

Santa Monica College Personnel Commission  
Regular Meeting Agenda  
August 16, 2023, 12:00 p.m.

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Santa Monica College Personnel Commission  
Regular Meeting Agenda

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## PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees has determined in accordance with Government Code Section 54953 that as a result of the ongoing emergency that meeting in person would present imminent risks to the health and safety of the attendees at public meetings. The Zoom format used for College public meetings ensures public participation and provides an opportunity for the public to directly address the body. Members of the public have the right to request to make public comments until such time as the public comment period is over. Members of the public may address the Committee and public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting.

Individuals wishing to speak or submit written comments to be read at the meeting are requested to send an email to [personnel\\_commission@smc.edu](mailto:personnel_commission@smc.edu), by no later than 11:30 a.m. on Wednesday, August 16, 2023. The email should include the following information:

Name

Department (optional)

Topic or Agenda Item # to be addressed

Comments to be read (if submitting written comments)

Instructions for Speaking to the Commission through Zoom

Speakers may address any specific agenda item or may provide general comments during the "Public Comments" period. 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 their real name to expedite this process. After the comment has been given, the microphone for the speaker's Zoom profile will be muted. All public comments will be subject to the general rules set forth below.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

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.

Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Committee, 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.

Reference: Merit Rule 2.2.8  
Government Code sections 54954.2, 54954.3, 54957.9

Public Session: 12:00 p.m.

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

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

- c. Director's Report
- d. Public Comments: Non-Actionable Items from those in attendance.
  - i. Recognition of Employee Longevity-August 2023

**5 YEARS**

Jose G. Hernandez, Admissions & Records Supervisor, Admissions & Records  
Jose Tostado, Construction Maintenance Supervisor, Maintenance

**10 YEARS**

Paige Glaves, Administrative Assistant II, Equity, Pathways, and Inclusion

**15 YEARS**

Joy Bice, Lead Theater Technician, Campus Events

**25 YEARS**

Jung Lee, Information Systems Engineer, Management Information Services

- e. Comments from the Vice President of Human Resources
- f. Comments from the CSEA Chapter 36 Representative
- g. Comments from the Management Association President
- h. Comments from the Personnel Commission Staff
- i. Comments from the Personnel Commissioners

II. Agenda Reports: Major Items of Business

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

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16	Ratification of Eligibility Lists: Director of Facilities Programming (Promotional) Human Resources Specialist (Promotional)	83
17	Extension of Eligibility Lists: <ul style="list-style-type: none"> <li>• Accompanist-Music</li> <li>• Administrative Assistant III-Confidential</li> <li>• Associate Programmer Analyst</li> <li>• Cosmetology Assistant</li> <li>• EOPS Specialist (Promotional)</li> <li>• Facilities Maintenance Supervisor (Promotional)</li> <li>• IA-English</li> <li>• Laboratory Technician – Broadcast Digital Media</li> <li>• Library Assistant</li> <li>• Media Resources Assistant</li> <li>• Personnel Technician</li> </ul>	84
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IV. Adjournment

Agenda Report Number	1
Subject	First Reading of Amendments to Rules and Regulations of the Classified Service – Merit Rules 5.2.16 and 6.4.1 (No Action To Be Taken)
Date	August 16, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Chapter 5: Merit Rules Section 5.2.16 and Chapter 6: Merit Rules Section 6.4.1 are attached for a First Reading.

Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the Education Code and applicable bargaining agreements.

5.2.16

PROTEST AND APPEAL OF EXAMINATIONS

- A. Protests of individual written exam questions must be filed on the day the test is administered, before the candidate leaves the testing site or if the test is done online, before exiting the program. Protest forms shall be made available to candidates to complete at the testing site or incorporated into the online test.
- B. Candidates may protest the outcome of any test part to the Director of the Personnel Commission within five (5) working days from the date the notice of the test results is issued to the candidates by submitting a written request on a standard form, outlining the basis for the protest.
- C. The Director of Classified Personnel shall review all protests and take action to correct any errors. They He/she may allow more than one answer to a question or may disqualify a question, if they he/she finds the protest valid. If a protest results in any change, the scores of all candidates will be reviewed and re-rated accordingly. Each candidate who files a protest shall receive a written response.
- D. The purpose of the protest procedure is to assure accurate assessment systems, and a protest shall not be granted merely because a candidate disagrees with an answer or score.
- E. Protests shall be based solely on one of more of the following, and must include supporting rationale:
  - 1. Discrimination or bias
  - 2. Procedural error
  - 3.—Content error
- F. ~~If the Director of the Classified~~ Personnel Commission rules against the protest, the candidate may appeal that decision to the Personnel Commission, in writing, within five (5) working days from the date on which the



Director's response was issued. However, the filing of such an appeal will not stop or otherwise delay the examination and selection process unless so ordered by the Personnel Commission. The decision of the Personnel Commission shall be final.

- G. Failure to review, protest, or appeal within the times specified shall constitute waiver of the right to protest or appeal that part of the selection process.
- H. If changes are made which impact a candidate's score or ranking after an eligibility list is produced, all impacted candidates shall be notified.

~~Rev. approved by Personnel Commission 11/15/17~~

#### Rule 6.4 EMPLOYMENT OF ELIGIBLES

##### 6.4.1 NOTIFICATION OF ELIGIBLES

- A. Personnel Commission staff shall notify eligibles selected for a position.
- B. An eligible selected for a permanent position shall report for work within two calendar weeks (one month for management positions) unless a longer time is approved by the appointing authority.-
- C. An eligible is selected for a limited-term (temporary) position must report for work on the date specified by the appointing authority.
- D. At its discretion, the appointing authority may allow the selected eligible a longer period to report for work.
- E. Failure to report for work on the agreed upon date shall constitute refusal of appointment and be grounds for removal under Rule 6.3.8.

Agenda Report Number	2
Subject	Position Reclassification: Student Services Clerk to Student Services Assistant
Date	August 16, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Vasquez, Personnel Analyst

## **BACKGROUND**

The Personnel Commission received a request to conduct a position study for Alexandra Vargas, who is currently a Student Services Clerk in the Scholars program. A reclassification study was initiated to gather additional details and timelines for higher level work assigned to determine if a reclassification is warranted. Ms. Vargas has been in the Student Services Clerk classification since June 2018.

## **METHODOLOGY**

Ms. Vargas submitted a Request for Reclassification form to the Personnel Commission on May 1, 2023, and subsequently submitted a PDQ that details the duties currently performed. Personnel Commission staff interviewed Ms. Vargas, Sasha King, Interim Dean, Academic Affairs and Audra Wells, Scholars Program Leader/Counselor, to gather additional details about the nature and level of duties assigned and performed.

## **ANALYSIS**

Key factors assessed when studying a position or classification include the knowledge required for the position, level of complexity, scope of responsibility, nature and purpose of contacts, degree of decision-making authority, and consequence of error. A review of the documents submitted by the incumbent, as well as follow-up conversations with the incumbent and Scholars Program management indicate that this position is required to have specific knowledge of Scholar's Program eligibility criteria and services in order to review program applications for completeness, maintain accurate databases and student files, advise students on program eligibility, and provides status, train student workers, prepares requisitions, and speak in front of small groups to promote the department. Duties are required to be performed with substantial independence.

## **FINDINGS**

- Ms. Vargas qualifies for reclassification because her position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level classification that has a broader scope/effect, decision-making authority, increased

complexity, knowledge required to effectively perform the job, and nature and purpose of contacts. These duties are required to support normal department and District operations and cannot be absorbed by other staff members.

- Based on information gathered from the incumbent and their supervisors, Ms. Vargas has been assigned to perform these duties through gradual accretion for at least two years.
- Based on the duties assigned and the knowledge and abilities required, the classification of Student Services Assistant is proposed, which encompasses the majority of the essential duties of the incumbent in terms of scope of responsibility, degree of decision-making, complexity, knowledge required, and nature and purpose of contacts.

Findings have been sent for review to the incumbent, CSEA, Scholars Program management, Human Resources, Business Services, and executive leadership. Applicable Rules:

- In order to qualify for reclassification, the change in duties and responsibilities must occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties. (Merit Rule 3.3.1.B (3))
- Merit Rule 3.3.2 defines gradual accretion of duties as “occurring over two (2) or more years of regular service.”
- Determination as to whether gradual accretion has occurred will be based on the date the incumbent began the performance of the newly acquired duties and responsibilities, and clear and convincing evidence of the employee’s continuing performance of the added duties and responsibilities. (Merit Rule 3.3.3 (B)(C))
- At least two (2) years must elapse before another request for reclassification can be initiated for the same position. (Merit Rule. 3.3.4.G)
- Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position, provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7A(1))

**RECOMMENDATION**

It is recommended that the Commission reclassify Ms. Vargas' position from Student Services Clerk to Student Services Assistant, with a reclassification effective date of September 1, 2023.

