

Public Session: 12:00 p.m.

A. Organizational Functions

1. Call to Order
2. Roll Call

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

B. Director's Report

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

1. Longevity-January 2025

20 YEARS

Christine Cadena, Switchboard Operator, Technical Support Services

Chris Bonvenuto was present to recognize and appreciate Christine.

25 YEARS

Vivian Rankin-Scales, Program Coordinator-Emeritus, Emeritus

Scott Silverman was present to recognize and appreciate Vivian.

30 YEARS

Dwayne Iles, Lead Custodian, Operations

Chris Bonvenuto was present to recognize and appreciate Dwayne. Emily (?) logged into recognize and appreciate Dwayne.

35 YEARS

Ian Fraser, Payroll Manager, Fiscal Services

Chris Bonvenuto was present to recognize and appreciate Ian.

D. Comments from the Vice President of Human Resources

Sherri Lee Lewis congratulated the employee's celebrating longevity milestones and then deferred to Bob Myers, who provided information related to the (Palisades?) fires.

E. Comments from the President of CSEA

No Comments

F. Comments from the President of Management Association

Scott Silverman congratulated the employee's celebrating longevity milestones and shared appreciation for all Classified Staff.

G. Comments from Personnel Commission Staff

No Comments.

H. Comments from the Personnel Commissioners

Commission Jansen congratulated Personnel Commission staff for their successful completion of Cyclical Reviews for Student Services Assistant and Student Services Clerk.

I. Agenda Reports: Major Items of Business

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J. Consent Agenda

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K. Adjournment

Agenda Report Number	1
Subject	Classification Description Revisions: Student Services Assistant Cyclical Review
Date	January 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are recommendations for the classification revisions and salary reallocation for Student Services Assistant.

As part of the cyclical review process, we are reviewing the last job classifications in the Student Services job discipline for this cycle of reviews, which includes the Student Services Assistant classification. A new cycle of reviews for this job discipline will begin in March when we review the Specialist and Senior Specialist classifications in Student Services. Student Services Assistants perform a variety of moderately difficult clerical and technical duties for student services departments and programs. The Student Services Assistant classification was established in November 2006. It was revised in December 2009 to more clearly define the essential functions and more clearly delineate the differences between related classifications. There are currently 16 permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2023-2024. Incumbents in the Student Services Assistant and Student Services Clerk classifications, as well as CSEA, were invited to participate in a class study orientation on May 22, 2024, 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 June 7, 2024.

Personnel Commission staff consulted with department management, to discuss the classification description. A duty analysis worksheet which rated the frequency and criticality of each duty in the current class description was completed. Additionally, revisions are proposed to clarify essential duties, distinguishing characteristics, concept of the class, KSAs (knowledge, skills and abilities) and minimum qualifications required for the job to more accurately reflect the nature of the work required.

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

RESULTS

Based on data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, essential duties, KSAs (knowledge, skills and abilities) and minimum qualifications. A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine the proposed salary ranking. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the Student Services Assistant. The survey resulted in five matches, which are identified and presented below.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	GF REVENUE
Santa Monica College	Student Services Assistant	\$4,722	\$5,739	\$5,231	26,748	\$250M
Contra Costa CCD	Program Assistant (Program Specific)	\$4,702	\$5,727	\$5,215	31,432	\$307M
El Camino College	Student Services Technician	\$5,088	\$6,498	\$5,793	21,971	\$210M
Long Beach City College	Student Services Representative	\$4,304	\$5,286	\$4,795	26,189	\$249M
North Orange County CCD	Student Services Technician	\$5,032	\$6,048	\$5,540	43,148	\$351M
Ventura County CCD	Student Services Assistant	\$4,142	\$5,732	\$4,937	32,977	\$303M
	Average	\$4,654	\$5,858	\$5,256		
	25th Percentile	\$4,304	\$5,727	\$4,937		
	50th Percentile	\$4,702	\$5,732	\$5,215		
	70th Percentile	\$4,966	\$5,985	\$5,475		
	80th Percentile	\$5,043	\$6,138	\$5,591		
	90th Percentile	\$5,066	\$6,318	\$5,692		
	SMC % RANK	51.5%	50.5%	51.2%		
	SMC Difference From AVG	1.4%	-2.1%	-0.5%		
	SMC Difference From MED	0.4%	0.1%	0.3%		

The current salary range for Student Services Assistant is Range 25 on the Classified Employee

Salary Schedule. In this survey, SMC is in the 51st median percentile compared to all benchmark agencies with comparable classifications; that is, 49% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that salary for the Student Services Assistant be reallocated from Range 25 to Range 27 on the Classified Employee Salary Schedule, a 5% increase. This will place the median salary at the 70th percentile, which satisfies the District’s 70th percentile target. Allocating the salary one range lower will result in a median salary at the 60th percentile, which is below the District’s 70th percentile target. Please see salary data for jobs in the Student Services job series.

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Student Services Specialist	30	\$5,330	\$6,479	7.5%
<i>Student Services Assistant (PROPOSED)</i>	27	\$4,958	\$6,026	4.99%
Student Services Assistant (CURRENT)	25	\$4,722	\$5,739	4.99%
<i>Student Services Clerk (PROPOSED)</i>	23	\$4,497	\$5,466	4.99%
Student Services Clerk (CURRENT)	21	\$4,283	\$5,206	4.99%

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

RECOMMENDATION

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

FROM: Classified Employee Salary Schedule, Range 25

TO: Classified Employee Salary Schedule, Range 27

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Deborah Jansen
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Student Services Assistant

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform a variety of moderately difficult clerical and technical duties for student services departments and programs.

