	\$7,875	5.01%
Senior Academic Records Evaluator**	36	\$6,170	\$7,500	5.00%
Senior Enrollment Services Specialist (Proposed)*	34	\$5,876	\$7,143	2.39%
Academic Records Evaluator**	33	\$5,739	\$6,975	2.56%
Senior Enrollment Services Specialist	32	\$5,596	\$6,803	0.00%
<i>Enrollment Services Specialist (Proposed)</i>	<i>32</i>	<i>\$5,596</i>	<i>\$6,803</i>	<i>4.99%</i>
<i>Enrollment Services Specialist</i>	<i>30</i>	<i>\$5,330</i>	<i>\$6,479</i>	

*Subsequent Agenda Item

**Under Review

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership. Salary reallocation must be approved by the Board of Trustees to be adopted.

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Enrollment Services Specialist.

FROM: Classified Employee Salary Schedule, Range 30

TO: Classified Employee Salary Schedule, Range 32

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

**Santa Monica Community College District
Personnel Commission**

Enrollment Services Specialist

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform a variety of complex and specialized technical duties pertaining to admission, enrollment, residency and records maintenance within Admissions ~~and~~ Records, and the onboarding of students. Incumbents provide specialized knowledge and guidance to students, staff, and the public by following established District policies and regulations.

DISTINGUISHING CHARACTERISTICS

The **Enrollment Services Specialist** ~~class~~ performs complex and specialized technical duties pertaining to admission and enrollment, for areas other than academic records evaluation, throughout the student life cycle. Incumbents are expected to be specialists in assigned functional areas of Admissions ~~and~~ Records and may work in one or more of these areas of specialization: residency and records, digital imaging, or enrollment/eligibility verification.

The **Senior Enrollment Services Specialist** performs lead work in the daily operation of the Admissions & Records Office for areas other than academic records evaluation, including athletic eligibility certification, enrollment reporting, subpoena processing, and advanced review of admission applications and enrollment transactions, with responsibility for monitoring and directing the work of permanent ~~and~~ temporary staff, and student workers.

The **Student Services Assistant** performs moderately difficult clerical and technical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical or technical work in the assigned student services area.

The **Enrollment Services Specialist** is distinguished from other student services classifications by the nature of work and specialized knowledge required. This classification is further distinguished from the Student Services Assistant and Student Services Clerk classifications by the level, variety, and complexity of work, independence of action and responsibility for decisions, and level of supervision received.

ESSENTIAL DUTIES

Serves as a specialist in one or more Admissions & Records areas, including application review/processing, transcript processing, residency determination, concurrent enrollment, and/or records review/processing.

Serves as an advocate for students and assists them to resolve common problems or issues around application, onboarding, registration, residency, transcripts, enrollment verifications, and form processing; performs evaluation and interpretation of student documentation; and refers issues to an appropriate contact for proper resolution.

Answers inquiries and provides information to students, faculty, staff, and the public on District, Federal, and State procedures relating to admissions, enrollment, residency, records maintenance, and digital imaging, policies and procedures.

~~Interviews students who require a further evaluation/interpretation of documentation presented for a final determination of California residency.~~

Resolves complex problems and issues presented by lower-level staff, students, counselors, faculty, and other members of the college community.

~~Collects, evaluates, and maintains~~ Reviews nonresident application residency classification and reclassification requests; analyzes immigration documents and proofs to provide a final determination on eligibility of California residency and exemptions for tuition purposes.

Utilizes and trains others in document imaging technology and specialized software to capture, verify, and classify transcript data; matches transcripts to student information system and correctly processes unmatched transcripts; ensures relevant student data, such as courses and grades are captured; updates institutional and course databases.

Maintains and logs transactions concerning student records for auditing and other purposes; updates and changes residence codes; tracks and processes subpoenas; maintains the security of files and records.

Assists in coordinating day-to-day activities in an area of responsibility and disseminates work to lower-level staff.

Performs correction and control of more complex errors in student files to ensure their accuracy; merges and expunges records as needed.

Regularly Schedules and delivers department workshops and webinars, including residency and reclassification, admission applications, and workshops/other informational sessions for students, parents, and faculty to communicate Admissions and Records policies and procedures.

Responds to requests and refers students to appropriate resources for information on a breadth of topics, including student services, ~~and~~ academic, and career technical education programs.

Assists in verifying and certifying student athletic eligibility in compliance with local, state, and conference requirements; promptly communicates eligibility standing to Athletic Director (or designee) and to other parties as directed.

Maintains and updates the Admissions & Records website as assigned; updates information including content and formatting to ensure accuracy, clarity, and usability.

Assists with identifying application and enrollment fraud by reviewing student applications for accuracy, legitimacy, and compliance with state regulations and District policies and procedures.

~~Prepares and finalizes statistical data for Federal, State, and/or District reports on area of responsibility as assigned; verifies and corrects enrollment reports submitted to the National Student Clearinghouse.~~

Implements and executes the College's records, retention, and destruction policy; liaises with other departments to coordinate document storage and destruction schedules.

Provides training and guidance to District staff members in the utilization of specialized software or applications specific to an assigned area as needed.

Interacts with external departments to create and maintain the College's Student Experiences co-curricular transcript.

Provides recommendations to higher-level staff regarding improvements to departmental processes and efficiencies.

Performs general administrative duties; composes correspondence, memos, and other materials.

~~May participate in designing and customizing admissions and records information system(s); monitors the accuracy of information system(s); troubleshoots, identifies, and collects any inaccurate data and consults with Senior Enrollment Services Specialist, Supervisor, Dean, management information services and other relevant parties regarding system-related issues.~~

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

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

Level of Supervision Exercised

Positions in this classification do not supervise others ~~employees~~, but serve as specialists in assigned areas providing specialized knowledge and guidance to student workers, coworkers, and other District staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Admissions and Records rules, regulations, policies, and procedures in order to comply with state, federal, and local laws
District rules, regulations, policies, and procedures pertaining to admissions and records to ensure compliance with state, federal, and local laws

California Educational Code, Title 5 of the California Code of Regulations, and the Family Educational Rights and Privacy Act

California residency requirements

Enrollment Reporting Regulations with the National Student Clearinghouse and National Student Loan Data Systems

United States Customs and Immigration laws related to entering the U.S. and establishing residency in California for enrollment fee purposes

Student athletic eligibility standards in order to comply with local, state, and conference requirements

Mission, objectives, goals, and service delivery requirements of assigned program

Related Computer programs, software, systems, databases, and applications and systems that support this level of work, including word processing, spreadsheet, presentation graphics, data management and document imaging/indexing technologies

Customer service practices

Administrative practices and procedures, including record keeping and filing practices and procedures

Skills & Abilities:

Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records

Provide training and guidance to others on specialized software and applications

Contribute to workflow process development and improvement techniques

Prepare/Write reports, correspondence, and informational materials including delivery of effective presentations

Work independently and complete tasks with multiple interruptions and distractions

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

Exercise sound judgment in distinguishing legitimate student errors from intentional misrepresentation and escalate cases when necessary

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

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

Organize and maintain specialized files and confidentiality of student worker/employee and student information

Communicate effectively, both orally and in writing, using tact, patience, and courtesy

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

Role model exceptional internal and external customer service

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent.

Experience Requirement:

Two ~~(2)~~ years of experience in a higher education setting performing clerical/technical duties in an admissions and records office.

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. May be required to successfully pass the Athletic Eligibility Compliance Exam after hire, if assigned to process student athletic eligibility certifications.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal 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 lift, carry, push, or pull up to 25 pounds. The employee is occasionally required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:

Student Services (Non-Classroom)

FLSA Status:

Non-exempt

Personnel Commission Approval Date:

06/19/77, 11/14/06

Class History:

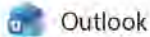
Admissions & Records Clerk III;

Student Services Specialist-Admissions & Records

Revision Date(s):

09/82, 11/84, 01/87, 11/87, 11/16/06, 02/15/17, 03/15/17,
06/19/19, 5/20/26

Classification Description Revisions and Salary Reallocation:
Enrollment Services Specialist
(Attachment 3)



Enrollment Services Specialist - Response to Administrative Review

From LONG_CAROL <Long_Carol@smc.edu>

Date Mon 7/13/2026 1:15 PM

To NEVAREZ_ALMA <NEVAREZ_ALMA@smc.edu>; DAMMER_MICHAEL <DAMMER_MICHAEL@smc.edu>; SHIBATA_GEORGANNE <SHIBATA_GEORGANNE@smc.edu>; DAVIS-LUDLOW_ELOISA <Davis-Ludlow_Eloisa@smc.edu>; GIPSON_ERIN <GIPSON_ERIN@smc.edu>

Cc ORDAZ_CINDY <Ordaz_Cindy@smc.edu>; GURJIAN_AMY <GURJIAN_AMY@smc.edu>; AVICHOUSER_JULIA <AVICHOUSER_JULIA@smc.edu>; PENATE_YESENIA <PENATE_YESENIA@smc.edu>

Good Afternoon,

I have reviewed the concerns you raised regarding the recent salary study for the Enrollment Services Specialist and Senior Enrollment Services Specialist classifications and appreciate the opportunity to respond.

The concerns presented for review were:

- Not all current Enrollment Services Specialists attended the study orientation or had the opportunity to complete a Position Description Questionnaire (PDQ).
- Most Specialist classifications within Student Services are allocated to Salary Range 34 or higher, while the recommended salary allocation for Enrollment Services Specialist is only Range 32.

Position Description Questionnaires

Invitations to the study orientation were sent to Enrollment Services Specialists on July 14, 2025. All current incumbents at that time were invited to participate, with the exception of one employee who was not hired into the classification until November 3, 2025.

The original deadline for submitting PDQs was August 6, 2025, and it was subsequently extended to August 15, 2025. One incumbent who had been invited to participate was on leave during the study period and therefore was unable to attend the orientation. To ensure that employee had an opportunity to participate, Personnel Commission staff recently provided an additional two-week period for submission of a PDQ.

Based on this review, I found that all eligible incumbents were provided an opportunity to participate in the study.

Salary Recommendation

The recommended salary reallocation for Enrollment Services Specialist is from Salary Range 30 to Salary Range 32. This recommendation was developed using the Personnel Commission's established salary review methodology.

Salary studies begin with a comprehensive survey of 15 comparable agencies to evaluate current market compensation. Consistent with our internal guidelines, Personnel Commission staff seek to recommend salary allocations that place Santa Monica College at approximately the 70th percentile of the market.

The survey found that the current salary for Enrollment Services Specialist was positioned at approximately the 40th percentile, meaning that 60% of comparable agencies paid a higher salary for similar work. Reallocating the classification to Salary Range 32 would place the position at approximately the 81st percentile of the market, meeting and exceeding the Commission's established compensation objective.

For the Senior Enrollment Services Specialist classification, sufficient market data was not available to apply the same percentile methodology. In accordance with our established practice, Personnel Commission staff instead relied on internal alignment between related classifications. Senior Specialist classifications at Santa Monica College are consistently allocated two salary ranges above the corresponding Specialist classification. The recommendation to place the Senior Enrollment Services Specialist at Salary Range 34 maintains that established relationship.

Conclusion

After reviewing the concerns raised, I found that Personnel Commission staff followed the established procedures and evaluation criteria used for all salary studies. The recommendations are consistent with our internal salary review guidelines and were developed using the same methodology applied to other classifications.

Accordingly, I have not identified a basis to modify the original recommendation. The proposed salary reallocations will remain at Salary Range 32 for Enrollment Services Specialist and Salary Range 34 for Senior Enrollment Services Specialist. Recommendations for Enrollment Services Specialist will be presented to the Personnel Commission for consideration at its next regular meeting in August.

If you would like to discuss this decision or the salary review methodology in greater detail, I would be happy to meet with you.

If you wish to appeal the results of the classification and salary review process, you may submit a written appeal to the Personnel Commissioners within five (5) calendar days of receipt of this email. Appeals may be emailed to Yesenia Penate at Penate_Yesenia@smc.edu or mailed to:

Santa Monica Community College District
Attn: Personnel Commissioners
1900 Pico Boulevard
Santa Monica, CA 90405

Please feel free to contact me if you have any questions.