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

Agenda Report Number	3
Subject	Salary Reallocation: Central Plant Operator
Date	August 16, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

### **BACKGROUND**

Attached for your approval is the salary reallocation for **Central Plant Operator**.

The Personnel Commission received an ad-hoc study request from CSEA to review the allocated salary for this classification. Ad-hoc studies are requests made outside of the cyclical review calendar.

The Central Plant Operator classification was established in September of 2017 and has not been revised since its creation.

### **METHODOLOGY**

Personnel Commission worked with Terry Kamibayashi, Assistant Director of Facilities Maintenance, to gather ratings regarding the frequency and criticality of each duty in the current class description. A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed to ensure proper alignment with, and delineation from, related facilities classifications.

The current salary range for Central Plant Operator is \$6,975 to \$8,479 per month (Classified Employee Salary Schedule, Range 41).

### **RESULTS**

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. Job matches at other organizations were limited, as other organizations either lacked a role that monitors central plant activities or utilized roles that had broader responsibility for electrical and building systems, such as lighting and green energy systems, in addition to core HVAC systems.

**SALARY REALLOACTION**

It is recommended that the salary for Central Plant Operator be reallocated from Range 41 of the Classified Employee Salary Schedule (\$6,975 to \$8,479 per month) to **Range 43 (\$7,324 to \$8,903 per month)**, a 5% increase. At the time of establishment in 2017, the Central Plant Operator was allocated 5% higher than the HVAC Mechanic in recognition of differences in scope of responsibility and level of knowledge required. Based on job evaluation findings, it is recommended that this 5% difference be reinstated.

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

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Mechanical Systems Manager	Director of Facilities Maintenance	M24	\$9,372	\$11,392	34.37%
<i>Central Plant Operator</i>	<i>Mechanical Systems Manager</i>	<i>41</i>	<i>\$6,975</i>	<i>\$8,479</i>	<i>0.00%</i>
Electrician	Mechanical Systems Manager	41	\$6,975	\$8,479	0.00%
HVAC Mechanic	Mechanical Systems Manager	41	\$6,975	\$8,479	0.00%
Plumber	Mechanical Systems Manager	41	\$6,975	\$8,479	5.00%
Carpenter	Construction Maintenance Manager	39	\$6,643	\$8,075	0.00%
Locksmith	Construction Maintenance Manager	39	\$6,643	\$8,075	0.00%
Painter	Construction Maintenance Manager	39	\$6,643	\$8,075	

The salary proposal for this classification has been reviewed with CSEA, department leadership, Business Services, Human Resources and executive leadership.

**RECOMMENDATIONS**

It is recommended that the Commission approve the proposed salary reallocation for **Central Plant Operator**.

**FROM: Employee Salary Schedule Range 41 (\$6,975 to \$8,479 per month)**

**TO: Classified Employee Salary Schedule Range 43 (\$7,324 to \$8,903 per month)**

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

Agenda Report Number	4
Subject	Classification Revisions and Salary Reallocation: Administrative Assistant I
Date	August 16, 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 are classification description revisions and a salary reallocation recommendation for **Administrative Assistant I**.

As part of the cyclical review process, we are reviewing classifications in the Clerical & Administrative Support job discipline. The Administrative Assistant I performs a variety of specialized clerical duties and provides administrative support for College management and faculty leaders in instructional, academic and support service functional areas.

This class description was last revised in September of 2014. It was established in 1984, as Administrative Assistant I & Administrative Assistant I-Steno and later reclassified to Department Secretary. It was also revised in October 2006 as part of the Hay study.

There are currently twenty-seven permanent incumbents in this classification. The proposed changes will not adversely affect the incumbents.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2021-2022. Incumbents in this classification as well as CSEA, were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications and frequently asked questions. In addition to the class study orientation, personnel commission staff also conducted two question and answer sessions. The incumbents were requested to complete Position Description Questionnaires (PDQ's) by January 31, 2022. The deadline was extended to April 30, 2022.

Personnel Commission staff requested the input of department management. A duty analysis worksheet which rated the frequency and criticality of each duty in the current class description was completed. Additionally, revisions are proposed to clarify essential duties, distinguishing characteristics, concept of the class and KSAs (knowledge, skills and abilities) and to more accurately reflect the nature of the work environment. Classification revisions were sent for



review to CSEA, Department management, Business Services, Human Resources and executive leadership.

Additionally, 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, class description revisions are being proposed to include a more accurate depiction of the work performed. These changes serve to clarify essential duties, distinguishing characteristics, concept of the class and KSAs (knowledge, skills and abilities) and other job requirements.

A comprehensive survey of comparable agencies was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to Administrative Assistant I. The survey produced six moderate to strong matches.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	STUDENT FTE	GF REVENUE ACTUAL	TOTAL EMPLOYEE FTE
Santa Monica College	Administrative Assistant I	\$4,834	\$5,876	\$5,355	41,108	22,135	\$244M	1,245
El Camino College	Administrative Assistant I	\$5,088	\$6,498	\$5,793	30,933	16,062	\$182M	1,044
Glendale College	Administrative Assistant I	\$4,112	\$5,248	\$4,680	21,900	12,309	\$148M	746
Long Beach City College	Administrative Assistant	\$4,596	\$5,655	\$5,126	34,373	20,226	\$192M	1,188
Los Angeles CCD	Administrative Assistant	\$4,300	\$5,327	\$4,814	220,986	83,138	\$925M	4,513
North Orange County CCD	Administrative Assistant I	\$5,032	\$6,048	\$5,540	68,150	33,960	\$321M	1,885
Pasadena City College	Administrative Assistant I	\$4,808	\$6,137	\$5,473	37,762	23,568	\$214M	900
	Average	\$4,656	\$5,819	\$5,237				
	25th Percentile	\$4,374	\$5,409	\$4,892				
	50th Percentile	\$4,702	\$5,852	\$5,299				

75th Percentile	\$4,976	\$6,115	\$5,523
80th Percentile	\$5,032	\$6,137	\$5,540
90th Percentile	\$5,060	\$6,318	\$5,667
SMC % RANK	62.3%	51.2%	<b>53.2%</b>
SMC Difference From AVG	3.7%	1.0%	2.2%
SMC Difference From MED	2.7%	0.4%	1.0%

The current salary for Administrative Assistant I is Range 26 (\$4,834 to \$5,876 per month) on the Classified Employee Salary Schedule. In this survey, SMC’s position is at the 53rd median percentile when compared to the market median. To attract and retain employees, it is recommended that this classification be reallocated to Range 28 (\$5,076 to \$6,170 per month). Salary was proposed considering internal alignment within the Clerical and Administrative Support job discipline.

The following table shows percentage differences between jobs in Administrative/Clerical job family. Phase II of cyclical reviews Administrative/Clerical job family is currently underway.

**Current**

JOB TITLE	REPORTS TO	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Executive Coordinator-District & Board of Trustees-Confidential*	Superintendent/President	\$6,975	\$8,479	C41	10.26%
Administrative Assistant IV-Confidential*	Superintendent/President	\$6,327	\$7,690	C37	5.00%
Administrative Assistant III-Confidential*	Senior Level District Administrator	\$6,026	\$7,324	C35	2.53%
Administrative Assistant III*	Associate VP, VP or Director of Personnel Commission	\$5,876	\$7,143	34	12.90%
Administrative Assistant II	Academic Deans/Administrators	\$5,206	\$6,327	29	7.68%

Administrative Assistant I	Department Chairs, Academic Directors, Associate or Assistant Deans, Administrative or Classified Managers.	\$4,834	\$5,876	26	15.76%
Administrative Clerk	Assistant Deans, Academic, Classified Administrators or Managers	\$4,176	\$5,076	20	

*\*Pending cyclical reviews*

**Proposed**

JOB TITLE	REPORTS TO	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
<i>Administrative Assistant II**</i>	Academic Deans/Administrators	<i>\$5,596</i>	<i>\$6,803</i>	<i>32</i>	10.26%
<i>Administrative Assistant I</i>	Department Chairs, Academic Directors, Associate or Assistant Deans, Administrative or Classified Managers.	<i>\$5,076</i>	<i>\$6,170</i>	<i>28</i>	18.52%
<i>Administrative Clerk*</i>	Assistant Deans, Academic, Classified Administrators or Managers	<i>\$4,283</i>	<i>\$5,206</i>	<i>21</i>	

*\*\*Proposed in subsequent agenda item*

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed revisions and salary reallocation for the **Administrative Assistant I** classification description.

