

Public Session: 12:00 p.m.

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

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

- c. Director's Report

Classification Studies

Currently reviewing classifications and salaries for 34 classifications which are part of the cyclical studies. Additional reviews in process that are outside of the cyclical studies include requests for two new classifications, one classification revision, two position reclassifications, and two requests for salary reviews of individual positions.

The next group of studies will fall under Campus Safety and once completed staff plans to move forward with the Instructional Assistants.

Recruitment

Personnel Commission staff presented two eligibility lists for approval: Administrative Assistant II and Student Services Assistant (Promotional) as well as an unranked list of candidates who recently passed the Spanish Bilingual Oral and/or Written Test. At the time of the meeting there were nine recruitments in process, and 18 more recruitments upcoming.

Merit Rules Advisory Committee Update

The Merit Rules Advisory Committee plans to bring forth final revisions for Chapter 14 for a second and final reading next month and will then move forward to Chapter 15, which covers Resignation and Reinstatement.

- d. Public Comments: Non-Actionable Items from those in attendance.
 - i. Recognition of Employee Longevity-July 2023

5 YEARS

Kasey Garland, Administrative Assistant II, Facilities Maintenance & Operations
Rebecca Yilma Kassaye, Accountant, Fiscal Services

-Ann Le and Jose Hernandez thanked and acknowledged Rebecca's 5 years of service with the College.

10 YEARS

Jaime Recinos, Campus Store Assistant Manager, Campus Store
Lugina Rogers, Human Resources Analyst-Leaves & Benefits, Human Resources

-Dr. Tre'Shawn Hall Baker thanked and acknowledged Lugina's 10 years of service with the College.

15 YEARS

Star Barboza, Custodian, Operations
Jorge Jimenez, Grounds Equipment Operator, Grounds
Nichelle Monroe, Administrative Clerk, Learning Resource Center
Andres Munoz, Outreach and Recruitment Specialist, Outreach & Onboarding

-Jose Hernandez thanked and acknowledged Andres' 15 years of service with the College.

Maria Ong, Financial Aid & Scholarship Specialist, Financial Aid

-Stacey Neal thanked and acknowledged Maria's 15 years of service with the College.

Clarence Warren, Jr, Academic Records Evaluator, Admissions & Records
Torrance Williams, Financial Aid & Scholarship Specialist, Financial Aid

25 YEARS

Cherie Pena, Academic Computing Instructional Specialist, Instructional Computing

- e. Comments from the Vice President of Human Resources

Dean of Human Resources, Dr. Tre'Shawn Hall Baker spoke on behalf of Vice President Sherri Lee-Lewis. She acknowledged all longevity recipients and thanked them for their service to the College.

- f. Comments from the CSEA Chapter 36 Representative

No Comments.

- g. Comments from the Management Association President

No Comments.

- h. Comments from the Personnel Commission Staff

No Comments.

i. Comments from the Personnel Commissioners

Commissioner Deborah Jansen requested that Director of the Personnel Commission, Carol Long, provide generic comment on pending Legislation Bill AB 1699. Director Long presented the following:

AB 1699 will require that hiring for all part-time and full-time classified vacancies be prioritized by seniority vs. examination and interview results. Vacant positions must be offered first to the most senior internal candidate who is interested in the job, and either meets MQ's or can meet MQ's if they are provided with 10 or fewer hours of District-paid training. Only after it is confirmed that no internal candidates are interested can the District advertise positions to candidates from outside of SMC and conduct any competitive process. This will apply to all community colleges and K-12 school districts in California, regardless of whether they utilize a merit system.

This bill is authored by Assemblymember Kevin McCarty. AB 1699 has currently passed through the full Assembly, and the Senate Committee on Labor, Public Employment, and Retirement as of Wednesday, July 12. The next stop is the Senate Appropriations Committee, which I believe will be held on August 14. If this bill continues moving forward, I believe it is scheduled to arrive on the Governor's desk in mid-October. (10/14)

II. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
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2	Retitle, Classification Revisions and Salary Reallocation: Budget Technician to Budget Analyst	6

III. Consent Agenda: All items to be considered and approved in one motion unless removed by a Commissioner for discussion

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7	Ratification of Meeting Minutes: Regular Meeting Minutes-June 21, 2023 Special Meeting Minutes-June 29, 2023	28
8	Ratification of Eligibility Lists: Administrative Assistant II Student Services Assistant (Promotional) Special Skills-Bilingual English/Spanish	29
9	Extension of Eligibility Lists: Administrative Assistant I Enterprise Business Services Clerk (Promotional) Enterprise Business Services Clerk (Open) Student Services Assistant (Promotional)	30
10	Personnel Commission Project Status Report	31

IV. Adjournment

Agenda Report Number	1
Subject	Request for Administrative Review of Position Reclassification Study: Budget Technician
Date	July 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission hear and consider the appeal of a position classification study for Budget Technician.