Sincerely,

Carol Long
Director of the Personnel Commission
Santa Monica Community College
(310) 434-4762

Classification Description Revisions and Salary Reallocation:
Enrollment Services Specialist
(Attachment 4)

3.2.5 INTERPRETATION OF CLASSIFICATION DESCRIPTIONS

- A. The classification descriptions and their various parts shall be interpreted according to the following rules:
1. The concept of the class and examples of duties are descriptive and illustrative only and not restrictive and exhaustive. They indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and qualification requirements, and do not prescribe what these details shall be in respect to any position. The use of a particular expression or illustration as to duties, responsibilities, qualification requirements, or other attributes is typical or descriptive of the class and does not exclude others not mentioned but of similar kind and/or quality as determined by the Personnel Commission.
 2. The description for each classification is considered as a whole in determining the class to which any position shall be allocated, giving consideration not to isolated clauses, phrases, or words, apart from their context but to the general duties, responsibilities, specific tasks, and qualification requirements as affording a picture of the positions included in the class. A classification is deemed appropriate when it describes eighty (80) percent of the duties and responsibilities assigned to a position.
 3. Each classification description is construed in its proper relationship to other descriptions, particularly those of classes in the same series, in such manner as to maintain a proper gradation and differentiation within the series in which the class is located.
 4. The statement of minimum qualifications, when considered with other parts of the classification description, is to be used as a guide in the announcement and preparation of tests and in the evaluation of the qualifications of candidates seeking appointment to positions allocated to the class, but does not require a particular form or content of test or testing procedure.
 5. The classification title shall always be used with the meaning set forth in the remainder of the description.

3.2.9 CLASSIFICATION SYSTEM MAINTENANCE

- A. The Director of Classified Personnel shall review the duties and responsibilities of positions as necessary to determine their proper classification. All class descriptions shall be reviewed at least once every five years. Each year the Director of Classified Personnel shall prepare a schedule of anticipated review projects and present it for approval to the Personnel Commission. The Personnel Commission shall maintain a system of continuous classification review.
- B. When conducting a review of class descriptions, the study process shall generally include the following steps:
 - 1. An introductory meeting with incumbents and supervisors to explain the study procedure. For represented classifications, the applicable bargaining unit shall be invited to attend the introductory meeting.
 - 2. Completion of Position Description Questionnaires by incumbents.
 - 3. Review and approval of questionnaires by appropriate supervisors.
 - 4. Audit of positions by the Personnel Commission staff.
 - 5. Data review and salary data gathering by the Personnel Commission staff.
 - 6. Presentation of findings and recommendations to supervisors, managers, senior staff, incumbents, and bargaining unit representatives, if applicable.
- C. Following the conclusion of this process, the Director of Classified Personnel shall present final findings and recommendations to the Personnel Commission for action.

12.1.2

FACTORS IN SALARY RECOMMENDATIONS

- A. The Director of the Personnel Commission shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. These recommendations shall take into account the following factors:
1. The principle of like pay for substantially similar work within the classified service.
 2. Appropriate differentials between related classes to reflect differences in duties and responsibilities, as established in the classification plan, and
 3. Wages and salaries paid for similar work in comparable job classifications within other government agencies within a comparable market area.
 4. Wages and salaries paid by private sector employers may be considered when there are insufficient comparable government data.
 5. Such other information as the Personnel Commission may deem relevant.

12.1.4

SALARY RECOMMENDATIONS
(EDUCATION CODE SECTION 88087)

After making its findings, the Personnel Commission shall present salary recommendations to the Board for approval. The Board may approve, amend or reject the recommendation but not alter the percentage relationships among classes in the occupational family as established by the classification plan. No amendment shall be adopted until the Personnel Commission is first given a reasonable opportunity to comment on the effect the amendments will have on the principle of like pay for substantially similar work. No changes shall be adopted which disturb the percentage relationship among classes in the occupational family as established by the Personnel Commission.

Classification Description Revisions and Salary Reallocation:
Enrollment Services Specialist
(Attachment 5)

From: [DAVIS-LUDLOW ELOISA](#)
To: [MORRISON TATIANA](#)
Subject: Re: Special Personnel Commission Meeting
Date: Tuesday, September 1, 2026 2:52:08 PM
Attachments: [PC Meeting August 19.docx](#)

Hello Tatiana,

I am in Paris this week and so I request that the PC please read my statement to the Commissioners, attached on Sept 3rd.

Fébe Solimon, Academic Evaluator, will be present and will pass out the hand-outs to the Commissioners in my absence.

Please let me know if this is acceptable.

Thank you in advance,

Eloisa Davis-Ludlow
Enrollment Services Specialist
Admissions & Records
SMC

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

Thank you for your time today. My name is Eloisa Davis-Ludlow, Enrollment Services Specialist, and my appeal today focuses on a key issue in the methodology used for the Enrollment Services Specialist job audit: the selection of comparable positions. My goal is to support the accuracy and fairness of the audit by sharing concerns that we have regarding the comparables selected for this study.

In front of you are the job descriptions provided in our audit (blue ones), with all shared ESS duties highlighted in yellow for your reference. These highlights were meant to make it easy to see where our responsibilities align with those of the other colleges- particularly in areas such as residency determination, VACA and AB540 processing, CCC Apply admissions, transcript evaluation, enrollment verifications, high school concurrent enrollment, and athletic eligibility. These are the core functions of the ESS role, and 5 of the 6 positions included in the audit clearly reflect those responsibilities.

However, one position included in our study - Pasadena City College's Admissions and Records Clerk III - has practically no highlights. Its job description makes no mention of final residency determination, VACA or AB540 processing, high school concurrent enrollment, or athletic eligibility. It is a clerical position more comparable to that of the Student Services Assistant. Its duties do not involve the compliance-based, audit-sensitive processes that define the ESS classification. Including a clerical position as a comparable artificially lowers the salary range outcome and misrepresents the complexity of ESS work. For this reason, we respectfully request that the Clerk III position be removed from our audit.

In addition, my own research identified 3 comparable positions whose job descriptions- also highlighted in yellow- show clear alignment with ESS responsibilities but were not included in our audit (green ones). Please refer to:

- El Camino College's Admissions & Records Specialist
- State Center CCD's Admissions & Records Specialist
- Cerritos College's Admissions & Records Technician II

These positions share the core ESS functions as highlighted, and should have been part of a complete and balanced study. Their omission also stands out when compared to other recent audits - EOPS Specialist included 12 comparables and the Student Services Specialist included 10. In contrast, the ESS audit only included 6, and one of them was not actually a comparable.

I also want to note that El Camino College has 2 positions that overlap with our ESS classification. However, only the lower-level position was used in our audit. Adding the higher-level Specialist position would have produced a more equitable and accurate salary comparison, especially since our core, auditable responsibilities - as highlighted - encompass both positions.

For these reasons, we have 2 requests. We respectfully request the removal of the one non-comparable clerical position and the addition of the 3 omitted comparables to ensure a fair, thorough, and methodologically sound audit using a total of 8 comparables. This adjustment would bring the study into closer alignment with both our actual duties and the Commission's established practices.

Thank you for your consideration.

Agenda Report Number	4
Subject	Reconsideration of Classification Description Revisions and Salary Reallocation: Senior Enrollment Services Specialist Classification Cyclical Review
Date	September 3, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission Julia Avichouser, Personnel Analyst and Tatiana Morrison, Personnel Technician

OVERVIEW

On May 11, 2026, classification revisions and salary review recommendations for the Senior Enrollment Services Specialist were completed and submitted to CSEA and the incumbent for review (Attachment 1). An agenda report detailing these recommendations was presented to the Personnel Commission on May 20, 2026 (Attachment 2), where it was approved unanimously. During the same meeting, the Commission pulled the proposed description and salary reallocation for the lower-level Enrollment Services Specialist classification.

Following the removal of related Enrollment Services Specialist classification items from the agenda, the Senior Enrollment Services Specialist incumbent likewise requested an administrative review of the findings (Attachment 3). The request cited concerns with the salary recommendations for both the Senior Enrollment Services Specialist and Enrollment Services Specialist classifications, as the Specialist salary directly impacts the Senior role.

On July 13, 2026, the Director of the Personnel Commission completed an administrative review and found no justification to alter the original recommendations (Attachment 4). The incumbent then asked to bring their concerns directly to the Commission. At the August 19, 2026 Personnel Commission meeting, Commissioner's agreed to reconsider its prior approval and hear the employee's concerns at a special meeting on September 3, 2026.

CONCERNS EXPRESSED BY INCUMBENT

The Senior Enrollment Services Specialist expressed the following concerns towards their study.

- Salary for most Specialist classifications within the Student Services group are allocated to Range 34; in this instance the salary reallocation for Enrollment Services Specialist was recommended to increase from Range 30 to Range 32. Therefore, limiting the Senior role, to a salary increase from Range 32 to Range 34.
- The recommended two-range differential for this lead role does not take into account the complexity of responsibilities assigned to this position, above and beyond what is normally assumed by a lead role.

ANALYSIS OF CONCERNS

Salary allocation for Enrollment Services Specialist was initially set at Range 30 on the Classified Employees Salary Schedule. Personnel Commission's survey results found the current salary was at approximately the 40th percentile of the market, meaning 60% of comparable classifications surveyed within these agencies paid a higher salary for similar work. Reallocating the salary to Range 32 would place this classification at approximately the 81st percentile of the market, meeting and exceeding the Commission's established compensation objective.

For the Senior Enrollment Services Specialist classification, sufficient market data was not available to apply the same percentile methodology. In accordance with our established practice, Personnel Commission staff instead relied on internal alignment between related classifications.

Senior Specialists are generally responsible for assigning, overseeing, and monitoring work, leading and training other subordinate employees, and working with less oversight than Student Services Specialists on non-routine tasks with substantial independence. More complex roles might involve program coordination in the absence of a classified or academic manager, or systems specialist responsibilities above and beyond the role of an advanced user. While the Senior Enrollment Services Specialist assumes a number of complex responsibilities related to daily oversight of Enrollment Services, we did not find sufficient evidence supporting a higher-paying role.

Senior Specialist classifications at Santa Monica College are consistently allocated two salary ranges above the corresponding Specialist classification, unless sufficient evidence is present supporting higher-level functions beyond duties normally assigned to lead roles at Santa Monica College. The recommendation to place the Senior Enrollment Services Specialist at Salary Range 34 maintains that established relationship.

RECOMMENDATION

After reviewing the concerns raised via an Administrative Review, the Director of the Personnel Commission found that staff followed established procedures and evaluation criteria used for salary studies during all cyclical reviews. The recommendations are consistent with our salary review process internal guidelines and were developed using the same methodology applied to all classifications. Provisions of the Merit Rules applicable to this recommendation are set forth in Attachment 5.

Following hearing from all interested persons, it is recommended that the Personnel Commission take one of the following actions:

1. Decline to reconsider its May 20, 2026, decision to approve the Classification Description Revisions and Salary Reallocation for the the Senior Enrollment Service Specialist.

2. Reconsider its May 20, 2026, decision and take such other action as the Personnel Commission deems appropriate.

In preparation for the September 3 Special Meeting of the Personnel Commission, the incumbent was invited to submit additional documents and declined.

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

Classification Description Revisions and Salary Reallocation:
Senior Enrollment Services Specialist Classification
(Attachment 1)



Job Description Review Results

From AVICHOUSER, JULIA <AVICHOUSER, JULIA@smc.edu>
Date Mon 5/11/2026 9:49 AM
To DAMMER, MICHAEL <DAMMER, MICHAEL@smc.edu>
Cc TOVAR, ESAU <TOVAR, ESAU@smc.edu>; HERNANDEZ, JOSE, G <HERNANDEZ, JOSE, G@smc.edu>; ACOSTA, TANIA <ACOSTA, TANIA@smc.edu>; ORDAZ, CINDY <OrdaZ_Cindy@smc.edu>; ROMANO, MARTHA <ROMANO, MARTHA@smc.edu>; GREEN, KENNISHA <Green_Kennisha@smc.edu>; Derek Eckstein <deckstein@csea.com>; GURJIAN, AMY <GURJIAN, AMY@smc.edu>; LONG, CAROL <Long_Carol@smc.edu>

1 attachment (376 KB)

Senior Enrollment Services Specialist REV.pdf

Good Morning, Michael:

Thank you for participating in the Student Services (Phase II) classification study. Revisions to your current classification description are being proposed upon review of submitted PDQs, market data, internal analysis, and feedback from leadership overseeing the Admissions & Records Department. These revisions will not impact your job status or scope of work, as changes were made to accurately reflect the work you are currently assigned. Please see the attached job description with proposed changes.

