

Public Session: 3:00 p.m.

- I. Organizational Functions
  - a. Call to Order
  - b. Roll Call

Commissioner	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.

- II. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Request to Certify from Alternate Eligibility List: Administrative Assistant I	4
2	Ratification of Eligibility Lists	5
3	Retitle, Class Description Revisions and Salary Reallocation: Network Services Support Analyst to IT Users System Administrator	6
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- III. Adjournment

Agenda Report Number	1
Subject	Request to Certify from Alternate Eligibility List: Administrative Assistant I
Date	October 12, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

**BACKGROUND**

An eligibility list has recently been established for Administrative Assistant II. This eligibility list currently contains 18 candidates and eight ranks. The duties of the Administrative Assistant I include a significant portion of the duties included in the Administrative Assistant II classification, and the necessary skills and knowledge for Administrative Assistant I were adequately tested in the examination for Administrative Assistant II.

Merit Rule 6.3.13 states the following:

- A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:
  - 1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.
  - 2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

**RECOMMENDATION**

It is recommended that the Commission approve the use of the eligibility list for Administrative Assistant II to certify eligible(s) to any current and upcoming vacancies for Administrative Assistant I, provided there are an insufficient number of candidates remaining on the current eligibility list for Administrative Assistant I.

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

Agenda Report Number	2
Subject	Ratification of Eligibility Lists
Date	October 12, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Accounting Specialist	0	7	10/9/2024

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

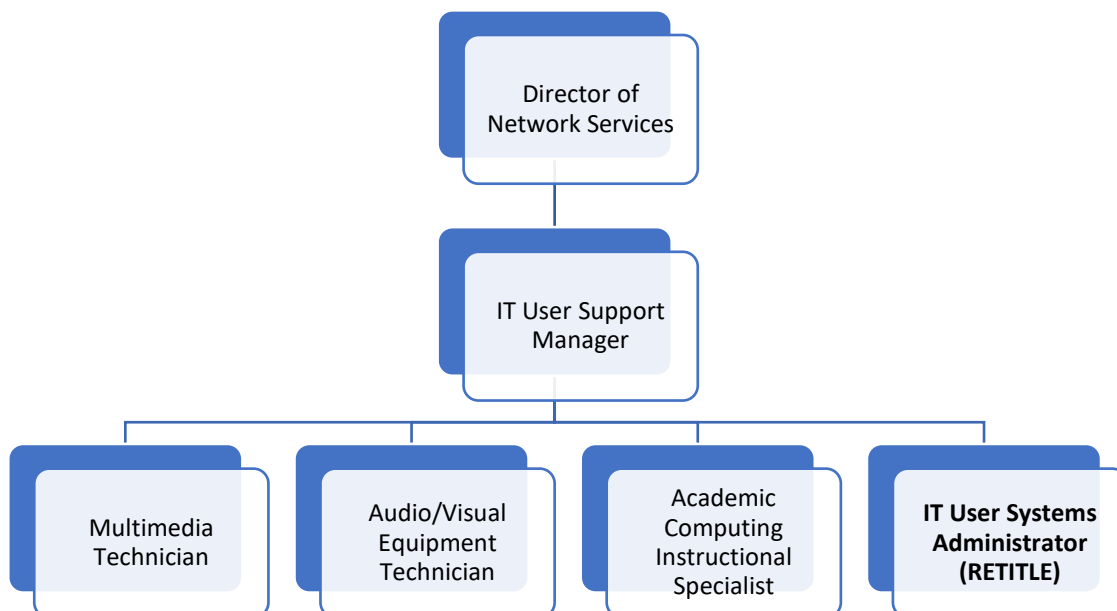
Agenda Report Number	3
Subject	Retitle, Class Description Revisions and Salary Reallocation: Network Services Support Analyst to IT Users System Administrator
Date	October 12, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval is a retitle, class description revisions and salary reallocation for **Network Services Support Analyst**.

The Information Technology department is currently undergoing a reorganization to align their user support operations with the IT Master Plan and enhance operational consistency across District sites. The Network Services Support Analyst is an existing classification that provides lead direction to employees responsible for servicing college computing facilities. IT management has requested changes to this class description to align this role with the broader changes that are occurring within the IT user support series.