Merit Rule 16.1 Complaint Procedures for Classified Personnel

16.1.1 PURPOSE OF THE COMPLAINT PROCEDURE

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

16.1.3 GENERAL PROCEDURES

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

Personnel Commission Action

Approve:

Deny: X

Request to Continue:

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

Agenda Report Number	2
Subject	Retitle, Classification Revisions and Salary Reallocation: Budget Technician to Budget Analyst
Date	July 20, 2023
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 **Budget Technician**.

In response to a request for reclassification submitted by the Department, Personnel Commission staff conducted a study of the Budget Technician classification in Fiscal Services. The Budget Technician performs a variety of technical and complex clerical duties, which involve compiling, organizing, maintaining, and analyzing financial information to support budget preparation and administration. The Budget Office's mission is to develop and maintain a budget which aligns with the District's strategic plans and promotes long-term fiscal stability of the District.

This classification was created in July 2016 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 September 2022. 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. Interviews were conducted with the incumbent's supervisor, Veronica Diaz, Director of Budget and Christopher Bonvenuto, Vice President of Business/Administration 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, and duties were added, removed and modified to more accurately reflect the analytical 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 Budget Technician has gradually increased in complexity and scope and effect since it was initially created in 2016. The changes being presented serve to clarify the class concept, update the essential duties and KSAs (knowledge, skills, and abilities) and add distinguishing characteristics. This job is now responsible for analyzing and reconciling accounts, preparing schedules for the annual budget, developing a budget for assigned funds and other analytical budget duties. The scope of this role includes agency wide impact, as budget preparation and administration affect critical agency resources. More complex budgetary analysis and administration responsibilities is performed by the Director of Budget.

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). Most of our comparable agencies did not have an equivalent job similar in nature and level of work required for this classification and varied in organizational structure. Several agencies utilized analysts performing a full range of complex, budgetary and administrative duties, including serving as a professional expert in strategic and financial planning, budget development and administration, or policy formulation. Some required expertise in design and development of audit procedures and internal controls, or professional-level accounting experience. As a result, the salary recommendation is based on internal comparison with similar roles at the College.

SALARY REALLOCATION

It is recommended that the salary for the proposed Budget Analyst be reallocated from **Range 34 (\$5,876 to \$7,143 per month) to Range 38 (\$6,479 to \$7,875 per month)** on the Classified Employee Salary Schedule, a 10% increase. The proposed increase will be commensurate with the role's increased complexity and scope of responsibility. Higher paid roles in this job discipline require higher level of professional knowledge in fiscal services.

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

JOB TITLE	RANGE	MIN	MAX	MINIMUM QUALIFICATIONS	% DIFF BETWEEN LEVELS
Director of Budget	M32	\$11,392	\$13,847	Bachelor's degree in a related field and 5 years of professional level government budget management experience including budget development, financial accounting, analysis and forecasting, and 2 years in a supervisory or administrative capacity.	21.6%
Accounting Manager	M24	\$9,372	\$11,392	Bachelor's degree in a related field and 3 years of professional accounting experience including 1 year of lead or supervisory experience.	18.6%
Accounts Payable Supervisor	M17	\$7,899	\$9,601	Bachelor's degree in a related field and 3 years of professional accounting experience. Lead or supervisory experience preferred.	7.6%
Accounting Supervisor	M14	\$7,343	\$8,926	Bachelor's degree including 24 semester units of accounting coursework and 3 years of professional-level accounting or auditing experience. Lead or supervisory experience preferred.	2.8%
Accountant	42	\$7,143	\$8,682	Bachelor's degree including 24 semester units of accounting coursework and 3 years of professional-level accounting or auditing experience.	10.2%
<i>Budget Analyst (Proposed)</i>	<i>38</i>	<i>\$6,479</i>	<i>\$7,875</i>	<i>Associate's degree in a related field and 3 years of increasingly responsible technical experience performing financial recordkeeping activities, preferably including the preparation and tracking of budgets in a governmental agency.</i>	<i>10.3%</i>
<i>Budget Technician (Current)</i>	<i>34</i>	<i>\$5,876</i>	<i>\$7,143</i>	<i>Associate's degree in a related field and 3 years of increasingly responsible technical clerical experience performing financial recordkeeping activities, preferably including the preparation and tracking of budgets in a governmental agency.</i>	<i>0.0%</i>
Accounting Technician	34	\$5,876	\$7,143	Associate's degree in a related field and 3 years of increasingly responsible experience resolving a range of problems related to financial and statistical record keeping/bookkeeping activities.	10.2%
Accounting Specialist	30	\$5,330	\$6,479	High school diploma or equivalent and 3 years of increasingly responsible experience resolving a range of problems related to financial and statistical record keeping/bookkeeping activities.	