**FROM: Classified Employee Salary Schedule Range 26 (\$4,834 to \$5,876 per month)**

**TO: Classified Employee Salary Schedule Range 28 (\$5,076 to \$6,170 per month)**

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

**Santa Monica Community College District  
Personnel Commission**

**Administrative Assistant I**

**CONCEPT OF THE CLASS**

~~Under general supervision, p~~Positions in this classification perform ~~secretarial a variety of specialized clerical~~ duties and provide administrative support for College management and faculty leaders in instructional, academic and support service functional areas.

**DISTINGUISHING CHARACTERISTICS**

~~The Administrative Assistant I classification is the first level in the Administrative Assistant class series. The other classifications in this series are: Administrative Assistant II; Administrative Assistant III; and Administrative Assistant IV.~~

Positions in the Administrative Assistant I classification typically report to Department Chairs, Academic Directors, Associate ~~Assistant~~ Deans, or administrative or classified managers. ~~Positions in this classification typically handle more routine department or division administrative work that require a minimum of previous administrative experience. Assignments are made under immediate supervision and work is reviewed to ensure compliance with instructions. Incumbents work directly with their supervisors in order to determine daily goals and ways in which to facilitate the work of the department.~~

Positions in the Administrative Assistant II classification perform ~~advanced vocational,~~ moderately complex ~~secretarial-clerical~~ duties and provide administrative support for Academic Deans or administrators working in off-campus facilities or in large, complex functional areas.

Positions in the Administrative Assistant III classification perform ~~advanced vocational,~~ complex ~~secretarial-clerical~~ duties and provide administrative support to a ~~p~~ Associate Vice President, Vice President, ~~senior administrative staff~~ or ~~the~~ Director of ~~Classified Personnel~~ ~~the Personnel Commission~~.

Positions in the Administrative Assistant IV classification perform a variety of difficult and highly complex ~~secretarial-clerical~~ duties and provide administrative support to the Superintendent/President and/or Board of Trustees.

~~A class series is a progression of classifications whose specifications distinguish one level from the next by defined characteristics of the class.~~ Positions in the administrative assistant series are distinguished by scope of the supervisor's administrative and program responsibilities, the knowledge required to effectively perform the job and the minimum experience and/or education necessary to be considered for employment.

**ESSENTIAL DUTIES**

Performs a variety of ~~secretarial and~~ clerical duties for an instructional program or functional area; uses ~~personal a~~ computer for information input and retrieval; ~~performs word processing;~~ maintains ~~computerized~~ databases ~~and spreadsheets~~; maintains files and records; ~~organizes,~~ distributes ~~and~~/or submits pertinent documentation to appropriate sources.

~~Creates, formats, type,~~ edits, and proofreads a variety of materials including correspondence, documents, reports, meeting agendas and minutes, course outlines, directories, handbooks, and informational and publicity brochures, from rough draft, oral direction or other source materials; ensures accuracy, completeness and compliance with District standards, policies and procedures.

Receives and screens visitors, telephone calls and correspondence; responds to questions, requests and complaints; provides information about services, policies and procedures.

Resolves routine problems involving administration, staff or students.

Makes arrangements for a variety of meetings, conferences, orientations, and other special events as needed; assembles, prepares and distributes related materials; -notifies and confirms participant attendance; schedules, reserves and sets up event/meeting locations and equipment; handles ticketing, permits and arranges for catering as needed.

Maintains records of requisitions, invoices, budget accounts and inventory; ~~initiate orders, prepare, creates~~ requisitions and orders supplies; communicates with vendors in collaboration with procurement department; places service calls/work orders.

Orients, informs and guides co-workers in office procedures related to assigned department.

May provide academic or program-related administrative support in one or more of the following: support schedule development and maintenance for department; coordinate room/scheduling conflicts, changes, and cancellations; prepare tests, answer keys and forms and assemble related packets; arrange for substitute instructors; process department applications, assemble and distribute staff/faculty evaluation packets; coordinate ~~textbook-course material~~ orders; maintain rosters; receive and document deliveries from vendors-

May receive and deposit cash and checks payments -from customers, employees, students and/or the public and issue receipts per established procedures -

~~May record, complete and submit staff and student workers timesheets for to payroll department.~~  
May electronically and manually record, prepare, and submit staff, faculty and student worker timesheets and absence forms for supervisor review and approval prior to submitting to Payroll.

May assist in training and providing work direction to student workers.

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 direct supervision from Department Chairs, Associate or Assistant Deans, administrative or classified managers. May receive work direction and oversight from Department Chairs.

##### *Supervision Exercised:*

Positions in this classification do not supervise other classified positions.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

~~Rules, regulations, laws and policies governing the~~ community college districts

~~Knowledge of e~~Customer service principles and techniques

~~Knowledge of m~~Modern office procedures, ~~and~~ practices and equipment

~~Knowledge of Effective public~~ receptionist duties and telephone communication techniques

~~Knowledge of Records management practices and procedures~~ filing systems and practices

~~Knowledge of computer software for creating, formatting, and editing written documents~~Computer applications and programs that support this level of work including creating and editing documents, spreadsheet, presentation, data management, document scanning and web/video conferencing

~~Knowledge of~~English usage, vocabulary, spelling, grammar and punctuation

~~Knowledge of b~~Basic bookkeeping practices and procedures

Ability to:

~~p~~Perform ~~moderately difficult~~ variety of specialized clerical and ~~secretarial~~ administrative support work

~~Learn~~ the organization, operation and services of the District

~~Ability to accurately type and e~~Operate e-computer applications, programs and standard office equipment keyboard for data entry and retrieval

~~Ability to learn, and gain proficiency and apply i~~emerging office technology and policies, procedures and ~~terminology~~ guidelines of a specific department or functional area

~~Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, and District policies and procedures relevant to assigned area of responsibility~~

~~Ability to Organize and maintain specialized files and confidentiality of employee and student information, keep records~~

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

~~Ability to f~~ollow and understand oral and written instructions

~~Perform basic arithmetic and financial computations accurately~~

~~Ability to e~~Set priorities, ~~and~~ manage time and work in fast-paced ~~and busy~~ environment with multiple tasks and interruptions

~~Exercise sound independent judgment within assigned areas of responsibility~~

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

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

~~Ability to establish and maintain effective working relationships with administrators, instructors, students, staff, and the public~~

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

Graduation from high school or GED equivalent.

**Experience Requirement:**

~~Four (4)~~Two years of ~~full-time paid clerical experience performing journey level secretarial duties, which included including~~ one (1)-year of experience providing ~~direct~~ administrative support to an administrator or management level supervisor.

**Education/Experience Equivalency:**

Experience and/or education of the same kind, level or 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. 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:** ~~Secretarial~~Clerical

**FLSA Status:** Non-~~e~~Exempt

**Personnel Commission Approval Date:** ~~October 25, 2006~~11/1984

**Class History:** ~~Administrative Assistant I Established 11/84, Department Secretary II, Established 11/84; Revised 01/91, Department Secretary III Established 01/91~~

**Revision Date(s):** 10/25/06 (Hay ~~Classification s~~Study); 09/17/14

**Santa Monica Community College District  
Personnel Commission  
Administrative Assistant I**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform a variety of specialized clerical duties and provide administrative support for College management and faculty leaders in instructional, academic and support service functional areas.

**DISTINGUISHING CHARACTERISTICS**

Positions in the **Administrative Assistant I** classification typically report to Department Chairs, Academic Directors, Associate Deans, or administrative or classified managers.

Positions in the **Administrative Assistant II** classification perform, moderately complex clerical duties and provide administrative support for Academic Deans or administrators working in off-campus facilities or in large, complex functional areas.

Positions in the **Administrative Assistant III** classification perform complex clerical duties and provide administrative support to a Vice President, senior administrative staff or the Director of the Personnel Commission.

Positions in the **Administrative Assistant IV** classification perform a variety of difficult and highly complex clerical duties and provide administrative support to the Superintendent/President and/or Board of Trustees.

Positions in the administrative assistant series are distinguished by scope of the supervisor's administrative and program responsibilities, the knowledge required to effectively perform the job and the minimum experience and/or education necessary to be considered for employment.

