

# 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: Elease 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 Human Resources: Yesenia Penate &amp; Delia Padilla 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: Jason Beardsley 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</p> <p>PUBLIC POSTING LOCATION Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p>EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Derek Eckstein CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Jonathan Rosas CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: David Mendoza SMC POA President: Officer Cadena Management Association: Scott Silverman</p> <p>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.</p> <p>Revised 1/24/2024</p>
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Public Session: 12:00 p.m.

A. Organizational Functions

1. Call to Order
2. Roll Call

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

B. Director's Report

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

1. Longevity-March 2024

**5 YEARS**

Omar Chaidez, Plumber, Maintenance  
Eric Esparza, Custodian, Operations  
Marco Godinez, Custodian, Operations

**10 YEARS**

Drew Davis, Film Production Coordinator, Communications  
Johnny Jimenez, Custodian, Operations  
Blanca Moreno Hernandez, Lead Laboratory Technician-Chemistry, Physical Science  
Frank Orozco, Custodian, Operations

**20 YEARS**

Stacy Neal, Director of Financial Aid and Scholarships, Financial Aid

**35 YEARS**

Kham Ha, Laboratory Technician-Physics, Physical Science

- D. Comments from the Vice President of Human Resources
- E. Comments from the President of CSEA
- F. Comments from the President of Management Association
- G. Comments from Personnel Commission Staff
- H. Comments from the Personnel Commissioners

I. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Second Reading of Amendment to Rules and Regulations of the Classified Service: Merit Rules Chapter 15 Merit Rule 11.10.5 Merit Rule 12.4.1	4

J. Consent Agenda

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K. Adjournment

Agenda Report Number	1
Subject	Second Reading of Amendment to Rules and Regulations of the Classified Service: Merit Rules Chapter 15 Merit Rule 11.10.5 Merit Rule 12.4.1
Date	March 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Merit Rules Chapter 15, Merit Rule 11.10.5 and Merit Rule 12.4.1 are attached for a Second Reading.

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

CHAPTER XV

RESIGNATION AND REINSTATEMENT

Rule 15.1

RESIGNATION AND RETIREMENT (EDUCATION CODE  
SECTION 88201)

15.1.1

GENERAL PROVISIONS

- A. ~~The Board of Trustees may accept the resignation of any employee, and may fix the date on which the resignation shall take place, which shall not be later than the close of the school year during which the resignation is received.~~
- B. ~~When an employee desires to~~ intends to resign from his/her/their position, he/she/they shall submit a Notice of Resignation/Retirement to the ~~Classified Personnel Human Resources~~ Department preferably at least 2 weeks prior to the intended date of resignation.
- C. A resignation may be withdrawn by the employee at any time prior to acceptance by the Board of Trustees.
- D. A resignation relates only to the specific position from which the employee resigns, ~~and does not impair his/her/their rights to other positions which he/she they may hold on eligibility lists, except that an~~ An employee who resigns shall not be removed from lists except for a promotional eligibility list or a transfer list ~~a promotional eligibility list.~~
- E. When an employee intends to retire, he/she/they shall submit a Notice of Resignation/Retirement to the ~~Classified Personnel Human Resources~~ Department, ~~at least one month prior to the planned date of retirement.~~ CalPERS recommends that the employee submit their retirement forms three to four months ahead of the retirement date.
- F. ~~The minimum age for retirement shall be 50 provided that the~~ A retiring employee must ~~shall~~ meet all the eligibility requirements of the applicable retirement system. There shall be no ~~compulsory~~ mandatory retirement age for classified employees.

15.1.1 revised P.C. 4/27/83

Rev. 15.1.1 F. approved by Personnel Commission 9/16/15



~~Section 15.1.1.G.~~

~~G. Employees who become members of the Public Employees Retirement System prior to July 1, 1980 will receive additional service credit on retirement of 0.004 years for each day of unused sick leave at the time of retirement. This benefit does not apply to any person who becomes a member on or after July 1, 1980.~~

15.1.2

CLASSIFIED EMPLOYEE EARLY RETIREMENT INCENTIVE (BOARD POLICY) RETIREE HEALTH BENEFITS

A. Regular classified management and confidential employees are eligible for retiree medical benefits. To be eligible for retiree medical, employees must retire from the District and retire from CalPERS or CalSTRS retirement system. Retired employees will receive the District's contribution amount towards retiree medical coverage.