Salary reallocation will be proposed from Range 32 (\$5,596 - \$6,803 per month) to Range 34 (\$5,876 - \$7,143 per month).

All proposed changes will be presented to the Personnel Commission on May 20 at 12:00 PM. Agenda materials related to this meeting will be published the Friday before the meeting.

The College is facing a significant fiscal challenge, and workforce decisions are being carefully evaluated. Any recommended changes resulting from salary studies are subject to review and approval by the Board of Trustees and are not final until that process is complete. This review was conducted independently of the layoff process and does not alter any applicable displacement or reemployment rights.

If you have any questions or concerns, feel free to contact me or the Classification & Compensation Manager, Amy Gurjian at gurjian_amy@smc.edu within 5 working days of this notice. You may also request an administrative review within 30 calendar days of this notice, by emailing the Director of the Personnel Commission, Carol Long at long_carol@smc.edu.

Thank you,

Julia Avichouser
Personnel Analyst
Santa Monica College

Classification Description Revisions and Salary Reallocation:
Senior Enrollment Services Specialist Classification
(Attachment 2)

Agenda Report Number	35
Subject	Classification Description Revisions and Salary Reallocation: Senior Enrollment Services Specialist Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Senior Enrollment Services Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Student Services job discipline (Phase II). Previous cyclical review of the Student Services job discipline (Phase I) was completed in August 2025. The Admissions & Records Office provides services to help students meet their educational goals, including new student enrollment, residency, and athletic eligibility verification services.

The Senior Enrollment Services Specialist classification was established in March 1986. This classification has been revised several times since its establishment. The most recent revision was approved in June 2019, and included a retitle from Senior Student Services Specialist - Admissions & Records to Senior Enrollment Services Specialist, as well as revisions to the class concept, distinguishing characteristics, duties, knowledge, skills, and abilities (KSAs), and requirements in order to clarify the job scope of the classification. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for fiscal year 2025-26. The incumbents in the Student Services (Phase II) classifications and CSEA were invited to participate in a study orientation on Wednesday, July 23, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by August 6, 2025. Commission staff subsequently conducted a job audit to obtain input from the incumbent. The information gathered from the job audit was reviewed with the manager. The study timeline was extended due to delayed PDQ submissions and the need for additional stakeholder feedback.

Personnel Commission staff consulted with the Dean of Enrollment Services and the Admissions & Records Supervisor to discuss the classification description. In addition, the supervisors were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions are being proposed to clarify the

Santa Monica College
Personnel Commission

Regular Meeting Agenda

Wednesday, May 20, 2026

concept of the class, distinguishing characteristics, duties assigned, knowledge, skills, and KSAs, and the minimum qualifications required of the job to more accurately reflect the nature of the work required.

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, description revisions are being proposed to clarify the class concept, distinguishing characteristics, duties assigned, KSAs, and the minimum qualifications.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking.

Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies did not utilize roles at a senior or lead-level for the enrollment services area, or they utilized a lead-level role that had a broader scope of work that included evaluation of academic records, overlapping with the duties found in the Academic Records Evaluator role. As a result, salary review is based on salary compression considerations.

It is recommended that salary for the Senior Enrollment Services Specialist be reallocated from Range 32 to Range 34 on the Classified Employee Salary Schedule, a 5% increase. Salary review is based on internal compression between the Senior Enrollment Services Specialist and the Enrollment Services Specialist, in order to maintain a lead-level pay differential of 5%.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Dean, Enrollment Services	A8	\$14,454	\$16,756	90.61%
Admissions and Records Supervisor**	M15	\$7,583	\$9,217	17.04%
Student Communications Coordinator**	38	\$6,479	\$7,875	5.01%
Senior Academic Records Evaluator**	36	\$6,170	\$7,500	5.00%
Senior Enrollment Services Specialist (Proposed)	34	\$5,876	\$7,143	2.39%
Academic Records Evaluator**	33	\$5,739	\$6,975	2.56%

Santa Monica College
Personnel Commission

Regular Meeting Agenda

Wednesday, May 20, 2026

Senior Enrollment Services Specialist	32	\$5,596	\$6,803	0.00%
Enrollment Services Specialist (Proposed)*	32	\$5,596	\$6,803	4.99%
Enrollment Services Specialist	30	\$5,330	\$6,479	

*Previous Agenda Item

**Under Review

Cyclical review results have been sent to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Senior Enrollment Services Specialist.

FROM: Classified Employee Salary Schedule, Range 32

TO: Classified Employee Salary Schedule, Range 34

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

**Santa Monica Community College District
Personnel Commission**

Senior Enrollment Services Specialist

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform lead work in the daily operations of the Admissions & Records Office, specifically overseeing the work of staff in the areas of admission, residency and records, athletic eligibility, digital imaging, enrollment/eligibility verification, and student onboarding. In addition, this position supports the integrity of the College's admissions and enrollment processes by reviewing and researching student application or enrollment transactions in accordance with District procedures.

DISTINGUISHING CHARACTERISTICS

The **Senior Enrollment Services Specialist** performs lead work in the daily operation of the Admissions & Records Office for areas other than academic records evaluation, including athletic eligibility certification, enrollment reporting, subpoena processing, and advanced review of admission applications and enrollment transactions, with responsibility for monitoring and directing the work of permanent, and temporary staff, and student workers.

The **Enrollment Services Specialist** class performs complex and specialized technical duties pertaining to admission and enrollment, for areas other than academic records evaluation, throughout the student life cycle. Incumbents are expected to be specialists in assigned functional areas of Admissions ~~and~~ Records and may work in one or more of these areas of specialization: residency and records, digital imaging, or enrollment/eligibility verification.

ESSENTIAL DUTIES

Oversees the work of staff in residency and records, digital imaging, or enrollment/eligibility verification. Serves as the lead worker for the Admissions & Records Office for areas other than academic records evaluation, responsible for processes and policy implementation relating to their admission application, admission and enrollment integrity, athletic eligibility, residency and records maintenance, enrollment reporting and verification, subpoena processing, and digital imaging/residency and records, digital imaging, or enrollment/eligibility verification, assists in student admission, registration, drop/add transactions, and other District processes.

Researches and resolves reported and suspected cases of admission and enrollment fraud by coordinating with students, instructors, and other departments to verify case information, placing or removing account holds, and terminating fraudulent student accounts as needed, maintains logs of investigations in compliance with District and state regulations, and provides guidance to student services staff on recognizing potential indicators of fraudulent activity during admission, onboarding, registration, and residency processing.

Collaborates with internal and external parties in the implementation, use, and troubleshooting of fraud-detection technologies.

Performs and oversees the athletic eligibility process; identifies and communicates to area managers potential problems impacting institutional compliance with California Community College Athletic Association Constitution and Bylaws, Athletic Commission regulations, to area managers and the athletic director.

Regularly schedules, develops, and delivers informational sessions and webinars to students, staff, and faculty, assists in the planning of and facilitates student onboarding services.

Performs and oversees the ~~grade changes~~ process, academic and progress renewals, enrollment verifications, fee postponements, and assists with residency determinations and high school concurrent enrollment as needed, the collection of alternative attendance rosters and reports (e.g., arranged hours, positive attendance).

Serves as an advocate for students by assisting with the resolution of issues related to application and registration processes, or refers issues to an appropriate contact for proper resolution when needed.

Oversees the scheduling of office tasks and coverage during peak seasons and the hiring and distribution of work to student workers, leads in the training of lower-level employees in the Admissions & Records Office.

Processes subpoena/records requests for student records by notifying the relevant parties, gathering records, and submitting documents to the requester in compliance with state and federal laws, court orders, and District policies and procedures.

Maintains and corrects records/data entry errors made by staff into the Admissions and Records systems and spot checks the work of staff to ensure accuracy, and monitors individual productivity and efficiency.

Ensures accuracy of information provided by student services staff by phone, in person, e-mail, or correspondence; receives, records, and maintains log for accuracy and completeness.

Mediates and resolves complex problems and issues presented by student services staff, students, faculty, and other members of the college community. Resolves complex issues and responds to inquiries regarding Admissions & Records policies and procedures for students, faculty, and staff, both in person and via email.

Maintains and updates the Admissions & Records webpages to ensure accuracy, clarity, and usability.

Prepares and corrects data for Federal, State, and/or District reports.

Attends meetings to remain current on changes and disseminates information impacting the Admissions & Records Office; participates in professional development trainings.

Serves as a liaison with the Counseling Department, Academic Affairs, Management Information Systems, and other internal and external parties as assigned, the Articulation Officer, and Department Chairs.

Creates or updates workflows, checklists, and documentation protocols used within the Admissions & Records Office; performs general clerical duties, composes correspondence, updates forms and procedures, and other materials.

Uses communication platforms to disseminate information and deadlines to students, faculty, and staff.

Participates in designing and customizing Admissions & Records information system(s); monitors the accuracy of information system(s); troubleshoots, identifies, and collects any inaccurate data and consults with Supervisor/Dean/Management Information Services and other relevant parties regarding system-related issues.

Leads in the training of lower-level employees in the Admissions & Records Office.

Serves as the area expert on the admission application, student information system, the area, and other software; troubleshoots student application software issues as they arise.

Serves as first-line support on all admissions and records issues including residency determination, admission appeals, eligibility, enrollment, transcript processing, student complaints, verifications and records management.

Performs and oversees the posting and distribution of grades and finalization of student records in all phases of admissions.

Answers inquiries and provides information in person or via e-mail relating to Admissions and Records policies and procedures.

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

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

Level of Supervision Exercised

Positions in this classification do not supervise employees/others, but serve in a lead worker capacity, providing training and work direction to student services staff and temporary employees in Admissions & Records.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

District rules, regulations, policies, and procedures pertaining to admissions and records to ensure compliance with state, federal, and local laws.

California Educational Code, and Title 5 of the California Code of Regulations, and the Family Educational Rights and Privacy Act.

California residency requirements.

Enrollment Reporting Regulations with the National Student Clearinghouse and National Student Loan Data Systems.

United States Customs and Immigration laws related to entering the U.S. and establishing residency in California for enrollment fee purposes.

Student Athletic eligibility standards to comply with local, state, and conference requirements.

Fraud-mitigation procedures, verification techniques, and cross-departmental reporting protocols related to student identity, residency, and enrollment verification.

Mission, objectives, goals, and service delivery requirements of assigned program

Related computer programs, software, systems, databases, and applications and systems that support this level of work, including word processing, spreadsheet, presentation graphics, and data management and document imaging/indexing technologies.

