

Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3rd 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 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 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 & 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 & Design: Angela Valentine Community & 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&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 & 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 & Recruitment: Giselle Gradilla Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS Emeritus: Guadalupe Salgado Noncredit Programs: Scott Silverman HR: Tre'Shawn Hall-Baker Info Tech: Calvin Madlock IEC: N. Pressian Instructional Technology: Maintenance: Terry Kamibayashi Operations: Darryl Gray Dennis Biddle 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 & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION Online: www.smc.edu</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 4/26/2024</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-June 2024

10 YEARS

Samwel Osewe, Custodian, Operations

15 YEARS

Grace Smith, Director of Public Information, Superintendent/President's Office

20 YEARS

Joshua Casillas, Student Onboarding Specialist, Welcome Center

25 YEARS

Maria Bonin, Transfer and Articulation Specialist, Counseling

35 YEARS

Kerry Dawson, Athletic and Kinesiology Equipment Specialist, Athletics & Kinesiology

- 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

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J. Consent Agenda

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K. Adjournment

Agenda Report Number	1
Subject	Advisory Item: Update on Cyclical Classification Studies
Date	June 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Background

The Personnel Commission is moving forward with orientations for our last group of classification studies that are a part of our first round of cyclical reviews. This is the first of several public meeting reports designed to keep the Commissioners, District management and staff, union partners, and the public updated regarding the status of these studies. In addition, we want to continually provide updates regarding research and development of new processes prior to the start of our next round of cyclical reviews.

Timeline and Prioritization of Current Classification Reviews

The Personnel Commission began the first round of these studies in the latter part of 2016, anticipating completion of first-cycle studies in early 2022. As acknowledged, we are approximately 2 ½ years behind schedule, due to multiple challenges encountered during our first round of reviews, including budget uncertainties, bargaining obligations, and overall Personnel Commission workload.

In response to the pandemic, many of our District departments had to redesign the processes and procedures used to deliver services. These services, normally delivered in person, needed to be revised on short notice to be carried out remotely, and continue in this manner for an indefinite period of time. Many of the SMC departments under cyclical review were challenged to provide much of the information required for classification reviews during this time, causing delays in our process.

The Personnel Commission has received significant increases in the number of ad hoc requests for reclassification or individual salary study reviews during the past two years. These requests fall outside of the scheduled cyclical review studies. Our past practices have allowed employees and District management to submit requests for ad hoc studies, with approvals required from both senior staff and CSEA before we move forward. During the past two years, approximately 40% of the classification review projects were from ad hoc study requests. Given current staffing levels and timeline concerns, the Personnel Commission will be modifying the criteria for accepting ad hoc review requests. Until this first round of cyclical classification studies has been completed, all studies that are part of these cyclical reviews will be prioritized over ad hoc requests.

Reviews for the majority of Performing Arts non-management classifications are anticipated for completion near the end of this month. Orientations for Performing Arts management classifications, KCRW, and the remainder of the Student Services group have been held during the past month. Fact-finding will begin in the next few weeks, once employees have had the opportunity to complete and submit individual Position Description Questionnaires.

Preparation for our Second Round of Cyclical Reviews

In preparation for the start of our next round of cyclical studies, Personnel Commission staff submitted a proposed calendar to CSEA on Tuesday, May 28, to provide them with an opportunity for input. We are continuing discussions with CSEA to review our current processes and consider recommendations for changes prior to the start of the next round. We are scheduled to meet with senior staff and Dr. Jeffery on June 27 to review similar information and gather further input. Areas for review include the current review process, external agencies used in our market surveys, pay philosophy, level of transparency and communication with stakeholders, and prioritization of studies. Legal mandates and limitations will be reviewed as well to clarify the scope of our ability to make changes.

Concerns have recently been raised about how internal alignment between classifications is monitored and addressed. Education Code 88076 requires the Personnel Commission to “allocate positions to appropriate classes, arrange classes into occupational hierarchies, and determine reasonable relationships **within** occupational hierarchies.” There is no legal requirement, nor objective formula at present for determining appropriate internal alignment **between occupational hierarchies**, i.e., Accountants and Electricians, Administrative Assistants and Student Services Specialists. Comparing jobs only within these occupational groups minimizes subjectivity involved in determining appropriate hierarchies. (Note: It is common for employees from other occupational hierarchies to promote to Administrative Assistant positions, and for Administrative Assistants to promote to other jobs outside of their occupational group. However, this does not negate the fact that the Administrative Assistant group is distinctly different from other occupational groups, with its own set of unique requirements and responsibilities that differentiate it from other classifications.) Further review will be done during this preparation period to determine if there is a way to better address concerns about potential promotional ladders between similar occupational hierarchies.

Agenda Report Number	2
Subject	Meeting Calendar for Fiscal Year 2024-2025
Date	June 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Day	Month	Date	Year	Time	Venue
Wednesday	July	17	2024	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	August	21	2024	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	September	18	2024	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	October	16	2024	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	November	20	2024	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	December	18	2024	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	January	15	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	February	19	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	March	19	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	April	16	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	May	21	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	June	18	2025	12:00 p.m.	Board Room/Business Bldg. Room 117

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

Agenda Report Number	3
Subject	Classification Description Revisions: Clinical Placement Specialist
Date	June 20, 2024
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 are the classification revisions for **Clinical Placement Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Health Services job discipline. The Clinical Placement Specialist identifies potential sites for clinical experiences, reviews site contracts for accuracy, evaluates new and current clinical sites, processes clinical clearance documents, and coordinates clinical student placement for the Nursing program. This classification also manages, maintains and oversees the clinical placement database and serves a liaison between the District’s Nursing Program and the clinical sites.

This classification was established in May 2019 and has not been revised since its creation. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2023-24. Incumbents were invited to participate in a class study orientation on February 7, 2024, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. Incumbents were asked to complete a Position Description Questionnaire by March 5, 2024.

Personnel Commission staff consulted with department management to discuss the classification description. A duty analysis worksheet was completed to document the frequency and criticality of each duty in the current class description. Additionally, revisions were proposed to update distinguishing characteristics, augment the KSAs (knowledge, skills and abilities) to more accurately reflect the requirements of the role, and update standard verbiage.

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

RESULTS

Based on data gathered, class description revisions are being proposed to clarify KSAs (knowledge, skills and abilities), update distinguishing characteristics, and update standard verbiage.

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. While some organizations did not use a classified role to develop and implement clinical placement activities, other used broader classifications responsible for coordinating overall health program activities in addition to liaising with clinical sites.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Health Center Supervisor ¹	M37	\$12,866	\$15,638	5.30%
Nurse Practitioner ¹	64	\$12,218	\$14,851	47.76%
Registered Nurse-Health Services ¹	48	\$8,269	\$10,051	21.55%
Health Sciences Learning Lab Specialist ²	40	\$6,803	\$8,269	15.78%
Clinical Placement Specialist	34	\$5,876	\$7,143	21.56%
Health Assistant ¹	26	\$4,834	\$5,876	

¹Pending review

²Addressed in separate agenda report

SALARY ALLOCATION

The current salary range for Clinical Placement Specialist is Range 34 on the Classified Employee Salary Schedule and is appropriately allocated between the higher-level Health Sciences Learning Lab Specialist and the lower-level Health Assistant, given the level of knowledge and complexity of work required. As such, it is recommended that the salary placement for this role remain at Range 34.

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

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions for Clinical Placement Specialist.

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

**Santa Monica Community College District
Personnel Commission**

Clinical Placement Specialist

CONCEPT OF THE CLASS

Under general supervision, the position in this classification identifies potential sites for clinical experiences, reviews site contracts for accuracy, evaluates new and current clinical sites, processes clinical clearance documents, and coordinates clinical student placement for the Nursing program. This classification also manages, maintains and oversees the clinical placement database and serves a liaison between the District's Nursing Program and the clinical sites.

DISTINGUISHING CHARACTERISTICS

The **Clinical Placement Specialist** performs technical and specialized clinical placement and coordination duties in support of the District's Nursing Program.

The **Health Assistant** performs moderately difficult clerical duties; performs basic first aid under nursing or medical supervision in the health department where pre-employment, student, or employee health examinations are administered and health records are maintained.

The **Health Sciences Learning Lab Specialist** provides direct support to the District's Health Sciences programs by planning and implementing the operational and instructional support activities of the Health Sciences Learning Lab.

~~**Nurse Practitioner** provides professional clinical services to District students including, but not limited to physical examinations, diagnosis and treatment of acute conditions, ordering and interpreting diagnostic tests, and prescribing medications.~~

ESSENTIAL DUTIES

Participates in formal and informal agency updates to evaluate clinical placements, assess the effectiveness of processes and make recommendations to improve outcomes.

Creates, organizes and maintains clinical placement databases to ensure that placement details, contract specifications, and agency information is current, accurate and accessible.

Identifies and tracks agency requirements at each clinical placement location; communicates requirements to clinical faculty and students and ensures all requirements are met.

Sustains relationships with current clinical sites by maintaining continuous lines of communication, tracking contracts and recommending contract renewals.

Collaborates with program administrators to monitor current placements, anticipate upcoming placement needs, and review requirements; ensures information in databases is accurate and up to date.

Coordinates with students, faculty and clinical sites to ensure the completion of required clearance documents, orientation and training.

Develops and maintains new clinical placement partnerships by researching agencies, initiating contact, and facilitating contractual agreements; communicates new clinical opportunities to faculty and students.

Manages the clinical placement process by receiving and documenting placement requests from students and faculty.

Serves as liaison between students, faculty and clinical sites to ensure smooth transitions into clinical placements; provides ongoing technical assistance and troubleshooting to faculty and students related to placements, clinical sites and placement processes.

Coordinates with the Risk Management Department regarding Certificates of Insurance from Healthcare facilities; enters and updates information in applicable databases.

Visits and evaluates local clinical placement facilities and equipment to ensure they meet the program's placement requirements.