The results of this study have been sent to the incumbent, CSEA, Department Management, Business Services, Human Resources, and the College President/Superintendent.

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle, revisions and salary reallocation for the Budget Technician.

FROM:

Budget Technician

\$5,876 to \$7,143 per month (Classified Employee Salary Range 34)

TO:

Budget Analyst

\$6,479 to \$7,875 per month (Classified Employee Salary Range 38)

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

**Santa Monica Community College District
Personnel Commission**

Budget Technician Budget Analyst

CONCEPT OF THE CLASS

Under general supervision, this position performs a variety of technical and complex budget clerical duties requiring budget review, analysis and reconciliation that which involve compiling, organizing, maintaining, and analyzing financial information to support, budget preparation and administration, including working with various District Personnel on budget requests, inquiry and adjustments.

DISTINGUISHING CHARACTERISTICS

A Budget Analyst performs a broad range of technical budgeting activities, which involves the compilation, analysis and maintenance of budget data. This position performs complex and analytical budget calculations and works with District Personnel on budget maintenance.

An Accounting Technician is responsible for advanced journey level, clerical and technical accounting, including accounts payable, accounts receivable, cash register processes, and costs of goods sold. This position requires work of considerable complexity and variety involving a broad applied understanding of technical accounting practices and principles.

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.

ESSENTIAL DUTIES

Assists in the coordination and preparation of the District's annual and quarterly budget for both unrestricted and restricted funds by entering data into computerized systems, compiling and distributing budget requests, reconciling revenues and expenditures budget to ensure accuracy, summarizing budget requests into financial reports, preparing budget lines for upload into systems, preparing projections based on varied assumptions and analyzing variances, performing research on revenue and expenditures, and compiling and distributing budget requests.

Perform research and prepares schedules and analyses related to annual and mid-year updates to operating budget, as Assists in regular budget reviews by compiling and analyzing accounting and financial data, preparing budget to actual variances, and inter-period or comparative variances.

Gathers, Receives and summarizes budget augmentation requests, makes initial evaluation of request validity, reviews for accuracy, completeness and compliance with District policy, requests additional supporting documentation or clarification of request; works with department administrator, manager or staff to recommend necessary changes and answer questions; calculates salary and benefits forecasts, researches fund availability to cover expense and informs departments of District decision regarding their request, submitted by departments for approval by Senior Staff, and assists in tracking them.

Prepares budget transfers, reviews budget transfers submitted by departments, prepares salary and benefits data, reconciles and summarizes budget transfers for budget upload and entry into financial system.

~~Distributes budget reports, monitors budgets, identifies accounts with negative balances, informs departments and requests budget transfers, and answers budget-related questions from departments; reviews, analyzes and reconciles accounts and informs accounting of any necessary adjustments.~~

Prepares and board agenda ~~itemse~~ for approval by the Board of Trustees.

Creates, organizes, and maintains various data information systems so that information is current, accurate, and accessible.

Participates in Budget Department process improvements by assisting in the program reviewing to meet department goals; assists in reviewing, documenting, and developing changes to improve Budget department procedures.

~~Provides administrative support to projects and special assignments that may require obtaining information from different departments.~~

Organizes historical data and prepares statistical reports and graphs which assists management in budget decision making.

Participates in the annual review of account strings and set up of budget in the financial system.

Monitor labor distribution report for correctness of account strings and requests adjustments in system.