Customer service practices

Administrative practices and procedures, including record keeping and filing practices and procedures

Skills & Abilities:

Provide work direction and train others, including in the use of specialized software specific to assigned area of responsibility

Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records

Contribute to workflow process development and improvement techniques

Evaluate application and enrollment data to identify inconsistencies or indicators of potential fraud and take appropriate action according to established procedures

Communicate findings clearly, document investigative steps, and collaborate effectively with other campus areas involved in fraud prevention

Write/Prepare reports, correspondence, and informational materials including effective delivery of presentations

Work independently and complete worktasks with multiple interruptions and distractions

Collaborate with other student services areas

Recognize limits of authority and refer serious or complex problems to the immediate supervisor

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

Exercise sound judgment in distinguishing legitimate student errors from intentional misrepresentation and escalate cases when necessary

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

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

Organize and maintain specialized files and confidentiality of student/work/employee and student information

Communicate effectively, both orally and in writing using tact, patience, and courtesy

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

Role model exceptional internal and external customer service and work ethic

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent. A bachelor's degree is preferred

Experience Requirement:

Three (3)-years of experience performing specialized and complex technical admissions and records duties that require knowledge of federal and state regulations. Work experience in all functional areas of admissions and records is preferred

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. Must successfully pass the Athletic Eligibility Compliance Exam within two months of hire.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal 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 lift, carry, push, or pull up to 25 pounds. The employee is occasionally required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:

Student Services (Non-Classroom)

FLSA Status:

Non-exempt

Personnel Commission Approval Date:

03/12/19~~06~~11/16/06

Class History:

Admissions and Records Coordinator,
Admissions and Records Evening Coordinator,
Student Services Senior Specialist – Admissions and Records,
Senior Student Services Specialist-Admissions & Records

Revision Date(s):

11/16/06, 04/16/08, 08/21/2013, 02/15/17, 03/15/17, 06/19/19,
05/20/26

Classification Description Revisions and Salary Reallocation:
Senior Enrollment Services Specialist Classification
(Attachment 3)

From: [DAMMER, MICHAEL](#)
To: [PENATE, YESENIA](#)
Cc: [ORDAZ, CINDY](#); [LONG, CAROL](#)
Subject: Appeal of Result of Classification and Salary Review Process
Date: Monday, July 13, 2026 1:46:11 PM

Hello Yesenia,

I would like to submit my appeal regarding the review of the classification and salary review process, here is my statement:

I appreciate the time and effort that Personnel Commission staff devoted to conducting this review. However, I believe the methodology used to determine the salary recommendation for the Senior Enrollment Services Specialist classification is fundamentally inconsistent with the stated purpose of a classification and compensation study. The response to the original concerns explains that because sufficient market data could not be identified for the Senior Enrollment Services Specialist classification, the recommendation was based on maintaining the historical internal relationship between the Specialist and Senior Specialist classifications. Specifically, the recommendation states that Senior Specialist classifications are "consistently allocated two salary ranges above the corresponding Specialist classification," and that maintaining this relationship was the basis for the recommendation. This rationale is precisely what I believe should not govern the outcome of a compensation study. The purpose of a classification and salary review is to evaluate the work currently being performed and determine whether the existing classification and compensation accurately reflect the scope, complexity, responsibility, and value of that work. If historical internal relationships are allowed to control the outcome whenever market comparisons are difficult, then the review process cannot effectively recognize positions that have evolved beyond their historical expectations. In effect, my compensation becomes permanently tied to the duties performed by the Enrollment Services Specialist classification rather than the duties assigned to the Senior Enrollment Services Specialist position. Regardless of how much the responsibilities of my position expand, I will remain limited to a predetermined two-range differential so long as the Specialist classification does not experience comparable changes. This creates a structural limitation that prevents the Senior classification from ever being evaluated on its own merits.

Additionally, the inability to identify a comparable position among the surveyed community colleges should not be interpreted as justification for relying solely on historical internal alignment. Instead, it should be viewed as evidence that the scope of responsibilities assigned to the Senior Enrollment Services Specialist position at Santa Monica College may exceed what is typically expected of similarly titled positions elsewhere. If the Personnel Commission could not identify another position that performs the breadth or complexity of work assigned to this classification, that fact suggests the position may be unique, not that it should default to a historical salary relationship. Compensation should follow the work being performed, not the historical relationship between classifications. While internal equity is an

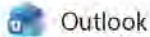
important consideration, it should not override the fundamental principle that employees should be compensated based on the actual scope and complexity of their assigned responsibilities.

I respectfully request that the Personnel Commission reconsider the recommendation for the Senior Enrollment Services Specialist classification using a methodology that evaluates the position independently based on its current duties and responsibilities, rather than relying primarily on historical internal salary relationships. If the position is truly unique and lacks a direct market comparator, that should warrant a more thorough evaluation of the work itself—not an assumption that its compensation must remain fixed relative to another classification whose duties are substantially different. Thank you for your consideration of this appeal.

Yesenia, can you please confirm receipt and provide clarification on the timeline for this appeal review? Please let me know if you need anything else from me as well.

Michael Dammer
Senior Enrollment Services Specialist
Santa Monica College, Admissions & Records
Phone (O) : 310-434-3704 Fax: 310-434-3645

Classification Description Revisions and Salary Reallocation:
Senior Enrollment Services Specialist Classification
(Attachment 4)



Enrollment Services Specialist - Response to Administrative Review

From LONG_CAROL <Long_Carol@smc.edu>

Date Mon 7/13/2026 1:15 PM

To NEVAREZ_ALMA <NEVAREZ_ALMA@smc.edu>; DAMMER_MICHAEL <DAMMER_MICHAEL@smc.edu>; SHIBATA_GEORGANNE <SHIBATA_GEORGANNE@smc.edu>; DAVIS-LUDLOW_ELOISA <Davis-Ludlow_Eloisa@smc.edu>; GIPSON_ERIN <GIPSON_ERIN@smc.edu>

Cc ORDAZ_CINDY <Ordaz_Cindy@smc.edu>; GURJIAN_AMY <GURJIAN_AMY@smc.edu>; AVICHOUSER_JULIA <AVICHOUSER_JULIA@smc.edu>; PENATE_YESENIA <PENATE_YESENIA@smc.edu>

Good Afternoon,

I have reviewed the concerns you raised regarding the recent salary study for the Enrollment Services Specialist and Senior Enrollment Services Specialist classifications and appreciate the opportunity to respond.

The concerns presented for review were:

- Not all current Enrollment Services Specialists attended the study orientation or had the opportunity to complete a Position Description Questionnaire (PDQ).
- Most Specialist classifications within Student Services are allocated to Salary Range 34 or higher, while the recommended salary allocation for Enrollment Services Specialist is only Range 32.

Position Description Questionnaires

Invitations to the study orientation were sent to Enrollment Services Specialists on July 14, 2025. All current incumbents at that time were invited to participate, with the exception of one employee who was not hired into the classification until November 3, 2025.

The original deadline for submitting PDQs was August 6, 2025, and it was subsequently extended to August 15, 2025. One incumbent who had been invited to participate was on leave during the study period and therefore was unable to attend the orientation. To ensure that employee had an opportunity to participate, Personnel Commission staff recently provided an additional two-week period for submission of a PDQ.

Based on this review, I found that all eligible incumbents were provided an opportunity to participate in the study.

Salary Recommendation

The recommended salary reallocation for Enrollment Services Specialist is from Salary Range 30 to Salary Range 32. This recommendation was developed using the Personnel Commission's established salary review methodology.

Salary studies begin with a comprehensive survey of 15 comparable agencies to evaluate current market compensation. Consistent with our internal guidelines, Personnel Commission staff seek to recommend salary allocations that place Santa Monica College at approximately the 70th percentile of the market.

The survey found that the current salary for Enrollment Services Specialist was positioned at approximately the 40th percentile, meaning that 60% of comparable agencies paid a higher salary for similar work. Reallocating the classification to Salary Range 32 would place the position at approximately the 81st percentile of the market, meeting and exceeding the Commission's established compensation objective.

For the Senior Enrollment Services Specialist classification, sufficient market data was not available to apply the same percentile methodology. In accordance with our established practice, Personnel Commission staff instead relied on internal alignment between related classifications. Senior Specialist classifications at Santa Monica College are consistently allocated two salary ranges above the corresponding Specialist classification. The recommendation to place the Senior Enrollment Services Specialist at Salary Range 34 maintains that established relationship.

Conclusion

After reviewing the concerns raised, I found that Personnel Commission staff followed the established procedures and evaluation criteria used for all salary studies. The recommendations are consistent with our internal salary review guidelines and were developed using the same methodology applied to other classifications.

Accordingly, I have not identified a basis to modify the original recommendation. The proposed salary reallocations will remain at Salary Range 32 for Enrollment Services Specialist and Salary Range 34 for Senior Enrollment Services Specialist. Recommendations for Enrollment Services Specialist will be presented to the Personnel Commission for consideration at its next regular meeting in August.

If you would like to discuss this decision or the salary review methodology in greater detail, I would be happy to meet with you.

If you wish to appeal the results of the classification and salary review process, you may submit a written appeal to the Personnel Commissioners within five (5) calendar days of receipt of this email. Appeals may be emailed to Yesenia Penate at Penate_Yesenia@smc.edu or mailed to:

Santa Monica Community College District
Attn: Personnel Commissioners
1900 Pico Boulevard
Santa Monica, CA 90405

Please feel free to contact me if you have any questions.

Sincerely,

Carol Long
Director of the Personnel Commission
Santa Monica Community College
(310) 434-4762

Classification Description Revisions and Salary Reallocation:
Senior Enrollment Services Specialist Classification
(Attachment 5)

3.2.5 INTERPRETATION OF CLASSIFICATION DESCRIPTIONS

- A. The classification descriptions and their various parts shall be interpreted according to the following rules:
1. The concept of the class and examples of duties are descriptive and illustrative only and not restrictive and exhaustive. They indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and qualification requirements, and do not prescribe what these details shall be in respect to any position. The use of a particular expression or illustration as to duties, responsibilities, qualification requirements, or other attributes is typical or descriptive of the class and does not exclude others not mentioned but of similar kind and/or quality as determined by the Personnel Commission.
 2. The description for each classification is considered as a whole in determining the class to which any position shall be allocated, giving consideration not to isolated clauses, phrases, or words, apart from their context but to the general duties, responsibilities, specific tasks, and qualification requirements as affording a picture of the positions included in the class. A classification is deemed appropriate when it describes eighty (80) percent of the duties and responsibilities assigned to a position.
 3. Each classification description is construed in its proper relationship to other descriptions, particularly those of classes in the same series, in such manner as to maintain a proper gradation and differentiation within the series in which the class is located.
 4. The statement of minimum qualifications, when considered with other parts of the classification description, is to be used as a guide in the announcement and preparation of tests and in the evaluation of the qualifications of candidates seeking appointment to positions allocated to the class, but does not require a particular form or content of test or testing procedure.
 5. The classification title shall always be used with the meaning set forth in the remainder of the description.

3.2.9 CLASSIFICATION SYSTEM MAINTENANCE

- A. The Director of Classified Personnel shall review the duties and responsibilities of positions as necessary to determine their proper classification. All class descriptions shall be reviewed at least once every five years. Each year the Director of Classified Personnel shall prepare a schedule of anticipated review projects and present it for approval to the Personnel Commission. The Personnel Commission shall maintain a system of continuous classification review.
- B. When conducting a review of class descriptions, the study process shall generally include the following steps:
 - 1. An introductory meeting with incumbents and supervisors to explain the study procedure. For represented classifications, the applicable bargaining unit shall be invited to attend the introductory meeting.
 - 2. Completion of Position Description Questionnaires by incumbents.
 - 3. Review and approval of questionnaires by appropriate supervisors.
 - 4. Audit of positions by the Personnel Commission staff.
 - 5. Data review and salary data gathering by the Personnel Commission staff.
 - 6. Presentation of findings and recommendations to supervisors, managers, senior staff, incumbents, and bargaining unit representatives, if applicable.
- C. Following the conclusion of this process, the Director of Classified Personnel shall present final findings and recommendations to the Personnel Commission for action.

12.1.2

FACTORS IN SALARY RECOMMENDATIONS

- A. The Director of the Personnel Commission shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. These recommendations shall take into account the following factors:
1. The principle of like pay for substantially similar work within the classified service.
 2. Appropriate differentials between related classes to reflect differences in duties and responsibilities, as established in the classification plan, and
 3. Wages and salaries paid for similar work in comparable job classifications within other government agencies within a comparable market area.
 4. Wages and salaries paid by private sector employers may be considered when there are insufficient comparable government data.
 5. Such other information as the Personnel Commission may deem relevant.

12.1.4

SALARY RECOMMENDATIONS
(EDUCATION CODE SECTION 88087)

After making its findings, the Personnel Commission shall present salary recommendations to the Board for approval. The Board may approve, amend or reject the recommendation but not alter the percentage relationships among classes in the occupational family as established by the classification plan. No amendment shall be adopted until the Personnel Commission is first given a reasonable opportunity to comment on the effect the amendments will have on the principle of like pay for substantially similar work. No changes shall be adopted which disturb the percentage relationship among classes in the occupational family as established by the Personnel Commission.

Agenda Report Number	5
Subject	Classification Description Revisions and Salary Reallocation: Academic Records Evaluator Cyclical Review
Date	September 3, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission, Julia Avichouser, Personnel Analyst and Tatiana Morrison, Personnel Technician

OVERVIEW

Following the completion of a classification description and salary review for the Academic Records Evaluator classification, results of the cyclical review were provided to incumbents and CSEA on April 27, 2026. The item was scheduled for the regular Personnel Commission meeting on May 20, 2026; however, at CSEA's request for an administrative review, the item was pulled prior to the meeting and a request for an administrative review by CSEA and the incumbents was submitted (Attachment 1)

On July 16, 2026, results of an administrative review were submitted to the incumbent and CSEA (Attachment 2). During the review process, the Director found no justification to change the original recommendation.