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 G general supervision ~~is received~~ from the Associate Dean of Health Sciences or assigned administrator, the employee receives assignments and is expected to ~~perform job duties~~ 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 direction to staff and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Mission, objectives, goals and service delivery requirements for nursing education and training

District policy, departmental resources and administrative practices and procedures

Federal, state and local laws, regulations, requirements and procedural guidelines pertaining to nursing education and training

Business writing, networking and communication techniques

Recordkeeping and filing techniques

Standard business applications, including Microsoft Office.

Data collection, research methods, techniques and procedures

Principles, techniques and processes for providing customer service, including customer needs assessment and evaluation of customer satisfaction

Ability to:

Establish partnerships with appropriate clinical sites and evaluate effectiveness of placement

Interpret, apply, explain, and problem solve in accordance with applicable laws, and regulations, and District policies and procedures

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

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

Learn to utilize specialized clinical platforms

Stay updated on technology changes and adapt to new technologies

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

Communicate effectively, both orally and in writing

Train and provide work direction to others

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

~~Analyze situations and adopt appropriate course of action~~

MINIMUM QUALIFICATIONS

Education Requirement:

Two ~~(2)~~ years of college level coursework ~~or equivalent~~, preferably in Health Sciences or Nursing.

Experience Requirement:

Three ~~(3)~~ years of experience performing specialized or technical student services duties. Experience coordinating and conducting clinical site placement in an educational setting is preferred.

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 valid driver's license.

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

CLASS DETAIL

Job Family:	Student Services - Non-Classroom
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	5/15/2019
Class History:	New Class <u>None</u>
Revision Date(s):	<u>6/20/2024</u>

**Santa Monica Community College District
Personnel Commission**

Clinical Placement Specialist

CONCEPT OF THE CLASS

Under general supervision, the position in this classification identifies potential sites for clinical experiences, reviews site contracts for accuracy, evaluates new and current clinical sites, processes clinical clearance documents, and coordinates clinical student placement for the Nursing program. This classification also manages, maintains and oversees the clinical placement database and serves a liaison between the District's Nursing Program and the clinical sites.

DISTINGUISHING CHARACTERISTICS

The **Clinical Placement Specialist** performs technical and specialized clinical placement and coordination duties in support of the District's Nursing Program.

The **Health Assistant** performs moderately difficult clerical duties; performs basic first aid under nursing or medical supervision in the health department where pre-employment, student, or employee health examinations are administered and health records are maintained.

The **Health Sciences Learning Lab Specialist** provides direct support to the District's Health Sciences programs by planning and implementing the operational and instructional support activities of the Health Sciences Learning Lab.

ESSENTIAL DUTIES

Participates in formal and informal agency updates to evaluate clinical placements, assess the effectiveness of processes and make recommendations to improve outcomes.

Creates, organizes and maintains clinical placement databases to ensure that placement details, contract specifications, and agency information is current, accurate and accessible.

Identifies and tracks agency requirements at each clinical placement location; communicates requirements to clinical faculty and students and ensures all requirements are met.

Sustains relationships with current clinical sites by maintaining continuous lines of communication, tracking contracts and recommending contract renewals.

Collaborates with program administrators to monitor current placements, anticipate upcoming placement needs, and review requirements; ensures information in databases is accurate and up to date.

Coordinates with students, faculty and clinical sites to ensure the completion of required clearance documents, orientation and training.

Develops and maintains new clinical placement partnerships by researching agencies, initiating contact, and facilitating contractual agreements; communicates new clinical opportunities to faculty and students.

Manages the clinical placement process by receiving and documenting placement requests from students and faculty.

Serves as liaison between students, faculty and clinical sites to ensure smooth transitions into clinical placements; provides ongoing technical assistance and troubleshooting to faculty and students related to placements, clinical sites and placement processes.

Coordinates with the Risk Management Department regarding Certificates of Insurance from Healthcare facilities; enters and updates information in applicable databases.

Visits and evaluates local clinical placement facilities and equipment to ensure they meet the program's placement requirements.

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 Associate Dean of Health Sciences or assigned administrator, 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 direction to staff and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Mission, objectives, goals and service delivery requirements for nursing education and training

District policy, departmental resources and administrative practices and procedures

Federal, state and local laws, regulations, requirements and procedural guidelines pertaining to nursing education and training

Business writing, networking and communication techniques

Recordkeeping and filing techniques

Standard business applications, including Microsoft Office.

Data collection, research methods, techniques and procedures

Principles, techniques and processes for providing customer service, including customer needs assessment and evaluation of customer satisfaction

Ability to:

Establish partnerships with appropriate clinical sites and evaluate effectiveness of placement

Interpret, apply, explain, and problem solve in accordance with applicable laws and regulations, and District policies and procedures

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

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

Learn to utilize specialized clinical platforms

Stay updated on technology changes and adapt to new technologies

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

Communicate effectively, both orally and in writing

Train and provide work direction to others

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:

Two years of college level coursework, preferably in Health Sciences or Nursing.

Experience Requirement:

Three years of experience performing specialized or technical student services duties. Experience coordinating and conducting clinical site placement in an educational setting is preferred.

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 valid driver's license.

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

CLASS DETAIL

Job Family:	Student Services - Non-Classroom
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	5/15/2019
Class History:	None
Revision Date(s):	6/20/2024

Agenda Report Number	4
Subject	Classification Description Revisions: Health Sciences Learning Lab Specialist
Date	June 20, 2024
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 are the classification revisions for **Health Sciences Learning Lab Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Health Services job discipline. The Health Sciences Learning Lab Specialist performs a variety of duties to plan and implement the operational activities of the Nursing Skills/Simulation lab and provides instructional support and remediation to students in the area of clinical nursing.

This classification was established in May 2022 and has not been revised since its creation. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2023-24. Incumbents were invited to participate in a class study orientation on February 7, 2024, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. Incumbents were asked to complete a Position Description Questionnaire by March 5, 2024.

Personnel Commission staff consulted with department management to discuss the classification description. A duty analysis worksheet was completed to document the frequency and criticality of each duty in the current class description. Additionally, revisions were proposed to clarify reporting relationships and augment the KSAs (knowledge, skills and abilities) to more accurately reflect the requirements of the role.

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

RESULTS

Based on data gathered, class description revisions are being proposed to clarify KSAs (knowledge, skills and abilities) and reporting relationships.

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. While some organizations did not use a classified role to perform nursing lab support, other organizations separated the nursing instructional support and operational lab support functions into different classifications, making matching difficult.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Health Center Supervisor ¹	M37	\$12,866	\$15,638	5.30%
Nurse Practitioner ¹	64	\$12,218	\$14,851	47.76%
Registered Nurse-Health Services ¹	48	\$8,269	\$10,051	21.55%
Health Sciences Learning Lab Specialist	40	\$6,803	\$8,269	15.78%
Clinical Placement Specialist ²	34	\$5,876	\$7,143	21.56%
Health Assistant ¹	26	\$4,834	\$5,876	

¹Pending review

²Addressed in separate agenda report

SALARY ALLOCATION

The current salary range for Health Sciences Learning Lab Specialist is Range 40 on the Classified Employee Salary Schedule and is appropriately allocated between the higher-level Registered Nurse – Health Services and the lower-level Clinical Placement Specialist, given the level of knowledge and complexity of work required. As such, it is recommended that the salary placement for this role remain at Range 40.

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

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions for Health Sciences Learning Lab Specialist.

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

**Santa Monica Community College District
Personnel Commission**

Health Sciences Learning Lab Specialist

CONCEPT OF THE CLASS

Under general supervision, this position performs a variety of duties to plan and implement the operational activities of the Nursing Skills/Simulation lab, and provides instructional support and remediation to students in the area of clinical nursing.

DISTINGUISHING CHARACTERISTICS

The **Health Sciences Learning Lab Specialist** provides direct support to the District's Health Sciences programs by planning and implementing the operational and instructional support activities of the Health Sciences Learning Lab.

The **Registered Nurse – Health Services** provides confidential primary health care services to currently enrolled students and college employees, including health promotion, illness prevention, and health education.

The **Clinical Placement Specialist** performs technical and specialized clinical placement and coordination duties in support of the District's Nursing Program.

ESSENTIAL DUTIES

Prepares, breaks down, cleans and performs basic troubleshooting of equipment, and coordinates with vendors to address more complex equipment maintenance needs; maintains labs in an orderly manner, and disposes of hazardous materials in accordance with applicable regulations and best practices.

Explains established instructional laboratory and equipment policies to students and ensures student compliance with lab policies, procedures, and safety precautions.

Consults and plans with faculty to identify the specific needs of their assignments throughout the academic calendar.

Provides orientation, demonstration, training and support to students, faculty, and visitors in the use of nursing-related computer software, equipment, simulators, and database management programs used in the Nursing Skills/Simulation Laboratory.

Provides remediation and instructional support to students by reviewing and reinforcing clinical skills, concepts, and techniques as requested by instructors and students.

Creates and maintains database inventory records for the Nursing Skills/Simulation Laboratory; monitors inventory status, stores equipment, informs nursing administration of the need to reorder items, and researches and recommends specialized equipment and supplies as requested.

Oversees and prepares instructional lab sessions in all areas of health sciences, including nursing and respiratory therapy; prepares and customizes standard patient simulations for nursing and respiratory therapy students by utilizing models and electronic and diagnostic equipment to facilitate student learning.

Reviews and recommends updated equipment and multimedia resources to optimize lab effectiveness and ensure lab equipment stays up-to-date with emerging technologies.

Creates and maintains detailed records and databases, including those related to instructional activities performed in the laboratory, in accordance with licensing agencies to maintain accreditation; tracks students' utilization of the Nursing Skills/Simulation Laboratory and performs other record keeping as required.

Participates in health sciences departmental meetings to provide instructional and operational updates on laboratory activities.

Previews multimedia resources for possible referral to individual instructors.

