

# Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3<sup>rd</sup> Wednesday of the Month

Special Meetings Scheduled As Needed

## Attend in Person:

1900 Pico Blvd, Business Room 117, Santa Monica Ca 90405

## Attend Virtually:

<https://smc-edu.zoom.us/j/89802168458?pwd=YUI4TUV6dkF1MnUzWlRNRnhYMWpTUT09>

## Call In:

One tap mobile :

+16694449171,,89802168458#,,,,\*170714# US

+13462487799,,89802168458#,,,,\*170714# US (Houston)

Telephone:

Webinar ID: 898 0216 8458

Passcode: 170714

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

International numbers available: <https://smc-edu.zoom.us/j/k5RqknxWU>

## PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

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

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

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

Exceptions:

This time allotment does not apply to individuals who address the Commission at the invitation or request of the Commission.

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

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

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

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

### **General Public Comments and Consent Agenda**

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

### **Instructions for Submitting a Request to Speak at Zoom Webinar**

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

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

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

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

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

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

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

### **Instructions for Submitting Written Comments**

Individuals wishing to submit written comments to be read at the Personnel Commission Meeting should send an email to [morrison\\_tatiana@smc.edu](mailto:morrison_tatiana@smc.edu) by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the following information:

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

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

<p>DEPARTMENTS: PLEASE POST Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions &amp; Records: Jackson Edwards African American Center: Sherri Bradford Athletics: Theresa Tang Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Eleasa Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media &amp; Design: Angela Valentine Community &amp; Academic Relations: Christina Marcial Community Education: Counseling Office: Allison Kosich Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus Department: V. Rankin-Scales English Dept.: Martha Hall EOP&amp;S: Gina Brunell ESL Office: Jocelyn Alex Events Office: Vinnessa Cook Faculty Association: Peter Morse Financial Aid Office: Sandra Hernandez Health Sciences: Clarenda Stephens Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Kasey Garland Malibu: Angela Bice Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach &amp; Recruitment: Giselle Gradilla Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: W&amp; ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS Emeritus: Guadalupe Salgado Noncredit Programs: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Calvin Madlock IEC: N. Pressian Instructional Technology: Maintenance: Terry Kamibayashi Operations: Darryl Gray Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst SMCPA: Susan Hudelson</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations &amp; Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith  PUBLIC POSTING LOCATION Online: <a href="http://www.smc.edu">www.smc.edu</a>  EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Caden Stearns CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: SMC POA President: Officer Cadena Management Association: Scott Silverman  IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.  Revised 11/16/2023</p>
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Public Session: 3:00 p.m.

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

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

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

II. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Approval of Advanced Step Placement: Director of Facilities Maintenance	3
2	Class Description Revision and Salary Reallocation: Professional Development Coordinator	4
3	Ratification of Limited Term Assignments	15
4	Appointments to Limited Term Positions	16
5	Appointments to Provisional Assignments	17
6	Ratification of Working Out of Class Provisional Assignment	18

III. Adjournment

Agenda Report Number	1
Subject	Approval of Advanced Step Placement: Director of Facilities Maintenance
Date	November 30, 2023
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 Terry Kamibayashi, Director of Facilities Maintenance, at **Range M31, Step D** on the Classified Management Salary Schedule.

The Minimum Qualifications for this position include completion of a Bachelor’s degree in a related field, and at least four years of related facilities experience, with two years in a supervisory capacity.

This candidate possesses 21 years of facilities experience, with 15 years in a supervisory capacity.

**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	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	2
Subject	Class Description Revision and Salary Reallocation: Professional Development Coordinator
Date	November 30, 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 class description revision and salary reallocation for Professional Development Coordinator.

In preparation for recruitment, Personnel Commission staff worked with the Assistant Director of Human Resources – Employee & Labor Relations and the Vice President of Human Resources to review the class description. When this classification was created in 2010 and last revised during the cyclical review process in 2019, salary was recommended based on alignment with the professional-level Human Resources Analyst at Range 45. In 2021, salary reallocation was approved for the Human Resources Analyst roles from Range 45 to Range 51. Because this salary reallocation has implications for the Professional Development Coordinator role, the scope of this class description review included a salary study in addition to class description revisions.

**METHODOLOGY**

Personnel Commission staff met with Alan Kuykendall, Assistant Director of Human Resources – Employee and Labor Relations and Sherri Lee-Lewis, Vice President of Human Resources, to review the current class description.