On July 21, 2026, the incumbent requested to present their concerns directly to the Personnel Commission during a public meeting. At the August 19, 2026 meeting, the Personnel Commission unanimously agreed to review both the Director's recommendation and hear the employees' concerns at a special meeting to follow.

CONCERNS EXPRESSED BY EMPLOYEES

The Academic Records Evaluator expressed the following concern regarding the study:

- The initial recommended salary reallocation for Academic Records Evaluators involves a 7.5% increase, moving the classification from Classified Salary Range 33 to Range 36. Range 36 places the Academic Records Evaluators at the 69th percentile of the market comparables, rather than the 70th percentile target identified in the Personnel Commission's salary review guidelines.
- Commission staff proposed changing the position title of the Senior Academic Records Evaluator to Academic Records Analyst. Any proposed title changes should apply to both classifications because both perform complete analytical work.

ANALYSIS OF CONCERNS

Salary Recommendations

According to internal salary review process guidelines, salary recommendations are based primarily on external market surveys. If insufficient market comparables are available, then pay will be recommended primarily by internal analysis.

Salary studies begin with a comprehensive survey of 15 comparable agencies to evaluate current market compensation. Per guidelines, staff aims to recommend a salary allocation at approximately the 70th percentile of the relevant market, subject to fiscal impact review. At Range 33, the Academic Records Evaluator classification was initially positioned at the 51st percentile of the market surveyed. Placement at Range 36 would move the classification to approximately the 69th percentile and provide a 7.5% salary increase.

Our guidelines state that salary recommendations will “aim to target base median salary at the 70th percentile, subject to fiscal impact review.” The 70th percentile is therefore a target used to guide recommendations, not a guarantee that each classification will be placed at exactly that percentile. Because salaries are assigned through pre-established ranges, an exact 70th percentile placement may not always be available. A placement at the 69th percentile is reasonably aligned with the 70th percentile target and is consistent with the methodology applied in other salary studies.

After considering the incumbents’ concerns and reviewing the methodology applied in the study and other similar studies, the Director determined that there is not a sufficient basis to modify the recommended salary allocation.

Job Title Revision

During the cyclical review study, discussions took place regarding a potential job title change. However, a job title alone does not determine salary placement. Salary recommendations are based on the duties, responsibilities, scope, complexity, and other classification factors associated with comparable positions at the 15 surveyed agencies, rather than the job title.

Because concerns remain regarding the proposed title change, staff recommend that no changes to the title be recommended by the Personnel Commission at this time. Instead, the issue should be addressed through further discussions with management and CSEA. Any revisions resulting from that process will be incorporated as appropriate.

RECOMMENDATION

Personnel Commission staff followed the established procedures and evaluation criteria consistently used for salary studies and job title reviews. The recommended placement at Range 36 is consistent with the Personnel Commission's salary review guidelines and with the methodology applied to other classifications. (Provisions of the Merit Rules applicable to this recommendation are set forth in Attachment 3.)

Following public comments from all interested persons, it is recommended that the Personnel Commission take one of the following actions:

1. Approve the proposed classification description revisions and salary reallocation for Academic Records Evaluator from Classified Employee Salary Schedule, Range 33, to Classified Employee Salary Schedule, Range 36;
2. Reject the recommendation of the Director of the Personnel Commission and request the Director modify the initial recommendation as directed.

In preparation for the September 3 Special Meeting of the Personnel Commission, the incumbent was invited to submit additional documents and provided the item featured in Attachment 4.

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

Classification Description Revisions and Salary Reallocation: Academic Records Evaluator
(Attachment 1)

From: [LONG CAROL](#)
To: [MORRISON TATIANA](#)
Subject: FW: Academic Records Evaluator Classification Alignment – Summary and Considerations
Date: Wednesday, September 2, 2026 9:39:21 AM

From: ORDAZ_CINDY <Ordaz_Cindy@smc.edu>
Sent: Wednesday, May 20, 2026 10:05 AM
To: GURJIAN_AMY <GURJIAN_AMY@smc.edu>
Cc: ROMANO_MARTHA <ROMANO_MARTHA@smc.edu>; GREEN_KENNISHA <Green_Kennisha@smc.edu>; ROSAS_JONATHAN <ROSAS_JONATHAN@smc.edu>; LONG_CAROL <Long_Carol@smc.edu>
Subject: Re: Academic Records Evaluator Classification Alignment – Summary and Considerations

Hi Carol,
We would like an administrative review.

Best,
Cindy Ordaz

From: GURJIAN_AMY <GURJIAN_AMY@smc.edu>
Sent: Monday, April 27, 2026 1:52 PM
To: ORDAZ_CINDY <Ordaz_Cindy@smc.edu>
Cc: ROMANO_MARTHA <ROMANO_MARTHA@smc.edu>; GREEN_KENNISHA <Green_Kennisha@smc.edu>; ROSAS_JONATHAN <ROSAS_JONATHAN@smc.edu>; LONG_CAROL <Long_Carol@smc.edu>
Subject: RE: Academic Records Evaluator Classification Alignment – Summary and Considerations

Hi Cindy,

Thank you for sharing your concerns regarding the recent job description review and salary recommendations for the Academic Records classifications. Below are responses to the points raised to help clarify rationale for recommendations and support any further conversations that may be needed.

1. Request to retitle the base classification to Analyst instead of Evaluator

In reviewing market data, the title Analyst is typically used where the primary emphasis is on broader systems, data, reporting, or functional analysis responsibilities, rather than on the direct evaluation of individual student records. In Admissions & Records, analyst roles often have a systems-centered component that goes beyond records evaluation. Market practice on titling is not uniform otherwise. Comparable roles are titled Evaluator, Specialist, and Technician, depending on how institutions structure the work. Because of that variation, greater weight is placed on the primary purpose and overall class concept of the position rather than title conventions alone.

2. Concern regarding salary placement at Range 36

In practice, recommendations are often designed to place a classification close to the District's 70th percentile goal, though not necessarily at exactly the 70th percentile. Here, the fiscal impact team supported placement at approximately 69% of market. The recommendation is based on market data and fiscal considerations; the final decision rests with the District and may be negotiable.

3. Concern regarding misalignment within the series if the senior classification is retitled Analyst

We recently discussed retaining the current titles to preserve alignment within the series while clarifying the analytical and systems-related duties in the class descriptions. This would allow the work to be more accurately described without creating inconsistency through a partial title change within the series. In addition, the Department has raised other title ideas that have not yet been fully vetted and is open to further discussion.

4. Concern regarding the differential between the base and senior classifications

This issue is probably part of a broader discussion regarding the differential between specialist and senior specialist classifications generally, which has been raised previously and still needs to be discussed with the union. This concern is probably better addressed in that broader context.

If you would like a further review of the results with us, you may request an administrative review within 30 calendar days of this notice by emailing the Director of the Personnel Commission, Carol Long at long_carol@smc.edu. Thank you.

Amy Gurjian

Classification & Compensation Manager
Personnel Commission | Santa Monica College

From: ORDAZ_CINDY <Ordaz_Cindy@smc.edu>

Sent: Thursday, April 23, 2026 7:30 AM

To: GURJIAN_AMY <GURJIAN_AMY@smc.edu>; LONG_CAROL <Long_Carol@smc.edu>

Cc: ROMANO_MARTHA <ROMANO_MARTHA@smc.edu>; GREEN_KENNISHA <Green_Kennisha@smc.edu>; ROSAS_JONATHAN <ROSAS_JONATHAN@smc.edu>

Subject: Academic Records Evaluator Classification Alignment – Summary and Considerations

Hello,

Thank you for the time and effort dedicated to the review of the Academic Records Evaluator and Senior Academic Records Evaluator classifications. I appreciate the opportunity to provide feedback in advance of our upcoming discussion.

After reviewing the proposed revisions and accompanying salary analysis, I would like to highlight a few key considerations for the you review:

First, the classification description itself reflects a consistently analytical scope of work. Duties

such as interpreting complex regulatory frameworks, making final determinations on graduation and transfer eligibility, troubleshooting system discrepancies, and identifying process improvements extend beyond technical evaluation and align more closely with analyst-level responsibilities.

Second, the proposed salary placement for Academic Records Evaluator at Range 36 appears to fall just below the District's stated goal of targeting positions at or above the 70th percentile. Based on the Commission's own methodology and recent precedent in other classification studies, this presents an opportunity to ensure consistency in how that standard is applied.

Third, the proposed retitle of the senior classification to Academic Records Analyst appropriately acknowledges the analytical nature of the work. However, retaining the base classification as "Evaluator" while it performs similar analytical functions creates a misalignment within the series.

Finally, the proposed differential between the classifications may not fully reflect the increased scope and complexity of the senior role, particularly in areas such as systems analysis, reporting, and cross-functional coordination.

To support the discussion, I have prepared a brief executive summary below outlining these points and potential options for alignment, which I am happy to share or walk through with the you in a follow-up meeting and I have attached in more detail, the feedback and analysis.

My goal in raising these points is to support a final outcome that is consistent, clearly aligned with the work being performed, and reflective of the District's established compensation framework.

Thank you again for your consideration. I look forward to the discussion. Please send me your availability to schedule a meeting.

Academic Records Evaluator & Analyst Classification Alignment – Executive Summary

Overview

The proposed revisions for Academic Records Evaluator and Senior Academic Records Evaluator (retitled to Academic Records Analyst) represent progress; however, key inconsistencies remain between:

- The actual duties described
- The classification titles
- The salary placement methodology

Key Findings

1. The Position Performs Analyst-Level Work

The classification description repeatedly identifies duties such as:

- Analysis and interpretation of regulatory frameworks
- Independent determination of graduation and transfer eligibility
- Systems troubleshooting and data integrity review
- Process improvement and operational analysis

These functions exceed technical evaluation and align with analyst-level responsibilities.

2. Salary Placement Does Not Meet District Standard

- Proposed Range 36 places the classification at approximately 69th percentile
- The District's stated goal is at or above the 70th percentile
- Recent Commission precedent (e.g., Accounting Specialist) confirms this standard is actively applied

Therefore, Range 36 does not meet the District's own benchmark

3. Internal Inconsistency in Classification Structure

- The Senior classification is retitled to "Analyst," acknowledging analytical scope
- The base classification retains "Evaluator," despite performing similar analytical functions

This creates misalignment within the same job series

4. Compression Between Levels Is Not Structurally Sound

- Proposed differential = ~5% (2 ranges)
- Industry norm = multi-range separation (4–7 ranges)

Current structure:

- Weakens promotional pathway
- Fails to reflect increased responsibility
- Creates internal equity concerns

Recommendations

Option A (Preferred): Series Alignment

- Academic Records Evaluator → *Academic Records Analyst I*
- Senior Academic Records Evaluator → *Academic Records Analyst II*
- Adjust salary ranges to reflect analytical scope

Option B (Alternative): Compensation Alignment

Increase Evaluator to Range 37 (minimum)

- Increase Senior to maintain appropriate differential (Range 39+)

Option C (If No Reclassification)

- Review and remove duties that exceed classification scope, including:
 - Systems analysis
 - Process improvement
 - Cross-functional project work

Conclusion

The current proposal acknowledges the analytical nature of the work but does not fully align:

- Classification title
- Compensation placement
- Internal structure

Alignment is necessary to ensure:

- Consistency with District policy
- Internal equity
- Accurate classification of duties

Sincerely,

Cindy Ordáz

CSEA Chapter 36 President

Santa Monica College

From: CHAMBERS_NICHOLAS <CHAMBERS_NICHOLAS@smc.edu>
Sent: Monday, July 20, 2026 11:54 AM
To: PENATE_YESENIA <PENATE_YESENIA@smc.edu>
Cc: ORDAZ_CINDY <Ordaz_Cindy@smc.edu>; PANT_POONAM <PANT_POONAM@smc.edu>;
RAMOS_DEANNA <RAMOS_DEANNA@smc.edu>; SOLIMAN_FEBE <SOLIMAN_FEBE@smc.edu>;
STEVENSON_JR <STEVENSON_JR@smc.edu>; WARREN_CLARENCE <Warren_Clarence@smc.edu>;
WILLIAMS_KEINAN <WILLIAMS_KEINAN@smc.edu>; LONG_CAROL <Long_Carol@smc.edu>;
GURJIAN_AMY <GURJIAN_AMY@smc.edu>; AVICHOUSER_JULIA <AVICHOUSER_JULIA@smc.edu>
Subject: Appeal: Academic Records Evaluator Review Results

Dear Yesenia Penate,

Please see my attached written appeal of the Academic Records Evaluator classification and salary review results, to be presented to the Personnel Commission for consideration at the August 19, 2026 meeting.