Participates in special budget projects 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

Level of Supervision Received

Positions in this classification receive general supervision from the Director of Budget, ~~designated manager in Fiscal Services.~~

Level of Supervision Exercised

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Governmental accounting principles, practices, policies, and terminology, as it relates to financial and statistical recordkeeping and budgeting procedures

Business software applications and accounting systems

Office practices and procedures pertaining to the organization and management of ~~electronic and non-electronic~~ files and records

Applicable provisions of the California Education Code and the California Community Colleges Budget and Accounting Manual

~~Basic Mathematics and statistics, as needed~~ to compute totals, extensions, and percentages

Ability to:

Analyze budgetary information and apply knowledge and sound judgment to formulate effective recommendations and solutions

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

Review, analyze, and perform mathematical computations utilizing detailed financial information

Track and organize a high volume of files and financial data, utilizing alphabetical, numeric, or other organizational techniques

Interpret financial and statistical data and prepare financial reports, statements and projections

Effectively communicate technical and non-technical information verbally, and in writing, to diverse stakeholder groups

Interpret and apply Board of Trustees Rules, and provisions of the California Education Code and the California Community College Budget and Accounting Manual

Operate a computer using ~~word processing computer applications, programs and other business software~~, and standard office equipment

Interpret and follow oral and written instructions

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

Stay updated on technology changes and adapt to new technologies

Establish and maintain effective working relationships with other staff, faculty, administrators, managers, students, LACOE, ~~and~~ outside contractors, ~~and~~ vendors and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

~~Learn specialized computer applications used by the department~~

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree in accounting ~~from an accredited college or university~~, or ~~two (2) years of college-level coursework equivalent~~ including at least 15 semester units in accounting.

Experience Requirement:

Three ~~(3)~~ years of increasingly responsible technical ~~clerical~~ experience performing financial recordkeeping activities, preferably including the preparation and tracking of budgets in a governmental agency.

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 frequently required to stand, walk, and reach. The employee is regularly required to lift, 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

Job Family:	Business Administration & Fiscal Services
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	7/20/16
Class History:	None Budget Technician
Revision Date(s):	<u>7/20/2023</u>

**Santa Monica Community College District
Personnel Commission**

Budget Analyst

CONCEPT OF THE CLASS

Under general supervision, this position performs a variety of technical and complex budget duties requiring budget review, analysis and reconciliation that supports budget preparation and administration, including working with various District Personnel on budget requests, inquiry and adjustments.

DISTINGUISHING CHARACTERISTICS

A **Budget Analyst** performs a broad range of technical budgeting activities, which involves the compilation, analysis and maintenance of budget data. This position performs complex and analytical budget calculations and works with District Personnel on budget maintenance.

An **Accounting Technician** is responsible for advanced journey level, clerical and technical accounting, including accounts payable, accounts receivable, cash register processes, and costs of goods sold. This position requires work of considerable complexity and variety involving a broad applied understanding of technical accounting practices and principles.

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.

ESSENTIAL DUTIES

Assists in the coordination and preparation of the District's annual and quarterly budget for both unrestricted and restricted funds by compiling and distributing budget requests, reconciling revenues and expenditures budget to ensure accuracy, summarizing budget requests into financial reports, preparing budget lines for upload into systems, preparing projections based on varied assumptions and analyzing variances.

Perform research and prepares schedules and analyses related to annual and mid-year updates to operating budget; assists in regular budget reviews by analyzing accounting and financial data, preparing budget to actual variances, and inter-period or comparative variances.

Receives and summarizes budget augmentation requests, makes initial evaluation of request validity, reviews for accuracy, completeness and compliance with District policy, requests additional supporting documentation or clarification of request; works with department administrator, manager or staff to recommend necessary changes and answer questions; calculates salary and benefits forecasts, researches fund availability to cover expense and informs departments of District decision regarding their request.

Prepares budget transfers, reviews budget transfers submitted by departments, prepares salary and benefits data, reconciles and summarizes budget transfers for budget upload and entry into financial system.

Distributes budget reports, monitors budgets, identifies accounts with negative balances, informs departments and requests budget transfers, answers budget-related questions from departments;

reviews, analyzes and reconciles accounts and informs accounting of any necessary adjustments.

Prepares and board agenda items for approval by the Board of Trustees.

Create, organize, and maintain various data information systems so that information is current, accurate, and accessible.

Participates in Budget Department process improvements by assisting in reviewing documenting, and developing changes to improve Budget department procedures.

Organizes historical data and prepares statistical reports and graphs which assists management in budget decision making.