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 Human Resources classifications. Once the duty changes were finalized, Commission staff prepared the revised class description and salary proposal and sent recommendations for review by stakeholders.

**RESULTS**

Based on the data gathered, revisions to the class description are being proposed to include a more accurate description of the scope and nature of work performed. Additional changes serve to clarify the concept of the class, distinguishing characteristics, essential duties, KSAs (knowledge, skills and abilities), level of supervision received, 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 the absence of professional development classifications or the exclusive use of management-level professional development roles that included decision making authority for strategic planning or supervision.

**SALARY ALLOCATION**

It is recommended that salary for the Professional Development Coordinator be reallocated from Range 45 to Range 51 on the Classified Employee Salary Schedule, which will maintain internal alignment with the existing Human Resources Analyst classifications.

The following chart shows classifications within the proposed series.

JOB TITLE	RANGE	MIN	MAX	% DIFFERENCE BETWEEN LEVELS
Director of Human Resources	M39	\$13,509	\$16,420	21.55%
Assistant Director of Human Resources - Employee and Labor Relations	M31	\$11,114	\$13,509	0.00%
Assistant Director of Human Resources - Compliance and Title IX	M31	\$11,114	\$13,509	21.92%
Human Resources Analyst - Employee and Labor Relations- Confidential	C52	\$9,116	\$11,082	2.39%
Human Resources Analyst - Leaves and Benefits	51	\$8,903	\$10,821	0.00%
Human Resources Analyst - Operations	51	\$8,903	\$10,821	0.00%
<i>Professional Development Coordinator (Proposed)</i>	51	\$8,903	\$10,821	15.77%
<i>Professional Development Coordinator (Current)</i>	45	\$7,690	\$9,348	7.66%
Employee Benefits Coordinator	42	\$7,143	\$8,682	10.25%
Human Resources Technician	38	\$6,479	\$7,875	10.26%
Human Resources Specialist	34	\$5,876	\$7,143	15.76%
Employee Benefits Specialist	28	\$5,076	\$6,170	

The proposed changes for this 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 and salary reallocation for Professional Development Coordinator.

FROM: Range 45 – Classified Employee Salary Schedule

TO: Range 51 – Classified Employee Salary Schedule

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

**Santa Monica Community College District  
Personnel Commission**

**Professional Development Coordinator**

**CONCEPT OF THE CLASS**

Under general ~~directions~~supervision, the position in this classification ~~provides assistance to Human Resources in~~ coordinating appropriate and timely professional development workshops for ~~faculty, management, staff, and student employees~~all employee groups. The incumbent is expected to facilitate the design, planning, implementation and evaluation of various professional development and training programs and serves as a resource to address institutional, ~~departmental and individual training~~ needs.

**DISTINGUISHING CHARACTERISTICS**

The Professional Development Coordinator plans, facilitates, develops, delivers, and evaluates various institutional level staff professional development and training programs to address ~~the institutional, departmental and individual training~~ needs of the College community.

The Assistant Director of Human Resources – Employee and Labor Relations provides leadership and centralized support for the District's employee and labor relations functions, which includes performance management, disciplinary actions, collective bargaining, grievances, policy development, professional development, and other related areas.

The Assistant Director of Human Resources - Compliance and Title IX is responsible for providing leadership and centralized support for District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, California Title 5 Regulations, and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment, and sexual violence. The incumbent is the designated Title IX Coordinator for the District.

~~The Compliance Administrator/Title IX Coordinator provides leadership and centralized support for District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, the Americans with Disabilities Act (ADA), Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, the Violence Against Women Act (VAWA), and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment, and sexual violence.~~

The Human Resources Analyst – Employee and Labor Relations (Confidential) performs a full range of journey-level professional human resources duties in the areas of labor and employee relations, Title IX, Title 5, and corresponding workplace investigations.

**ESSENTIAL DUTIES**

Designs, ~~plans~~plans, and implements various programs to address institutional ~~and departmental~~ professional development and training needs, including programs dedicated to fostering equity-mindedness; designs and conducts an annual needs assessment for faculty, classified and management groups; and uses applicable software to prepare flyers and announcements for workshops.

Coordinates and facilitates employee professional development and training programs ~~that are into~~ ensure compliance with the provisions of the classified and faculty collective bargaining agreements.