Thank you,

Nick Chambers
Santa Monica College
Admissions & Records
(310) 434-4463

Dear Personnel Commissioners,

I respectfully appeal Personnel Commission staff's recommendation to reallocate the Academic Records Evaluator classification from Classified Salary Range 33 to Range 36.

Basis for Appeal

A. Application of the 70th Percentile Methodology

This appeal is based on the application of Personnel Commission's salary review methodology in this study. I respectfully request that the Personnel Commission reconsider the recommendation because the rationale applied in this study appears inconsistent with the rationale repeatedly used to justify salary recommendations in prior classification studies.

Personnel Commission's salary review guidelines state that salary recommendations will "aim to target base median salary at the 70th percentile."

The recommendation places Academic Records Evaluator at the 68.6th percentile of the surveyed market. I recognize that the Personnel Commission's guidelines state recommendations should "aim to target" the 70th percentile rather than require exact placement. My appeal does not challenge the Personnel Commission's discretion to exercise judgment in applying this guideline. Rather, it concerns the objective criteria used to determine when Personnel Commission recommends the higher salary range after concluding that the next lower range falls below the stated target.

While Custodian is one example where Personnel Commission recommended a range at approximately the 69th percentile, numerous other studies resulted in recommendations above the 70th percentile despite lower ranges being close to that target. The appeal is not based on one precedent but on the consistent application of methodology across multiple classification studies.

Personnel Commission has previously justified recommending the higher salary range where the next lower range fell below the stated target, including:

Lead Custodian (2025): Placement at the 93rd percentile was justified because one range lower would have placed the classification at the 64th percentile.

Accounting Specialist (2026): Placement at the 89th percentile was justified because one range lower would have placed the classification at the 66th percentile.

Instructional Designer (2022): Placement at the 100th percentile was justified because one range lower would have placed the classification at the 65th percentile.

Instructional Media Specialist (2026): Placement at the 77th percentile was justified because one range lower would have placed the classification at the 68th percentile.

Senior Grounds Equipment Operator (2023): Placement at the 76th percentile was justified because one range lower would have placed the classification at the 69th percentile.

In each of these studies, Personnel Commission concluded that the recommended range was justified because it met the goal of targeting compensation at or above the 70th percentile, while the next lower range did not. These studies demonstrate that Personnel Commission has exercised its discretion by recommending the higher salary range when the lower range fell

below the stated target, even where the recommended range resulted in placement substantially above the 70th percentile.

The appeal therefore requests clarification regarding the objective criteria used to determine when Personnel Commission exercises that discretion. In this appeal, I respectfully request that the Personnel Commission identify the objective criteria that distinguish Academic Records Evaluator from these prior studies and explain why a different rationale was applied.

B. Consistency Between the Salary Recommendation and the Classification Review

A second basis for this appeal concerns the consistency between the salary recommendation and the documented classification review. During the classification review process, Personnel Commission staff circulated a written proposal to District stakeholders presenting two alternatives for this classification:

Retitle the classification to Academic Records Analyst with placement at Range 37; or
Retain the title Academic Records Evaluator with placement at Range 36.

The only documented distinction between the alternatives was the proposed title and corresponding salary range. However, the Director's response to my request for reconsideration states that salary recommendations are based on "the duties, responsibilities, scope, complexity, and other classification factors... rather than on job title alone."

Because the documented recommendation proposed different salary allocations without corresponding changes to the work performed, I respectfully request clarification regarding the objective classification or compensation factors that supported the different salary recommendations.

Request

I respectfully request that the Personnel Commission determine whether the recommendation is consistent with the salary review methodology and rationale applied in prior classification studies. I request that the Personnel Commission:

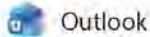
1. Identify the objective criteria that distinguish this study from the prior salary studies cited above and justify application of a different rationale; and
2. Clarify the objective classification or compensation factors that supported the documented alternatives recommending Range 37 as Academic Records Analyst and Range 36 as Academic Records Evaluator despite no corresponding change to the duties, responsibilities, scope, or complexity of the position.

If the Personnel Commission determines that no objective distinction exists, I respectfully request that Academic Records Evaluator be reallocated to Classified Salary Range 37.

Sincerely,

Nicholas Chambers
Senior Academic Records Evaluator
Santa Monica College

Classification Description Revisions and Salary Reallocation: Academic Records Evaluator
(Attachment 2)



Administrative Review for Academic Records Evaluators

From LONG_CAROL <Long_Carol@smc.edu>

Date Thu 7/16/2026 2:04 PM

To PANT_POONAM <PANT_POONAM@smc.edu>; RAMOS_DEANNA <RAMOS_DEANNA@smc.edu>;
SOLIMAN_FEBE <SOLIMAN_FEBE@smc.edu>; STEVENSON_JR <STEVENSON_JR@smc.edu>;
WARREN_CLARENCE <Warren_Clarence@smc.edu>; WILLIAMS_KEINAN <WILLIAMS_KEINAN@smc.edu>
Cc CHAMBERS_NICHOLAS <CHAMBERS_NICHOLAS@smc.edu>; ORDAZ_CINDY <Ordaz_Cindy@smc.edu>;
PENATE_YESENIA <PENATE_YESENIA@smc.edu>; GURJIAN_AMY <GURJIAN_AMY@smc.edu>;
AVICHOUSER_JULIA <AVICHOUSER_JULIA@smc.edu>

1 attachment (125 KB)
Classification Revisions.pdf

Good Afternoon,

I have reviewed your concerns regarding the recent salary study for the Academic Records Evaluator classification, and I appreciate the opportunity to respond. Proposed classification revisions are attached.

The concerns presented for review were as follows:

- The proposed three-range increase would place the classification at approximately the 69th percentile of the surveyed market, rather than the 70th-percentile target identified in the Personnel Commission's salary review guidelines.
- Any proposed title changes for either the Senior Academic Records Evaluator or the Academic Records Evaluator should apply to both classifications because both classifications perform complex analytical work.

Salary recommendation

The initial recommended salary reallocation for Academic Records Evaluator is 7.5%, moving the classification from Classified Salary Range 33 to Range 36. This recommendation was developed using established salary review methodology, which is intended to be applied consistently across classifications.

Salary studies begin with a survey of 15 comparable agencies to evaluate compensation for positions performing substantially similar work. Under internal guidelines, staff aim to recommend a salary allocation at approximately the 70th percentile of the relevant market, subject to fiscal impact review and placement within the District's established salary-range structure. At Range 33, the Academic Records Evaluator classification is positioned at approximately the 51st percentile of the surveyed market. Placement at Range 36 would move the classification to approximately the 69th percentile and provide a 7.5% salary increase.

Our guidelines state that salary recommendations will "aim to target base median salary at the 70th percentile, subject to fiscal impact review." The 70th percentile is therefore a target used to guide recommendations, not a guarantee that each classification will be placed at exactly that percentile. Because salaries are assigned through pre-established ranges, an exact 70th-

percentile placement may not always be available. A placement at the 69th percentile is reasonably aligned with the approximately 70th-percentile target and is consistent with the methodology applied in other salary studies. For example, the 2025 salary recommendation for the Custodian classification also provided a 7.5% increase and resulted in placement at approximately the 69th percentile following fiscal impact review.

After considering your concerns and reviewing the methodology applied in the study and other similar studies, I have determined that there is not a sufficient basis to modify the recommended salary allocation. The recommendation therefore remains a 7.5% increase, from Classified Salary Range 33 to Range 36.

Job title recommendation

Job titles may be reviewed as part of a cyclical classification study. A title change, however, does not independently determine salary placement. Salary recommendations are based on the duties, responsibilities, scope, complexity, and other classification factors associated with comparable positions at the 15 surveyed agencies, rather than on job title alone.

Because concerns remain regarding proposed title changes, we are recommending that the title issue proceed through the applicable negotiation process. Any revisions resulting from that process will be incorporated as appropriate.

Determination and next steps

Personnel Commission staff followed the established procedures and evaluation criteria used for salary studies and job title reviews. The recommended placement at Range 36 is consistent with the Personnel Commission's internal salary review guidelines, and with the methodology applied to other classifications.

Accordingly, I have not identified a basis to modify the original recommendation. The proposed salary allocation for Academic Records Evaluator will remain at Classified Salary Range 36.

The review of the Senior Academic Records Evaluator classification remains in progress. A separate notice regarding that classification is expected to be issued early next week.

These recommendations will be presented to the Personnel Commission for consideration at our next regular meeting on August 19, 2026.

Appeal rights

If you wish to appeal the results of the classification and salary review, you may submit a written appeal to the Personnel Commissioners within five calendar days after receipt of this notice. The appeal should identify the decision being challenged and the basis for the appeal.

Appeals may be emailed to Yesenia Penate at Penate_Yesenia@smc.edu or mailed to:

Santa Monica Community College District
Attn: Personnel Commissioners
1900 Pico Boulevard
Santa Monica, CA 90405

If you have questions regarding this determination, the salary review methodology, or the appeal process, please contact me.

Sincerely,

Carol Long
Director of the Personnel Commission
Santa Monica Community College
(310) 434-4762

Classification Description Revisions and Salary Reallocation: Academic Records Evaluator
(Attachment 3)

3.2.5 INTERPRETATION OF CLASSIFICATION DESCRIPTIONS

- A. The classification descriptions and their various parts shall be interpreted according to the following rules:
1. The concept of the class and examples of duties are descriptive and illustrative only and not restrictive and exhaustive. They indicate the kinds of positions that should be allocated to the respective classes as determined by their duties, responsibilities, and qualification requirements, and do not prescribe what these details shall be in respect to any position. The use of a particular expression or illustration as to duties, responsibilities, qualification requirements, or other attributes is typical or descriptive of the class and does not exclude others not mentioned but of similar kind and/or quality as determined by the Personnel Commission.
 2. The description for each classification is considered as a whole in determining the class to which any position shall be allocated, giving consideration not to isolated clauses, phrases, or words, apart from their context but to the general duties, responsibilities, specific tasks, and qualification requirements as affording a picture of the positions included in the class. A classification is deemed appropriate when it describes eighty (80) percent of the duties and responsibilities assigned to a position.
 3. Each classification description is construed in its proper relationship to other descriptions, particularly those of classes in the same series, in such manner as to maintain a proper gradation and differentiation within the series in which the class is located.
 4. The statement of minimum qualifications, when considered with other parts of the classification description, is to be used as a guide in the announcement and preparation of tests and in the evaluation of the qualifications of candidates seeking appointment to positions allocated to the class, but does not require a particular form or content of test or testing procedure.
 5. The classification title shall always be used with the meaning set forth in the remainder of the description.

3.2.9 CLASSIFICATION SYSTEM MAINTENANCE

- A. The Director of Classified Personnel shall review the duties and responsibilities of positions as necessary to determine their proper classification. All class descriptions shall be reviewed at least once every five years. Each year the Director of Classified Personnel shall prepare a schedule of anticipated review projects and present it for approval to the Personnel Commission. The Personnel Commission shall maintain a system of continuous classification review.

- B. When conducting a review of class descriptions, the study process shall generally include the following steps:
 - 1. An introductory meeting with incumbents and supervisors to explain the study procedure. For represented classifications, the applicable bargaining unit shall be invited to attend the introductory meeting.
 - 2. Completion of Position Description Questionnaires by incumbents.
 - 3. Review and approval of questionnaires by appropriate supervisors.
 - 4. Audit of positions by the Personnel Commission staff.
 - 5. Data review and salary data gathering by the Personnel Commission staff.
 - 6. Presentation of findings and recommendations to supervisors, managers, senior staff, incumbents, and bargaining unit representatives, if applicable.
- C. Following the conclusion of this process, the Director of Classified Personnel shall present final findings and recommendations to the Personnel Commission for action.