B. The District shall provide supplemental health and welfare benefits for employees as stated in Merit Rule 12.4 who retire at or after the age of 55 years with 10 years of District service. Supplemental benefits shall be limited to medical, dental and vision insurance plans for the employee and eligible dependents. Dependents shall be as defined by the carrier.

As an early retirement benefit, the supplementary benefit plan shall be provided by the District until the retiree reaches their 65th birthday or the employee's death, whichever occurs first. Upon an employee's death, the supplemental benefit may be provided to the employee's eligible dependents, if the eligible dependents are receiving monthly survivor benefits from CalPERS or CalSTRS retirement system.

1. For management and confidential employees the early retirement schedule shall be:

a. at age 50 or thereafter with 10 years of continuous service in the District.

b. at age 55 or thereafter with 5 years of continuous service in the District.

C. For unit employees, the retiree health benefits shall be in accordance with the applicable bargaining agreement.

~~The District shall continue to provide health and welfare benefits for regular classified management, confidential and unit employees to age 65 or until the employee's death, whichever occurs first.~~

~~1. For management and confidential employees the retirement schedule shall be:~~

~~a. at age 50 or thereafter with 10 years of continuous service in the District.~~

~~b. at age 55 or thereafter with 5 years of continuous service in the District.~~

~~2. For unit employees the retirement schedule shall be:~~

~~a. at age 55 or thereafter with 10 years of continuous service in the District.~~

~~B. Paid benefits shall be limited to health insurance for the employee only and a family dental and vision insurance plan. For specific provisions see Rule 12.4.~~

~~15.1.2 added P.C. 4/27/83~~

Rule 15.2

REINSTATEMENT (EDUCATION CODE SECTION 88128)

15.2.1

GENERAL PROCEDURES

- A. A permanent employee who resigned or retired in good standing may request to be reinstated in a vacant position in his/her within their former class and status within 39 months of the last date of paid service. ~~He/she~~They may also be reinstated in a vacant position in a lower related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.
- B. Reinstatement of a former employee shall have the following effects:
1. If ~~an~~the employee is reinstated to a permanent position in ~~his/her~~their former class or a lower related class, ~~he/she~~they shall be restored all the rights, benefits, and burdens of a classified employee.
  2. Restoration of salary shall be in accordance with Merit Rule Section 13 12.2.12 of Rule 12.2.

Rule 15.3 EMPLOYMENT OF PERS OR STRS RETIREES  
(EDUCATION CODE SECTION 88034)

15.3.1 GENERAL POLICY

- A. Any person receiving a retirement allowance from the California Public Employees' Retirement System or California State Teachers' Retirement System may be employed and paid in accordance with the rules and regulations of the applicable retirement system.

~~Rev. approved by the Personnel Commission 8/10/10~~

~~15.3.2 COMPENSATION~~

~~A. A retired employee under authority of this Rule shall be entitled only to the appropriate salary earned, including to include overtime compensation as provided for in Section 2 of Rule 12.3.~~

~~AB. Retired employees appointed to positions in their previous class or classes shall be placed on the step of the salary schedule closest to their last regular rate of pay. Retired personnel appointed to positions in other classifications shall be placed on the first step of the appropriate range on the salary schedule.~~

~~15.3.2, 15.3.2, 15.3.2 added P.C. 4/27/93~~

~~Section 15.3.3~~

~~15.3.3 ASSIGNMENT~~

~~A. A retired employee employed under this Rule is not subject to reinstatement to PERS nor does the compensation period provide for retirement allowance adjustment.~~

~~B. The appointing authority shall certify to the Director of the Personnel Director Commission that a retired employee employed under this Rule meets the provisions thereof and his/her combined calendar year employment does not exceed 90 working days or 35 percent of the hours employed during the last fiscal year prior to retirement.~~

11.10.5

SICK LEAVE FOR TEMPORARY EMPLOYEES  
(LABOR CODE SECTION 246).

- A. This rule shall apply to any employee not covered by other provisions of this Chapter governing sick leave.
- B. An employee who, on or after July 1, 2015, works 30 or more days within a year from the commencement of employment is entitled to paid sick days as specified in this rule.
- C. An employee shall accrue paid sick days at the rate of one hour per every 30 hours worked from the commencement of employment or July 1, 2015, whichever is later. No employee shall be allowed to have an accrual of more than ~~48~~ 80 hours of sick leave.
- D. An employee shall be entitled to use accrued paid sick days beginning on the 90<sup>th</sup> day of employment, after which day the employee may use paid sick days as they are accrued.
- E. Upon the oral or written request of an employee, an employer shall provide paid sick days for the following purposes: (1) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. (2) For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1 of the Labor Code.
- F. No compensation shall be paid to an employee for accrued, unused paid sick days upon termination, resignation, retirement, or other separation from employment.
- G. If an employee separates and is rehired within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated. The employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional paid sick days upon rehiring.

