

Public Session: 12:00 p.m.

Organizational Functions

- A. Call to Order
- B. 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	

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

No Comments.

- D. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Approval of Advanced Step Placement: Human Resources Technician	2
2	Ratification of Eligibility Lists	3
3	Ratification of Working Out of Class and Internal Limited Term Assignments	4
4	Appointment to Provisional Assignments	6
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- E. Adjournment

Agenda Report Number	1
Subject	Approval of Advanced Step Placement: Human Resources Technician
Date	January 29, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve an initial salary placement for Demi Rodriguez, Human Resources Technician, at Range 38, Step D on the Classified Employees Salary Schedule.

The Minimum Qualifications for this position include a high school diploma with college coursework in a related field, and at least three years of technical clerical experience in employment transactions in a Human Resources or comparable department, which included using HR systems.

This candidate possesses a Bachelor’s degree in a related field and over five years of relevant experience.

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

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

Disposition by the Commission	
Motion Made By	Deborah Jansen
Seconded By	Lawrence Leone
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	2
Subject	Ratification of Eligibility Lists
Date	January 29, 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
Community College Police Officer	0	4	6/5/2025
EOPS Specialist (PROMO)	2	2	7/20/2025
Laboratory Technician-Photo (Updated)	0	12	5/25/2025

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Deborah Jansen
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	3
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	January 29, 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.

**Correction to Provisional Working Out of Class Assignment**

Name/Permanent Class	Limited Term Assignment*	Initial Dates of Assignment	Corrected Assignment Dates
Vina Chin, Human Resources Analyst-Employee and Labor Relations (Confidential)	Director of Human Resources	1/22/2025 to 4/30/2025	2/5/2025 to 5/14/2025

**Extension to Provisional Working Out of Class Assignment**

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment	Extended Dates
Leyla Arenas, Student Services Assistant	Student Judicial Affairs Specialist	8/5/2024 to 11/27/2024	11/28/2024 to 1/4/2025
Pier Johnson-Bruce, Mail Services Worker II	Shuttle Driver	11/1/2024 to 2/13/2025	2/14/2025 to 3/6/2025

*\*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).

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	4
Subject	Appointment to Provisional Assignments
Date	January 29, 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
Lindsay Wilson	Administrative Assistant II	Emeritus	7/1/2024-3/12/2025
Jennifer Schallert	Costume Designer	Theater Arts	1/1/2025-6/30/2025
Andrew Berney	Laboratory Technician-Art	Art	1/1/2025-6/30/2025
Myles Freedman	Laboratory Technician-Art	Art	1/1/2025-6/30/2025
Susan Haskell	Laboratory Technician-Art	Art	1/1/2025-6/30/2025
Todd Kobashi	Laboratory Technician-Art	Art	1/1/2025-6/30/2025

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

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Lawrence Leone
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	5
Subject	Ratification of Limited Term Assignments
Date	January 29, 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
Laboratory Technician-Life Science	Life Science	7/1/2024-6/30/2025
Student Services Clerk	Financial Aid & Scholarships	1/1/2025-6/30/2025

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	6
Subject	Appointment to Limited Term Assignments
Date	January 29, 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
Mabel Pang	Laboratory Technician-Life Science	Life Science	7/1/2024-6/30/2025
Juliana Padilla	Student Services Clerk	Financial Aid & Scholarships	1/1/2025-6/30/2025

Disposition by the Commission	
Motion Made By	Deborah Jansen
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Jansen questioned if these candidates were in the queue for “permanent” employment testing. Both Commissioner Jansen and Chair Metoyer asked why these positions weren’t being filled permanently. Director Long explained that these positions often serve to temporarily backfill positions of those who may be out on leave. These are people working in a temporary capacity throughout the College.



E.Adjournment at 12:07 p.m.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Debroah Jansen
Ayes	4
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 29, 2025 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.