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 Associate Dean of Health Sciences, 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.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Clinical nursing principles, procedures, methods, and protocols

Supplies, materials, equipment, and current and emerging technologies used in the nursing laboratory

Instructional methods and techniques related to clinical nursing

Laws and regulations applicable to clinical nursing

Occupational hazards and safety equipment and practices related to the field

Basic maintenance and repair of laboratory equipment

Basic mathematical principles

Best practices and guidelines related to the use of simulators

Practices and procedures of records management

Ability to:

Assist students in the application of clinical nursing principles

Safely prepare, maintain, break down, demonstrate, and assist students and faculty in the proper operation and use of standard and specialized instructional equipment

Organize and coordinate instructional activities with faculty, set priorities and exercise sound independent judgment within areas of assigned responsibility

Estimate and order required supplies and equipment

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, programs and standard office equipment

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

Communicate effectively, both orally and in writing

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

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:

Associate's degree in Nursing.

Experience Requirement:

Two years of experience as a registered nurse or in an educational environment providing clinical nursing instructional support to students.

Education/Experience Equivalency:

Education of the same kind, level and amount as required in the minimum qualifications may be substituted for required experience on a year-for-year basis.

Licensure and/or Certification:

Current licensure by the State of California as a Registered Nurse.

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:

The employee will regularly use hands to perform and demonstrate examinations, tests, and treatments to student patients, as well as stand, walk, bend, talk, and hear. The employee will occasionally lift, carry, push and pull equipment weighing up to 10 pounds. The employee is exposed to biohazardous materials while following the required protocols and using the appropriate safety equipment.

CLASS DETAIL

<i>Job Family:</i>	Instructional Support (Student Services/Classroom)
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	5/31/2022
<i>Class History:</i>	New Class <u>None</u>
<i>Revision Date(s):</i>	None <u>6/20/2024</u>

**Santa Monica Community College District
Personnel Commission**

Health Sciences Learning Lab Specialist

CONCEPT OF THE CLASS

Under general supervision, this position performs a variety of duties to plan and implement the operational activities of the Nursing Skills/Simulation lab, and provides instructional support and remediation to students in the area of clinical nursing.

DISTINGUISHING CHARACTERISTICS

The **Health Sciences Learning Lab Specialist** provides direct support to the District's Health Sciences programs by planning and implementing the operational and instructional support activities of the Health Sciences Learning Lab.

The **Registered Nurse – Health Services** provides confidential primary health care services to currently enrolled students and college employees, including health promotion, illness prevention, and health education.

The **Clinical Placement Specialist** performs technical and specialized clinical placement and coordination duties in support of the District's Nursing Program.

ESSENTIAL DUTIES

Prepares, breaks down, cleans and performs basic troubleshooting of equipment, and coordinates with vendors to address more complex equipment maintenance needs; maintains labs in an orderly manner, and disposes of hazardous materials in accordance with applicable regulations and best practices.

Explains established instructional laboratory and equipment policies to students and ensures student compliance with lab policies, procedures, and safety precautions.

Consults and plans with faculty to identify the specific needs of their assignments throughout the academic calendar.

Provides orientation, demonstration, training and support to students, faculty, and visitors in the use of nursing-related computer software, equipment, simulators, and database management programs used in the Nursing Skills/Simulation Laboratory.

Provides remediation and instructional support to students by reviewing and reinforcing clinical skills, concepts, and techniques as requested by instructors and students.

Creates and maintains database inventory records for the Nursing Skills/Simulation Laboratory; monitors inventory status, stores equipment, informs nursing administration of the need to reorder items, and researches and recommends specialized equipment and supplies as requested.

Oversees and prepares instructional lab sessions in all areas of health sciences, including nursing and respiratory therapy; prepares and customizes standard patient simulations for nursing and respiratory therapy students by utilizing models and electronic and diagnostic equipment to facilitate student learning.

Reviews and recommends updated equipment and multimedia resources to optimize lab effectiveness and ensure lab equipment stays up-to-date with emerging technologies.

Creates and maintains detailed records and databases, including those related to instructional activities performed in the laboratory, in accordance with licensing agencies to maintain accreditation; tracks students' utilization of the Nursing Skills/Simulation Laboratory and performs other record keeping as required.

Participates in health sciences departmental meetings to provide instructional and operational updates on laboratory activities.

Previews multimedia resources for possible referral to individual instructors.

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 Associate Dean of Health Sciences, 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.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Clinical nursing principles, procedures, methods, and protocols

Supplies, materials, equipment, and current and emerging technologies used in the nursing laboratory

Instructional methods and techniques related to clinical nursing

Laws and regulations applicable to clinical nursing

Occupational hazards and safety equipment and practices related to the field

Basic maintenance and repair of laboratory equipment

Basic mathematical principles

Best practices and guidelines related to the use of simulators

Practices and procedures of records management

Ability to:

Assist students in the application of clinical nursing principles

Safely prepare, maintain, break down, demonstrate, and assist students and faculty in the proper operation and use of standard and specialized instructional equipment

Organize and coordinate instructional activities with faculty, set priorities and exercise sound independent judgment within areas of assigned responsibility

Estimate and order required supplies and equipment

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, programs and standard office equipment

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

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:

Associate's degree in Nursing.

Experience Requirement:

Two years of experience as a registered nurse or in an educational environment providing clinical nursing instructional support to students.

Education/Experience Equivalency:

Education of the same kind, level and amount as required in the minimum qualifications may be substituted for required experience on a year-for-year basis.

Licensure and/or Certification:

Current licensure by the State of California as a Registered Nurse.

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:

The employee will regularly use hands to perform and demonstrate examinations, tests, and treatments to student patients, as well as stand, walk, bend, talk, and hear. The employee will occasionally lift, carry, push and pull equipment weighing up to 10 pounds. The employee is exposed to biohazardous materials while following the required protocols and using the appropriate safety equipment.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	5/31/2022
Class History:	None
Revision Date(s):	6/20/2024

Agenda Report Number	5
Subject	Classification Description Revisions: Disabled Student Services Assistant
Date	June 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Britt, Personnel Analyst Amy Gurjian, Classification & Compensation Manager

BACKGROUND

Attached for your approval are the classification revisions for **Disabled Student Services Assistant**.

As part of the cyclical review process, we are reviewing classifications in the Instructional Assistance job discipline. The Disabled Student Services Assistant performs general clerical and receptionist duties for DSPS, as well as provides a variety of support services to assist students with disabilities.

This classification was established in February 2008 and has been revised several times since its establishment. The most recent revision was approved in June 2016. There are currently three incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2022-23. Incumbents and CSEA were invited to participate in a class study orientation on May 10, 2023, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. Incumbents were asked to complete a Position Description Questionnaire by June 2, 2023.

Personnel Commission staff consulted with Denise Henninger, Disabled Student Programs and Services Manager, to discuss the classification description. In addition, the manager was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Additionally, revisions are proposed to clarify duties assigned and knowledge and abilities required for the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey of standard benchmark agencies was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional minor changes serve to clarify the concept of the class, essential duties, KSAs (knowledge, skills and abilities) and minimum qualifications.

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). Benchmark agencies differed in scope of work and level of duties performed. For instance, a similar level of clerical work was performed, however some support services were missing, such as note-taking, or were performed at a higher level, such as coordinating the support services and accommodations offered to students rather than performing those duties.

SALARY ALLOCATION

No change in salary is recommended as a result of revisions to the description. The Disabled Student Services Assistant is an entry-level classification, similar to the Student Services Clerk in the level of work and minimum requirements. The following chart shows classifications in DSPS and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
DSPS Specialist	32	\$5,596	\$6,803	18.51%
Student Services Assistant*	25	\$4,722	\$5,739	10.25%
<i>Disabled Student Services Assistant</i>	<i>21</i>	<i>\$4,283</i>	<i>\$5,206</i>	<i>0.00%</i>
Student Services Clerk*	21	\$4,283	\$5,206	

**Pending review as scheduled on the FY23-24 cyclical review calendar.*

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

RECOMMENDATIONS

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

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

**Santa Monica Community College District
Personnel Commission**

Disabled Student Services Assistant

CONCEPT OF THE CLASS

Under general supervision, [positions in this classification](#) performs a variety of support services to assist students with disabilities.

DISTINGUISHING CHARACTERISTICS

The **Disabled Student Services Assistant class** performs general clerical and receptionist duties for DSPS, in addition to a variety of support services to assist students with disabilities, including proctoring, notetaking, and preparing alternate instructional media.

The **Student Services-DSPS Specialist —DSPS** coordinates and supports the ~~day-to-day~~[day-to-day](#) activities of the office and provides lead direction to Disabled Student Services Assistants and student workers. Incumbents are specialists in their functional area and exercise a higher degree of responsibility and independent judgment.

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

The **Student Services Clerk class** provides a variety of general and routine clerical duties for student services departments and programs.

ESSENTIAL DUTIES

~~Assists a student with disabilities in activities such as scribing in-class assignments, adjusting equipment, reading assignments or exams to students, and providing access to books.~~

Performs general receptionist and clerical duties to support ~~day-to-day~~[day-to-day](#) operations of the Department.

Proctors exams and works in the proctor room, including monitoring students; observing, appropriately responding to, and reporting inappropriate behavior such as cheating; record-keeping; and other related duties.

Explains and interprets procedures and eligibility requirements for program services to students, staff, and the public.

Instructs students in the correct procedure to complete application forms and documents.

Operates a computer terminal to input and update student data and verify student information.

Maintains the security of files and records containing confidential data on program participants, [in compliance with District policies and procedures](#).

Takes accurate and detailed notes in a college class for students with disabilities, [in order to accommodate individual student needs](#).

Receives and reviews incoming documents for completeness and accuracy.

Schedules appointments for students with counselors and/or other office support staff.

Assists in the preparation of mandated reports and documents, to comply with related policies, procedures, and laws.

Assists students with disabilities in activities such as scribing, adjusting equipment, reading assignments or exams to students, and providing access to books to ensure students have adequate access to course materials.

Performs other related duties as requested or assigned.

When assigned to assist the Alternate Media Specialist:

Prepares and/or modifies alternative media from instructor's copy ~~which~~ to accommodate students with disabilities, using specialized computer-aided software to caption videos, scan books and handouts, and enlarge printed material.

~~Captions videos.~~

~~Scans books and handouts.~~

~~Uses copy machine to enlarge printed material.~~

Assists in providing printed material in alternate media for use by students with disabilities.