This classification was established in October 2013 and has not been revised since its creation. This position will report to the IT User Support Manager and is currently vacant.



## **METHODOLOGY**

Personnel Commission staff met with Matthew Kiaman, Director of Network Services, to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. The concept of the class and distinguishing characteristics sections were modified to clarify the nature and scope of this role and how it differs from related roles within the occupational series. Duties were added to more accurately reflect responsibilities assigned to this classification, the supervision section was updated to reflect changes in reporting relationships resulting from the ongoing IT reorganization, and the knowledge, skills and abilities section were updated with standardized language. Minimum qualifications were updated to reflect the experience that is minimally required for entry into the classification while maintaining a promotional pathway within the occupational series.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed to ensure proper alignment with, and delineation from, related IT classifications.

## **RESULTS**

Based on the data gathered, revisions to the class description and a retitle 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), level of supervision received and exercised, and minimum qualifications.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). As a result, salary allocation is recommended based on internal alignment. Commission staff found variation in organizational structure at benchmark agencies that limited appropriate matches, including absence of a lead role that performs systems administration work that specifically supports end user access to applications. In many cases, organizations employed Systems Administrators that oversee District-wide, mission critical systems that exceed the scope of this role.

## **SALARY REALLOCATION**

It is recommended that the salary for the Network Services Support Analyst be reallocated from Range 47 (\$8,075 to \$9,815 per month) to Range 49 (\$8,479 to \$10,306 per month) on the Classified Employee Salary Schedule, a 5% increase. This two-range increase will serve to align this role with the existing Network Communications Technician III, which functions in a lead role performing highly technical work designing, coordinating, and planning voice and data communication infrastructure installations, repairs, configurations, and maintenance.

The following chart shows related classifications and current salary allocation for each classification.

JOB TITLE	RANGE	MIN	MAX	% DIFFERENCE BETWEEN LEVELS
Director of Network Services	A15	\$14,539	\$16,029	37.35%
IT User Support Manager	M29	\$10,585	\$12,866	7.85%
Information Systems Engineer	55	\$9,815	\$11,930	0.00%
Network Engineer	55	\$9,815	\$11,930	7.67%
Network Administrator	52	\$9,116	\$11,082	0.00%
Information Systems Administrator	52	\$9,116	\$11,082	7.23%
Network Communications Manager	M20	\$8,501	\$10,333	0.26%
Network Communications Technician III	49	\$8,479	\$10,306	5.00%
<b>Network Services Support Analyst</b>	<b>47</b>	<b>\$8,075</b>	<b>\$9,815</b>	<b>5.00%</b>
Network Communications Technician II	45	\$7,690	\$9,348	10.25%
Network Communications Technician I	41	\$6,975	\$8,479	0.00%
Multimedia Specialist	41	\$6,975	\$8,479	15.77%
Academic Computing Instructional Specialist	35	\$6,026	\$7,324	2.55%
Audio/Visual Equipment Technician	34	\$5,876	\$7,143	2.39%
Multimedia Technician	33	\$5,739	\$6,975	

See comparison of jobs within the series below:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Network Services	A15	\$14,539	\$16,029	37.35%
IT User Support Manager	M29	\$10,585	\$12,866	24.84%
<i>IT User Systems Administrator (Retitle &amp; Salary Reallocation)</i>	<b>49</b>	<b>\$8,479</b>	<b>\$10,306</b>	<b>5.00%</b>
Network Services Support Analyst (Current)	47	\$8,075	\$9,815	

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed class description revisions, retitle, and salary reallocation for Network Services Support Analyst.