Participates in the annual review of account strings and set up of budget in the financial system.

Monitor labor distribution report for correctness of account strings and requests adjustments in system.

Participates in special budget projects 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

Level of Supervision Received

Positions in this classification receive general supervision from the Director of Budget.

Level of Supervision Exercised

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Governmental accounting principles, practices, policies, and terminology, as it relates to financial and statistical recordkeeping and budgeting procedures

Business software applications and accounting systems

Office practices and procedures pertaining to the organization and management of files and records

Applicable provisions of the California Education Code and the California Community Colleges Budget and Accounting Manual

Mathematics and statistics to compute totals, extensions, and percentages

Ability to:

Analyze budgetary information and apply knowledge and sound judgment to formulate effective recommendations and solutions

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

Review, analyze, and perform mathematical computations utilizing detailed financial information

Track and organize a high volume of files and financial data, utilizing alphabetical, numeric, or other organizational techniques

Interpret financial and statistical data and prepare financial reports, statements and projections

Effectively communicate technical and non-technical information verbally, and in writing, to diverse stakeholder groups

Interpret and apply Board of Trustees Rules, and provisions of the California Education Code and the California Community College Budget and Accounting Manual

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

Interpret and follow oral and written instructions

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

Stay updated on technology changes and adapt to new technologies

Establish and maintain effective working relationships with other staff, faculty, administrators, managers, students, LACOE, outside contractors, vendors and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree in accounting, or equivalent including at least 15 semester units in accounting.

Experience Requirement:

Three years of increasingly responsible technical experience performing financial recordkeeping activities, preferably including the preparation and tracking of budgets in a governmental agency.

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 frequently required to stand, walk, and reach. The employee is regularly required to lift, 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

Job Family:	Business Administration & Fiscal Services
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	7/20/16
Class History:	Budget Technician
Revision Date(s):	7/20/2023

III. Consent Agenda: All items to be considered and approved in one motion unless removed by a commissioner for discussion.

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

Agenda Report Number	3
Subject	Ratification of Limited Term Assignments
Date	July 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission is requested to ratify the classification of the following Limited Term positions pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

Classification	Department	Effective Dates
Human Resources Analyst- Employee & Labor Relations- Confidential	Human Resources	7/1/2023 to 12/31/2023
Stage Construction Technician-Lighting	Theatre Arts	7/1/2023 to 6/30/2024
Stage Construction Technician	Theatre Arts	7/1/2023 to 12/21/2023
Administrative Assistant II	Emeritus	7/1/2023 to 8/31/2023

Agenda Report Number	4
Subject	Appointments to Limited Term Positions
Date	July 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Candidate	Position	Department	Duration*	Eligible List Date
Michael Hudson	HR Analyst- Employee & Labor Relations- Confidential	Human Resources	7/1/2023 to 12/31/2023	3/13/2015
Edward Bass	Stage Construction Technician- Lighting	Theatre Arts	7/1/2023 to 6/30/2024	6/21/2023
Matthew Martin	Stage Construction Technician	Theatre Arts	7/1/2023 to 12/21/2023	6/21/2023
Cassandra Santiago-Amzall	Administrative Assistant II	Emeritus	7/1/2023 to 8/31/2023	11/16/2022

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

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment

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

Agenda Report Number	5
Subject	Appointments to Provisional Assignments
Date	July 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission is advised that the following persons have been appointed to the following provisional assignments, not to exceed 90 working days pursuant to Section 7.2 of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*
Todd Kobashi	Laboratory Technician-Art	Art	7/1/23-12/31/23
Susan Haskell	Laboratory Technician-Art	Art	7/1/23-12/31/23
Myles Freedman	Laboratory Technician-Art	Art	7/1/23-12/31/23
Darren Frale	Laboratory Technician-Art	Art	7/1/23-12/31/23
Andrew Berney	Laboratory Technician-Art	Art	7/1/23-12/31/23
Thomas Brown	Instructional Assistant – ESL	ESL	7/1/23-12/31/23
Nona Ter-Avanosova	Accompanist - Dance	Dance	7/1/23-12/31/23
Malick Sow	Accompanist - Dance	Dance	7/1/23-12/31/23
Gnenemon Soro	Accompanist - Dance	Dance	7/1/23-12/31/23
Alla Plotkin	Accompanist - Dance	Dance	7/1/23-12/31/23
Matthew Mallinger	Accompanist - Dance	Dance	7/1/23-12/31/23
John Carbone	Accompanist - Dance	Dance	7/1/23-12/31/23
Joellen McNaughton	Accompanist – Music Performance & Accompanist-Music	Music	7/1/23-12/31/23
Regan Russel	Accompanist – Music Performance & Accompanist-Music	Music	7/1/23-12/31/23
Gary Nesteruk	Accompanist – Music Performance & Accompanist-Music	Music	7/1/23-12/31/23
Oliver Chan	Accompanist – Music Performance & Accompanist-Music	Music	7/1/23-12/31/23
Barry Tan	Accompanist – Music Performance & Accompanist-Music	Music	7/1/23-12/31/23
Mark Kessel	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Rande Garcia	Theatre Technical Specialist	SMC Performing Arts Center	6/22/23-6/30/23 & 7/10/23-6/30/24
Myckinnon Forsyth	Theatre Technical Specialist	SMC Performing Arts Center	6/30/23-6/30/23 & 7/10/23-6/30/24
Andrea Vancura	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24