Consistent with the District's ~~staff professional~~ development and training needs, establishes goals and objectives to align with institutional goals; prepares related reports and submits them to the California

Community College Chancellor's Office as needed; designs and develops programs throughout the year to meet annual objectives.

Develops processes and procedures as needed to coordinate the employee development function including development of contracts, forms, grant applications, awards and other materials.

Assists with the planning, organization and implementation of major events for the District involving budget development, contacting community organizations, developing related materials, publicizing and promoting the events and performing related activities.

Presents or participates in the delivery of institutional training programs such as new employee orientation, ~~and/or delivers certain segments of other training programs.~~

In conjunction with applicable participatory governance committees, assists with the design and implementation of a ~~Flexible Calendar Program for faculty~~ professional development calendar for all employee groups that may include involving workshops, training sessions and/or seminars; submits related certification to the California Community College Chancellor's Office as required; maintains ~~accountability records for faculty with respect to their flex obligations~~ records to ensure compliance with provisions of the District's collective bargaining agreements, Merit Rules, Board Policies, Administrative Regulations, and state and/or federal law.

Coordinates and schedules program activities including conference rooms and equipment. Designs and completes certificates of completion and employee satisfaction surveys.

Develops and monitors an assigned budget to implement the District's Staff Professional Development Plan within ~~the~~ established guidelines; prepares year-end expenditure and activities reports s for assigned ~~funds~~; prepares District and State-state reports for the Vice President's signature.

Recommends professional trainers and/or internal managers/administrators, faculty and staff to conduct professional development, training, and workshops; makes recommendations on delivery through technology-based or instructor-led formats; conducts individual program evaluations and prepares s summaries of performance indicators; maintains an active database of trainers.

Attends a variety of professional regional and other meetings; serves on assigned committees; develops agendas, records s minutes and provides s appropriate follow-up; meets with other college campuses and employee development officers to share resources and ideas; and facilitates department meetings and retreats.

Communicates with vendors regarding training materials and resources; reviews training materials and suggests materials for purchase.

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.

~~Coordinates and facilitates employee training programs that are state or federally mandated, such as sexual harassment training (government code 12050.1); maintains records of such training.~~

## SUPERVISION

### Level of Supervision Received:

Under general supervision by the ~~Vice President of Human Resources or designated manager~~ Assistant Director of Human Resources, 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 other classified positions, but may provide guidance and direction to student workers and staff assigned to support professional development activities.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Education Code and other laws, rules, and regulations applicable to assigned areas of responsibility

Methods and procedures for scheduling and planning classes and programs

Program planning, coordination, development, and evaluation, including budget preparation and effective expenditure control methods

Record keeping techniques

Basic principles and practices of [needs assessment](#), adult learning, [and](#) curriculum development for training courses

Current trends in training and professional development

Research techniques and online education and training models

Principles and practices of sound business communications

**Ability to:**

Plan and implement comprehensive employee development programs

Develop training programs, workshops, [and](#) seminars based on needs assessment

Analyze and evaluate program, administrative and operational objectives and issues

[Collaborate with various stakeholder groups to build consensus and plan and coordinate professional development and training activities](#)

Effectively publicize and promote training programs

Write, edit, and produce catalogs, bulletins, flyers and forms

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

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

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

Organize and maintain specialized and/or confidential files, systems, databases, and spreadsheets

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations and meet quality standards

Maintain an open and approachable manner and easily build rapport with others

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

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Apply laws, rules, regulations and District policies affecting assigned operations; understand and interpreting legal codes, technical materials and administrative policies, reports and directives

Effectively prepare and monitor a budget and maintain proper accounting and budgetary controls

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

~~Establish and maintain trusting, 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, preferably in Organizational Development, Education, Business Administration, Communication, or a related field.

***Experience Requirement:***

Three (3) years of experience in developing training programs. Experience as a professional trainer is highly desirable.

***Education/Experience Equivalency:***

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

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

A Professional in Human Resources (PHR) or other related professional certifications are preferred.

***Special Requirements:***

~~Willingness and ability to work varied hours and/or be on call.~~

**WORKING CONDITIONS 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. While performing the duties of this job, the noise level in the work environment is usually quiet.



**Santa Monica Community College District  
Personnel Commission**

**Professional Development Coordinator**

**CONCEPT OF THE CLASS**

Under general supervision, the position in this classification coordinates appropriate and timely professional development workshops for all employee groups. The incumbent is expected to facilitate the design, planning, implementation and evaluation of various professional development and training programs and serves as a resource to address institutional needs.