#### 12.4.1 HEALTH AND WELFARE BENEFITS (GOVERNMENT CODE SECTION 53200)

A. The Santa Monica Community College District shall provide a basic Health and Welfare Benefit Plan to all regular employees serving in positions assigned on a half time (20 hour) basis or more.

B. Costs of basic Health and Welfare Benefits shall be approved by the Board of Trustees annually.

C. The basic Health and Welfare Benefit Plan shall provide for a contribution by the District for group medical insurance, dental insurance and vision coverage.

D. Each regular eligible employee, shall select coverage from the group health insurance, dental program, and vision plan offered by the District within the first 30 days after initial employment. Thereafter, a covered employee may change plans or add eligible family members only during open enrollment periods.

E. Employees who work five days per week, seven to eight hours per day, 35 to 40 hours per week, and who are employed for the academic year, or instructional year, shall be considered full-time employees for the purposes of this rule.

F. Employees who work less than 35 hours per week, but 20 or more hours per week, shall receive a prorata share of the amounts which are authorized for a full-time employee if they elect to be enrolled in a health, vision, and dental care plan. The pro-ration shall be based on a 40 (forty) hour week.

G. Employees who work less than 20 hours per week shall not be eligible for benefits enumerated in the Rule.

H. The District shall provide the basic Health and Welfare ~~Benefit~~ Plan benefit to eligible employees who retire from the District. The benefit plan shall provide the group medical, ~~dental and vision care~~ coverage for the employee and eligible dependents as defined by the insurance carrier, provided the employee is at least 55 years old and has completed ten years of service. The amount of contribution shall be determined by the Board of Trustees. The Health Plan should provide group medical coverage. The District shall provide supplemental retirement benefits (medical, dental, and vision) to all retirees who meet the eligibility requirements as provided in Merit Rule 15.1.2.

I. The District shall provide the supplemental retirement benefit to all retired employees who meet the eligibility requirements for the District's Classified Employees' Early Retirement Program.

~~J. The District supplemental retirement benefit shall continue until the employee's 65th birthday or the employee's death, whichever occurs first. The supplemental benefit shall not be provided to the employee's estate or surviving dependents.~~

J. Consent Agenda

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

Agenda Report Number	2
Subject	Establishment of Seniority List
Date	March 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Instructional & Universal Designer

It is recommended that the Personnel Commission certify the seniority list effective March 20, 2024.

13.1.4 SENIORITY LISTS

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

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

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

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

## "INSTRUCTIONAL and UNIVERSAL DESIGNER" Seniority List

Classification: **Instructional & Universal Designer**

Range: 51

Monthly Base Salary Range as of July 1, 2023: \$ 8903 to \$ 10821

PC Certification Date: March 20, 2024

Review Period: February 28 to March 5, 2024

### Meeting Agenda

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire In Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT <b>Instructional &amp; Universal Designer</b>
Larcin, Mehmet Matt	8/21/2023	No	8/21/2023	12	40	

*Retitled from "Instructional Designer" to "Instructional & Universal Designer" at April 18, 2023 PC Meeting.*

*Approved at May 2, 2023 BOT Meeting. Effective Date: May 2, 2023*

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel

Updated: February 27, 2024



Agenda Report Number	3
Subject	Ratification of Eligibility Lists
Date	March 20, 2024
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
Campus Safety Officer	0	4	03/04/2025
Lead Custodian (Promo)	3	3	3/20/2025
Senior Financial Aid & Scholarships Specialist	3	4	03/06/2025

Agenda Report Number	4
Subject	Ratification of Meeting Minutes
Date	March 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

1. Regular Meeting Minutes – February 21, 2024

Agenda Report Number	5
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	March 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

I. Provisional Assignment

Name/Permanent Class	Provisional Assignment	Assignment Dates
Tyrone Taylor	Custodial Operations Supervisor	3/8/2024-6/30/2024

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

II. Correction to Substitute Assignments

Name/Permanent Class	Substitute Assignment	Initial Assignment Date	Corrected Dates
Jasmine Revels	Supplemental Instruction Coordinator	10/2/2023-2/8/2024	10/2/2023-1/31/2024
Jasmine Revels	Tutoring Coordinator- English & Humanities	2/1/2024-6/30/2024	

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.