Daniel Tuttle	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Sonia Alvarez	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Thomas Amerman	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Shannon Barondeau	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Alison Brummer	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Adam Colcord	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Sean Deuel	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Chris Dionne	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Daniel Fernandez	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Josemanuel Fraire	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Amelia Gibbons	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Vincent Ju	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Toby Tittle	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Ryan Tejarachi	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Adam Sperry	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Mark Kessel	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Frans Klinkenberg	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Frances Geller	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Sonia Lansdown	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Adam Linde	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
David McCarthy	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24

Marika Mori	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Eden Palomino	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Kaushal Patel	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Andrew Petriello	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Timothy Peyton	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Johnny Pineda	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Angela Weber	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Atsushi Watanabe	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
John Snyder	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Teresa Shea	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Gary Richardson	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Jonathan Reyes-Flores	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Jamieson Price	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Colin Postley	Theatre Technical Specialist	SMC Performing Arts Center	7/10/23-6/30/24
Boyko Buchinsky	Events Assistant	SMC Performing Arts Center	7/10/23-6/30/24
Shana De Silva	Events Assistant	SMC Performing Arts Center	7/10/23-6/30/24
Landry Irumva	Events Assistant	SMC Performing Arts Center	7/10/23-6/30/24
Cynthia Ogle	Events Assistant	SMC Performing Arts Center	7/10/23-6/30/24
Joe Stemmer	Events Assistant	SMC Performing Arts Center	7/10/23-6/30/24
Susan Tuller	Events Assistant	SMC Performing Arts Center	7/10/23-6/30/24
Michael White	Events Assistant	SMC Performing Arts Center	7/10/23-6/30/24
Jennifer Schallert	Costume Designer	Theatre Arts	7/1/23-6/30/24

Liana Alieva	Student Services Clerk	International Student Center	6/28/23-6/30/23
Joan Nandawula	Student Services Clerk	International Student Services	7/10/23-11/15/23
Emily Valdez	Student Services Clerk	Outreach & Onboarding	7/1/23-6/30/24
Rome Hart	Student Services Clerk	Outreach & Onboarding	7/1/23-6/30/24
Rafael Lainez	Student Services Clerk	Outreach & Onboarding	7/1/23-6/30/24
Megan Harmon	Student Services Clerk	Outreach & Onboarding	6/16/23-6/30/23
Emma Ward	Administrative Assistant I	Theatre Arts	7/1/23-12/21/23
Allison Kosich	Administrative Assistant II	Counseling	7/3/23-9/29/23
Julia Britt	Personnel Analyst	Personnel Commission	7/3/23-9/30/23
Randy Bruner	Mail Services Worker I	Warehouse/Mail	2/8/23-5/31/23 & 7/11/23-11/7/23

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

Agenda Report Number	6
Subject	Ratification of Working Out of Class and Limited Term Assignments
Date	July 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following working out of class and limited term assignment(s).

Correction to Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment	Assignment Dates Previously Submitted	Corrected Assignment Dates
Jonathan Ng, Senior Graphic Designer	Marketing Design Coordinator	7/3/2023 to 12/18/2023	7/3/2023 to 12/15/2023

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

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

B. Procedure for Supervisor Requesting Approval for Working Out of Class

3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

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

11.7 Work Out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

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

11.4 Salary on Promotion

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

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

7.4.1 LIMITED TERM POSITIONS DEFINED

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

B. Positions established to replace temporarily absent employees shall be designated as substituted limited-term positions.