**DISTINGUISHING CHARACTERISTICS**

The Professional Development Coordinator plans, facilitates, develops, delivers, and evaluates various institutional level professional development and training programs to address the needs of the College community.

The Assistant Director of Human Resources – Employee and Labor Relations provides leadership and centralized support for the District’s employee and labor relations functions, which includes performance management, disciplinary actions, collective bargaining, grievances, policy development, professional development, and other related areas.

The Assistant Director of Human Resources - Compliance and Title IX is responsible for providing leadership and centralized support for District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, California Title 5 Regulations, and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment, and sexual violence. The incumbent is the designated Title IX Coordinator for the District.

The Human Resources Analyst – Employee and Labor Relations (Confidential) performs a full range of journey-level, professional human resources duties in the areas of labor and employee relations, Title IX, Title 5, and corresponding workplace investigations.

**ESSENTIAL DUTIES**

Designs, plans, and implements various programs to address institutional professional development and training needs, including programs dedicated to fostering equity-mindedness; designs and conducts an annual needs assessment for faculty, classified and management groups; and uses applicable software to prepare flyers and announcements for workshops.

Coordinates and facilitates employee professional development and training programs to ensure compliance with the provisions of the classified and faculty collective bargaining agreements.

Consistent with the District’s professional development and training needs, establishes goals and objectives to align with institutional goals; prepares related reports and submits them to the California Community College Chancellor’s Office as needed; designs and develops programs throughout the year to meet annual objectives.

Develops processes and procedures as needed to coordinate the employee development function including development of contracts, forms, grant applications, awards and other materials.

Assists with the planning, organization and implementation of major events for the District involving budget development, contacting community organizations, developing related materials, publicizing and promoting the events and performing related activities.

Presents or participates in the delivery of institutional training programs such as new employee orientation.

In conjunction with applicable participatory governance committees, assists with the design and implementation of a professional development calendar for all employee groups that may include workshops, training sessions and/or seminars; submits related certification to the California Community College Chancellor's Office as required; maintains records to ensure compliance with provisions of the District's collective bargaining agreements, Merit Rules, Board Policies, Administrative Regulations, and state and/or federal law.

Coordinates and schedules program activities including conference rooms and equipment. Designs and completes certificates of completion and employee satisfaction surveys.

Develops and monitors an assigned budget to implement the District's Professional Development Plan within established guidelines; prepares year-end expenditure and activities reports for assigned funds; prepares District and state reports for the Vice President's signature.

Recommends professional trainers and/or internal managers/administrators, faculty and staff to conduct professional development, training, and workshops; makes recommendations on delivery through technology-based or instructor-led formats; conducts individual program evaluations and prepares summaries of performance indicators; maintains an active database of trainers.

Attends a variety of professional regional and other meetings; serves on assigned committees; develops agendas, records minutes and provides appropriate follow-up; meets with other college campuses and employee development officers to share resources and ideas; and facilitates department meetings and retreats.

Communicates with vendors regarding training materials and resources; reviews training materials and suggests materials for purchase.

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 by the Assistant Director of Human Resources, 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 other classified positions, but may provide guidance and direction to student workers and staff assigned to support professional development activities.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Education Code and other laws, rules, and regulations applicable to assigned areas of responsibility

Methods and procedures for scheduling and planning classes and programs

Program planning, coordination, development, and evaluation, including budget preparation and effective expenditure control methods

Record keeping techniques

Principles and practices of needs assessment, adult learning, and curriculum development for training courses

Current trends in training and professional development

Research techniques and online education and training models

Principles and practices of sound business communications

**Ability to:**

Plan and implement comprehensive employee development programs

Develop training programs, workshops, and seminars based on needs assessment

Analyze and evaluate program, administrative and operational objectives and issues

Collaborate with various stakeholder groups to build consensus and plan and coordinate professional development and training activities

Effectively publicize and promote training programs

Write, edit, and produce catalogs, bulletins, flyers and forms

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

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

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

Organize and maintain specialized and/or confidential files, systems, databases, and spreadsheets

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations and meet quality standards

Maintain an open and approachable manner and easily build rapport with others

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

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Apply laws, rules, regulations and District policies affecting assigned operations; understand and interpreting legal codes, technical materials and administrative policies, reports and directives

Effectively prepare and monitor a budget and maintain proper accounting and budgetary controls

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:***

Bachelor's degree, preferably in Organizational Development, Education, Business Administration, Communication, or a related field.