**ESSENTIAL DUTIES**

Performs a variety of clerical duties for an instructional program or functional area; uses a computer for information input and retrieval; maintains databases and spreadsheets; maintains files and records; organizes, distributes and/or submits pertinent documentation to appropriate sources.

Creates, formats, edits, and proofreads a variety of materials including correspondence, documents, reports, meeting agendas and minutes, course outlines, directories, handbooks, and informational and publicity brochures, from rough draft, oral direction or other source materials; ensures accuracy, completeness and compliance with District standards, policies and procedures.

Receives and screens visitors, telephone calls and correspondence; responds to questions, requests and complaints; provides information about services, policies and procedures.

Resolves routine problems involving administration, staff or students.

Makes arrangements for a variety of meetings, conferences, orientations, and other special events as needed; assembles, prepares and distributes related materials; notifies and confirms participant attendance; schedules, reserves and sets up event/meeting locations and equipment; handles ticketing, permits and arranges for catering as needed.

Maintains records of requisitions, invoices, budget accounts and inventory; creates requisitions and orders supplies; communicates with vendors in collaboration with procurement department; places service calls/work orders.

Orients, informs and guides co-workers in office procedures related to assigned department.



May provide academic or program-related administrative support in one or more of the following: support schedule development and maintenance for department; coordinate room/scheduling conflicts, changes, and cancellations; prepare tests, answer keys and forms and assemble related packets; arrange for substitute instructors; process department applications, assemble and distribute staff/faculty evaluation packets; coordinate course material orders; maintain rosters; receive and document deliveries from vendors

May receive and deposit payments from customers, employees, students and/or the public and issue receipts per established procedures.

May electronically and manually record, prepare, and submit staff, faculty and student worker timesheets and absence forms for supervisor review and approval prior to submitting to Payroll.

May assist in training and providing work direction to student workers.

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 supervision from Associate Deans, administrative or classified managers. May receive work direction and oversight from Department Chairs.

**Supervision Exercised:**

Positions in this classification do not supervise other classified positions.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Rules, regulations, laws and policies governing community college districts

Customer service principles and techniques

Modern office procedures, practices and equipment

Effective public reception and telephone communication techniques

Records management practices and procedures

Computer applications and programs that support this level of work including creating and editing documents, spreadsheet, presentation, data management, document scanning and web/video conferencing

English usage, vocabulary, spelling, grammar and punctuation

Basic bookkeeping practices and procedures

**Ability to:**

Perform a variety of specialized clerical administrative support work

Learn the organization, operation and services of the District

Operate computer applications, programs and standard office equipment

Learn, gain proficiency and apply emerging office technology and policies, procedures and guidelines of a specific department or functional area

Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, and District policies and procedures relevant to assigned area of responsibility

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

Communicate effectively, both orally and in writing

Follow and understand oral and written instructions

Perform basic arithmetic and financial computations accurately  
Set priorities, manage time and work in fast-paced environment with multiple tasks and interruptions  
Exercise sound independent judgment within assigned areas of responsibility  
Role model exceptional internal and external customer service  
Establish and maintain effective working relationships with District management, students, staff, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

**MINIMUM QUALIFICATIONS**

**Education Requirement:**  
Graduation from high school or GED equivalent.  
**Experience Requirement:**  
Two years of clerical experience, including one year of experience providing direct administrative support to an administrator or management level supervisor.  
**Education/Experience Equivalency:**  
Experience and/or education of the same kind, level or 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. 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:** Clerical  
**FLSA Status:** Non-Exempt  
**Personnel Commission Approval Date:** 11/1984  
**Class History:** Department Secretary II, Department Secretary III Established 01/91  
**Revision Date(s):** 10/25/06 (Hay Study); 09/17/14, 8/16/23

Agenda Report Number	5
Subject	Classification Revisions and Salary Reallocation: Administrative Assistant II
Date	August 16, 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 are classification description revisions and a salary reallocation recommendation for **Administrative Assistant II**.

As part of the cyclical review process, we are reviewing classifications in the Clerical & Administrative Support job discipline. The Administrative Assistant II performs moderately complex clerical duties and provides administrative support for Academic Deans or Administrators working in off-campus facilities or in large, complex functional areas.

This class description was established in 1984. It was revised in February 1985 and June 1989. It was last revised in October 2006 as part of the Hay study. There are currently twenty-eight permanent incumbents in this classification. The proposed changes will not adversely affect the incumbents.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2021-2022. Incumbents in this classification as well as CSEA, were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. In addition to the class study orientation, Personnel Commission staff also conducted two question and answer sessions. The incumbents were requested to complete Position Description Questionnaires (PDQ's) by January 31, 2022. The deadline was extended to April 30, 2022.

Personnel Commission staff requested the input of department management. A duty analysis worksheet which rated the frequency and criticality of each duty in the current class description was completed. Additionally, revisions are proposed to clarify essential duties, distinguishing characteristics, concept of the class, minimum qualifications and KSAs (knowledge, skills and abilities) and to more accurately reflect the nature of the work environment. Classification revisions were sent for review to CSEA, Department management, Business Services, Human Resources and executive leadership.

Additionally, 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, class description revisions are being proposed to include a more accurate depiction of the work performed. These changes serve to clarify essential duties, distinguishing characteristics, concept of the class and KSAs (knowledge, skills and abilities) and other job requirements.

A comprehensive survey of comparable agencies was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to Administrative Assistant II. The survey produced nine moderate to strong matches.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Administrative Assistant II	\$5,206	\$6,327	\$5,767
Cerritos College	Administrative Secretary II	\$5,597	\$6,727	\$6,162
El Camino College	ADMINISTRATIVE ASSISTANT II	\$5,465	\$7,009	\$6,237
Foothill DeAnza CCD	Administrative Assistant II	\$5,478	\$7,337	\$6,408
Glendale College	Administrative Assistant II	\$4,428	\$5,652	\$5,040
North Orange County CCD	Administrative Assistant II	\$5,397	\$6,503	\$5,950
Pasadena City College	Administrative Assistant II	\$5,052	\$6,448	\$5,750
Santa Barbara City College	ADMINISTRATIVE ASSISTANT II	\$5,665	\$6,428	\$6,047
State Center CCD	Administrative Assistant	\$4,513	\$5,552	\$6,144
Ventura County CCD	Administrative Assistant	\$4,619	\$6,384	\$5,502
	Average	\$5,382	\$6,449	\$5,915

25th Percentile	\$5,052	\$6,384	\$5,750
50th Percentile	\$5,465	\$6,448	\$6,047
75th Percentile	\$5,597	\$6,727	\$6,162
80th Percentile	\$5,624	\$6,840	\$6,192
90th Percentile	\$5,986	\$7,107	\$6,271
SMC % RANK	30.5%	24.0%	38.5%
SMC Difference From AVG	-3.4%	-1.9%	-2.6%
SMC Difference From MED	-5.0%	-1.9%	-4.9%

The current salary range for Administrative Assistant II is range 29 (\$5,206 to \$6,327 per month) on the Classified Employee Salary Schedule. In this survey, SMC’s position is at the 38th median percentile when compared to the market median. To attract and retain employees, it is recommended that this classification be reallocated to Range 32 (\$5,596 to \$6,803 per month). Salary was proposed considering internal alignment within the Clerical and Administrative Support job discipline.

The following table shows percentage differences between jobs in Administrative/Clerical job family. Phase II of cyclical reviews for the Administrative/Clerical job family is currently underway.

**Current**

JOB TITLE	REPORTS TO	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Executive Coordinator-District & Board of Trustees-Confidential*	Superintendent/President	\$6,975	\$8,479	C41	10.26%
Administrative Assistant IV-Confidential*	Superintendent/President	\$6,327	\$7,690	C37	5.00%
Administrative Assistant III-Confidential*	Senior Level District Administrator	\$6,026	\$7,324	C35	2.53%
Administrative Assistant III*	Associate VP, VP or Director of Personnel Commission	\$5,876	\$7,143	34	12.90%

Administrative Assistant II	Academic Deans/Administrators	\$5,206	\$6,327	29	7.68%
Administrative Assistant I	Department Chairs, Academic Directors, Associate or Assistant Deans, Administrative or Classified Managers.	\$4,834	\$5,876	26	15.76%
Administrative Clerk	Assistant Deans, Academic, Classified Administrators or Managers	\$4,176	\$5,076	20	

*\*Pending Cyclical Review*

**Proposed**

JOB TITLE	REPORTS TO	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
<i>Administrative Assistant II</i>	Academic Deans/Administrators	<i>\$5,596</i>	<i>\$6,803</i>	<i>32</i>	10.26%
<i>Administrative Assistant I*</i>	Department Chairs, Academic Directors, Associate or Assistant Deans, Administrative or Classified Managers.	<i>\$5,076</i>	<i>\$6,170</i>	<i>28</i>	18.52%
<i>Administrative Clerk**</i>	Assistant Deans, Academic, Classified Administrators or Managers	<i>\$4,283</i>	<i>\$5,206</i>	<i>21</i>	

*\* Proposed in a previous agenda item*

*\*\*Proposed in subsequent agenda item*

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed revisions and salary reallocation for the **Administrative Assistant II** classification description.