DISTINGUISHING CHARACTERISTICS

~~The **A Student Services Assistant** class 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 necessary in the assigned student services area.~~

~~The **A Student Services Clerk** class provides performs a variety of general and routine clerical duties for student services departments and programs. Incumbents are generally assigned to the front counter and are the first point of contact for students in their respective student services area. These positions are distinguished from the Administrative Clerk classification in that positions assigned to the Student Services Clerk classification are required to obtain a breadth of knowledge in their respective department, necessary to assist students at the front counter.~~

~~A **Student Services Specialist** performs technical work to support or lead small student services programs, such as programs with smaller budgets. This classification is further distinguished from the Student Services Assistant and Student Services Clerk classifications by the level, variety, complexity of work, independence of action, responsibility for decisions, and level of supervision received.~~

~~The **Administrative Clerk** class performs a wide variety of office support and clerical duties and activities of a generalized nature in support of an assigned department or functional area.~~

~~The **Student Services Specialist** class performs complex and specialized duties relating to the preparation and implementation of student services and programs. Incumbents are expected to be a specialist in their functional area and have prior work experience in the specific functional area.~~

~~The **Student Services Senior Specialist** serves as a lead worker and monitors and directs the work of permanent and temporary staff in a student services department or program. Incumbents are specialists in their functional area and exercise a higher degree of responsibility and independent judgment.~~

ESSENTIAL DUTIES

Plans, schedules and performs a range of moderately difficult clerical and technical duties in support of an assigned student services department or program.

Provides assistance and information to students, parents, the campus community and other institutions regarding the assigned department's policies and procedures.

~~Advises Provides guidance to students regarding of program eligibility requirements and/or their current status within the program; engages with students to clarify processes, answer questions and helps students navigate their options.~~

Receives and reviews incoming documents for completeness, accuracy and signature; makes determinations regarding any informs students of the required documents necessary-needed to complete their file; verifies the authenticity of documents submitted prior to updating official

~~records, inputs-enters~~ documents received.

Interviews students to evaluate and assess student services needs; provides immediate assistance when student needs align with services of the assigned program.

Identifies relevant resources and connects students with appropriate personnel and departments; facilitates referrals, provides guidance and ensures students receive assistance.

Maintains and updates student services applications, databases, and confidential student records to ensure accuracy and compliance with privacy standards.

Prepares, edits and proofreads a variety of materials such as correspondence, forms, and requisitions.

Maintains and organizes accurate records and files, ensuring all documentation is up-to-date and easily accessible; regularly reviews files to identify and purges outdated files as necessary while ensuring compliance with institutional policies needed for reporting and operational purposes.

Assists in planning and coordinating student services program special events, and creates promotional materials to enhance student engagement.

Assists in training of Student Services Clerks and/or Student Workers.

~~Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner.~~

Performs other related duties as requested or assigned.

Depending on the area assigned, the following may be essential functions:

Reviews and evaluates student enrollment application packages, residency, records, and transcripts, by verifying level, content, unit value, and grading system of course work from high schools and other colleges.

~~Uses-Utilizes~~ imaging technology to digitize and file store student services documents, ensuring secure storage and easy retrieval.

Prepares requisitions for course refunds, and balances for not-for-credit course receipts.

Releases certain student account enrollment holds after accepting and validating required documentation.

Represents department at events, such as job fairs, recruitment fairs and community events; ~~Speaks in front of~~ delivers presentations to groups or individuals to promote the college and department.

Compiles positive attendance rosters for non-credit programs.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Federal and state regulations, requirements and guidelines pertaining to programs in the assigned student services functional areas program

Objectives, goals, policies and procedures of assigned student services program

Knowledge of Modern office practices, and procedures, including the use of standard office and computer equipment

Knowledge of Customer service principles and techniques

Knowledge of Effective oral and written communications

Computer applications and programs that support this level of work including document creation and editing, spreadsheets, presentations, data management, document scanning, and web/video conferencing

Knowledge of Record keeping practices, and procedures and file management

Knowledge of Basic mathematics

Knowledge of English usage, vocabulary, spelling, grammar and punctuation

Knowledge of Basic marketing and public relations principles

Ability to:

Obtain a breadth of knowledge of assigned department/program in order to provide information to students

Apply and explain applicable federal, state, and local laws, rules, regulations and District policies and procedures relevant to assigned area of responsibility

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

Efficiently locate and synthesize detailed information from multiple systems and platforms

Communicate effectively, both orally and in writing

Ability to Make arithmetical calculations accurately

Ability to Work independently on a variety of projects, with minimal supervision

Ability to Review, edit, and proofread written documents for completeness and accuracy

Ability to Work on a variety of assignments simultaneously

Ability to Follow complex written and oral instructions

Ability to Learn to use special adaptive equipment

Set priorities, manage time and work in a fast-paced environment with multiple tasks and interruptions

Stay updated on technology changes and adapt to new technologies

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

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

Ability to learn, understand and apply the Family Educational Right to Privacy Act (FERPA) in accordance with assigned duties

Ability to maintain a variety of account files and records

Ability to establish and maintain effective working relationships with students, administrators, employees, and the public

learn, and interpret policies, procedures, rules and regulations regarding student services functional area

Skill to type accurately and operate a computer keyboard for data entry and retrieval

Skill in word processing, spreadsheets, database software and publishing software

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or evidence of equivalent educational proficiency.

Experience Requirement:

Two years of clerical support and customer service experience in a fast-paced environment with frequent public contact, including record keeping, and data entry responsibilities.