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

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11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

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

11.4 Salary on Promotion

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

RECOMMENDATION

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

Agenda Report Number	6
Subject	Appointments to Provisional Assignments
Date	March 20, 2024
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*
Tina Juarez	Events Assistant	SMC Performing Arts Center	2/21/2024-6/30/2024
James MacLean	Events Assistant	SMC Performing Arts Center	2/26/2024-6/30/2024
Emily Valdez	Student Services Clerk	Outreach & Onboarding	7/11/2023-1/13/2024
David Rios	Theatre Technical Specialist	Facilities	3/11/2024-6/30/2024
Martha Koelle	Theatre Technical Specialist	Facilities	3/10/2024-6/30/2024
Paul Gabriel Martinez	Theatre Operations Assistant	Theatre Arts	01/23/2024 - 06/28/2024

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

Agenda Report Number	7
Subject	Examination Schedule
Date	March 20, 2024
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
Human Resources Analyst – Employee and Labor Relations (Confidential)	Promotional & Open	3 weeks
Professional Development Coordinator	Promotional	3 weeks

Agenda Report Number	8
Subject	Extension of Eligibility Lists
Date	March 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Accounting Manager – Foundation	1/10/2024	4/10/2024	4	3	7/10/2024
Custodian	10/24/2023	4/24/2024	15	5	7/24/2024
Enrollment Services Specialist	10/5/2023	4/5/2024	3	3	7/5/2024
Grounds Equipment Operator (Promotional)	3/30/2024	3/30/2024	2	2	6/30/2024
Grounds Equipment Operator (Open)	3/30/2024	3/30/2024	3	3	6/30/2024
Human Resources Technician	3/27/2024	3/27/2024	1	1	6/27/2024
International Student Services Specialist	1/4/2024	4/4/2024	5	4	7/4/2024

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

Merit Rule 6.2.3 (C) Duration of Eligibility List  
6.2.3 (C)

- B. An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The personnel Director shall base his/her recommendation for extension of an eligibility list on the following factors:
1. a sufficient number of available eligibles remain to fill expected future vacancies;
  2. the composition of the list reflects appropriate representation of ethnic minorities,
  3. underrepresented groups, or non-traditional candidates;
  4. the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility list shown above for an additional six months.

Agenda Report Number	9
Subject	Personnel Commission Project Status Report
Date	March 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment

Title	Assigned to	Open Date	Close Date	Agenda Date
Grounds Manager	JB			
Cosmetology Assistant	JB			
Laboratory Technician - Life Science	AF			
Lead Custodian	AF	2/12/2024	3/4/2024	
Grounds Worker	AF			
Theatre Arts Program Assistant	AF	12/4/2023	1/2/2024	
Campus Safety Officer	JG	1/27/2023	9/12/2023	6/21/2023
Community College Police Dispatcher	JG	10/20/2022	12/15/2023	
Community College Police - Lateral	JG	10/30/2023	12/4/2023	
Police Recruit	JG			
Senior Grounds Equipment Operator	JG			
Senior Information Technology Support Specialist	JL			
Associate Programmer Analyst	JL	1/17/2024	1/30/2024	
Construction Maintenance Manager	JL	9/5/2023	9/25/2023	
Custodial Operations Manager	JL			
IT User Systems Administrator	JL	11/30/2023	12/20/2023	
Mechanical Systems Manager	JL			
Database Administrator	JL			
HR Analyst - Employee & Labor Relations	JL			
Professional Development Coordinator	JL			
Event Scheduling Specialist	TM			
Events Assistant	TM	10/20/2021		
Mail Services Worker I	TM			
Skilled Maintenance Worker II	TM			
Theatre Technical Specialist (Cont.)	TM	10/15/2021		
Student Judicial Affairs Specialist	OV	3/21/2024	4/11/2024	
Case Manager (NEW CD)	OV			
Program Coordinator - Community Education	OV			
Senior Financial Aid and Scholarships Specialist	OV	12/21/2023	1/22/2024	3/20/2024
Emergency and Safety Coordinator				
Web Content Developer				