**FROM: Classified Employee Salary Schedule Range 29 (\$5,206 to \$6,327 per month)**

**TO: Classified Employee Salary Schedule Range 32 (\$5,596 to \$6,803 per month)**

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

Santa Monica Community College District  
Personnel Commission

Administrative Assistant II

CONCEPT OF THE CLASS

~~Under general supervision, Positions in the Administrative Assistant II this classification perform advanced vocational, moderately complex secretarial-clerical duties and provide paraprofessional-administrative support for Academic Deans or administrators working in off-campus facilities or in large, complex functional areas.~~

DISTINGUISHING CHARACTERISTICS

Positions in the Administrative Assistant I classification perform a variety of ~~vocational secretarial-specialized clerical~~ duties and provide administrative support for ~~College/college~~ management and faculty leaders in instructional, academic and support service functional areas.

Positions in the Administrative Assistant II classification typically report to Academic Deans, or administrators working in off-campus facilities or in large, complex functional areas. The work of positions in this classification is distinguished from those at the Administrative Assistant I level by the increased complexity of assignments, broader range of duties and greater independence with which the employee is expected to operate. ~~Positions in this class require prior professional level administrative, business and analytical experience. Positions in this class work under general supervision with greater flexibility in achieving specified objectives. Work review occurs while in progress and upon completion.~~

Positions in the Administrative Assistant III classification perform a variety of complex ~~secretarial-clerical~~ duties and provide administrative support to ~~an Associate Vice President, Vice President, senior administrative staff or the Director of Classified Personnel/the Personnel Commission.~~

Positions in the Administrative Assistant IV classification perform a variety of difficult and highly complex ~~secretarial-clerical~~ duties and provide administrative support to the Superintendent/President and/or Board of Trustees.

~~The Administrative Assistant II classification is the second level in the Administrative Assistant class series. The other classifications in this series are: Administrative Assistant I, Administrative Assistant III, and, Administrative Assistant IV.~~

~~A class series is a progression of classifications whose specifications distinguish one level from the next by defined characteristics of the class. Positions in the administrative assistant series are distinguished by the scope of the supervisor's administrative and program responsibilities, the knowledge required to effectively perform the job and the minimum experience and/or education necessary to be considered for employment.~~

ESSENTIAL DUTIES

Performs a variety of ~~secretarial/clerical~~ duties for an instructional program or functional area; receives, reviews and routes mail; composes, edits, formats and ~~type-prepares~~ letters, memorandums, reports, charts, requisitions, and emails; proofreads ~~and edits~~ documents; ~~organizes and~~ maintains files, records, ~~spreadsheets~~ and computerized databases.

Greets students, staff and visitors; responds to questions, requests and complaints; provides information about services, ~~resources, policies and~~ procedures.

Provides ~~secretarial-clerical~~ and administrative support for ~~consortia, advisory committees, task forces or committees/forces, committees and councils; reproduce-creates, formats and distributes~~ meeting agendas ~~and~~ minutes; ~~and~~ attends meetings, ~~take~~; maintains background and historical



materials/documents shared in meetings; updates committee/council websites, webpages, and social media.

Maintains calendars; arrangee-schedules meetings; etee-appointments; coordinates and follows up on facilities usage.

Maintains records of budget balances, expenditures and inventories in various accounts; develops, revises and compiles grant, auxiliary, foundation, and/or district budget information; initiates purchase order; creates requisitions; processes reviews invoices for accuracy and payment; generates funds transfer requests.

Makes travel arrangements including air and hotel reservations; completes and submits conference authorization requests and registration forms; typee-completes, submits and tracks expense-reporter reimbursement requests.

Generates and tracks the progress of work orders for maintenance, grounds, custodial, of telecommunications and information technology services.

Compiles and reviews data to prepare statistical reports and surveys.

Orders, stores, and maintains inventories department office supplies; orders equipment, places service calls/work orders for equipment maintenance.

Electronically and manually Records, time and prepares and submits staff, faculty and student worker timesheets and absence forms for supervisor review and approval prior to submitting to Payroll. for authorization and submits to payroll department

Interviews, selects, trains, and provides work direction for students workers, temporary workers,

Orients, informs and guides co-workers in office procedures related to assigned department.

May update and maintain District-wide materials, such as catalogs, class schedules or final exam schedule and materials required for community and industry partner meetings.

May assist with the writing and editing writing, editing and distributing of reports, grant proposals and updates, press releases and articles for college newsletters.

May maintain and monitor student progress files.

May verify requests of student's academic requirements, processes pre-application documents for State Board licenses, contact Boards and notifies students of examination dates.

May distribute, collect, and tabulate instructor evaluations.

May maintain and update department or functional service area web sites social media platforms and bulletin boards ensuring accessibility.

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 Academic Deans, or administrators working in off-campus facilities or in large, complex functional areas.

***Supervision Exercised:***

Positions in this classification do not supervise others. May provide work direction to student workers.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

~~R~~ules, regulations, laws and policies governing ~~the~~ community college districts

~~K~~nowledge of ~~e~~Customer service principles and techniques

~~K~~nowledge of ~~m~~Modern office practices, procedures, ~~software~~, and ~~hardware~~equipment

Computer applications and programs that support this level of work including document creation and editing, spreadsheets, presentations, data management, document scanning, and web/video conferencing

Records management practices and procedures including electronic filing practices

~~K~~nowledge of ~~e~~ffective customer service principles and ~~practices~~

~~K~~nowledge of ~~e~~ffective public reception and telephone communication techniques

~~K~~nowledge of ~~p~~roper English usage, vocabulary, spelling, grammar and punctuation

~~K~~nowledge of ~~b~~asic bookkeeping practices and procedures

**Ability to:**

Perform moderately complex clerical and technical administrative support work

Learn the organization, operation and services of the District

~~o~~perate ~~a~~ computer using computer applications, programs, terminal and use computer software standard office equipment

Ability to learn and apply policies, procedures and guidelines of a specific departments or functional area

Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, and District policies and procedures relevant to assigned area of responsibility

Learn, gain proficiency and apply emerging office technology, and policies, procedures, and guidelines of a specific department or functional area

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

~~A~~bility to ~~u~~nderstand and follow written and oral instructions

Communicate effectively, both orally and in writing

Perform basic arithmetic and financial computations accurately

~~A~~bility to ~~e~~Set priorities, ~~and~~ manage time and work in fast-paced ~~and busy~~ environment with multiple tasks and interruptions

Exercise sound independent judgment within assigned areas of responsibility

Role model exceptional internal and external customer service

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

~~Ability to establish and maintain effective working relationships with administrators, instructors, students, staff, and the public~~

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

An ~~A~~ssociate's degree or equivalent from an accredited college or university in Liberal Arts, Business Administration, Communications, Computer Information Systems, ~~Secretarial~~-Clerical Studies, or a closely related field.

**Experience Requirement:**

Two ~~(2)~~ years of ~~full-time, paid, progressively responsible secretarial and/or administrative~~ experience providing direct administrative support to an administrator or management level supervisor.

**Education/Experience Equivalency:**

Experience and/or education of the same kind, level or 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. 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:** ~~Secretarial~~/Clerical

**FLSA Status:** Non-exempt

**Personnel Commission Approval Date:** ~~October 25, 2006~~11/1984

**Class History:** Established 11/84

**Revision Date(s):** 02/85; 06/89, 10/25/06 (-Hay Study)

**Santa Monica Community College District  
Personnel Commission**

**Administrative Assistant II**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform moderately complex clerical duties and provide administrative support for Academic Deans or administrators working in off-campus facilities or in large, complex functional areas.

**DISTINGUISHING CHARACTERISTICS**

Positions in the **Administrative Assistant I** classification perform a variety of specialized clerical duties and provide administrative support for college management and faculty leaders in instructional, academic and support service functional areas.