Three (3) years of increasingly responsible clerical experience, which includes basic bookkeeping, and data input and retrieval for a busy high traffic public service organization

Education/Experience Equivalency:

An AA/AS degree may substitute for two years of experience, a BA/BS may substitute for the experience requirement.

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Busy Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 2510 pounds. Most offices are high traffic with regular interruptions (phones, students, staff, other personnel, the public, etc.). The noise level can be moderate to high.

CLASS DETAIL

Job Family:	Student Services (Non-Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	November 16, 2006
Class History:	International Student Center Assistant, International Student Services Assistant, Community Services Assistant, Admissions and Records Clerk II, and Financial Aid Clerk
Revision Date(s):	Hay Study 11/16/06, 12/16/09

**Santa Monica Community College District
Personnel Commission**

Student Services Assistant

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform a variety of moderately difficult clerical and technical duties for student services departments and programs.

DISTINGUISHING CHARACTERISTICS

A **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.

A **Student Services Clerk** performs a variety of general and routine clerical duties for student services departments and programs. Incumbents are generally assigned to the front counter and are the first point of contact for students in their respective student services area.

A **Student Services Specialist** performs technical work to support or lead small student services programs, such as programs with smaller budgets. This classification is further distinguished from the Student Services Assistant and Student Services Clerk classifications by the level, variety, complexity of work, independence of action, responsibility for decisions, and level of supervision received.

ESSENTIAL DUTIES

Plans, schedules and performs a range of moderately difficult clerical and technical duties in support of an assigned student services department or program.

Provides assistance and information to students, parents, the campus community and other institutions regarding the assigned department's policies and procedures.

Provides guidance to students regarding program eligibility requirements and/or their current status within the program; engages with students to clarify processes, answer questions and helps students navigate their options.

Receives and reviews incoming documents for completeness, accuracy and signature; informs students of the required documents needed to complete their file; verifies the authenticity of documents submitted prior to updating official records, enters documents received.

Interviews students to evaluate and assess student services needs; provides immediate assistance when student needs align with services of the assigned program.

Identifies relevant resources and connects students with appropriate personnel and departments; facilitates referrals, provides guidance and ensures students receive assistance.

Maintains and updates student services applications, databases, and confidential student records to ensure accuracy and compliance with privacy standards

Prepares, edits and proofreads a variety of materials such as correspondence, forms, and requisitions.

Maintains and organizes accurate records and files, ensuring all documentation is up-to-date and easily accessible; regularly reviews files to identify and purge outdated files while ensuring compliance with institutional policies needed for reporting and operational purposes.

Assists in planning and coordinating student services program special events and creates

promotional materials to enhance student engagement.

Assists in training of Student Services Clerks and/or Student Workers.

Performs other related duties as requested or assigned.

Depending on the area assigned, the following may be essential functions:

Reviews and evaluates student enrollment application packages, residency, records, and transcripts, by verifying level, content, unit value, and grading system of course work from high schools and other colleges.

Utilizes imaging technology to digitize and file student services documents, ensuring secure storage and easy retrieval.

Prepares requisitions for course refunds and balances for not-for-credit course receipts.

Releases certain student account enrollment holds after accepting and validating required documentation.

Represents department at events, such as job fairs, recruitment fairs and community events; delivers presentations to groups or individuals to promote the college and department.

Compiles positive attendance rosters for non-credit programs.

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

SUPERVISION

Supervision Received

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

Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Federal and state regulations, requirements and guidelines pertaining to assigned student services program

Objectives, goals, policies and procedures of assigned student services program
Modern office practices, procedures, including the use of standard office and computer equipment

Customer service principles and techniques

Effective oral and written communications

Computer applications and programs that support this level of work including document creation and editing, spreadsheets, presentations, data management, document scanning, and web/video conferencing

Record keeping practices, procedures and file management

Basic mathematics

English usage, vocabulary, spelling, grammar and punctuation

Basic marketing and public relations principles

Ability to:

Obtain a breadth of knowledge of assigned department/program in order to provide information to students

Apply and explain applicable federal, state, and local laws, rules, regulations and District policies and procedures relevant to assigned area of responsibility

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

Efficiently locate and synthesize detailed information from multiple systems and platforms

Communicate effectively, both orally and in writing

Make arithmetical calculations accurately

Work independently on a variety of projects, with minimal supervision

Review, edit, and proofread written documents for completeness and accuracy

Work on a variety of assignments simultaneously

Follow complex written and oral instructions

Learn to use special adaptive equipment

Set priorities, manage time and work in a fast-paced environment with multiple tasks and interruptions

Stay updated on technology changes and adapt to new technologies

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

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:

Graduation from high school or equivalent.

Experience Requirement:

Two years of clerical support and customer service experience in a fast-paced environment with frequent public contact, including record keeping, and data entry responsibilities.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Busy Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. Most offices are high traffic with regular interruptions (phones, students, staff, other personnel, the public, etc.). The noise level can be moderate to high.

CLASS DETAIL

Job Family:	Student Services (Non-Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	November 16, 2006
Class History:	International Student Center Assistant, International Student Services Assistant, Community Services Assistant, Admissions and Records Clerk II, and Financial Aid Clerk
Revision Date(s):	Hay Study 11/16/06, 12/16/09

Agenda Report Number	2
Subject	Classification Description Revisions: Student Services Clerk Cyclical Review
Date	January 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are recommendations for the classification revisions and salary reallocation for Student Services Clerk.