**FROM:**

Network Services Support Analyst  
Classified Employee Salary Schedule, Range 47

**TO:**

IT User Systems Administrator  
Classified Employee Salary Schedule, Range 49

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

Santa Monica Community College District  
Personnel Commission

~~Network Services Support Analyst~~  
IT User Systems Administrator

CONCEPT OF THE CLASS

~~Under general supervision, positions in this classification serve in a lead capacity to assigned IT user support staff. Incumbents plan, design, configure, deploy, monitor, and maintain the college's District's client computing technology resources infrastructure, including both applications and systems, physical and virtual system capacity, and resource allocation, as needed to efficiently provide end users with proper access to college systems, up-to-date applications and technology resources, and optimal efficiency of delivery both in a physical computing facility and in a virtual deployment environment.~~

DISTINGUISHING CHARACTERISTICS

~~The Network Services Manager class manages the campus-wide computer and networking functions; provides leadership, coordination, and hands-on experience to manage a large scaled enterprise LAN/WAN network computing environment. Responsibilities include overseeing network infrastructure, server architecture, and enterprise network services. In addition, this individual leads the department network and system staff in planning, analyzing, designing, and implementing enterprise network/server infrastructure and security policy.~~

~~The IT User Systems Administrator facilitates end user access to IT resources by planning, analyzing, implementing, and monitoring system capacity and resource allocation in physical and virtual infrastructure with full awareness of network, server, and storage infrastructure impacts on client computing deployment strategy. This position serves in a lead capacity to assigned user support staff in the Information Technology department.~~

~~The IT User Support Manager plans and manages activities that facilitate District-wide end user access to personal computing hardware and cloud-based software applications through oversight of the IT help desk and management of related information systems.~~

~~The Information Systems Administrator class performs complex, highly specialized and technical activities to analyze, develop, configure, maintain, and administer core information systems, and network services to ensure the operation, performance, and maintenance of with mission-critical, District-wide impact enterprise. Responsibilities include performing operating system installation, configuration, upgrade, customization, and patching of the major system/network migration and/or new services projects.~~

~~The Academic Computing Instructional Specialist class ensure the efficient and effective operation of assigned computer labs and/or computerized classrooms, develops and implements solutions to regularly occurring problems, performs maintenance of computer equipment and peripherals, and provides technology assistance to students and faculty in assigned computing facilities.~~

ESSENTIAL DUTIES

Assists supervisory staff with providing work direction to Information Technology staff responsible for ~~servicing college computing facilities~~ supporting end-user access to District technology resources.

Plans, analyzes, implements, and monitors system capacity, operations, and resource allocation in physical and virtual infrastructure to achieve optimal user experiences and prevent service interruptions with full awareness of network, server, and storage infrastructure impacts on client computing deployment strategy.

Administers and performs all levels of client computing delivery mechanisms, including hardware/software installation, configurations, maintenance, upgrade, software packaging and



delivery, computer imaging and deployment, as well as desktop application provisioning and delivery in the virtual computing environment.

Independently trouble-shoots and resolves complex technical issues, and works as an effective team member with both technical staff and end users to plan and implement technical solutions to ensure integration and compliance of college District-wide technical standards.

Analyzes, recommends, and implements college client technology and application deployment standards to improve the overall operational efficiency and cost effectiveness of services.

Researches, analyzes, evaluates, recommends, and implements automated system management approach to effectively deliver needed applications and technology resources to authorized users.

Works with supervisory and management staff to establish and develop technical operational procedures and documents to lead, guide, and train other laboratory support staff to perform updates and deployment tasks assigned. Information Technology support staff; delivers training to District employees as needed.

Provides direct technical support to end users of the college computing facilities; assists departments in selecting proper technology equipment and software solutions.

Assists supervisory and management staff with recruiting, interviewing, and hiring of staff serving college computing facilities.

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.

~~Reforms resource utilization analysis, capacity planning, and systems monitoring to prevent service interruptions and proactively address potential system or operational issues~~

~~Assists supervisory and management staff with delivering training to staff members as needed~~

#### SUPERVISION

##### **Level of Supervision Received:**

Under general supervision from Information Technology management personnel, the IT User Support Manager, the employee receives assignments and is expected to carry them through to completion with substantial independence.