Classification and Compensation

Title	Type of Request	Progress	Assigned to	PDQ	Date Completed
Accounting Specialist	Salary Reallocation	Research & Planning	AF	4/18/2023	
Administrative Assistant II	Position Review	Stakeholder Review	AF	2/2/2022	3/6/2024
Administrative Assistant III	Cyclical Review	Post Approval	AF	11/18/2022	11/16/2023
Campus Store Operations Assistant	Description Revision	Upcoming			
Career Education Specialist	Cyclical Review	Hold	OV	11/15/2022	2/1/2023
Class Scheduling Specialist	Position Review	Research & Planning	AF	1/4/2024	
Clinical Placement Specialist	Cyclical Review	Upcoming	OV		
Costume Designer	Cyclical Review	Development	TM	12/20/2023	
Course Materials Buyer	Description Revision	Upcoming			
Curriculum Specialist	Position Review	Research & Planning	AF	11/20/2023	
Customer Service Assistant	Description Revision	Upcoming			
Dance Production Specialist	Cyclical Review	Research & Planning	TM	12/20/2023	
Digital Marketing Manager	New Class	Research & Planning	JB		
Director of Facilities Programming	Cyclical Review	Upcoming	JG	12/20/2023	
Disabled Student Services Assistant	Cyclical Review	Stakeholder Review	JB	6/2/2023	12/13/2023
DSPS Specialist	Description Revision	Hold	JL		11/25/2022
Events Assistant	Cyclical Review	Research & Planning	JG	12/20/2023	
Health Assistant	Cyclical Review	Upcoming	OV		
Health Center Supervisor	Cyclical Review	Upcoming	OV		
Health Sciences Learning Lab Specialist	Cyclical Review	Upcoming	OV		
Human Resources Specialist	Salary Reallocation	Upcoming	JL		
Instructional Assistant - English	Cyclical Review	Stakeholder Review	JB	6/2/2023	2/15/2024
Instructional Assistant - ESL	Cyclical Review	Stakeholder Review	JB	6/2/2023	2/15/2024
Instructional Assistant - Learning Disabilities	Cyclical Review	Stakeholder Review	JB	6/2/2023	2/15/2024
Instructional Assistant - Math	Cyclical Review	Stakeholder Review	JB	6/2/2023	2/15/2024
Instructional Media Specialist	Position Review	Upcoming	OV	10/11/2023	
Lead Theater Technician	Cyclical Review	Research & Planning	JG	12/20/2023	
Nurse Practitioner	Cyclical Review	Upcoming	OV		
Planetarium Staff Administrator	Cyclical Review	Upcoming	JG	12/20/2023	
Production Manager	Cyclical Review	Upcoming	JG	12/20/2023	
Registered Nurse - Health Services	Cyclical Review	Upcoming	OV		
Senior Graphics Designer	Position Review	Research & Planning	JB		
Senior Technology User Support Specialist	Cyclical Review	Upcoming	JL	11/3/2023	
Senior Veterans Resource Specialist	Salary Reallocation	Upcoming	OV	1/17/2023	2/9/2023
Stage Construction Technician	Cyclical Review	Research & Planning	JG	12/20/2023	
Stage Construction Technician - Sound	Cyclical Review	Research & Planning	JG	12/20/2023	
Stage Construction Technician - Lighting	Cyclical Review	Research & Planning	JG	12/20/2023	
Stage Design Technician	Cyclical Review	Research & Planning	JG	12/20/2023	
Theater Technician	Cyclical Review	Research & Planning	JG	12/20/2023	
Theatre Technical Director	Cyclical Review	Research & Planning	JG	12/20/2023	
Theatre Technical Specialist	Cyclical Review	Research & Planning	JG	12/20/2023	
Tutoring Coordinator - Business	Cyclical Review	Research & Planning	OV	10/13/2023	
Tutoring Coordinator - English & Humanities	Cyclical Review	Research & Planning	OV	10/13/2023	
Tutoring Coordinator - Learning Disabilities	Cyclical Review	Research & Planning	OV	7/20/2023	
Tutoring Coordinator - Math	Cyclical Review	Research & Planning	OV	10/13/2023	
Tutoring Coordinator - Modern Language	Cyclical Review	Research & Planning	OV	10/13/2023	
Tutoring Coordinator - Science	Cyclical Review	Research & Planning	OV	10/13/2023	
Warehouse & Mail Services Manager	Description Revision	Research & Planning	JB		

K.Adjournment

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

Weekday	Month	Day	Year	Time	Venue
Wednesday	April	24	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 March 20, 2024, Regular 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.