As part of the cyclical review process, we are reviewing the last job classifications in the Student Services job discipline for this cycle of reviews, which includes the Student Services Clerk classification. A new cycle of reviews for this job discipline will begin in March when we review the Specialist and Senior Specialist classifications in Student Services. Student Services Clerks perform a variety of general and routine clerical duties for student services departments and programs. The Student Services Clerk classification was established in November 2006. It was revised in October 2009 to more clearly define the essential functions. There are currently six permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2023-2024. Incumbents in the Student Services Clerk and Student Services Assistant classifications, as well as CSEA, were invited to participate in a class study orientation on May 22, 2024, 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 June 7, 2024.

Personnel Commission staff consulted with department management, to discuss the classification description. A duty analysis worksheet which rated the frequency and criticality of each duty in the current class description was completed. Additionally, revisions are proposed to clarify essential duties, distinguishing characteristics, concept of the class, KSAs (knowledge, skills and abilities) and minimum qualifications required for the job to more accurately reflect the nature of the work required.

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

RESULTS

Based on data gathered, class description revisions are being proposed, to include a more

accurate description of the work performed. Additional changes serve to clarify the concept of the class, essential duties, KSAs (knowledge, skills and abilities) and minimum qualifications. A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine the 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). When looking for comparable positions at other agencies it was common to find a position that performs general and routine clerical duties but not exclusively for student services departments. Other agencies utilized general entry-level clerical roles for both academic and non-academic departments, or limited matches were available due to differences in organizational structure and scope of work assigned. As a result, salary review is based on internal comparison of similar roles such as Student Services Assistant. Preserving the differential between these roles is warranted and recommended given the difference in level of knowledge required, decision making involved and complexity of work.

SALARY ALLOCATION

It is recommended that salary for the Student Services Clerk be reallocated from Range 21 to Range 23 on the Classified Employee Salary Schedule, a 5% increase. Please see salary data for jobs in the Student Services job series.

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Student Services Specialist	30	\$5,330	\$6,479	7.5%
<i>Student Services Assistant (PROPOSED)</i>	<i>27</i>	<i>\$4,958</i>	<i>\$6,026</i>	<i>4.99%</i>
Student Services Assistant (CURRENT)	<i>25</i>	<i>\$4,722</i>	<i>\$5,739</i>	<i>4.99%</i>
<i>Student Services Clerk (PROPOSED)</i>	<i>23</i>	<i>\$4,497</i>	<i>\$5,466</i>	<i>4.99%</i>
Student Services Clerk (CURRENT)	<i>21</i>	<i>\$4,283</i>	<i>\$5,206</i>	<i>4.99%</i>

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

RECOMMENDATION

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

FROM: Classified Employee Salary Schedule, Range 21

TO: Classified Employee Salary Schedule, Range 23

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

**Santa Monica Community College District
Personnel Commission**

Student Services Clerk

CONCEPT OF THE CLASS

Under supervision, positions in this classification provide-perform a variety of general and routine clerical duties for student services departments and programs.

DISTINGUISHING CHARACTERISTICS

~~The **A Student Services Clerk** class provides-performs~~ a variety of general and routine clerical duties for student services departments and programs. Incumbents are generally assigned to the front counter and are the first point of contact for students in their respective student services area. ~~These positions are distinguished from the Administrative Clerk classification in that positions assigned to the Student Services Clerk classification are required to obtain a breadth of knowledge in their respective department, necessary to assist students at the front counter.~~

~~The **A Student Services Assistant** class~~ performs moderately difficult clerical and technical duties. Incumbents are responsible for completion of a functional phase of clerical or technical work ~~necessary~~ in the student services area.

A **Student Services Specialist** performs technical work to support or lead small student services programs, such as programs with smaller budgets. This classification is further distinguished from the Student Services Assistant and Student Services Clerk classifications by the level, variety, complexity of work, independence of action, responsibility for decisions, and level of supervision received.

~~The **Administrative Clerk** class performs a wide variety of office support and clerical duties and activities of a generalized nature in support of an assigned department or functional area.~~

~~The **Student Services Specialist** class performs complex and specialized duties relating to the preparation and implementation of student services and programs. Incumbents are expected to be specialists in their functional areas.~~

~~The **Student Services Senior Specialist** serves as a lead worker and monitors and directs the work of permanent and temporary staff in a student services department or program. Incumbents are specialists in their functional area and exercise a higher degree of responsibility and independent judgment.~~

ESSENTIAL DUTIES

~~Answers the~~Responds to telephone inquiries, emails and messages from online communication platforms; ~~performs receptionist duties-provides front desk support and serves as the first point of contact for including assisting~~ students, faculty, staff and the general public; provides information and ~~refers~~ connects individuals with callers and visitors to appropriate personnel and departments offices as required.

~~Instructs-Informs~~ students ~~of~~ the correct procedures to-for complete-completing applications forms and other required documents ~~proofreads and checks information for completeness and accuracy~~; receives and reviews incoming documents for completeness, accuracy, and required signatures; verifies student documents by checking official records, databases, and original documents; ~~and verifies-confirms~~ receipt of student documents from other institutions.

Performs general clerical duties in support of an assigned department/program, including scheduling appointments, ~~such as: posting information to operational, business, and student records; typing, creating and editing proofreading and duplicating a wide variety of documents; receives, sorts, and distributes mail and maintains organized alphabetical, indexed and cross-referenced files; replenishes~~

department forms and office supplies as needed, inputting data into various computer databases; receiving, sorting and routing mail; sorting and filing documents and records according to predetermined classifications; maintaining alphabetical, index, and cross referenced files; restocking department forms and office supplies;

Enters data into various computer databases, including student records data; ensures operational and student records are accurately updated and categorized according to established processes and procedures.