12.1.2

FACTORS IN SALARY RECOMMENDATIONS

- A. The Director of the Personnel Commission shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. These recommendations shall take into account the following factors:
1. The principle of like pay for substantially similar work within the classified service.
 2. Appropriate differentials between related classes to reflect differences in duties and responsibilities, as established in the classification plan, and
 3. Wages and salaries paid for similar work in comparable job classifications within other government agencies within a comparable market area.
 4. Wages and salaries paid by private sector employers may be considered when there are insufficient comparable government data.
 5. Such other information as the Personnel Commission may deem relevant.

12.1.4

SALARY RECOMMENDATIONS
(EDUCATION CODE SECTION 88087)

After making its findings, the Personnel Commission shall present salary recommendations to the Board for approval. The Board may approve, amend or reject the recommendation but not alter the percentage relationships among classes in the occupational family as established by the classification plan. No amendment shall be adopted until the Personnel Commission is first given a reasonable opportunity to comment on the effect the amendments will have on the principle of like pay for substantially similar work. No changes shall be adopted which disturb the percentage relationship among classes in the occupational family as established by the Personnel Commission.

Classification Description Revisions and Salary Reallocation: Academic Records Evaluator
(Attachment 4)

From: [CHAMBERS, NICHOLAS](#)
To: [MORRISON, TATIANA](#)
Cc: [LONG, CAROL](#); [PENATE, YESENIA](#); [NEVAREZ, ALMA](#); [DAVIS-LUDLOW, ELOISA](#); [DAMMER, MICHAEL](#); [SHIBATA, GEORGANNE](#); [SOLIMAN, FEBE](#); [STEVENSON, JR.](#); [GRIGORYAN, LARISA](#); [ORDAZ, CINDY](#); [Derek Eckstein](#)
Subject: RE: Special Personnel Commission Meeting
Date: Tuesday, September 1, 2026 4:19:58 PM
Attachments: [Academic Records Evaluator Appeal Brief.pdf](#)

Hello Tatiana,

Thank you for the opportunity to submit supplemental materials. Please see the attached in reference to agenda item "Academic Records Evaluator."

Best regards,

Nick Chambers
Santa Monica College
Admissions & Records
(310) 434-4463

Personnel Commission

Appeal Brief: Salary Allocation of Academic Records Evaluator

Febe Soliman, Nicholas Chambers, DeAnna Ramos, Keinan Williams

Poonam Pant, Clarence Warren, James Stevenson

Admissions and Records | Submitted 9/1/2026

Exhibits A through C are attached. Citations appear inline as (See Exhibit A).

I. BACKGROUND

Academic Records Evaluators submitted a Position Description Questionnaire (PDQ) in August 2025 requesting reclassification.

II. GROUNDS FOR ADMINISTRATIVE REVIEW

Mistake – The July 16 final review did not incorporate updated salary information for three comparison districts that was available by July 1. Applying the updated data (Exhibit C) changes Academic Records Evaluator Range 37 from the 82nd to the 75th percentile, while Range 36 remains at 69th percentile.

Abuse of Discretion – The recommendation appears to reflect an inconsistent exercise of discretion under the Commission's stated 70th-percentile methodology. While Range 36 places the classification at 68.6%, prior studies have selected a higher range when the next lower range fell below the 70th-percentile target. The updated market data (Exhibit B) places Range 37 at 75.1%, yet no objective distinction has been identified to explain why the same methodology warrants a different result here.

III. PROCEDURAL TIMELINE

August 5, 2025 — PDQ signed by incumbents.

September 19, 2025 — Immediate supervisor signed PDQ.

September 19, 2025 — Vice President signed PDQ (See Exhibit A).

September 19, 2025 — Personnel Commission formally accepted the PDQ (See Exhibit A).

March 5, 2026 — Recommendations provided to Association, not with incumbents.

April 14, 2026 — Met with Association to review recommendations.

April 22, 2026 — Feedback and request meet with PC to request administrative review provided to Association.

June 8, 2026 — Met with the Personnel Commission team to voice concerns about the reclassification outcome: title structure, salary placement/70th-percentile rationale, internal compression, analytical duty share, comparables methodology, and duty evolution.

June 11, 2026 — Follow-up letter to Director Carol Long confirming the six areas the Commission agreed to review.

June 23, 2026 — Follow-up letter to Director Long requesting a status update on the review.

July 7, 2026 — Follow-up letter to Director Long requesting a status update on the review.

July 15, 2026 — Director Long replied that she was working on finalizing her recommendation.

July 16, 2026 — Received an administrative review addressing salary recommendation and job title only.

July 21, 2026 — Wrote an appeal to be presented at the August 18, 2026 Personnel Commission meeting.

IV. FINDINGS

Finding 1: Application of the 70th Percentile Methodology

Personnel Commission's salary review guidelines state that salary recommendations will "aim to target base median salary at the 70th percentile."

The recommendation places Academic Records Evaluator at the 68.6th percentile of the surveyed market.

While Custodian is one example where Personnel Commission recommended a range at approximately the 69th percentile, numerous other studies resulted in recommendations above the 70th percentile despite lower ranges being close to that target.

Personnel Commission has previously justified recommending the higher salary range where the next lower range fell below the stated target, including:

- **Lead Custodian (2025):** Placement at the 93rd percentile was justified because one range lower would have placed the classification at the 64th percentile.
- **Accounting Specialist (2026):** Placement at the 89th percentile was justified because one range lower would have placed the classification at the 66th percentile.
- **Instructional Designer (2022):** Placement at the 100th percentile was justified because one range lower would have placed the classification at the 65th percentile.
- **Instructional Media Specialist (2026):** Placement at the 77th percentile was justified because one range lower would have placed the classification at the 68th percentile.
- **Senior Grounds Equipment Operator (2023):** Placement at the 76th percentile was justified because one range lower would have placed the classification at the 69th percentile.
- **Payroll Manager (August 19, 2026):** Placement at the 74th percentile was justified because one range lower would have placed the classification at the 69th percentile.

Finding 2: Consistency Between the Salary Recommendation and the Classification Review

During the classification review process, Personnel Commission staff circulated a written proposal to District stakeholders presenting two alternatives for this classification:

Retitle the classification to Academic Records Analyst with placement at Range 37; or
Retain the title Academic Records Evaluator with placement at Range 36.

The only documented distinction between the alternatives was the proposed title and corresponding salary range.

V. ADDITIONAL EVIDENCE GENERATED AFTER THE DENIAL

The following records were generated after the final determination using data publicly available prior to final determination. They demonstrate that the comparison study data is outdated. Since the original study (Exhibit B), three comparison districts have allocated pay increases, and Range 37 is now at the 75th percentile, while Range 36 remains at 69 percent. Please see Exhibit C for an updated comparison study completed by Nicholas Chambers, Senior Academic Records Evaluator.

VI. PROCEDURAL ERRORS IN THE REVIEW

A. Comparison study was not updated with changes in comparison salary data

By the time data was presented to association stakeholder on March 5, 2026, one comparison district's salary data had become outdated. By the time administrative review was completed on July 16, 2026, two additional comparison districts' salary data had become outdated.

B. Salary allocation dependent on title or recommendations withheld

After requesting explanation why staff recommended two distinct salary allocations based on title, administrative review response stated:

Job titles may be reviewed as part of a cyclical classification study. A title change, however, does not independently determine salary placement. Salary recommendations are based on the duties, responsibilities, scope, complexity, and other classification factors associated with comparable positions at the 15 surveyed agencies, rather than on job title alone.

Because concerns remain regarding proposed title changes, we are recommending that the title issue proceed through the applicable negotiation process. Any revisions resulting from that process will be incorporated as appropriate.

Administrative review did not provide evidence of "duties, responsibilities, scope, complexity, and other classification factors associated with comparable positions at the 15 surveyed agencies" specific to Academic Records Analyst.

VII. RELIEF REQUESTED

Apply methodology consistently – Identify objective distinction between Academic Records Evaluator and classifications cited or respectfully consider Range 37 for Academic Records Evaluator's allocation after confirming the accuracy of the updated comparison study (Exhibit C).

Submitted by

Febe Soliman, Academic Records Evaluator, 09/01/2026

Nicholas Chambers, Senior Academic Records Evaluator, 09/01/2026

DeAnna Ramos, Academic Records Evaluator 9/1/2026

Keinan Williams, Academic Records Evaluator, 09/01/2026

Poonam Pant, Academic Records Evaluator, 09/01/2026

Clarence Warren, Academic Records Evaluator, 09/01/2026

James Stevenson, Academic Records Evaluator, 09/01/2026

EXHIBIT INDEX

The following exhibits are attached and referenced throughout this brief. Attach physical copies in the order listed.

Exhibit	Description	Date
Exhibit A	Signed Position Description Questionnaire (PDQ)	September 19, 2019
Exhibit B	Personnel Commission's Comparison Study	March 5, 2026
Exhibit C	Comparison Study After Comparison Salaries Increased	July 1, 2026

Note: Email exhibits may be printed from originating email accounts or exported as PDFs. The PDQ (Exhibit A) was submitted via a digital signature platform — the audit trail is available from the Personnel Commission's records.

Exhibit A

**Santa Monica Community College Personnel Commission
Position Description Questionnaire PDQ**

Name Febe Soliman	Classification Title Academic Records Evaluator
Department Admissions and Records	Physical Location SSC
Years & Months in Current Position Three Years and 4 months	Supervisor Name & Position Title Jose G. Hernandez, Admissions and Records Supervisor

Job Summary

Please provide a brief descriptive statement that summarizes what you do. You will be asked for additional details in the following sections. Please do NOT copy your job description but provide an accurate depiction of the scope of your work.

Academic Records Evaluators analyze, evaluate, and interpret complex student academic records — including domestic, international, vocational, and nontraditional transcripts — to determine eligibility for degrees, certificates, and transfer articulation. Evaluators research and apply college policies, state and federal regulations, and articulation agreements to interpret coursework and assign appropriate credit to determine progression and completion of degree, certificate and certification requirements. The role involves maintaining and updating records in student-information systems and degree-audit software, preparing lists of graduates and diplomas, posting course substitutions and transfer credit, and providing clear

Critical Job Duties

Please list your assigned duties. Provide a realistic picture of how your time is distributed across an average week, or a year if your work is seasonal. List your major job responsibilities in descending order of importance. In the left-hand column, write the approximate percentage of time you spend on each one. The total percentage should equal 100%, and do not list job responsibilities that take up less than 1% of your time. In the right-hand column, enter how often you perform those duties (daily, weekly, monthly, annually). **Example Below:**

% Of Time	Duty	Frequency
10	Prepare presentations and promotional materials for outreach events.	Weekly
35%	Evaluate, interpret and analyze academic records and transcripts (including external transcripts) to determine eligibility for degrees, certificates and certifications. Compute	Daily
20%	Interpret and apply evolving college policies, state and federal regulations (e.g., California Education Code, Title 5), along with articulation agreements, to determine	Daily
15%	Initiate, process and post approved course substitutions, credit for prior learning (including transfer credit, AP credit/IB/CLEP scores), military credit, and exclusion of	Weekly
15%	Utilize student information systems (ASSIST, META, C-ID, TMC Templates, TES, E-verify, UC Doorways, etc.), degree audit programs, transcript capture technology and course	Daily
10%	Advise and collaborate with students, faculty and staff on complex evaluation, issues, decisions and degree requirements. Communicate with other institutions and District	Weekly
5%	Prepare and maintain lists of commencement participants, print diplomas and conducting/leading commencement webinar, leading various areas of graduation and	Annually/Seasonally

Santa Monica Community College Personnel Commission
Position Description Questionnaire **PDD**

Knowledge, Skills and Abilities

What knowledge, skills and abilities are minimally required to perform your job duties?

(Example: State or Federal Laws, Customer service, Collaboration.)

1. Knowledge of regulations and policies: District and other colleges' policies on admission, enrollment, graduation and certificate requirements; California Education Code and Title 5; FERPA; Cal-GETC Standards; state and federal laws governing community college enrollment and certification. Applies policies to prepare and deliver transferability in various formats, ensuring compliance to institutions' individual requirements.
2. Regulation interpretation: Proficiency in interpreting, applying and explaining administrative regulations, transfer requirements and articulating agreements

Equipment

List the types of machines or equipment you are required to use at work. How often do you use these? Place an "X" in the box that applies.