Positions in the **Administrative Assistant II** classification typically report to Academic Deans, or administrators working in off-campus facilities or in large, complex functional areas. The work of positions in this classification is distinguished from those at the Administrative Assistant I level by the increased complexity of assignments, broader range of duties and greater independence with which the employee is expected to operate.

Positions in the **Administrative Assistant III** classification perform a variety of complex clerical duties and provide administrative support to a Vice President, senior administrative staff or the Director of the Personnel Commission.

Positions in the **Administrative Assistant IV** classification perform a variety of difficult and highly complex clerical duties and provide administrative support to the Superintendent/President and/or Board of Trustees.

Positions in the administrative assistant series are distinguished by the scope of the supervisor's administrative and program responsibilities, the knowledge required to effectively perform the job and the minimum experience and/or education necessary to be considered for employment.

**ESSENTIAL DUTIES**

Performs a variety of clerical duties for an instructional program or functional area; receives, reviews and routes mail; composes, edits, formats and prepares letters, memorandums, reports, charts, requisitions, and emails; proofreads and edits documents; organizes and maintains files, records, spreadsheets and computerized databases.

Greets students, staff and visitors; responds to questions, requests and complaints; provides information about services, resources, policies and procedures.

Provides clerical and administrative support for consortia, task forces, committees and councils; creates, formats and distributes meeting agendas and minutes; attends meetings, maintains background and historical materials/documents shared in meetings; updates committee/council websites, webpages, and social media.

Maintains calendars; schedules meetings; coordinates and follows up on facilities usage.

Maintains records of budget balances, expenditures and inventories in various accounts; develops, revises and compiles grant, auxiliary, foundation, and/or district budget information; creates requisitions; reviews invoices for accuracy and payment; generates funds transfer requests.

Makes travel arrangements including air and hotel reservations; completes and submits conference authorization requests and registration forms; completes, submits and tracks reimbursement requests.

Generates and tracks the progress of work orders for maintenance, grounds, custodial, telecommunications and information technology services.

Compiles and reviews data to prepare statistical reports and surveys.

Orders, stores, and maintains inventories department office supplies; orders equipment, places service calls/work orders for equipment maintenance.

Electronically and manually records, prepares and submits staff, faculty and student worker timesheets and absence forms for supervisor review and approval prior to submitting to Payroll.

Interviews, selects, trains, and provides work direction for student workers.  
Orients, informs and guides co-workers in office procedures related to assigned department.

May update and maintain District-wide materials, such as catalogs, class schedules or final exam schedule and materials required for community and industry partner meetings.

May assist with writing, editing and distributing reports, grant proposals and updates, press releases and articles for college newsletters.

May maintain and monitor student progress files.

May verify requests of student's academic requirements, processes pre-application documents for State Board licenses, contact Boards and notifies students of examination dates.

May distribute, collect, and tabulate instructor evaluations.

May maintain and update department or functional service area web sites, social media platforms and bulletin boards ensuring accessibility.

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 Academic Deans, or administrators working in off-campus facilities or in large, complex functional areas.

*Supervision Exercised:*

Positions in this classification do not supervise others. May provide work direction to student workers.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Rules, regulations, laws and policies governing community college districts

Customer service principles and techniques

Modern office practices, procedures, and equipment

Computer applications and programs that support this level of work including document creation and editing, spreadsheets, presentations, data management, document scanning, and web/video conferencing

Records management practices and procedures including electronic filing practices

Effective public reception and telephone communication techniques

English usage, vocabulary, spelling, grammar and punctuation

Basic bookkeeping practices and procedures

**Ability to:**

Perform moderately complex clerical and technical administrative support work

Learn the organization, operation and services of the District

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

Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, and District policies and procedures relevant to assigned area of responsibility

Learn, gain proficiency and apply emerging office technology, and policies, procedures, and guidelines of a specific department or functional area

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

Understand and follow written and oral instructions

Communicate effectively, both orally and in writing

Perform basic arithmetic and financial computations accurately

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

Exercise sound independent judgment within assigned areas of responsibility

Role model exceptional internal and external customer service

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

**MINIMUM QUALIFICATIONS**

***Education Requirement:***

An associate's degree or equivalent from an accredited college or university in Liberal Arts, Business Administration, Communications, Computer Information Systems, Clerical Studies, or a closely related field.

***Experience Requirement:***

Two years of experience providing direct administrative support to an administrator or management level supervisor.

***Education/Experience Equivalency:***

Experience and/or education of the same kind, level or 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. 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:*** Clerical

***FLSA Status:*** Non-exempt

***Personnel Commission Approval Date:*** 11/1984

***Class History:*** Established 11/84

***Revision Date(s):*** 02/85; 06/89, 10/25/06 (Hay Study), 8/16/23

Agenda Report Number	6
Subject	Classification Revisions and Salary Reallocation: Administrative Clerk
Date	August 16, 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 are classification description revisions and a salary reallocation recommendation for **Administrative Clerk**.

As part of the cyclical review process, we are reviewing classifications in the Clerical & Administrative Support job discipline. The Administrative Clerk performs a wide variety of office support and routine clerical duties and activities of a generalized nature in support of an assigned department or functional area.

The Administrative Clerk classification was originally created in June 1977 as the Clerk II. The classification has been retitled three times. In October 1979 the classification was retitled to a Clerk Typist, then in 1984 it was revised and retitled to Clerical Assistant I. The most recent revision and retitle occurred in October 2006 when it was retitled to Administrative Clerk by the Hay Study. There are currently two permanent incumbents in this classification. The proposed changes will not adversely affect the incumbents.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2021-2022. Incumbents in this classification as well as CSEA, were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. In addition to the class study orientation, personnel commission staff also conducted two question and answer sessions. The incumbents were requested to complete Position Description Questionnaires (PDQ's) by January 31, 2022. The deadline was extended to April 30, 2022.

Personnel Commission staff requested the input of department management. A duty analysis worksheet which rated the frequency and criticality of each duty in the current class description was completed. Additionally, revisions are proposed to clarify essential duties, distinguishing characteristics, concept of the class and KSAs (knowledge, skills and abilities) and to more accurately reflect the nature of the work environment. Classification revisions were sent for review to CSEA, Department management, Business Services, Human Resources and executive leadership.



Additionally, 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, class description revisions are being proposed to include a more accurate depiction of the work performed. These changes serve to clarify essential duties, distinguishing characteristics, concept of the class and KSAs (knowledge, skills and abilities) and other job requirements.

A comprehensive survey of comparable agencies was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to Administrative Clerk. The survey produced eight moderate to strong matches.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	STUDENT FTE	GF REVENUE ACTUAL	TOTAL EMPLOYEE FTE
Santa Monica College	Administrative Clerk	\$4,176	\$5,076	\$4,626	41,108	22,135	\$244M	1,245
Cerritos College	Administrative Clerk I	\$3,970	\$4,750	\$4,360	30,390	16,881	\$161M	943
Foothill DeAnza CCD	Office Assistant	\$4,236	\$5,631	\$4,934	59,046	27,371	\$280M	1,501
Long Beach City College	Office Assistant	\$3,654	\$4,478	\$4,066	34,373	20,226	\$192M	1,188
Los Angeles CCD	Secretary	\$3,863	\$4,786	\$4,325	220,986	83,138	\$925M	4,513
Mt. San Antonio College	Administrative Specialist I	\$4,526	\$5,776	\$5,151	63,181	33,823	\$287M	1,328
Santa Barbara City College	Office Assistant	\$3,913	\$4,652	\$4,041	21,781	12,038	\$153M	680
State Center CCD	Office Assistant II	\$3,430	\$4,219	\$3,825	69,618	29,832	\$330M	1,925
Ventura County CCD	Office Assistant	\$3,927	\$5,430	\$4,679	51,966	26,232	\$245M	1,428
	Average	\$3,906	\$4,939	\$4,422				
	25th Percentile	\$3,651	\$4,468	\$4,060				
	50th Percentile	\$3,895	\$4,768	\$4,342				

75th Percentile	\$4,037	\$5,480	\$4,742
80th Percentile	\$4,130	\$5,551	\$4,832
90th Percentile	\$4,352	\$5,689	\$4,999
SMC % RANK	82.4%	63.5%	69.0%
SMC Difference From AVG	6.5%	2.7%	4.4%
SMC Difference From MED	6.7%	6.1%	6.1%

The current salary for Administrative Clerk is Range 20 (\$4,176 to \$5,076 per month) on the Classified Employee Salary Schedule. In this survey, SMC’s position is at the 69th median percentile when compared to the market median. To attract and retain employees, it is recommended that this classification be reallocated to Range 21 (\$4,283 to \$5,206 per month). Salary was proposed considering internal alignment within the Clerical and Administrative Support job discipline.