Uses/Utilizes imaging technology to digitize and file store student services documents, such as including student transcripts, ensuring secure storage and easy retrieval.

Performs basic mathematical calculations in the performance of duties.

Performs other related duties as requested or assigned.

Depending on the area assigned, the following may be essential functions:

Demonstrates the operation of equipment and systems, including computers and student database systems to students, ensuring they understand the features and functionalities for effective use. to students, such as video, DVD players or computers

Assists with the opening and closing of facilities; turns off including powering down computers, rearranges furniture and monitoring the premises facilities for breakage or maintenance issues or damages problems; collects articles lost items left by students and forwards to them to Campus Police by area of assignment.

Maintains accurate records of supplies/materials checked in and out by students, ensuring proper inventory management and tracking.

Monitors students' behavior and facilities use; enforces no-ensuring compliance with policies such as prohibiting eating or drinking policies; monitors noise levels to maintain a conducive learning environment.

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

SUPERVISION

Supervision Received

Positions in this classification receive Under supervision of from a Dean or assigned administrator. Employees designee may receive direction/assistance and/or training from Senior Student Services Specialists, Student Services Specialists or Student Services Assistants. Each stage of an employee's work is reviewed and checked if time allows.

Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Objectives, goals, policies and procedures of assigned student services program

Modern office practices and procedures, including the use of standard office and computer equipment

Knowledge of Customer service principles and techniques

Computer applications and programs that support this level of work including document creation and editing, spreadsheets, data management, document scanning, and web/video conferencing

~~Knowledge of~~ English usage, vocabulary, spelling, grammar and punctuation

~~Knowledge of~~ Effective oral and written communications

~~Knowledge of~~ Basic mathematics

~~Knowledge of~~ Record keeping practices ~~and,~~ procedures ~~and file management~~

Ability to:

Obtain a breadth of knowledge of assigned department/program ~~in order to assist provide information to~~ students ~~at the front counter~~

~~Apply and explain applicable federal, state, and local laws, rules, regulations and District policies and~~ procedures relevant to assigned area of responsibility

~~Organize and maintain records, specialized files and confidentiality of student information~~

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

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

~~Efficiently locate and synthesize detailed information from multiple systems and platforms~~

~~Ability to Set priorities, manage time and~~ work in fast-paced ~~and busy~~ environment with multiple ~~tasks and~~ interruptions

Perform work requiring accuracy and attention to detail

~~Ability to~~ Follow written and oral instructions

~~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

~~Ability to establish and maintain accurate records~~

~~Ability to pay attention to detail~~

~~Ability to handle multiple tasks~~

~~Ability to work on a variety of assignments simultaneously~~

~~Ability to learn, understand and apply the Family Educational Right to Privacy Act (FERPA) in accordance with assigned duties~~

~~Ability to use computers and software as provided by the college~~

~~Skills to type accurately and operate a computer keyboard for data entry and retrieval~~

~~Ability to establish effective working relationships with students, administrators, employees, and public~~

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or ~~evidence of~~ equivalent ~~educational proficiency~~.

Experience Requirement:

One (1) year of general clerical ~~experience and~~ customer service experience ~~involving with~~ direct public contact, ~~which~~ includes experience operating a computer ~~keyboard~~ for data entry and retrieval ~~tasks,~~ ~~and~~

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Busy Office Environment:

While performing the duties of this job the employee is regularly required to sit, stand and walk, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee frequently lifts and or moves up to 10 pounds, and must occasionally lift and/or move 25 pounds. Most offices are high traffic with regular interruptions (phones, students, staff, other personnel, the public, etc). The noise level can be moderate to high.

CLASS DETAIL

Job Family:	Student Services (Non-Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	
Class History:	Financial Aid Customer Services Clerk, Admissions & Records Clerk
Revision Date(s):	Hay Study 11/16/06, 10/21/09

**Santa Monica Community College District
Personnel Commission**

Student Services Clerk

CONCEPT OF THE CLASS

Under supervision, positions in this classification perform a variety of general and routine clerical duties for student services departments and programs.

DISTINGUISHING CHARACTERISTICS

A **Student Services Clerk** performs a variety of general and routine clerical duties for student services departments and programs. Incumbents are generally assigned to the front counter and are the first point of contact for students in their respective student services area.

A **Student Services Assistant** performs moderately difficult clerical and technical duties. Incumbents are responsible for completion of a functional phase of clerical or technical work in the student services area.

A **Student Services Specialist** performs technical work to support or lead small student services programs, such as programs with smaller budgets. This classification is further distinguished from the Student Services Assistant and Student Services Clerk classifications by the level, variety, complexity of work, independence of action, responsibility for decisions, and level of supervision received.

ESSENTIAL DUTIES

Responds to telephone inquiries, emails and messages from online communication platforms; provides front desk support and serves as the first point of contact for students, faculty, staff and the general public; provides information and connects individuals with appropriate personnel and departments .

Informs students of the correct procedures for completing applications and other required documents; receives and reviews incoming documents for completeness, accuracy, and required signatures; verifies student documents by checking official records, databases, and original documents; confirms receipt of student documents from other institutions.

Performs general clerical duties in support of an assigned department/program, including scheduling appointments, creating and editing variety of documents; receives, sorts, and distributes mail and maintains organized alphabetical, indexed and cross-referenced files; replenishes department forms and office supplies as needed.

Enters data into various computer databases, including student records data; ensures operational and student records are accurately updated and categorized according to established processes and procedures.

Utilizes imaging technology to digitize and file student services documents, including student transcripts, ensuring secure storage and easy retrieval.

Performs basic mathematical calculations in the performance of duties.