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:

This position receives supervision from the Director, Disabled Student Programs and Services, or an assigned manager.

Level of Supervision Exercised:

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

A wide variety of college-level curriculum and concepts sufficient to understand the topics of discussion in order to take effective notes

Appropriate English language usage, including sentence composition, grammar, and spelling

The appropriate role and boundaries of a note-taker in a college classroom

~~Customer service principles and techniques~~

Effective work organization techniques

Disability issues

The role of disability services in a college environment

Modern office procedures and practices

~~Basic use of office equipment, such as computers, computer software, printers, copiers, and fax machine~~

Ability to:

Type notes accurately and in a timely fashion

Learn, interpret, and appropriately apply general administrative and departmental policies and procedures as well as applicable sections of the Family Educational Rights and Privacy Act (FERPA)

Perform job duties with great accuracy, including note-taking, office duties, ~~the~~and -proctoring room

~~Read clearly and write legibly~~

Process information quickly in order to take detailed and precise notes

Handle people and situations with patience and sensitivity

~~Maintain confidentiality and tact~~

Use good judgment and reasoning when faced with ambiguous situations

~~Learn and apply policies, procedures, and practices to the performance of job duties~~

Travel to the various campuses where classes are held

Organize, set priorities and exercise sound independent judgment 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, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

~~Effectively communicate, both orally and in writing~~

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

~~other staff, faculty, administrators, managers, students, and outside contractors and vendors~~

MINIMUM QUALIFICATIONS

Education Requirement:

A high-school diploma or equivalent. -Completion of college-level English classes (English 1 or equivalent) is highly desirable.

Experience Requirement:

One year of experience in academic or administrative support services. Customer service experience with direct public contact 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:

None.

Special Requirement:

Scheduling is based upon student needs, so incumbents must be available for various days and hours as schedules may change from week to week. Classes are held at various locations and the employee may be required to report or travel to any of the Santa Monica College campuses.

WORKING ENVIRONMENT & 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.

Work Environment and Physical Demands:

While performing the duties of this job the employee is regularly required to sit and use hands to take notes for extended periods of time, keyboard, type, or handle materials, and talk and hear. The employee is regularly required to stand and walk across campus to various room locations, which may include walking up and down stairs. The employee performs work in a variety of classrooms and may be exposed to fumes from chemicals or other substances used in classrooms such as hairspray, photography chemicals, or materials used in art classes. The employee will be exposed to a variety of temperatures and the elements when walking to different locations and the temperature within the classroom will vary greatly. The employee will also be required to travel to different campuses where classes are held. ~~The employee is occasionally 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 varies greatly.

CLASS DETAIL

Job Family:	Instructional Support (<u>Student Services/Classroom</u>)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	02/20/08
Class History:	Established 02/20/08 <u>None</u>
Revision Date(s):	09/16/09, 10/16/13, 6/15/16, <u>6/20/24</u>

**Santa Monica Community College District
Personnel Commission**

Disabled Student Services Assistant

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform a variety of support services to assist students with disabilities.

DISTINGUISHING CHARACTERISTICS

The **Disabled Student Services Assistant** performs general clerical and receptionist duties for DSPS, in addition to a variety of support services to assist students with disabilities, including proctoring, notetaking, and preparing alternate instructional media.

The **DSPS Specialist** coordinates and supports the day-to-day activities of the office and provides lead direction to Disabled Student Services Assistants and student workers. Incumbents are specialists in their functional area and exercise a higher degree of responsibility and independent judgment.

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

The **Student Services Clerk** provides a variety of general and routine clerical duties for student services departments and programs.

ESSENTIAL DUTIES

Performs general receptionist and clerical duties to support day-to-day operations of the Department.

Proctors exams and works in the proctor room, including monitoring students; observing, appropriately responding to, and reporting inappropriate behavior such as cheating; record-keeping; and other related duties.

Explains and interprets procedures and eligibility requirements for program services to students, staff, and the public.

Instructs students in the correct procedure to complete application forms and documents.

Operates a computer terminal to input and update student data and verify student information.

Maintains the security of files and records containing confidential data on program participants, in compliance with District policies and procedures.

Takes accurate and detailed notes in a college class for students with disabilities in order to accommodate individual student needs.

Receives and reviews incoming documents for completeness and accuracy.

Schedules appointments for students with counselors and/or other office support staff.

Assists in the preparation of mandated reports and documents to comply with related policies, procedures, and laws.

Assists students with disabilities in activities such as scribing, adjusting equipment, reading assignments or exams to students, and providing access to books to ensure students have adequate access to course materials.

Performs other related duties as requested or assigned.

When assigned to assist the Alternate Media Specialist:

Prepares and/or modifies alternative media from instructor's copy to accommodate students with disabilities, using specialized computer-aided software to caption videos, scan books and handouts, and enlarge printed material.

Assists in providing printed material in alternate media for use by students with disabilities.

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:

This position receives supervision from the Director, Disabled Student Programs and Services, or an assigned manager.

Level of Supervision Exercised:

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

A wide variety of college-level curriculum and concepts sufficient to understand the topics of discussion in order to take effective notes

Appropriate English language usage, including sentence composition, grammar, and spelling

The appropriate role and boundaries of a note-taker in a college classroom

Effective work organization techniques

Disability issues

The role of disability services in a college environment

Modern office procedures and practices

Ability to:

Type notes accurately and in a timely fashion

Learn, interpret, and appropriately apply general administrative and departmental policies and procedures as well as applicable sections of the Family Educational Rights and Privacy Act (FERPA)

Perform job duties with great accuracy, including note-taking, office duties, and proctoring

Process information quickly in order to take detailed and precise notes

Handle people and situations with patience and sensitivity

Use good judgment and reasoning when faced with ambiguous situations
Travel to the various campuses where classes are held
Organize, set priorities and exercise sound independent judgment 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, both orally and in writing
Stay updated on technology changes and adapt to new technologies
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:

A high-school diploma or equivalent. Completion of college-level English classes (English 1 or equivalent) is highly desirable.

Experience Requirement:

One year of experience in academic or administrative support services. Customer service experience with direct public contact 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:

None.

Special Requirement:

Scheduling is based upon student needs, so incumbents must be available for various days and hours as schedules may change from week to week. Classes are held at various locations and the employee may be required to report or travel to any of the Santa Monica College campuses.

WORKING ENVIRONMENT & 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.

Work Environment and Physical Demands:

While performing the duties of this job the employee is regularly required to sit and use hands to take notes for extended periods of time, keyboard, type, or handle materials, and talk and hear. The employee is regularly required to stand and walk across campus to various room locations, which may include walking up and down stairs. The employee performs work in a variety of

classrooms and may be exposed to fumes from chemicals or other substances used in classrooms such as hairspray, photography chemicals, or materials used in art classes. The employee will be exposed to a variety of temperatures and the elements when walking to different locations and the temperature within the classroom will vary greatly. The employee will also be required to travel to different campuses where classes are held. While performing the duties of this job, the noise level in the work environment varies greatly.

CLASS DETAIL

<i>Job Family:</i>	Instructional Support (Student Services/Classroom)
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	02/20/08
<i>Class History:</i>	None
<i>Revision Date(s):</i>	09/16/09, 10/16/13, 6/15/16, 6/20/24

Agenda Report Number	6
Subject	Classification Description Revisions and Salary Reallocation: Accounting Specialist
Date	June 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are the class description revisions and salary reallocation for **Accounting Specialist**.

In response to an ad-hoc study request submitted by the Department, Personnel Commission staff conducted a study of the Accounting Specialist classification. Accounting Specialists perform journey level accounting support activities preparing, maintaining and processing accounts payable, accounts receivable, revolving cash funds, financial aid payments and/or reimbursements.

The Accounting Specialist classification was established in June 1977. This classification has been revised several times since its establishment. The most recent revision was approved on June 16, 2016. There are eight incumbents in this classification. The proposed changes will not adversely affect the incumbents.

METHODOLOGY

A Request for Ad-Hoc Classification Study Form was submitted to the Commission on January 30, 2023. The form was reviewed by Commission staff. An interview was conducted with Cherry Aquino, Accounts Payable Supervisor, to discuss the changes requested on the classification 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 classification description. Distinguishing characteristics were modified to delineate this classification from related roles, the knowledge and abilities section was updated, and duties were added and modified to more accurately reflect the responsibilities assigned to this classification.

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

RESULTS

Based on the data gathered, revisions to the class description are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, distinguishing characteristics and KSAs (knowledge, skills and abilities).

A comprehensive salary survey of 16 comparable agencies was conducted to determine current salary ranking. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to Accounting Specialist. The survey resulted in eleven moderate matches, which are identified and presented below.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Accounting Specialist	\$5,330	\$6,479	\$5,905
Cerritos College	Accounting Technician III	\$5,597	\$6,726	\$6,162
Contra Costa CCD	Accounting Specialist	\$5,319	\$6,479	\$5,899
Foothill De Anza CCD	Accounting Technician	\$6,012	\$8,053	\$7,033
Glendale College	Accounting Technician	\$5,034	\$6,425	\$5,730
Long Beach City College	Accounting Specialist	\$4,968	\$6,110	\$5,539
North Orange County CCD	Accounting Technician	\$5,397	\$6,503	\$5,950
Pasadena City College	Accounting Technician - General Accounting	\$4,617	\$5,893	\$5,255
Riverside CCD	Accounts Payable Specialist	\$5,539	\$6,744	\$6,142
Santa Barbara City College	Accounting Technician III	\$5,808	\$6,904	\$6,356
State Center CCD	Senior Accounting Technician	\$5,332	\$6,558	\$5,945
Ventura County CCD	Accounts Payable Technician/Accounting Technician	\$4,376	\$6,041	\$5,209
	Average	\$5,273	\$6,585	\$5,929
	25th Percentile	\$5,001	\$6,268	\$5,634
	50th Percentile	\$5,332	\$6,503	\$5,945
	75th Percentile	\$5,568	\$6,735	\$6,152
	80th Percentile	\$5,597	\$6,744	\$6,162
	90th Percentile	\$5,808	\$6,904	\$6,356
	SMC % RANK	48.4%	40.0%	41.1%
	SMC Difference From AVG	1.1%	-1.6%	-0.4%
	SMC Difference From MED	0.0%	-0.4%	-0.7%

The current salary range for Accounting Specialist is Range 30 on the Classified Employee Salary Schedule. In this survey, SMC is in the 41st median percentile compared to all benchmark agencies with comparable classifications; that is, 59% of market comparables were paid higher than the SMC classification.