##### **Level of Supervision Exercised:**

Positions in this classification serve as an analyst in their assigned area, providing specialized knowledge and guidance to others, which can include do not supervise others, but serving in a lead capacity to Academic Computing Instructional Specialists, IT user support staff and other assigned Information Technology staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

~~Knowledge of operating systems, drivers, and application installation tools and procedures, including Sysprep, disk imaging technologies (Microsoft WAIK, Ghost, Paragon), wise package studio, InstallShield, and standard windows installer~~

~~Knowledge of On-premise and cloud, physical and virtual infrastructure, resource allocation, and capacity planning~~

~~District policies, fundamental employment laws, codes, and regulations including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements~~

~~Knowledge of various virtual desktop, virtual application tools, technologies and associated deployment strategies~~

~~Knowledge of Directory structure, such as Microsoft Active Directory, Group Policies, and Windows Registry~~

~~Knowledge of Network protocols, internet architecture, and client/server theory and practices~~

~~Knowledge of Security and privacy protection techniques related to networks, servers, client devices, and applications~~

~~Knowledge of u~~User authentication and access control mechanisms for computing resources, hardware, applications, and mobile computing

~~Knowledge of s~~Scripting languages, including HTA, VBScript, WMI, KIX and PowerShell

~~Basic principles and practices of project management~~

~~Basic practices of customer service and conflict management~~

~~Ability to:~~

~~Ability to~~Provide lead direction to staff, which includes ~~coordinating~~, ~~delegating~~, ~~monitoring~~, and ~~directing the tasks associated with assigned work~~ ~~work orders and projects~~ ~~tasks~~

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

~~Interpret, apply, and explain 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 employee and student information~~

~~Communicate effectively and train others on technical information, both orally and in writing~~

~~Learn existing college technologies and stay updated and adaptable to new technologies including software, hardware, procedures and best practices~~

~~Role model exceptional internal and external customer service~~

~~Skill in s~~Safely and correctly using tools and equipment utilized in the installation, repair, and maintenance of computers and peripherals

~~Maintain composure and focus with a high workload, competing and conflicting demands and multiple interruptions~~

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

~~Skill in planning and managing client hardware/software life cycle in both a physical and virtual environment~~

~~Skill in developing programs or scripts to automate system deployment and management tasks~~

~~Skill in troubleshooting techniques and root cause analysis~~

~~Skill in adapting, interpreting and applying written guidelines, precedents, and standardized work practices~~

~~Skill in organizing, preparing, and conducting presentations before large groups, and conducting group sessions for orientation and training purposes~~

~~Ability to maintain effective working relationships with administrators, managers, faculty, staff, students, and outside vendors~~

~~Ability to anticipate system and operational problems, develop solutions, and implement plans of action~~

~~Ability to independently and efficiently accomplish assigned projects and duties utilizing allocated resources and within established timelines~~

~~Ability to install, configure, diagnose, and repair a variety of hardware, software, and peripheral equipment malfunctions in a network and stand-alone environment utilizing various operating systems~~

~~Ability to apply knowledge of software engineering and utilize a systematic approach to design and build technical solutions~~

~~Ability to organize and maintain accurate operating records and documentation~~

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

Bachelor's degree from an accredited university or college in Computer Science, Computer Software Engineering, Information Science, or a closely related field

**Experience Requirement:**

Three (3) years of hands-on experience ~~using scripting and endpoint working with computer network hardware/software system installation, configuration management tools to and deployment configurations in an organization with at least 50 users and 100 endpoints. Experience as a technology project lead is also required, a highly centralized technical environment, managing large scale client computing devices.~~ Experience Design and implementation and administering experience with virtual server/client infrastructure technology is highly desirable.

**Education/Experience Equivalency:**

Additional experience of the same kind, level or amount as required in the minimum qualifications may be substituted for educational requirements on a year-for-year basis.

**Licensure and/or Certification:**

~~Class "C" California Valid driver's license is required.~~

Microsoft Certified System Engineer (MCSE), A+, and/or Cisco Certified Network Associate (CCNA) certifications are highly desirable.