Performs other related duties as requested or assigned.

Depending on the area assigned, the following may be essential functions:

Demonstrates the operation of equipment and systems, including computers and student database systems to students, ensuring they understand the features and functionalities for effective use.

Assists with the opening and closing of facilities; including powering down computers, rearranging

furniture and monitoring the premises for maintenance issues or damages ; collects lost items left by students and forwards them to Campus Police.

Maintains accurate records of supplies/materials checked in and out by students, ensuring proper inventory management and tracking.

Monitors students' behavior and facilities use; ensuring compliance with policies such as prohibiting eating or drinking; monitors noise levels to maintain a conducive learning environment.

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

SUPERVISION

Supervision Received

Positions in this classification receive supervision from a Dean or assigned administrator. Employees may receive direction/assistance and/or training from Senior Student Services Specialists, Student Services Specialists or Student Services Assistants. Each stage of an employee's work is reviewed and checked if time allows.

Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Objectives, goals, policies and procedures of assigned student services program

Modern office practices, procedures, including the use of standard office and computer equipment

Customer service principles and techniques

Computer applications and programs that support this level of work including document creation and editing, spreadsheets, data management, document scanning, and web/video conferencing

English usage, vocabulary, spelling, grammar and punctuation

Effective oral and written communications

Basic mathematics

Record keeping practices, procedures and file management

Ability to:

Obtain a breadth of knowledge of assigned department/program in order to provide information to students

Apply and explain applicable federal, state, and local laws, rules, regulations and District policies and procedures relevant to assigned area of responsibility

Organize and maintain records, specialized files and confidentiality of student information

Stay updated on technology changes and adapt to new technologies

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

Efficiently locate and synthesize detailed information from multiple systems and platforms

Set priorities, manage time and work in fast-paced environment with multiple tasks and interruptions

Perform work requiring accuracy and attention to detail
Follow written and oral instructions

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:

Graduation from high school or equivalent.

Experience Requirement:

One year of general clerical and customer service experience involving direct public contact, including experience operating a computer for data entry and retrieval tasks.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Busy Office Environment:

While performing the duties of this job the employee is regularly required to sit, stand and walk, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee frequently lifts and moves up to 10 pounds. Most offices are high traffic with regular interruptions (phones, students, staff, other personnel, the public, etc). The noise level can be moderate to high.

CLASS DETAIL

Job Family:	Student Services (Non-Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	
Class History:	Financial Aid Customer Services Clerk, Admissions & Records Clerk
Revision Date(s):	Hay Study 11/16/06, 10/21/09

J.Consent Agenda

Report Number	Subject	Page Number
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6	Extension of Eligibility Lists	30
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Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	3
Subject	Establishment of Seniority List
Date	January 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

As part of the continuing practice to update and maintain Seniority Lists for the District, we present the following seniority list for approval:

Director of Facilities Maintenance

It is recommended that the Personnel Commission certify the seniority list effective January 15, 2025

13.1.4 SENIORITY LISTS

A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Personnel Director and certified by the Personnel Commission before it is used.

B. When a seniority list is initially established or updated, the list shall be made available to the employee(s) for review during a five (5) working day period before it is approved.

C. During the prescribed review period, an employee who believes that an error has been made on his/her seniority computation shall notify the Personnel Director, who shall review the computations together with any additional information provided by the employee. The Personnel Director shall determine if a recomputation is appropriate and present an appropriate recommendation for action by the Personnel Commission.

D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.

"DIRECTOR of FACILITIES MAINTENANCE" Seniority List

Classification: Director of Facilities Maintenance

Range: M31

Monthly Base Salary Range as of July 1, 2024: \$ 11203 to \$ 13617

PC Certification Date: January 15, 2025

Review Period: January 3 to 9, 2025

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT Director of Facilities Maintenance
Kamibayashi, Terry	12/6/2023	No	3/2/2020	12	40	

Compiled and Edited by: Brent Heximer, AA II, PC

Approved by: Carol Long, Director of the Personnel Commission

Updated: January 2, 2025

Agenda Report Number	4
Subject	Examination Schedule
Date	January 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Class Title	Field of Competition	Time
Custodian	Promotional and Open Competitive	3 weeks
Lead Custodian	Promotional	3 weeks

Agenda Report Number	5
Subject	Ratification of Eligibility Lists
Date	January 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Eligibility Lists.

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Financial Aid & Scholarships Specialist (Promo)	1	1	7/15/2025
Production Manager (Promo)	2	2	6/9/2025
Program Coordinator-Workforce & Economic Development (Promo)	2	2	6/22/2025

Agenda Report Number	6
Subject	Extension of Eligibility Lists
Date	January 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Community College Police Dispatcher	2/11/2025	2/11/2025	1	1	8/11/2025
Instructional & Universal Designer	1/20/2025	1/20/2025	6	4	3/20/2025

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated for the next six months.

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

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

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

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility lists as indicated above.

Agenda Report Number	7
Subject	Ratification of Meeting Minutes
Date	January 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Minutes:

1. Regular Meeting Minutes-December 18, 2024

Agenda Report Number	8
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	January 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following provisional working out of class assignments.