SALARY REALLOCATION

It is recommended that the salary for Accounting Specialist be reallocated from Range 30 (\$5,330 to \$6,479 per month) of the Classified Salary Schedule to Range 32 (\$5,596 to \$6,803 per month), a 5% increase. The proposed reallocation will preserve salary differentials in the occupational hierarchy.

The results of this study have been sent to incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

The following chart shows related classifications in this occupational hierarchy and current salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Accounts Payable Supervisor	M17	\$7,899	\$9,601	10.58%
Accountant	42	\$7,143	\$8,682	21.56%
Accounting Technician	34	\$5,876	\$7,143	5.00%
<i>Accounting Specialist (Proposed)</i>	<i>32</i>	<i>\$5,596</i>	<i>\$6,803</i>	<i>4.99%</i>
<i>Accounting Specialist (Current)</i>	<i>30</i>	<i>\$5,330</i>	<i>\$6,479</i>	

RECOMMENDATION

It is recommended that the Commission approve the classification revisions and salary reallocation for the Accounting Specialist.

FROM: Classified Employee Salary Schedule - Range 30

TO: Classified Employee Salary Schedule - Range 32

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

**Santa Monica Community College District
Personnel Commission**

Accounting Specialist

CONCEPT OF THE CLASS

Positions in this classification perform journey level ~~clerical~~-accounting support activities preparing, maintaining and processing accounts payable, accounts receivable, revolving cash funds, financial aid payments and/or reimbursements.

DISTINGUISHING CHARACTERISTICS

An **Accounting Specialist** performs journey level and complex ~~clerical~~-accounting support activities with direct accountability in preparing, maintaining and processing accounts payable, accounts receivable, revolving cash funds, financial aid payments and/or reimbursements. Incumbents perform routine to advanced ~~clerical~~-accounting support duties consistent with standard practices and established guidelines, with a moderate to high degree of independent judgment. Work is reviewed by an assigned Accounting Technician or manager.

An **Accounting Technician** is responsible for advanced journey level, ~~clerical and~~ technical accounting support activities, including accounts payable, accounts receivable, cash register processes, and cost of goods sold. This position requires work of a greater complexity and variety involving a broader applied understanding of technical accounting practices and principles. Work in this classification is performed with a high degree of independent judgement and minimal supervision. An Accounting Technician performs lead responsibilities, including reviewing the work of Accounting Specialists to maintain internal controls. Work is reviewed by an assigned Accountant or manager.

An **Accountant** performs highly responsible, professional accounting duties involving independent judgment, considerable initiative and discretionary decision-making authority, and requiring a thorough knowledge of professional accounting principles and practices. Incumbents serve as District resources to support management in fiscal decision making, planning and analysis, in addition to maintaining and auditing accounting records, reconciling, reviewing and preparing transactions, initiating reports and executing month-end and year-end processes. An Accountant performs lead responsibilities, including reviewing the work of assigned ~~clerical and technical~~-accounting support staff to maintain internal controls. Work is reviewed by an assigned manager.

ESSENTIAL DUTIES

Performs a variety of ~~clerical~~-accounting support and recording activities ~~in support of~~ assigned accounting functions including invoice payment posting, credit memo entry, direct pays, journal voucher corrections for account string corrections, manual accruals, and the reversal of manual accruals.

~~Compiles,~~ Rreviews and processes vendor invoices with purchase orders or authorized direct pays and approved reimbursement requests; verifies authorized signatures, payee, reviews calculations to ensure amounts are correct, complies with required sales/use taxes, credit memo discounts, ensures appropriate retention and stop notices are applied when applicable, verifies and matches invoices with conformity to purchase orders and ensures payments comply with SMC, county, state and federal requirements, ~~or contracts and receiving documents for payment;~~ checks request and supporting documents for accuracy and

Reviews and processes rejected/stale payroll warrants and other accounts payable check requests for payments while adhering to appropriate authorizations required by established SMC policies and procedures.

Verifies vendor information for, ~~resolves~~ missing, conflicting, and incorrect data and any other discrepancies identified in invoice processing and review of supporting documents; resolves conflicting information by contacting vendor, students, ~~works with originating departments or Procurement Dept to ensure, and vendors to resolve discrepancies~~ information is corrected with verified backup and information needed to update the vendor database and AP Financial System.-

Reviews, processes and resolves the electronic and manual student disbursements such as Financial Aid grants, tuition/VA/student insurance refunds, student lost warrant/stale check reissuance and tuition refunds; ensures funds are received by third party electronic disbursement system; reviews and posts student's financial aid cash receipts, stale checks and manual disbursements to the student financial records.

Receives, sorts, date stamps and logs incoming accounts payable documents; matches mail with payment authorization or routes to appropriate department for payment approval; maintains accurate historical records and audit trails through ~~Compiles and maintains~~ a variety of verifiable records, supporting documents/backup, logs, files, and reports to document financial data; ensures security of confidential vendor information.-

Reviews and computes sales and use tax in invoices being processed to ensure compliance with tax payment reporting or other tax requirements such as backup withholding.

Maintains an accurate and updated vendor database; collects properly completed W9/W8 forms from vendors; reviews vendor files to ensure proper classification for 1099 reporting; maintains W9/W8 forms & participates in the annual 1099/1042S reporting; ensures vendor's 1099 mailing address are up to date to comply with Federal and State tax reporting requirements.

Reviews, sorts, and properly codes invoices and refund checks.;

May file ~~and~~ maintain ~~purchase~~ orders for assigned vendors; may verify ~~encumbrances~~ and charges made to proper accounts; may encumber purchase orders.

Receives warrants and EFT notices, initiates the second signature on the warrants through the signing machine, reviews payment information such as vendor/payee name, invoice number, total amounts paid against the electronic backups in the financial system serving as the last AP audit before checks and EFT notices are mailed out to vendors.

Participates in monthly, quarterly and year end closing procedures for Accounts Payable ensuring all invoices for the month/year are received and paid, prepares journal voucher adjustments for manual accrual, reversal of accruals, account string corrections, prepayment and prepayment reversal to the proper fiscal year.

Receives, posts, disburses and/or maintains records related to cash receipts.

Posts payments and other data to regular and open purchase orders, requisitions and ledger sheets; ~~ensures that all electronic supporting documents uploaded to the accounts payable enters appropriate information into financial systems are accurate, comprehensive and complete; responds, researches and resolves County of Education Commercial Claims audits, prepares journal vouchers for entry as required.~~

Research, ~~reports~~ Answers and resolves routine and moderately difficult inquiries from administrators, staff, vendors, or students regarding accounts payable policies and procedures, various records, budgets, accounts, and programs to ensure compliance with SMC policies, state and federal regulations; actively coordinates with campus departments and vendors to resolve invoice and account statement discrepancies.

Researches and resolves unpaid, lost and stale warrants; requests, verifies and reviews reissuance request documents (affidavits for lost warrants) for accuracy and completeness; and initiates appropriate stop payments or cancellations of ~~warrants and checks~~. Processes reissuance requests.

May ~~R~~ receive, check, record, verify ~~and file~~ student grant award letters; ~~may release~~ warrants to students; resolves discrepancies; ~~may reconcile~~ District and county ~~computer printouts-records with~~ grants awarded; corrects or reports discrepancies to appropriate parties.

~~Posts charges for returned checks and~~ initiates collection process of overpayments, incomplete services, discounts or credit memos by following established procedures. ~~reviews refunds received from vendors and indicates appropriate account string codes for posting to general ledger and deposit by accountants; ensures refund checks are properly posted in the general ledger.~~

Reviews, reconciles and audits vendor account statements and payments to assure accuracy in payments such as retention, stop notices, revolving fund reimbursement with tools such as the mata table.

Processes District construction, consultant and lease contracts; confers with LACOE, construction companies, sub-contractors and facilities department to ensure payment processing compliance with District policies and procedures; develops and maintain original contract files; ensures that construction contracts include required legal documents.

Prepares bank deposit documents for processing; assists in reconciling bank statements as needed.

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

Supervision Received:

Positions in this classification receive general supervision from the Accounts Payable Supervisor, Director of Auxiliary Services, or assigned manager.

Supervision Exercised:

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

District policies, procedures, ~~rules and practices~~ and federal and state laws related to the preparation of accounting records, including accounts payable, accounts receivable and revolving cash funds

Knowledge of the ~~m~~ methods, practices, procedures and terminology used in financial and statistical bookkeeping

Knowledge of ~~a~~ alpha and numeric filing techniques

Knowledge of ~~b~~ basic mathematics

Modern computer applications, including word processing and spreadsheet programs

Knowledge of ~~m~~ modern office methods, practices and procedures

Ability to:

~~Make~~ **M**ake arithmetic calculations quickly and accurately

~~Ability to find and~~ **I**dentify and analyze discrepancies in records and take appropriate steps to resolve matters

~~Ability to u~~ **U**ppdate and maintain a variety of accounts files and records

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

~~Ability to use District or county on-line or personal computers for data entry, retrieval and modifications~~

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

~~Ability to use a calculator and personal computer~~

~~Ability to p~~ **P**ay attention to details

~~Ability to e~~ **S**et priorities and manage time and work in fast-paced and busy environment with multiple tasks and interruptions

~~Ability to i~~ **I**nterpret and follow oral and written instructions

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

~~Communicate effectively, both orally and in writing~~

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

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

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

~~Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, and students~~

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from High School or GED equivalent.

Experience Requirement:

Three ~~(3)~~ years increasingly responsible experience resolving a range of problems related to financial and statistical record keeping/bookkeeping activities.