The following table shows percentage differences between jobs in Administrative/Clerical job family. Phase II of cyclical reviews Administrative/Clerical job family is currently underway.

**Current**

JOB TITLE	REPORTS TO	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Executive Coordinator-District & Board of Trustees-Confidential*	Superintendent/President	\$6,975	\$8,479	C41	10.26%
Administrative Assistant IV-Confidential*	Superintendent/President	\$6,327	\$7,690	C37	5.00%
Administrative Assistant III-Confidential*	Senior Level District Administrator	\$6,026	\$7,324	C35	2.53%
Administrative Assistant III*	Associate VP, VP or Director of Personnel Commission	\$5,876	\$7,143	34	12.90%

Administrative Assistant II	Academic Deans/Administrators	\$5,206	\$6,327	29	7.68%
Administrative Assistant I	Department Chairs, Academic Directors, Associate or Assistant Deans, Administrative or Classified Managers.	\$4,834	\$5,876	26	15.76%
Administrative Clerk	Assistant Deans, Academic, Classified Administrators or Managers	\$4,176	\$5,076	20	

*\*Pending cyclical reviews*

Proposed

JOB TITLE	REPORTS TO	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
<i>Administrative Assistant II*</i>	Academic Deans/Administrators	<i>\$5,596</i>	<i>\$6,803</i>	<i>32</i>	10.26%
<i>Administrative Assistant I*</i>	Department Chairs, Academic Directors, Associate or Assistant Deans, Administrative or Classified Managers.	<i>\$5,076</i>	<i>\$6,170</i>	<i>28</i>	18.52%
<i>Administrative Clerk</i>	Assistant Deans, Academic, Classified Administrators or Managers	<i>\$4,283</i>	<i>\$5,206</i>	<i>21</i>	

*\*Proposed in previous agenda items*

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

RECOMMENDATION

It is recommended that the Commission approve the proposed revisions and salary reallocation for the **Administrative Clerk** classification description.

**FROM: Classified Employee Salary Schedule Range 20 (\$4,176 to \$5,076 per month)**

**TO: Classified Employee Salary Schedule Range 21 (\$4,283 to \$5,206 per month)**

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

**Santa Monica Community College District  
Personnel Commission  
  
Administrative Clerk**

**CONCEPT OF THE CLASS**

Under general supervision of Positions in this classification perform a wide variety of office support and routine clerical duties and activities of a generalized nature in support of an assigned department or functional area.

**DISTINGUISHING CHARACTERISTICS**

Positions in the Administrative Clerk classification perform the full range of clerical and office support duties. Work is performed based on established routines, policies, procedures and standing instruction.

Positions in the Administrative Assistant I classification perform a variety of specialized clerical duties and provide administrative support for College management and faculty leaders in instructional, academic and support service functional areas.

Positions in the Administrative Assistant II classification perform moderately complex clerical duties and provide administrative support for Academic Deans or administrators working in off-campus facilities or in large, complex functional areas.

Positions in the Administrative Clerk classification are distinguished from those in the Academic Department Secretary and Administrative Department Secretary classifications by the narrow and specific focus of general duties.

This is a multi-incident classification with positions assigned to specific functional areas. Duties and assignments may overlap depending on the operational needs of the department and staff.

**ESSENTIAL DUTIES**

Compiles, prepares and enters data into computers from various sources; creates and maintain computer-based tracking information and reports including assigned databases, records and lists; inputs corrections and updates; verifies data for accuracy and completeness; assists in the compilation of reports.

Creates and Maintains accurate and up-to-date office files and records for assigned areas; develops, prepares and monitors various logs, accounts and files for current and accurate information including manual and computer logs of documents processed, calls and complaints received, applications for permits and other requests; develops, organizes and maintains filing systems.

Sorts, assigns codes, cross-references, duplicates, microfilms and files a wide variety of District records, documents, drawings, maps and other material for area of assignment; creates new files and creates and maintain chronological files

Formats, edits and maintains a variety of forms, numerical and statistical charts and databases.

Processes mail including receiving, sorting, date-stamping, logging and distributing incoming and outgoing correspondence and packages.

Demonstrates operation of equipment, including microscopes, video and/or DVD players equipment, and computers to students as required for assigned area.

Monitors student's behavior and facilities use by area of assignment; ~~enforces no-eating-or-drinking-policy~~; identifies misuse of lab materials; monitors noise levels.

Assists with the opening and closing of facilities; turns off computers; rearranges furniture; monitors facilities for breakage or maintenance problems; collects articles left by users and forwards to Campus Police by area of assignment.

Monitors inventories of supplies and materials; prepares purchase requisitions and request for payment.

Maintain calendar of activities, meetings, and various events for assigned staff; coordinates activities and meeting with other departments and the public; attends committee and staff meetings.

~~May process personnel action forms and enter timesheet information on payroll department forms~~

~~May use a two-way radio to dispatch crews to respond to non-emergency customer problems~~

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 Assistant Deans, or academic or classified administrators and managers.

##### *Supervision Exercised:*

Positions in this classification do not supervise others.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

~~Modern office procedures and practices and equipment~~

~~Knowledge of Federal, state and local laws, codes, and regulations relevant to the position's assignment assigned area~~

~~Computer applications and programs that support this level of work including document creation and editing, spreadsheet, presentation, data management, and document scanning~~

~~Knowledge of business-English usage, vocabulary, spelling, punctuation and grammar  
Knowledge of office equipment including computers and supporting word processing, spreadsheet and database applications  
Knowledge of basic arithmetic and ability to perform routine mathematical calculations  
Knowledge of alpha, numerical and subject matter filing systems~~

~~Knowledge of effective public receptionist and telephone communication techniques~~

~~Knowledge of records management practices and procedures including filing practices~~

##### Ability to:

~~Perform a variety of clerical and general office support duties~~

~~Ability to learn the organization, operation and services of the District~~

Perform routine mathematical calculations

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

Ability to ~~Set priorities, manage time and work in a fast-paced environment with multiple tasks and constant interruptions, set priorities, manage time and meet deadlines~~

Ability to ~~Learn, gain proficiency and apply emerging office technology, and correctly interpret and apply general administrative and departmental policies, and procedures and guidelines of a specific department or functional area~~

Ability to ~~Communicate effectively well~~ both orally and in writing

Role model exceptional internal and external customer service

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

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

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Graduation from High School or GED equivalent.

**Experience Requirement:**

Six ~~(6)~~ months experience performing responsible clerical work.

**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**

**Job Family:** ~~Secretarial~~/Clerical

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** ~~October 25, 2006~~06/1977

**Class History:** 06/77 Clerk II Established

**Revision Date(s):** 10/79 Title Change from Clerk II to Clerk Typist  
12/84 PC Revised from Clerk Typist to Clerical Assistant I;  
10/06 Hay Study

**Santa Monica Community College District  
Personnel Commission  
  
Administrative Clerk**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform a wide variety of office support and routine clerical duties and activities of a generalized nature in support of an assigned department or functional area.

**DISTINGUISHING CHARACTERISTICS**

Positions in the **Administrative Clerk** classification perform the full range of clerical and office support duties. Work is performed based on established routines, policies, procedures and standing instruction.

Positions in the **Administrative Assistant I** classification perform a variety of specialized clerical duties and provide administrative support for College management and faculty leaders in instructional, academic and support service functional areas.

Positions in the **Administrative Assistant II** classification perform moderately complex clerical duties and provide administrative support for Academic Deans or administrators working in off-campus facilities or in large, complex functional areas.

**ESSENTIAL DUTIES**

Compiles, prepares and enters data into computers from various sources; creates and maintain tracking information and reports including assigned databases, records and lists; inputs corrections and updates; verifies data for accuracy and completeness; assists in the compilation of reports.

Creates and maintains accurate and up-to-date office files and records for assigned areas; develops, prepares and monitors various logs, accounts and files for current and accurate information including manual and computer logs of documents processed, calls and complaints received, applications for permits and other requests; develops, organizes and maintains filing systems.

Sorts, assigns codes, cross-references, duplicates, and files a wide variety of District records, documents, drawings, maps and other material for area of assignment.

Formats, edits and maintains a variety of forms, numerical and statistical charts and databases.

Processes mail including receiving, sorting, date-stamping, logging and distributing incoming and outgoing correspondence and packages.