I. Provisional Working out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Vina Chin, Human Resources Analyst - Employee and Labor Relations (Confidential)	Director of Human Resources	1/22/2025 to 4/30/2025
Jorge Saldana, Custodian	Lead Custodian (Substitute)**	10/20/2024 to 12/31/2024

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

**Pending final paperwork

II. Correction to Provisional Working out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment	Corrected Dates of Assignment
Angela Lee, Administrative Assistant I	Human Resources Specialist	12/1/2024 to 4/4/2024	1/1/2025-5/6/2025

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

III. Correction to Internal Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment	Corrected Dates of Assignment
Adrienne Johnson, Student Services Assistant	Student Services Specialist	11/18/2024 to 3/5/2025	11/18/2024 to 1/9/2025
Dawn Noguera, Human Resources Specialist	Human Resources Technician	12/5/2024 to 12/23/2024; 1/2/2025 to 2/13/2025	12/5/2024-12/23/2024
Debra Willoughby, Human Resources Specialist	Human Resources Technician	1/2/2025 to 2/13/2025; 1/2/2025 to 2/13/2025	12/5/2024 to 12/23/2024; 1/2/2025 to 2/13/2025

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

**Pending PBAR Approval

IV. Extension of Provisional Working out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment	Extended Dates of Assignment
Siamanto Ismaily, Theater Technical Director	Production Manager	9/16/2024 to 1/17/2025	1/18/2025 to 2/28/2025

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

V. Extension to Substitute Limited Term Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment	Extended Dates of Assignment
Mario Somano, HVAC Mechanic	Facilities Maintenance Supervisor	8/26/2024 to 10/21/2024	10/22/2024 to 6/30/2025

VI. Correction to Substitute Limited Term Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment	Corrected Dates for Limited Term Assignment/Change to Substitute Limited Term Status
James Steveson, Academic Records Evaluator	EOPS Specialist	8/26/2024 to 12/23/2024; to 1/2/2025 to 1/8/2025 (Provisional) 1/9/2025 to 2/18/2025 (Limited Term)	1/9/2025 to 3/1/2025
Jennifer Landa, Workforce and Economic Development Specialist	Program Coordinator, Workforce and Economic Development	9/1/2024 to 1/4/2025 (Provisional) 1/5/2025 to 2/14/2025 (Limited Term)	1/5/2025 to 6/30/2025

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

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.
2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15)

calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

B. Procedure for Supervisor Requesting Approval for Working Out of Class

3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

Agreement between Santa Monica Community College and CSEA, Chapter 36, Article 11

11.7 Work out of Classification

11.7.1 Definition:

Working out of classification assignments shall not exceed a period of ninety (90) working days per fiscal year and no more than ninety (90) days in any one hundred eighty (180) day period.

11.7.3 Compensation:

- a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.
- b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

- 11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

RECOMMENDATION

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

Agenda Report Number	9
Subject	Appointments to Provisional Assignments
Date	January 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

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

Candidate	Position	Department	Duration
Chan, Oliver	Accompanist-Music	Music	1/1/2025-6/30/2025
Jimenez Oporto, Gabriella	Student Services Clerk	International Student Center	7/2/2024-2/8/2025
McNaughton, Joellen	Accompanist-Music	Music	1/1/2025-6/30/2025
McNaughton, Joellen	Accompanist-Music Performance	Music	1/1/2025-6/30/2025
Nesteruk, Gary	Accompanist-Music	Music	1/1/2025-6/30/2025
Norris, Christopher	Theater Technical Specialist	Facilities	12/20/2024-6/30/2025
Payne, Ariel	Laboratory Technician- Photography	Academic Affairs	7/1/2024-2/14/2025
Tan, Barry	Accompanist-Music	Music	1/1/2025-6/30/2025
Wild, Brian	Theater Technical Specialist	Facilities	12/16/2024-6/30/2025

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

Agenda Report Number	10
Subject	Ratification of Limited Term Assignments
Date	January 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

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

Classification	Department	Effective Dates
Accompanist-Music Performance	Music	1/1/2025-6/30/2025
Bookstore Clerk/Cashier	Bookstore	1/2/2025-6/30/2025
Customer Services Assistant	Bookstore	1/2/2025-6/30/2025
Student Services Assistant	Outreach & Onboarding	1/13/2025-4/10/2025

Agenda Report Number	11
Subject	Appointment to Limited Term Assignments
Date	January 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

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

Candidate	Classification	Department	Effective Dates
Abdulhafiz, Meymuna	Bookstore Clerk/Cashier	Bookstore	1/2/2025-6/30/2025
Aninyei, Paul	Customer Services Assistant	Bookstore	1/2/2025-6/30/2025
Beck, Michael	Customer Services Assistant	Bookstore	1/2/2025-6/30/2025
Carter, Ashlie	Customer Services Assistant	Bookstore	1/2/2025-6/30/2025
Chan, Oliver	Accompanist-Music Performance	Music	1/1/2025-6/30/2025
Chang, Tony	Bookstore Clerk/Cashier	Bookstore	1/2/2025-6/30/2025
English, Kara	Customer Services Assistant	Bookstore	1/2/2025-6/30/2025
Garcia, Lucy	Bookstore Clerk/Cashier	Bookstore	1/2/2025-6/30/2025
Gary, Jon	Student Services Assistant	Outreach & Onboarding	1/13/2025-4/10/2025
Lopez, Jose	Bookstore Clerk/Cashier	Bookstore	1/2/2025-6/30/2025
Micas, Donna	Bookstore Clerk/Cashier	Bookstore	1/2/2025-6/30/2025
Miles, Erik	Bookstore Clerk/Cashier	Bookstore	1/2/2025-6/30/2025
Nesteruk, Gary	Accompanist-Music Performance	Music	1/1/2025-6/30/2025
Nwonwu, Vergie	Customer Services Assistant	Bookstore	1/2/2025-6/30/2025
Tan, Barry	Accompanist-Music Performance	Music	1/1/2025-6/30/2025