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:

None

WORKING ENVIRONMENT & 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 fit, carry, push, or pull up to ~~25~~10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<i>Job Family:</i>	Business Administration & Fiscal Services
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	06/1977
<i>Class History:</i>	Account Clerk II/III, Accounting Specialist II
<i>Revision Date(s):</i>	01/80, 12/82, 08/89, 06/90, 10/95, 11/06 Hay Study, 06/16, <u>6/20/24</u>

**Santa Monica Community College District
Personnel Commission**

Accounting Specialist

CONCEPT OF THE CLASS

Positions in this classification perform journey level accounting support activities preparing, maintaining and processing accounts payable, accounts receivable, revolving cash funds, financial aid payments and/or reimbursements.

DISTINGUISHING CHARACTERISTICS

An **Accounting Specialist** performs journey level and complex accounting support activities with direct accountability in preparing, maintaining and processing accounts payable, accounts receivable, revolving cash funds, financial aid payments and/or reimbursements. Incumbents perform routine to advanced accounting support duties consistent with standard practices and established guidelines, with a moderate to high degree of independent judgment. Work is reviewed by an assigned Accounting Technician or manager.

An **Accounting Technician** is responsible for advanced journey level, technical accounting support activities, including accounts payable, accounts receivable, cash register processes, and cost of goods sold. This position requires work of a greater complexity and variety involving a broader applied understanding of technical accounting practices and principles. Work in this classification is performed with a high degree of independent judgement and minimal supervision. An Accounting Technician performs lead responsibilities, including reviewing the work of Accounting Specialists to maintain internal controls. Work is reviewed by an assigned Accountant or manager.

An **Accountant** performs highly responsible, professional accounting duties involving independent judgment, considerable initiative and discretionary decision-making authority, and requiring a thorough knowledge of professional accounting principles and practices. Incumbents serve as District resources to support management in fiscal decision making, planning and analysis, in addition to maintaining and auditing accounting records, reconciling, reviewing and preparing transactions, initiating reports and executing month-end and year-end processes. An Accountant performs lead responsibilities, including reviewing the work of assigned accounting support staff to maintain internal controls. Work is reviewed by an assigned manager.

ESSENTIAL DUTIES

Performs a variety of accounting support and recording activities for assigned accounting functions including invoice payment posting, credit memo entry, direct pays, journal voucher corrections for account string corrections, manual accruals, and the reversal of manual accruals.

Reviews and processes vendor invoices with purchase orders or authorized direct pays and approved reimbursement requests; verifies authorized signatures, payee, reviews calculations to ensure amounts are correct, complies with required sales/use taxes, credit memo discounts, ensures appropriate retention and stop notices are applied when applicable, verifies and matches invoices with conformity to purchase orders and ensures payments comply with SMC, county, state and federal requirements.

Reviews and processes rejected/stale payroll warrants and other accounts payable check requests for payments while adhering to appropriate authorizations required by established SMC policies and procedures.

Verifies vendor information for missing, conflicting, incorrect data and any other discrepancies identified in invoice processing and review of supporting documents; resolves conflicting information by contacting vendor, students, originating department or Procurement Dept to ensure vendor information is corrected with verified backup and information needed to update the vendor database and AP Financial System.

Reviews, processes and resolves the electronic and manual student disbursements such as Financial Aid grants, tuition/V/A/student insurance refunds, student lost warrant/stale check reissuance and tuition refunds; ensures funds are received by third party electronic disbursement system; reviews and posts student's financial aid cash receipts, stale checks and manual disbursements to the student financial records.

Receives, sorts, date stamps and logs incoming accounts payable documents; matches mail with payment authorization or routes to appropriate department for payment approval; maintains accurate historical records and audit trails through a variety of verifiable records, supporting documents/backup, logs, files, and reports to document financial data; ensures security of confidential vendor information.

Reviews and computes sales and use tax in invoices being processed to ensure compliance with tax payment reporting or other tax requirements such as backup withholding.

Maintains an accurate and updated vendor database; collects properly completed W9/W8 forms from vendors; reviews vendor files to ensure proper classification for 1099 reporting; maintains W9/W8 forms & participates in the annual 1099/1042S reporting; ensures vendor's 1099 mailing address are up to date to comply with Federal and State tax reporting requirements.

Reviews, sorts, and properly codes invoices and refund checks.

May file and maintain purchase orders for assigned vendors; may verify encumbrances and charges made to proper accounts; may encumber purchase orders.

Receives warrants and EFT notices, initiates the second signature on the warrants through the signing machine, reviews payment information such as vendor/payee name, invoice number, total amounts paid against the electronic backups in the financial system serving as the last AP audit before checks and EFT notices are mailed out to vendors.

Participates in monthly, quarterly and year end closing procedures for Accounts Payable ensuring all invoices for the month/year are received and paid, prepares journal voucher adjustments for manual accrual, reversal of accruals, account string corrections, prepayment and prepayment reversal to the proper fiscal year.

Receives, posts, disburses and/or maintains records related to cash receipts.

Posts payments and other data to regular and open purchase orders, requisitions and ledger sheets; ensures that all electronic supporting documents uploaded to the accounts payable financial systems are accurate, comprehensive and complete; responds, researches and resolves County of Education Commercial Claims audits.

Research, reports and resolves routine and moderately difficult inquiries from administrators, staff, vendors, or students regarding accounts payable policies and procedures, various records, budgets, accounts, and programs to ensure compliance with SMC policies, state and federal regulations; actively coordinates with campus departments and vendors to resolve invoice and account statement discrepancies.

Researches and resolves unpaid, lost and stale warrants; requests, verifies and reviews reissuance request documents (affidavits for lost warrants) for accuracy and completeness; and initiates appropriate stop payments or cancellations of warrants and processes reissuance requests.

May receive, check, record, verify and file student grant award letters; may release warrants to students; resolves discrepancies; may reconcile District and county records with grants awarded; corrects or reports discrepancies to appropriate parties.

Initiates collection process of overpayments, incomplete services, discounts or credit memos by following established procedures; reviews refunds received from vendors and indicates appropriate account string codes for posting to general ledger and deposit by accountants; ensures refund checks are properly posted in the general ledger.

Reviews, reconciles and audits vendor account statements and payments to assure accuracy in payments such as retention, stop notices, revolving fund reimbursement with tools such as the mata table.

Processes District construction, consultant and lease contracts; confers with LACOE, construction companies, sub-contractors and facilities department to ensure payment processing compliance with District policies and procedures; develops and maintain original contract files; ensures that construction contracts include required legal documents.

Prepares bank deposit documents for processing; assists in reconciling bank statements as needed.

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

Supervision Received:

Positions in this classification receive general supervision from the Accounts Payable Supervisor, Director of Auxiliary Services, or assigned manager.

Supervision Exercised:

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

District policies, procedures, practices and federal and state laws related to the preparation of accounting records, including accounts payable, accounts receivable and revolving cash funds

Methods, practices, procedures and terminology used in financial and statistical bookkeeping

Alpha and numeric filing techniques

Basic mathematics

Modern computer applications, including word processing and spreadsheet programs

Modern office methods, practices and procedures

Ability to:

Make arithmetic calculations quickly and accurately

Identify and analyze discrepancies in records and take appropriate steps to resolve matters

Update and maintain a variety of accounts files and records

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

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

Pay attention to details

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

Interpret and follow oral and written instructions

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from High School or GED equivalent.

Experience Requirement:

Three years increasingly responsible experience resolving a range of problems related to financial and statistical record keeping/bookkeeping activities.

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:

None

WORKING ENVIRONMENT & 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 fit, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<i>Job Family:</i>	Business Administration & Fiscal Services
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	06/1977
<i>Class History:</i>	Account Clerk II/III, Accounting Specialist II
<i>Revision Date(s):</i>	01/80, 12/82, 08/89, 06/90, 10/95, 11/06 Hay Study, 06/16, 6/20/24

Agenda Report Number	7
Subject	Retitle, Classification Description Revisions and Salary Reallocation: Class Scheduling Specialist to Academic Scheduling Specialist
Date	June 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval is the retitle, class description revisions and salary reallocation for **Class Scheduling Specialist**.

In response to a request for reclassification submitted, Personnel Commission staff conducted a study of the Class Scheduling Specialist classification. The Class Scheduling Specialist performs complex technical functions in support of academic schedule production. Incumbents create and maintain schedule content, serve as a functional expert on the District's scheduling databases and assist in training database users.

This classification was created in March 2019 and has not been revised since its approval date. There is currently one permanent incumbent in this classification.

METHODOLOGY

A Request for Reclassification Form and a Position Description Questionnaire (PDQ) were submitted to the Commission in November 2023. Personnel Commission staff reviewed the information submitted and conducted a job audit with the incumbent to gather additional details about the scope of responsibilities, level of complexity of the duties, knowledge required for the role and the timeframe during which these duties were performed. An interview was conducted with the incumbent's supervisor, Dione Hodges, Dean, Academic Affairs, to discuss the classification description. In addition, the supervisor was requested to update required duties and complete a duty analysis worksheet by rating the frequency and criticality of each duty in the classification description. Distinguishing characteristics were modified to delineate this classification from related roles, the KSA's (knowledge, skills and abilities) section was updated, and duties were added and modified to more accurately reflect the responsibilities assigned to this classification.

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

RESULTS

Based on the data gathered, a retitle with revisions to the description is being proposed to include a more accurate description of the work required. Based on job analysis findings, Commission staff found that the Class Scheduling Specialist has gradually increased in complexity and level of knowledge required since it was initially created in 2019. The changes being presented serve to clarify the class concept, update the essential duties, KSAs (knowledge, skills, and abilities) and distinguishing characteristics.