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

C. When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.

D. Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

7.4.3 ELIGIBILITY FOR APPOINTMENT

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

RECOMMENDATION

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

Agenda Report Number	7
Subject	Ratification of Meeting Minutes: Regular Meeting Minutes-June 21, 2023 Special Meeting Minutes-June 29, 2023
Date	July 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. Regular Meeting Minutes-June 21, 2023
2. Special Meeting Minutes-June 29, 2023

Agenda Report Number	8
Subject	Ratification of Eligibility Lists: Administrative Assistant II Student Services Assistant (Promotional) Special Skills-Bilingual English/Spanish
Date	July 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Administrative Assistant II	2	18	7/16/2024
Student Services Assistant (Promotional)	2	2	1/20/2024
Special Skills-Bilingual English/Spanish	12	12	N/A

Agenda Report Number	9
Subject	Extension of Eligibility Lists: Administrative Assistant I Enterprise Business Services (Promotional) Enterprise Business Services (Open) Student Services Assistant (Promotional)
Date	July 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Administrative Assistant I	11/4/2022	8/5/2023	14	9	11/4/2023
Enterprise Business Services Clerk (Promotional)	8/8/2023	8/8/2023	1	1	2/8/2024
Enterprise Business Services Clerk (Open)	8/8/2023	8/8/2023	12	7	2/8/2024
Health Sciences Learning Lab Specialist	7/24/2023	7/24/2023	1	1	1/24/2024
Student Services Assistant (Promotional)	6/12/2023	8/12/2023	5	5	1/12/2024

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated until the new proposed expiration dates.

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

B. An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The personnel Director shall base his/her recommendation for extension of an eligibility list on the following factors:

- 1.a sufficient number of available eligibles remain to fill expected future vacancies;
- 2.the composition of the list reflects appropriate representation of ethnic minorities, underrepresented groups, or non-traditional candidates;
- 3.the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility list(s) shown above.

Agenda Report Number	10
Subject	Personnel Commission Project Status Report
Date	July 20, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment

Title	Assigned to	Open Date	Close Date	1st Test Part	Elist
Community College Police Dispatcher	JG	1/27/2023	2/17/2023	3/25/2023	6/21/2023
Construction Maintenance Manager	KM	10/20/2022			
Custodial Operations Manager	KM				
Director of Facilities Maintenance	KM				
Director of Facilities Operations	KM				
Grounds Manager	KM				
Mechanical Systems Manager	KM				
Academic Records Evaluator	OV	6/15/2023	7/6/2023	7/14/2023	
Bilingual English/Spanish Exam	OV			7/11/2023	7/20/2023
Community College Police - Lateral	KM				
Community College Police Captain	JL	7/3/2023			
Director of Sustainability					
Instructional & Universal Designer	AG	4/12/2023	5/2/2023	6/6/2023	6/21/2023
Instructional Assistant - ESL	JG				
Laboratory Technician - Fashion	JB				
Senior Grounds Equipment Operator	JG				
Stage Construction Technician	JG	2/15/2023	3/15/2023	5/23/2023	6/21/2023
Student Services Assistant	OV	5/15/2023	6/5/2023	7/13/2023	7/20/2023
Student Services Clerk	OV	5/15/2023	6/5/2023	6/22/2023	
Student Services Specialist	OV	6/15/2023	7/6/2023	7/21/2023	
Accounting Specialist	AF				
Administrative Assistant II	AF	4/12/2023	5/2/2023		
Director of Facilities Programming	KM				
Emergency and Safety Coordinator					
Event Scheduling Specialist	TM				
Events Assistant	JG	10/20/2021			
Human Resources Specialist	JL				
Program Specialist	OV				
Senior Financial Aid and Scholarships Specialist	OV				
Skilled Maintenance Worker II	KM				
Theatre Technical Specialist (Cont.)	JG	10/15/2021			
Web Content Developer					