***Experience Requirement:***

Three years of experience in developing training programs. Experience as a professional trainer is highly desirable.

***Education/Experience Equivalency:***

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

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

A Professional in Human Resources (PHR) or other related professional certifications are preferred.

**WORKING CONDITIONS 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. 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>	Human Resources
<b><i>FLSA Status:</i></b>	Non-exempt
<b><i>Personnel Commission Approval Date:</i></b>	3/17/10
<b><i>Class History:</i></b>	None
<b><i>Revision Date(s):</i></b>	3/20/19; 11/30/23

Agenda Report Number	3
Subject	Ratification of Limited Term Assignments
Date	November 30, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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:

<b>Classification</b>	<b>Department</b>	<b>Effective Dates</b>
Student Services Clerk	Basic Needs	11/15/2023 - 06/28/2024

Agenda Report Number	4
Subject	Appointments to Limited Term Positions
Date	November 30, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission is advised that the following persons have been appointed to the following Limited Term positions from certified eligibility lists pursuant to Section [7.4.3(A)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*	Eligible List Date
Deanna Ashby	Student Services Clerk	Basic Needs Center	11/15/2023-6/28/2024	08/30/2023

\*Not to exceed six (6) months or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee.

***Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment***

*Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.*

Agenda Report Number	5
Subject	Appointments to Provisional Assignments
Date	November 30, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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.

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration*</b>
Edward Johnson	Theatre Technical Specialist	Facilities	11/15/2023-06/30/2024
Ricardo Amurrio-Bravo	Theatre Technical Specialist	Facilities	11/29/2023-06/30/2024
Abulimiti Aizhai	Events Assistant	Performing Arts Center	12/01/2023-6/30/2024
Danielle Mott	Events Assistant	Performing Arts Center	11/27/2023-6/30/2024
Demetta Ransom	Events Assistant	Performing Arts Center	11/15/2023-6/30/2024

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

Agenda Report Number	6
Subject	Ratification of Working Out of Class Provisional Assignment
Date	November 30, 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 working out of class and limited term assignment(s).

**I. Correction to Substitute Assignment**

**FROM:**

Name/Permanent Class	Substitute Assignment	Assignment Dates
Nataly Gonzalez, Student Services Clerk	Program Specialist (Noncredit Initiatives)	7/1/2023 to 11/30/2023

**TO:**

Name/Permanent Class	Substitute Assignment	Assignment Dates
Nataly Gonzalez, Student Services Clerk	Program Specialist (Noncredit Initiatives)	7/1/2023 to 11/7/2023

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

**II. Provisional Working out of Class Assignment**

Name/Permanent Class	Provisional Assignment	Assignment Dates
Nataly Gonzalez, Student Services Clerk	Program Specialist (Noncredit Initiatives)	11/8/2023 to 3/12/2024

**Merit Rule 3.2.10 Working Out of Class  
(Education Code Section 88010, 88087, 88106 - 88108)**

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.

### **Merit Rule 7.4 Limited Term (Temporary) Appointments (Education Code Section 88105)**

#### **7.4.1 LIMITED TERM POSITIONS DEFINED**

- A. Positions established to perform duties which are not expected to exceed six months in one fiscal year shall be designated as temporary limited-term positions.
- B. Positions established to replace temporarily absent employees shall be designated as substituted limited-term positions.

#### **7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS**

- C. When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.
- D. Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

#### **7.4.3 ELIGIBILITY FOR APPOINTMENT**

- A. Limited-term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

### **RECOMMENDATION**

It is recommended that the Personnel Commission approve the requests for working out of class and limited term assignments for the appropriate stipend as indicated under the above applicable sections of CSEA, Chapter 36, Article 11.7, and Merit Rules 3.2.10 and 7.4.

IV. Adjournment

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

Weekday	Month	Day	Year	Time	Venue
Wednesday	December	20	2023	12:00 p.m.	Board Room/ Business Bldg. Room 117
Wednesday	January	17	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117
Wednesday	February	21	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117
Wednesday	March	20	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117
Wednesday	April	17	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117
Wednesday	May	15	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117
Thursday	June	20	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117

As required by law, the agenda for the November 30, 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.