The salary survey of standard benchmark agencies was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the Class Scheduling Specialist. The survey resulted in eight moderate matches, which are identified and presented below:

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Class Scheduling Specialist	\$5,596	\$6,803	\$6,200
Cerritos College	Instructional Scheduling Specialist	\$5,597	\$6,726	\$6,162
Contra Costa CCD	Academic Scheduling Specialist	\$5,870	\$7,153	\$6,512
Long Beach City College	Schedule Specialist	\$5,802	\$7,152	\$6,477
Los Angeles CCD	Academic Scheduling Specialist	\$5,402	\$6,693	\$6,048
North Orange County CCD	Catalog and Schedule Coordinator	\$5,909	\$7,130	\$6,520
Pasadena City College	Scheduling Specialist	\$5,354	\$6,834	\$6,094
Santa Barbara City College	Catalog/Schedule Specialist	\$5,808	\$6,904	\$6,356
Ventura County CCD	Academic Data Specialist	\$5,290	\$7,295	\$6,293
	Average	\$5,629	\$6,986	\$6,307
	25th Percentile	\$5,390	\$6,807	\$6,145
	50th Percentile	\$5,700	\$7,017	\$6,324
	75th Percentile	\$5,824	\$7,152	\$6,486
	80th Percentile	\$5,845	\$7,153	\$6,498
	90th Percentile	\$5,882	\$7,196	\$6,514
	SMC % RANK	42.7%	24.4%	32.7%
	SMC Difference From AVG	-0.6%	-2.7%	-1.7%
	SMC Difference From MED	-1.8%	-3.1%	-2.0%

The current salary range for Class Scheduling Specialist is Range 32 on the Classified Salary Schedule. In this survey, SMC is in the 33rd median percentile compared to all benchmark agencies with comparable classifications; that is, 67% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that the salary for Class Scheduling Specialist be reallocated from Range 32 (\$5596 to \$6803) to Range 34 (\$5876 to \$7143) on the Classified Salary Schedule, a 5% increase. The proposed increase would place the median salary for this classification at the 85th percentile compared to the market median. Salary reallocation is justified given that it meets the College’s goal to target base median salary at the 70th percentile. One range lower would place the salary below the 70th percentile ranking as compared to the market median. Position review results were sent to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle, class description revisions and salary reallocation for Class Scheduling Specialist.

From: Class Scheduling Specialist Range 32 – Classified Salary Schedule

To: Academic Scheduling Specialist Range 34 – Classified Salary Schedule

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

**Santa Monica Community College District
Personnel Commission**

~~Class-Academic~~ Scheduling Specialist

CONCEPT OF THE CLASS

Under general supervision, this position performs complex technical functions in support of ~~class~~ academic schedule production. Incumbents will create and maintain schedule content, serve as a functional expert on the District's scheduling databases and assist in training database users.

DISTINGUISHING CHARACTERISTICS

The ~~Class-Academic~~ Scheduling Specialist works independently to perform complex technical duties related to the creation, revision and publication of the schedule of classes.

The Curriculum Specialist performs complex technical duties related to course-level curriculum and articulation data to assist in the facilitation of the District's curriculum processes.

~~The Administrative Assistant III performs a variety of complex secretarial duties and provides paraprofessional administrative support to senior level District administrators.~~

ESSENTIAL DUTIES

Ensures accuracy of published class schedules by verifying and processing schedule input from department chairs and entering information in appropriate scheduling and facilities databases including faculty teaching assignments, weekly teacher hours allocation, faculty contract load balances, and instructor pay types.

Maintains production calendar and timelines for development of the Schedule of Classes by entering and updating data in applicable systems.

Manages classroom assignments using scheduling applications; assigns classrooms, resolves conflicts and responds to scheduling inquiries and classroom change requests.

Audits faculty teaching assignments for potential errors in need of correction by the administrator or Department Chair, including weekly teacher hours, faculty time conflicts, faculty contract load, faculty pay-coding issues, student seat capacity constraints, and room scheduling conflicts based on the Faculty Agreement and policies, guidelines, and practices in Academic Affairs.

Retrieves and analyzes enrollment and course data to assist administrators and Department Chairs in adding and cancelling sections based on student demand, including processing requests for class cancellations as approved by the Department Chair and administrator.

Prepares reports regarding schedule changes, room usage, and instructor assignments; provides information to staff, administrators and faculty.

Informs students of class schedule changes including but not limited to class cancellations and additions, instructor of record, and advises students on alternative available class sections.

Supports online and hardcopy publications of the Schedule of Classes by reviewing and updating information in the scheduling database throughout the semester.

Creates, organizes and maintains various information systems such as data management, spreadsheet, and word processing systems so that information is current, accurate and accessible.

Provides on-going technical assistance to faculty, staff, and management related to data entry, room conflicts, and general scheduling matters by extracting information from applicable databases.

Liaises with IT and Events staff to perform schedule revisions; maintains and synchronizes data in scheduling and facilities databases so that information is accurate and up to date.

Enrolls students in classes when there are system issues that require administrative enrollment, such as independent studies, study abroad, audition only, and consolidation of class sections.

Reviews and corrects various reports related to the schedule of classes that are required by Information Technology for local and Chancellor's Office submission.

Develops and conducts training and workshops for faculty, administrators and staff related to scheduling software and procedures.

Utilizes emerging technologies to assist with the selection, development and maintenance of scheduling software systems.

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

Positions in this classification receive general supervision from the Dean, ~~Academic Affairs of Instructional Services.~~

Level of Supervision Exercised

May provide guidance and direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Computer applications and programs that support this level of work, including related college wide information systems, ~~and~~ spreadsheet, presentation, and data management tools

Faculty contract rules pertaining to academic assignments and loads

District policies, the structure, organization and function of various offices on and off campus

The California Community College (CCC) Chancellor Student Attendance Accounting Manual

Methods, principles, practices, procedures and terminology used in reporting

Customer service practices

Federal, state, and local laws, rules, and regulations applicable to assigned area

Ability to:

- Operate a computer using computer applications, programs and standard office equipment
- Accurately work with, and recognize discrepancies or errors in, detailed information
- Be timely and responsive in troubleshooting and resolving problems with campus scheduling system
- Monitor issues and problems with course scheduling system, prioritize by level of importance and identify appropriate entity to resolve in a timely manner
- Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility
- Communicate effectively, both orally and in writing
- Train and provide direction to others, including training others in the specialized software and applications specific to assigned area of responsibility
- Work independently with minimal supervision
- Assign classes to campus facilities without conflict and track classroom usage
- Role model exceptional internal and external customer service
- Stay updated on technology changes and adapt to new technologies
- Interpret, apply, and explain applicable laws and regulations and District policies and procedures
- 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
- Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent from an accredited college or university.

Experience Requirement:

Two ~~(2)~~ years of clerical technical experience requiring the use of complex database systems. Experience in a higher education setting is preferred.

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:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described

here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

<i>Job Family:</i>	Clerical
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	03/20/2019
<i>Class History:</i>	None
<i>Revision Date(s):</i>	<u>6/20/24</u>

**Santa Monica Community College District
Personnel Commission**

Academic Scheduling Specialist

CONCEPT OF THE CLASS

Under general supervision, this position performs complex technical functions in support of academic schedule production. Incumbents will create and maintain schedule content, serve as a functional expert on the District's scheduling databases and assist in training database users.

DISTINGUISHING CHARACTERISTICS

The **Academic Scheduling Specialist** works independently to perform complex technical duties related to the creation, revision and publication of the schedule of classes.

The **Curriculum Specialist** performs complex technical duties related to course-level curriculum and articulation data to assist in the facilitation of the District's curriculum processes.

ESSENTIAL DUTIES

Ensures accuracy of published class schedules by verifying and processing schedule input from department chairs and entering information in appropriate scheduling and facilities databases including faculty teaching assignments, weekly teacher hours allocation, faculty contract load balances, and instructor pay types.

Maintains production calendar and timelines for development of the Schedule of Classes by entering and updating data in applicable systems.

Manages classroom assignments using scheduling applications; assigns classrooms, resolves conflicts and responds to scheduling inquiries and classroom change requests.

Audits faculty teaching assignments for potential errors in need of correction by the administrator or Department Chair, including weekly teacher hours, faculty time conflicts, faculty contract load, faculty pay-coding issues, student seat capacity constraints, and room scheduling conflicts based on the Faculty Agreement and policies, guidelines, and practices in Academic Affairs.

Retrieves and analyzes enrollment and course data to assist administrators and Department Chairs in adding and cancelling sections based on student demand, including processing requests for class cancellations as approved by the Department Chair and administrator.

Prepares reports regarding schedule changes, room usage, and instructor assignments; provides information to staff, administrators and faculty.

Informs students of class schedule changes including but not limited to class cancellations and additions, instructor of record, and advises students on alternative available class sections.

Supports online and hardcopy publications of the Schedule of Classes by reviewing and updating information in the scheduling database throughout the semester.

Creates, organizes and maintains various information systems such as data management, spreadsheet, and word processing systems so that information is current, accurate and accessible.

Provides on-going technical assistance to faculty, staff, and management related to data entry, room conflicts, and general scheduling matters by extracting information from applicable databases.

Liaises with IT and Events staff to perform schedule revisions; maintains and synchronizes data in scheduling and facilities databases so that information is accurate and up to date.

Enrolls students in classes when there are system issues that require administrative enrollment, such as independent studies, study abroad, audition only, and consolidation of class sections.

Reviews and corrects various reports related to the schedule of classes that are required by Information Technology for local and Chancellor's Office submission.

Develops and conducts training and workshops for faculty, administrators and staff related to scheduling software and procedures.

Utilizes emerging technologies to assist with the selection, development and maintenance of scheduling software systems.

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

Positions in this classification receive general supervision from the Dean, Academic Affairs.