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

**CLASS DETAIL**

<b>Job Family:</b>	Information Technology
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	10/16/2013
<b>Class History:</b>	<del>NEW CLASS</del> <u>Network Services Support Analyst</u>
<b>Revision Date(s):</b>	<u>10/12/2023</u>



**Santa Monica Community College District  
Personnel Commission**

**IT User Systems Administrator**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification serve in a lead capacity to assigned IT user support staff. Incumbents plan, design, configure, deploy, monitor, and maintain the District's client computing infrastructure, including physical and virtual system capacity and resource allocation, as needed to efficiently provide end users with proper access to up-to-date applications and technology resources.

**DISTINGUISHING CHARACTERISTICS**

The **IT User Systems Administrator** facilitates end user access to IT resources by planning, analyzing, implementing, and monitoring system capacity and resource allocation in physical and virtual infrastructure with full awareness of network, server, and storage infrastructure impacts on client computing deployment strategy. This position serves in a lead capacity to assigned user support staff in the Information Technology department.

The **IT User Support Manager** plans and manages activities that facilitate District-wide end user access to personal computing hardware and cloud-based software applications through oversight of the IT help desk and management of related information systems.

The **Information Systems Administrator** class performs complex, highly specialized and technical activities to analyze, develop, configure, maintain, and administer core information systems and network services with mission-critical, District-wide impact.

**ESSENTIAL DUTIES**

Assists supervisory staff with providing work direction to Information Technology staff responsible for supporting end-user access to District technology resources.

Plans, analyzes, implements, and monitors system capacity, operations, and resource allocation in physical and virtual infrastructure to achieve optimal user experiences and prevent service interruptions with full awareness of network, server, and storage infrastructure impacts on client computing deployment strategy.

Administers and performs all levels of client computing delivery mechanisms, including hardware/software installation, configurations, maintenance, upgrade, software packaging and delivery, computer imaging and deployment, as well as desktop application provisioning and delivery in the virtual computing environment.

Independently troubleshoots and resolves complex technical issues and works as an effective team member with both technical staff and end users to plan and implement technical solutions to ensure integration and compliance of District-wide technical standards.

Analyzes, recommends, and implements college client technology and application deployment standards to improve the overall operational efficiency and cost effectiveness of services.

Researches, analyzes, evaluates, recommends, and implements automated system management approach to effectively deliver needed applications and technology resources to authorized users.

Works with supervisory and management staff to establish and develop technical operational procedures and documents to lead, guide, and train assigned Information Technology support staff; delivers training to District employees as needed.

Provides direct technical support to end users; assists departments in selecting proper technology equipment and software solutions.

Assists supervisory and management staff with recruiting, interviewing, and hiring of staff.

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 from the IT User Support Manager, the employee receives assignments and is expected to carry them through to completion with substantial independence.

***Level of Supervision Exercised:***

Positions in this classification do not supervise others, but serve in a lead capacity to IT user support staff and other assigned Information Technology staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Operating systems, drivers, and application installation tools and procedures

On-premise and cloud, physical and virtual infrastructure, resource allocation, and capacity planning

District policies, fundamental employment laws, codes, and regulations including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

Various virtual desktop, virtual application tools, technologies and associated deployment strategies

Directory structure, such as Microsoft Active Directory, Group Policies, and Windows Registry

Network protocols, internet architecture, and client/server theory and practices

Security and privacy protection techniques related to networks, servers, client devices, and applications

User authentication and access control mechanisms for computing resources, hardware, applications, and mobile computing

Scripting languages

Basic principles and practices of project management

Basic practices of customer service and conflict management

**Ability to:**

Provide lead direction to staff, which includes coordinating, delegating, monitoring, and directing work orders and project tasks

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

Interpret, apply, and explain 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 employee and student information

Communicate effectively and train others on technical information, both orally and in writing

Learn existing college technologies and stay updated and adaptable to new technologies including software, hardware, procedures and best practices

Role model exceptional internal and external customer service

Safely and correctly use tools and equipment utilized in the installation, repair, and maintenance of computers and peripherals

Maintain composure and focus with a high workload, competing and conflicting demands and multiple interruptions

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

#### MINIMUM QUALIFICATIONS

***Education Requirement:***

Bachelor's degree from an accredited university or college in Computer Science, Computer Software Engineering, Information Science, or a closely related field

***Experience Requirement:***

Three years of experience using scripting and endpoint configuration management tools to deploy configurations in an organization with at least 50 users and 100 endpoints. Experience as a technology project lead is also required. Experience implementing and administering virtual server/client infrastructure is highly desirable.