Classification and Compensation

Title	Type of Request	Assigned to	Progress	PDQ	Date Completed
Administrative Assistant I	Cyclical Review	AF	Stakeholder Review	4/30/2022	10/27/2022
Administrative Assistant II	Cyclical Review	AF	Stakeholder Review	4/30/2022	10/27/2022
Administrative Clerk	Cyclical Review	AF	Stakeholder Review	4/30/2022	10/27/2022
Budget Technician	Position Review	AF	Appeal	9/26/2022	4/4/2023
Campus Safety Officer	Cyclical Review	JG	Stakeholder Review		6/28/2023
Central Plant Operator	Salary Reallocation	JL	Research & Planning		
Chief of Police	Cyclical Review	KM	Research & Planning		
Community College Parking Enforcement Officer	Cyclical Review	JG	Research & Planning		
Community College Police Captain	Cyclical Review	KM	Research & Planning		
Community College Police Dispatcher	Cyclical Review	JG	Research & Planning		
Community College Police Officer (Lateral/Academy Graduate)	Cyclical Review	KM	Stakeholder Review	2/3/2023	6/22/2023
Community College Police Recruit	Cyclical Review	KM	Research & Planning	2/3/2023	6/22/2023
Community College Police Sergeant	Cyclical Review	KM	Research & Planning		
DSPS Specialist	Description Revision	JL	Stakeholder Review		11/25/2022
Police Services Assistant	Cyclical Review	JG	Stakeholder Review		6/28/2023
Program Coordinator - Community & Contract Ed	Cyclical Review	OV	Hold	1/25/2022	
Senior Campus Safety Officer	Cyclical Review	JG	Stakeholder Review		6/28/2023
Senior Community College Police Dispatcher	Cyclical Review	JG	Research & Planning		
Senior Veterans Resource Specialist	Position Review	OV	Appeal	1/17/2023	2/9/2023
Student Services Clerk	Position Review	OV	Stakeholder Review	5/1/2023	7/6/2023
Accounting Specialist	Salary Reallocation	AF	Upcoming	4/18/2023	
Administrative Assistant III	Cyclical Review	AF	Development	11/18/2022	
Administrative Assistant III - Confidential	Cyclical Review	AF	Development	11/18/2022	
Administrative Assistant IV-Confidential	Cyclical Review	AF	Development	11/18/2022	
Career Education Specialist	Cyclical Review	OV	Stakeholder Review	11/15/2022	2/1/2023
Disabled Student Services Assistant	Cyclical Review	JG	Upcoming	6/2/2023	
Executive Coordinator - District & BOT - Confidential	Cyclical Review	AF	Development	11/18/2022	
Film Production Coordinator	Cyclical Review	JB	Upcoming		
Instructional Assistant - English	Cyclical Review	JG	Research & Planning	6/2/2023	
Instructional Assistant - ESL	Cyclical Review	JG	Research & Planning	6/2/2023	
Instructional Assistant - Learning Disabilities	Cyclical Review	JG	Research & Planning	6/2/2023	
Instructional Assistant - Math	Cyclical Review	JG	Research & Planning	6/2/2023	
IT Support Technician	New Class	JL	Research & Planning	4/3/2023	
IT User Support Specialist	New Class	JL	Research & Planning	4/3/2023	
Music Equipment Assistant	Cyclical Review	OV	Development	6/2/2023	
Tutoring Coordinator - Business	Cyclical Review	OV	Upcoming		
Tutoring Coordinator - English & Humanities	Cyclical Review	OV	Upcoming		
Tutoring Coordinator - Learning Disabilities	Cyclical Review	OV	Upcoming		
Tutoring Coordinator - Math	Cyclical Review	OV	Upcoming		
Tutoring Coordinator - Modern Language	Cyclical Review	OV	Upcoming		
Tutoring Coordinator - Science	Cyclical Review	OV	Upcoming		

IV. Adjournment at 12:58 p.m.

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

Weekday	Month	Day	Year	Time	Venue
Wednesday	August	16	2023	12:00 p.m.	Online
Wednesday	September	20	2023	12:00 p.m.	Online
Wednesday	October	18	2023	12:00 p.m.	TBD
Wednesday	November	15	2023	12:00 p.m.	TBD
Wednesday	December	20	2023	12:00 p.m.	TBD
Wednesday	January	17	2024	12:00 p.m.	TBD
Wednesday	February	21	2024	12:00 p.m.	TBD
Wednesday	March	20	2024	12:00 p.m.	TBD
Wednesday	April	17	2024	12:00 p.m.	TBD
Wednesday	May	15	2024	12:00 p.m.	TBD
Thursday	June	20	2024	12:00 p.m.	TBD

As required by law, the agenda for the July 20, 2023, 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.