Level of Supervision Exercised

May provide guidance and direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Computer applications and programs that support this level of work, including related college wide information systems, spreadsheet, presentation and data management tools

Faculty contract rules pertaining to academic assignments and loads
District policies, the structure, organization and function of various offices on and off campus

The California Community College (CCC) Chancellor Student Attendance Accounting Manual

Methods, principles, practices, procedures and terminology used in reporting

Customer service practices

Federal, state, and local laws, rules, and regulations applicable to assigned area

Ability to:

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

Accurately work with, and recognize discrepancies or errors in, detailed information

Be timely and responsive in troubleshooting and resolving problems with campus scheduling system

Monitor issues and problems with course scheduling system, prioritize by level of importance and identify appropriate entity to resolve in a timely manner

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

Communicate effectively, both orally and in writing

Train and provide direction to others, including training others in the specialized software and applications specific to assigned area of responsibility

Work independently with minimal supervision

Assign classes to campus facilities without conflict and track classroom usage

Role model exceptional internal and external customer service

Stay updated on technology changes and adapt to new technologies

Interpret, apply, and explain applicable laws and regulations and District policies and procedures

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

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent from an accredited college or university.

Experience Requirement:

Two years of clerical technical experience requiring the use of complex database systems. Experience in a higher education setting is preferred.

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:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

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

<i>Job Family:</i>	Clerical
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	03/20/2019
<i>Class History:</i>	None
<i>Revision Date(s):</i>	6/20/24

J. Consent Agenda

Report Number	Subject	Page Number
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9	Ratification of Meeting Minutes	61
10	Ratification of Working Out of Class and Internal Limited Term Assignments	62
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12	Personnel Commission Project Status Report	65

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

Agenda Report Number	8
Subject	Ratification of Eligibility Lists
Date	June 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
Outreach and Recruitment Specialist (PROMO)	2	2	12/13/2024
Program Coordinator-Community Education (PROMO)	4	4	12/10/2024
Laboratory Technician-Life Science (Aquaculture)	0	14	6/18/2025

Agenda Report Number	9
Subject	Ratification of Meeting Minutes
Date	June 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. Special Meeting Minutes- May 15, 2024
2. Special Meeting Minutes- May 31, 2024

Agenda Report Number	10
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	June 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 Working Out of Class Assignment

Name/Permanent Class	Provisional Assignment	Assignment Dates
Nahum Campos, Custodian	Skilled Maintenance Worker II	7/1/2024 to 11/5/2024
Jeremy Newman, Student Services Clerk	Student Services Assistant (EOPS/CARE)	6/1/2024 to 10/4/2024

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

II. Internal Limited Term Assignment

Name/Permanent Class	Provisional Assignment	Assignment Dates
George Rogers, Student Services Clerk	Student Services Assistant (EOPS/CARE)	6/1/2024 to 12/20/2024
Corey Smith, Student Services Clerk	Student Services Assistant (International)	6/3/2024 to 6/28/2024

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

III. Extension to Existing Substitute Limited Term Assignment

Name/Permanent Class	WOC Assignment	Dates of Initial Assignment	Dates of Extension
Giselle Gradilla, Administrative Assistant II	Outreach and Recruitment Specialist	1/16/2024 to 6/11/2024	6/12/2024 to 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.

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

11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

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

11.4 Salary on Promotion

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

RECOMMENDATION

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

Agenda Report Number	11
Subject	Appointments to Provisional Assignments
Date	June 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*
Farah Haque	Events Assistant	SMC Performing Arts Center	5/6/2024-6/30/2024
Frans Klinkenberg	Theatre Technical Specialist	SMC Performing Arts Center	7/10/2023-3/27/2024

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

Agenda Report Number	12
Subject	Personnel Commission Project Status Report
Date	June 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
Administrative Assistant II	AF			
Campus Safety Officer	JG	1/27/2023	9/12/2023	Continuous
Community College Police	JG	10/30/2023		Continuous
Database Administrator	JL	3/4/2024	3/22/2024	
Disabled Student Services Assistant				
Instructional Tutor - Math	JG	5/8/2024	5/29/2024	
International Student Services Specialist	OV	5/30/2024	6/20/2024	
Laboratory Technician - Life Science	AF	3/20/2024	4/10/2024	6/20/2024
Laboratory Technician - Photography		5/24/2024	6/14/2024	
Outreach & Recruitment Specialist	OV	4/30/2024	5/20/2024	6/20/2024
Program Coordinator - Community Education	OV	4/30/2024	5/20/2024	6/20/2024
Theatre Arts Program Assistant	AF	12/4/2023	1/2/2024	On Hold
Theatre Technical Specialist (Cont.)	TM	10/15/2021		Continuous
Personnel Technician	JL			
Personnel Specialist	JL			

Classification and Compensation

Title	Type of Request	Progress	Assigned to	PDQ	Date Completed
Tutoring Coordinator - Business	Cyclical Review	Development	OV	10/13/2023	
Tutoring Coordinator - English & Humanities	Cyclical Review	Development	OV	10/13/2023	
Tutoring Coordinator - Learning Disabilities	Cyclical Review	Development	OV	7/20/2023	
Tutoring Coordinator - Math	Cyclical Review	Development	OV	10/13/2023	
Tutoring Coordinator - Modern Language	Cyclical Review	Development	OV	10/13/2023	
Tutoring Coordinator - Science	Cyclical Review	Development	OV	10/13/2023	
Career Education Specialist	Cyclical Review	Hold	OV	11/15/2022	2/1/2023
Clinical Placement Specialist	Cyclical Review	PC Agenda	JL	3/13/2024	5/29/2024
Disabled Student Services Assistant	Cyclical Review	PC Agenda	JB	6/2/2023	12/13/2023
Health Sciences Learning Lab Specialist	Cyclical Review	PC Agenda	JL		
Class Scheduling Specialist	Position Review	PC Agenda	AF	1/4/2024	
Accounting Specialist	Salary Reallocation	PC Agenda	AF	4/18/2023	5/14/2024
Instructional Assistant - English	Cyclical Review	Post Approval	JB	6/2/2023	2/15/2024
Dance Production Specialist	Cyclical Review	Research & Planning	TM	12/20/2023	
Director of Facilities Programming	Cyclical Review	Research & Planning	JG	12/20/2023	
Health Assistant	Cyclical Review	Research & Planning	OV	3/13/2024	
Health Center Supervisor	Cyclical Review	Research & Planning	OV		
Nurse Practitioner	Cyclical Review	Research & Planning	OV	2/2/2024	
Planetarium Staff Administrator	Cyclical Review	Research & Planning	JG	12/20/2023	
Production Manager	Cyclical Review	Research & Planning	JG	12/20/2023	
Registered Nurse - Health Services	Cyclical Review	Research & Planning	OV	2/2/2024	
Student Services Assistant	Cyclical Review	Research & Planning	AF	6/7/2024	
Student Services Clerk	Cyclical Review	Research & Planning	AF	6/7/2024	
Theatre Technical Director	Cyclical Review	Research & Planning	JG	12/20/2023	
Digital Marketing Coordinator	New Class	Research & Planning	JB	2/8/2024	
Curriculum Specialist	Position Review	Research & Planning	AF	11/20/2023	
Senior Graphics Designer	Position Review	Research & Planning	JB		
Costume Designer	Cyclical Review	Stakeholder Review	TM	12/20/2023	5/20/2024
Events Assistant	Cyclical Review	Stakeholder Review	JG	12/20/2023	5/31/2024
Lead Theater Technician	Cyclical Review	Stakeholder Review	JG	12/20/2023	5/31/2024
Stage Construction Technician	Cyclical Review	Stakeholder Review	JG	12/20/2023	5/31/2024
Stage Construction Technician - Sound	Cyclical Review	Stakeholder Review	JG	12/20/2023	5/31/2024
Stage Construction Technician -Lighting	Cyclical Review	Stakeholder Review	JG	12/20/2023	5/31/2024
Stage Design Technician	Cyclical Review	Stakeholder Review	JG	12/20/2023	5/31/2024
Theater Technician	Cyclical Review	Stakeholder Review	JG	12/20/2023	5/31/2024
Theatre Technical Specialist	Cyclical Review	Stakeholder Review	JG	12/20/2023	5/31/2024
Campus Store Operations Assistant	Description Revision	Stakeholder Review	AG		4/2/2024
Course Materials Buyer	Description Revision	Stakeholder Review	AG		
Customer Service Assistant	Description Revision	Stakeholder Review	AG		
DSPS Specialist	Description Revision	Stakeholder Review	JL		11/25/2022
Administrative Assistant II	Position Review	Stakeholder Review	AF	2/2/2022	3/6/2024
KCRW Radio Media and Public Relations Officer	Cyclical Review	Upcoming		6/7/2024	
KCRW Radio Programming Assistant	Cyclical Review	Upcoming		6/7/2024	
KCRW Radio Programming Technician	Cyclical Review	Upcoming		6/7/2024	
KCRW Radio Services Assistant	Cyclical Review	Upcoming		6/7/2024	
KCRW Radio Station Assistant Director	Cyclical Review	Upcoming		6/7/2024	
KCRW Radio Station Assistant Engineer	Cyclical Review	Upcoming		6/7/2024	
KCRW Radio Station Director	Cyclical Review	Upcoming		6/7/2024	
KCRW Radio Station Engineer	Cyclical Review	Upcoming		6/7/2024	
KCRW Radio Station Operations Manager	Cyclical Review	Upcoming		6/7/2024	
KCRW Radio Station Recording Engineer	Cyclical Review	Upcoming		6/7/2024	
KCRW Radio Subscription Services Senior Specialist	Cyclical Review	Upcoming		6/7/2024	
KCRW Radio Website News Producer	Cyclical Review	Upcoming		6/7/2024	
Radio Engineer Manager	Cyclical Review	Upcoming		6/7/2024	
Senior Technology User Support Specialist	Cyclical Review	Upcoming	JL	11/3/2023	
Basic Needs Case Manager	New Class	Upcoming	OV	3/26/2024	
Human Resources Specialist	Position Review	Upcoming		5/30/2024	
Senior Career Services Advisor	Position Review	Upcoming		6/11/2024	
Audio-Visual Equipment Technician	Salary Reallocation	Upcoming	JL		
Human Resources Specialist	Salary Reallocation	Upcoming	JL		
Instructional Media Specialist	Salary Reallocation	Upcoming	OV	10/11/2023	
Senior Veterans Resource Specialist	Salary Reallocation	Upcoming	OV	1/17/2023	2/9/2023

K.Adjournment

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

As required by law, the agenda for the June 20, 2024 Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.