Thielking, Alan	Bookstore Clerk/Cashier	Bookstore	1/2/2025-6/30/2025
Trujeque, Angelic	Customer Services Assistant	Bookstore	1/2/2025-6/30/2025

Agenda Report Number	12
Subject	Personnel Commission Project Status Report
Date	January 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment

Title	Assigned to	Open Date	Close Date	Agenda Date
Administrative Assistant I	AF	9/24/2024	10/14/2024	12/18/2024
Community College Police Officer	JG	10/30/2023		
Custodian				
Director of Human Resources	JL			
Electrician	JG			
EOPS Specialist	OV	12/6/2024	1/6/2025	
EOPS/CARE Supervisor	OV	11/6/2024	11/27/2024	12/18/2024
Financial Aid and Scholarships Specialist	OV	12/6/2024	1/6/2025	1/15/2025
Human Resources Technician	JL	10/30/2024	11/20/2024	12/18/2024
Information Technology Support Specialist	JL	9/4/2024	9/24/2024	
Laboratory Technician - Art	TM	9/24/2024	10/15/2024	
Laboratory Technician - Photography	JG	7/16/2024	8/5/2024	
Lead Custodian				
Locksmith				
Production Manager	TM	11/22/2024		
Program Coordinator - Workforce & Economic Development	OV	11/20/2024	12/12/2024	1/15/2025
Program Specialist	OV	12/20/2024	1/21/2025	
Theatre Technical Specialist (Cont.)	TM	10/15/2021		

Classification and Compensation

Title	Job Discipline	Type of Request	Progress	Assigned to	Project Start Date	Date Completed
Disabled Student Services Assistant	Student Services	Cyclical Review	Research & Planning	JA	6/2/2023	12/13/2023
KCRW Radio Media and Public Relations Officer	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Programming Assistant	KCRW	Cyclical Review	Development	JA	6/7/2024	
KCRW Radio Programming Technician	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Services Assistant	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Station Assistant Director	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Station Assistant Engineer	KCRW	Cyclical Review	Research & Planning	JA	6/7/2024	
KCRW Radio Station Director	KCRW	Cyclical Review	Research & Planning	JA	6/7/2024	
KCRW Radio Station Engineer	KCRW	Cyclical Review	Research & Planning	JA	6/7/2024	
KCRW Radio Station Operations Manager	KCRW	Cyclical Review	Development	JA	6/7/2024	
KCRW Radio Station Recording Engineer	KCRW	Cyclical Review	Research & Planning	JA	6/7/2024	
KCRW Radio Subscription Services Senior Specialist	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Website News Producer	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
Lead Receiving, Stockroom & Delivery Worker	Warehouse & Mail	Cyclical Review	Development	JA	11/13/2024	
Mail Services Worker I	Warehouse & Mail	Cyclical Review	Development	JA	11/13/2024	
Mail Services Worker II	Warehouse & Mail	Cyclical Review	Development	JA	11/13/2024	
Radio Engineer Manager	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
Receiving, Stockroom & Delivery Worker	Warehouse & Mail	Cyclical Review	Development	JA	11/13/2024	
Warehouse & Mail Services Manager	Warehouse & Mail	Cyclical Review	Research & Planning	JA	11/13/2024	
Senior Career Services Advisor	Specialized Programs	Position Review	Research & Planning	AF	6/11/2024	
Student Services Assistant	Student Services	Cyclical Review	PC Agenda	AF	6/7/2024	12/6/2024
Student Services Clerk	Student Services	Cyclical Review	PC Agenda	AF	6/7/2024	12/6/2024
Assistant Director of Facilities Operations	Facilities Operations	Cyclical Review	Upcoming	JG		
Custodial Operations Manager	Facilities Operations	Cyclical Review	Upcoming	JG		
Custodial Operations Supervisor	Facilities Operations	Cyclical Review	Upcoming	JG		
Custodian	Facilities Operations	Cyclical Review	Upcoming	JG		
Director of Facilities Operations	Facilities Operations	Cyclical Review	Upcoming	JG		
Grounds Equipment Operator	Facilities Operations	Cyclical Review	Research & Planning	JG	12/4/2024	
Grounds Manager	Facilities Operations	Cyclical Review	Research & Planning	JG		
Grounds Supervisor	Facilities Operations	Cyclical Review	Research & Planning	JG		
Grounds Worker	Facilities Operations	Cyclical Review	Research & Planning	JG	12/4/2024	
Irrigation Systems Specialist	Facilities Operations	Cyclical Review	Research & Planning	JG		
Lead Custodian	Facilities Operations	Cyclical Review	Upcoming	JG		
Recycling Program Specialist	Facilities Operations	Cyclical Review	Upcoming	JG		
Senior Grounds Equipment Operator	Facilities Operations	Cyclical Review	Research & Planning	JG	12/4/2024	
Senior Technology User Support Specialist	IT User Support	Cyclical Review	Upcoming	JL	11/3/2023	
Shuttle Driver	Transportation	Cyclical Review	Research & Planning	TM	11/15/2024	
Transportation Operations Coordinator	Transportation	Cyclical Review	Research & Planning	TM	11/15/2024	
Case Manager	Specialized Programs	New Class	Post Approval	OV	3/26/2024	11/5/2024
Instructional Media Specialist	Instructional Resources	Salary Reallocation	Research & Planning	OV	10/11/2023	

K.Adjournment at 12:37 pm

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

Day	Month	Date	Year	Time	Venue
Wednesday	February	19	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	March	19	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	April	16	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	May	21	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	June	18	2025	12:00 p.m.	Board Room/Business Bldg. Room 117

As required by law, the agenda for the January 15, 2025 Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.