***Education/Experience Equivalency:***

Additional experience of the same kind, level or amount as required in the minimum qualifications may be substituted for educational requirements on a year-for-year basis.

***Licensure and/or Certification:***

Valid driver license .

Microsoft Certified System Engineer (MCSE), A+, and/or Cisco Certified Network Associate (CCNA) certifications are highly desirable.

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

#### CLASS DETAIL

<b><i>Job Family:</i></b>	Information Technology
<b><i>FLSA Status:</i></b>	Non-exempt
<b><i>Personnel Commission Approval Date:</i></b>	10/16/2013
<b><i>Class History:</i></b>	Network Services Support Analyst
<b><i>Revision Date(s):</i></b>	10/12/2023

Agenda Report Number	4
Subject	Examination Schedule
Date	October 12, 2023
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
IT User Systems Administrator	Promotional	3 weeks
Supplemental Instruction Coordinator	Merged Promotional and Open Competitive	3 weeks

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

Agenda Report Number	5
Subject	Continuation of Consideration of Appeal for Position Classification Study: Senior Veteran’s Specialist
Date	October 12, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission heard the appeal of a position classification study for Senior Veterans Resource Specialist at the last regular meeting on September 20, 2023. Commissioners requested the Director of the Personnel Commission to present a written report outlining all steps taken by Personnel Commission staff in reviewing this position study request.

The Commissioners, current incumbent, and CSEA have been sent a report outlining all steps taken during our review of the Senior Veterans Resource Specialist position and classification, justification for denying the position reclassification request, and recommendations for appropriate next steps. Commissioners are requested to review this outline and recommendations, and determine if all procedures were followed correctly, or if there is cause for a different outcome.

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### **Merit Rule 3.2.5 Interpretation of Classification Descriptions**

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#### **3.2.5 INTERPRETATION OF CLASSIFICATION DESCRIPTIONS**

- A. The classification descriptions and their various parts shall be interpreted according to the following rules:
  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.

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### **Merit Rule 3.3 Reclassification**

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#### **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 continued 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.

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**Merit Rule 16.1 Complaint Procedures for Classified Personnel**

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16.1.1 PURPOSE OF THE COMPLAINT PROCEDURE

- F. The Complaint Procedure is the medium through which permanent classified employees may bring complaints arising out of alleged violations of the Merit Rules.

16.1.3 GENERAL PROCEDURES

- D. Complaints within the jurisdiction of the Commission shall be investigated by the Director of Classified Personnel. Appropriate action shall be taken in response to the complaint. The Director of Classified Personnel shall provide the Commission with a report of any action taken on a complaint.
- G. The resolution of a complaint by either the Director of Classified Personnel or the Commission shall be final and there shall be no further appeal or review.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	A motion was made to table the “Consideration of Appeal” until a time and date to meet can be agreed upon by all parties.

III. Adjournment

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

Weekday	Month	Day	Year	Time	Venue
Wednesday	October	18	2023	12:00 p.m.	1900 Pico Blvd Business RM 117
Wednesday	November	15	2023	12:00 p.m.	1900 Pico Blvd Business RM 117
Wednesday	December	20	2023	12:00 p.m.	1900 Pico Blvd Business RM 117
Wednesday	January	17	2024	12:00 p.m.	1900 Pico Blvd Business RM 117
Wednesday	February	21	2024	12:00 p.m.	1900 Pico Blvd Business RM 117
Wednesday	March	20	2024	12:00 p.m.	1900 Pico Blvd Business RM 117
Wednesday	April	17	2024	12:00 p.m.	1900 Pico Blvd Business RM 117
Wednesday	May	15	2024	12:00 p.m.	1900 Pico Blvd Business RM 117
Thursday	June	20	2024	12:00 p.m.	1900 Pico Blvd Business RM 117

As required by law, the agenda for the October 12, 2023, 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.