Type of Machine/Equipment	Occasional Less than once per week	Frequently Once per week to once per day	Constant Every day, most of the day
Student information system (admission and enrollment), Student self-service, web-based processing, admission and assessment software			X
Transcript/capture and document imaging technology: Printers, scanners and diploma printers		X	
Telephone/email communications equipment			X

Education

Write the highest level of education you believe is required to satisfactorily perform your duties: Bachelor's degree or four years of college level coursework (or equivalent).

Field of study or Major/Minor: Not restricted; coursework in fields such as education, business or a related discipline is beneficial.

Licensing/Certifications

Are license, registration, certificate, or professional affiliation required to perform your job responsibilities? ☐ Yes ☒ No

If Yes, please list:

Experience

List the type of work experience and number of years you think an employee in your job should have to satisfactorily perform the duties of your job? (Example: Front desk reception - 6 months or 1 year.)

1. Four years of experience in a higher education setting performing technical admissions and records duties,
2. Including evaluating student records and transcripts.
- 3.

Nature and Purpose of Contacts

Who do you interact with on a REGULAR basis and for what purpose? (Example: Meet with Budget Manager to go over discrepancies in yearly budget allocation.)

On a regular basis Academic Records Evaluators interact with:

Students – to explain evaluation results, degree requirements, and options for course substitutions or credit for prior learning.

Faculty, counselors and department chairs – to clarify program requirements, discuss course equivalencies and resolve complex evaluation issues.

Admissions and records colleagues and administrators – to coordinate assignment deadlines, processing of records, graduation lists and diploma printing.

**Santa Monica Community College Personnel Commission
Position Description Questionnaire PDQ**

Decision Making

Describe the types of responsibilities you have for making decisions to do your job properly. What types of decisions are you allowed to make on your own? Give specific examples.

Determine eligibility for graduation and certificates; interpret regulations and articulation agreements; assign credit for prior learning and evaluate course substitutions. Decide when transcript information is sufficient and how to compute units and GPA, and recommend corrective actions for errors in student records. Interpret and apply complex, contradictory rules (e.g., Title 5 vs local catalog precedence), determine petition outcomes, and resolve SIS

What types of decisions do you refer to your supervisor? Give specific examples.

Personnel related decisions (e.g., hiring or discipline) which are outside my scope. Issues that fall outside of standard procedures or require cross-departmental coordination.

Problem Solving

What types of problems are you expected to solve on your own?

Resolving discrepancies in transcripts; determining course equivalencies and conversions (e.g., quarter to semester units); correcting errors in student records (e.g., misapplied rules, misaligned course data); addressing missing or discrepant information on transcripts; advising students on evaluation results and options.

What problems do you refer to your supervisor? Give specific examples.

Appeals that challenge established policies; problems with significant financial or legal implications; matters requiring approval beyond my authority.

Supervision Received/Exercised: Mark your response with an "X".

Supervision Received	Rarely Less than once per month	Occasionally Less than once per week	Frequently Once per week to once per day	Constantly More than once per day
How often is your work checked?	X			
How often do you receive detailed instructions?	X			
How often do you perform routine assignments alone?				X
How often do you plan and arrange your own work?				X

Supervision Exercised	Yes	No
Do you complete a performance evaluation for a classified employee?		X
Do you make recommendations on disciplinary actions for classified employee(s)?		X
Do you make hiring and firing recommendations for classified employees?		X

List the job titles and the number of employees you supervise.

Academic Records Evaluators do not directly supervise staff; however, they may provide specialized knowledge and guidance to Student Services Assistants or clerks.

Santa Monica Community College Personnel Commission
Position Description Questionnaire **PDQ**

Coordination Responsibilities

How much are you involved in coordinating, scheduling, and checking the work of other employees? Do you train, coach others, or provide directions in carrying out a project?

List the job titles and the number of people you coordinate in this manner.

Not Applicable

Work Environment How often are you exposed to / or work under the conditions listed below? Mark all those that apply with an "X".

Working Condition	Occasionally Less than once per week	Frequently Once per week to once per day	Constantly More than once per day
Sitting			X
Standing	X		
Walking	X		
Reaching	X		
Lifting: <25 Pounds	X		
Bending	X		
Climbing	X		
Dust	X		
Odors and/or Fumes	X		
Outdoor Weather Conditions	X		
Offsite Assignments	X		
Irregular Work Hours	X		
Unusual Mental Stress/Pressure		X	
Other:			

Comments

Please share any additional comments, which may assist in understanding this job and how it functions within the organization.

The Academic Records Evaluator role requires a high degree of accuracy and confidentiality when handling student records. Staying current on everchanging regulations and articulation agreements is essential. Strong communication and customer service skills support positive interactions with a diverse population of students, staff and external partners. The role contributes directly to students' success by ensuring accurate evaluation and timely awarding of degrees and certificates.

The complexity of this role has evolved significantly in recent years with the increasing reliance on electronic transcript systems, the expansion of transfer pathways (ADTs, UC TAG, etc.), and frequent changes to state mandates and articulation agreements. The position now requires substantial judgment, policy literacy, and

Santa Monica Community College Personnel Commission
Position Description Questionnaire **PDQ**

Are you requesting a reclassification? Yes ☐ No ☒

Requests for reclassification reviews will be considered only when the duties assigned to your position have changed substantially and have evolved gradually over a period of two or more years of service. If you are requesting a reclassification, please provide a detailed explanation of how your current duties and responsibilities have changed significantly over time, including approximately when the higher-level duties were first assigned to you.

We are not requesting a reclassification of duties, but rather a title change to better reflect the nature of the work. At other institutions, similar roles are designated as 'Analyst,' which more accurately represents the responsibilities performed.

I have read the instructions and to the best of my knowledge, I believe the information presented here is accurate and complete.

Fabi Soliman

Employee Signature

Santa Monica Community College Personnel Commission
Position Description Questionnaire **PDQ**

Supervisor's Comments

Please read the employee's questionnaire and comments thoroughly and provide feedback. Limit your written comments to this page; please do not write on any other part of the questionnaire. If you feel that the employee's description is not accurate, use the spaces provided below to clarify or elaborate on the description. Do not make any statements or comments about the employee's work performance or competence.

What do you consider the most important duty of this job?

With Academic Records Evaluators, the most important duties are those that support student completion goals, which in turn lead to an increase in the Student-Centered funding formula. This is followed by regulatory compliance, including transfer requirements, and safeguarding the accuracy of student records.

What do you consider the most important qualifications of an employee in this job?

It is challenging to state the most essential qualification. To be successful, an Evaluator must have a blend of education, experience, and technical competencies to ensure the incumbent can accurately apply academic policies while supporting student success. Prior hands-on work with transcript evaluation, graduation review, or degree audit systems is helpful, along with familiarity with curriculum and transfer credit practices.

What part of this job do you feel requires the highest degree of knowledge, skill, or ability?

In my view, the one single most demanding part of the Academic Evaluator position would be the evaluation and application of academic policies to determine degree, certificate, and transfer eligibility. This requires a comprehensive understanding of the curriculum as it applies to program requirements, an understanding of transfer and articulation rules, and how institutional policies intersect with state regulations.

Do you agree with the employee's description of their work and its requirements? Use this space to add information or clarification to the employee's questionnaire.

I generally agree with the description of work listed in the PDQ. I disagree with the title change for the position at this level. An evaluator does not review large datasets or their underlying structures and impacts. They review and evaluate individual student outcomes on a case-by-case basis.

Immediate Supervisor/Manager:

Jose Hernandez

Appropriate Vice President:

Lupe Quiroz

Exhibit B

Personnel Commission's Comparison Study

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Academic Records Evaluator	\$5,739	\$6,975	\$6,357
Cerritos College	Records Evaluator	\$5,692	\$6,841	\$6,266
El Camino College	Academic Records Evaluator	\$6,157	\$7,915	\$7,036
Foothill De Anza CCD	Evaluation Specialist	\$6,260	\$8,384	\$7,322
Long Beach City College	Graduation Evaluation Specialist	\$5,407	\$6,658	\$6,033
Los Angeles CCD	Admissions & Records Evaluation Technician	\$5,742	\$7,113	\$6,428
North Orange County CCD	Evaluator	\$5,491	\$6,617	\$6,054
Riverside CCD	Academic Evaluations Specialist	\$6,255	\$7,615	\$6,935
State Center CCD	Evaluator	\$4,760	\$5,854	\$5,307
	Average	\$5,720	\$7,125	\$6,423
	25th Percentile	\$5,470	\$6,648	\$6,049
	50th Percentile	\$5,717	\$6,977	\$6,347
	70th Percentile	\$6,116	\$7,565	\$6,884
	80th Percentile	\$6,216	\$7,795	\$6,996
	90th Percentile	\$6,256	\$8,056	\$7,122
	SMC % RANK	56.20%	49.80%	50.80%
	SMC Difference From AVG	0.30%	-2.10%	-1.00%
	SMC Difference From MED	0.40%	0.00%	0.20%

					Percent Rank
	SMC Range 35	\$6,026	\$7,324	\$6,675	64.1%
	SMC Range 36	\$6,170	\$7,500	\$6,835	68.6%
	SMC Range 37	\$6,327	\$7,690	\$7,009	81.8%
	SMC Range 38	\$6,479	\$7,875	\$7,177	92.7%

Exhibit C

Comparison Study After Comparison Salaries Increased

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	Updated
Santa Monica College	Academic Records Evaluator	\$5,739	\$6,975	\$6,357	
Cerritos College	Records Evaluator	\$5,692	\$6,841	\$6,266	
El Camino College	Academic Records Evaluator	\$6,317	\$8,121	\$7,219	1/1/2026
Foothill De Anza CCD	Evaluation Specialist	\$6,260	\$8,384	\$7,322	
Long Beach City College	Graduation Evaluation Specialist	\$5,570	\$6,857	\$6,214	7/1/2026
Los Angeles CCD	Admissions & Records Evaluation Technician	\$5,742	\$7,113	\$6,428	
North Orange County CCD	Evaluator	\$5,607	\$6,757	\$6,182	7/1/2026
Riverside CCD	Academic Evaluations Specialist	\$6,255	\$7,615	\$6,935	
State Center CCD	Evaluator	\$4,760	\$5,854	\$5,307	
	Average	\$5,775	\$7,193	\$6,484	
	25th Percentile	\$5,598	\$6,820	\$6,206	
	50th Percentile	\$5,717	\$6,985	\$6,347	
	70th Percentile	\$6,204	\$7,565	\$6,884	
	80th Percentile	\$6,258	\$7,918	\$7,105	
	90th Percentile	\$6,277	\$8,200	\$7,250	
	SMC % RANK	56.20%	49.40%	50.80%	
	SMC Difference From AVG	-0.60%	-3.10%	-1.90%	
	SMC Difference From MED	0.40%	-0.10%	0.20%	

					Percent Rank
	SMC Range 35	\$6,026	\$7,324	\$6,675	64.1%
	SMC Range 36	\$6,170	\$7,500	\$6,835	68.6%
	SMC Range 37	\$6,327	\$7,690	\$7,009	75.1%
	SMC Range 38	\$6,479	\$7,875	\$7,177	83.6%

III. CLOSED SESSION

A. Public Comment on Closed Session Items

Time: ____ p.m.

B. Public Employee Appointment/Discipline/Dismissal/Release
(Government Code §54957)

Time: ____ p.m.

IV. RECONVENE TO OPEN SESSION

Time: ____ p.m.

V. REPORT OF CLOSED SESSION ACTION(S) TAKEN

Time: ____ p.m.

VI. ADJOURNMENT

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

Day	Month	Day	Year	Time	Meeting Location
Wednesday	September	16	2026	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	October	21	2026	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	November	18	2026	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	December	16	2026	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	January	20	2027	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	February	17	2027	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	March	17	2027	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	April	21	2027	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	May	19	2027	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	June	16	2027	12:00 PM	1900 Pico Blvd, Bus. 117

As required by law, the agenda for this Special Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 24 hours prior to the date and time of this meeting.