Demonstrates operation of equipment, including microscopes, video equipment, and computers to students as required for assigned area.

Monitors student's behavior and facilities use by area of assignment; identifies misuse of lab materials; monitors noise levels.

Assists with the opening and closing of facilities; turns off computers; rearranges furniture; monitors facilities for breakage or maintenance problems; collects articles left by users and forwards to Campus Police by area of assignment.



Monitors inventories of supplies and materials; prepares purchase requisitions and request for payment.

Maintain calendar of activities, meetings, and various events for assigned staff; coordinates activities and meeting with other departments and the public; attends committee and staff meetings.

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 Assistant Deans, or academic or classified administrators and managers.

*Supervision Exercised:*

Positions in this classification do not supervise others.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Modern office procedures, practices and equipment

Federal, state and local laws, codes, and regulations relevant to assigned area

Computer applications and programs that support this level of work including document creation and editing, spreadsheet, presentation, data management, and document scanning

English usage, vocabulary, spelling, punctuation and grammar

Effective public reception and telephone communication techniques

Records management practices and procedures including filing practices

**Ability to:**

Perform a variety of clerical and general office support duties

Learn the organization, operation and services of the District

Perform routine mathematical calculations

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

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

Learn, gain proficiency and apply emerging office technology, and policies, procedures and guidelines of a specific department or functional area

Communicate effectively both orally and in writing

Role model exceptional internal and external customer service

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

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Graduation from High School or GED equivalent.

**Experience Requirement:**

Six months experience performing responsible clerical work.

**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**

**Job Family:** Clerical

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** 06/1977

**Class History:** 06/77 Clerk II Established

**Revision Date(s):** 10/79 Title Change from Clerk II to Clerk Typist  
12/84 PC Revised from Clerk Typist to Clerical Assistant I;  
10/06 Hay Study  
8/16/23

Agenda Report Number	7
Subject	Classification Revisions and Retitle: Community College Police Officer (Lateral /Academy Graduate)
Date	August 16, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Karen Monzon, Personnel Analyst

### **BACKGROUND**

Attached for your approval is a revised classification description for **Community College Police Officer (Lateral/Academy Graduate)**.

As scheduled on the annual cyclical study calendar, Commission staff is reviewing the classifications within the Campus Safety department. The Community College Police Officers (Lateral/Academy Graduate) are California P.O.S.T. certified, providing law enforcement duties, as well as ensuring the safety and well-being of students, staff, and visitors of the District.

The Community College Police Officer (Lateral/Academy Graduate) classification was established in June 1979. The classification has had several revisions with the most recent revision approved in March 2023. There are nine incumbents in this classification. The proposed changes will not adversely affect the incumbents.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2022-2023. The incumbents from Campus Safety classifications, as well as SMC Police Officers' Association, were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbent was requested to complete a Position Description Questionnaire (PDQ).

Personnel Commission staff met with Community College Police Sergeants, Chiquita Brown and Bryan Wilson. In addition, the supervisors were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were added to clarify related roles within the occupational series, and duties were added to more accurately reflect responsibilities assigned to this classification. The knowledge, skills and abilities section were updated with standardized language.

Additionally, 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 required, including a retitle to **Community College Police Officer**. Additional changes serve to clarify the concept of the class, essential duties and KSAs (knowledge, skills and abilities).

A comprehensive survey of comparable agencies was conducted. The salary survey of standard benchmark organizations resulted in 11 moderate to strong matches, which are identified below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Community College Police Officer	\$6,970	\$8,471	\$7,721
Cerritos College	Campus Police Officer	\$6,896	\$8,314	\$7,605
City of Santa Monica	Police Officer	\$9,116	\$11,254	\$10,185
Contra Costa CCD	Police Services Officer	\$5,992	\$7,299	\$6,646
El Camino College	College Police Officer	\$5,884	\$7,565	\$6,725
Foothill De Anza CCD	Police Officer I/II	\$6,806	\$9,051	\$7,929
Glendale College	Police Officer	\$5,668	\$7,234	\$6,451
Mount San Antonio College	Police Officer	\$6,672	\$8,515	\$7,594
Pasadena City College	Police Officer	\$5,851	\$7,476	\$6,663
Riverside CCD	Officer - Safety & Police	\$6,968	\$8,483	\$7,726
State Center CCD	Police Officer	\$5,927	\$7,199	\$6,563
Ventura County CCD	Community College Police Officer I	\$5,884	\$8,118	\$7,001
	Average	\$6,515	\$8,228	\$7,371
	25th Percentile	\$5,884	\$7,387	\$6,654
	50th Percentile	\$5,992	\$8,118	\$7,001
	75th Percentile	\$6,851	\$8,499	\$7,665
	80th Percentile	\$6,896	\$8,515	\$7,726
	90th Percentile	\$7,183	\$9,271	\$7,929
	SMC % RANK	90.0%	69.2%	<b>79.5%</b>
	SMC Difference From AVG	6.5%	2.9%	4.5%
	SMC Difference From MED	14.0%	4.2%	9.3%

*\*The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.*

The current salary range for Community College Police Officer (Lateral/Academy Graduate) is \$6,970 to \$8,471 per month (SMC Police Officer Salary Schedule, Range 42). In this survey, SMC is in the 79.5% median percentile compared to all benchmark agencies with comparable

classifications, which meets the College’s goal to target base median salary at or above the 70th percentile. Cyclical review results have been sent for review to the incumbents, SMC Police Officers’ Association, Department Management, Business Services, Human Resources, and executive leadership.

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

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Chief of Police	Vice President of Student Affairs	A20	\$16,420	\$18,103	40.70%
CC Police Captain	Chief of Police	M33	\$11,670	\$14,184	37.28%
CC Police Sergeant	CC Police Captain	M20	\$8,501	\$10,333	21.97%
<i>CC Police Officer</i>	<i>CC Police Sergeant</i>	<i>42</i>	<i>\$6,970</i>	<i>\$8,471</i>	<i>24.55%</i>
<i>CC Police Officer Recruit</i>	<i>CC Police Sergeant</i>	<i>33</i>	<i>\$5,596</i>	<i>\$6,803</i>	<i>4.99%</i>

**RECOMMENDATIONS**

It is recommended that the Commission approve the attached revisions and title change to the classification description for Community College Police Officer (Lateral/Academy Graduate).

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

**Santa Monica Community College District  
Personnel Commission**

**Community College Police Officer  
(Lateral/Academy-Graduate)**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform patrol duties on foot, bicycle or by motorcycle or vehicle, enforce laws, rules and regulations to protect college personnel against accident or bodily harm, and college property and facilities against fire, theft, vandalism, and illegal entry.

**DISTINGUISHING CHARACTERISTICS**

The Community College Police Officer is the classification of sworn Police Officer requiring successful completion of a basic law enforcement training program at a California Commission on Peace Officer Standards and Training (~~hereinafter referred to as POST~~POST) certified academy. Probationary incumbents complete a field training program and are then able to perform the full range of peace officer duties. ~~Community College Police Officers must possess or attain a P.O.S.T. Basic Certificate upon completion of the first 12 months of service.~~

The Community College Police Officer Recruit-Trainee is a non-sworn training-level classification for candidates seeking police training. A recruit-trainee will attend and must successfully complete a basic law enforcement training program at a District approved ~~California Commission on P.O.S.T. POST-~~ certified academy within 12 months of hire. Assignment to this class is limited to participation in and successful graduation from a basic law enforcement training academy.

**ESSENTIAL DUTIES**

Patrols college campus on foot, bicycle or by motorcycle or vehicle and answers calls to protect college students, faculty, and staff against accident or bodily harm and college property and facilities against fire, theft, vandalism, and illegal entry.

Enforces laws, traffic regulations and safety regulations, and is authorized to search, interrogate, apprehend or arrest violators, if necessary.

Provides security control for large gatherings, assemblies, or other campus activities and events, such as registration, athletic, and social events.

Investigates and records irregularities which occur during assigned shift; takes necessary action within the limits of prescribed policies and procedures; corrects the situation, if possible, or contacts the Community College Police Chief or Campus Sergeant for guidance and assistance.

Gathers evidence to use in the apprehension and conviction of suspects.

Renders first aid during emergencies.

Detects traffic law violations and issues parking infraction citations.

Prevents traffic congestion with signs or traffic direction.

Conducts building searches in accordance with predetermined plan during a bomb threat or other emergency conditions.

Maintains a log of daily activities and writes reports to be used in follow-up investigations.

Performs additional law enforcement duties in accordance with ~~P.O.S.T.~~POST training.

~~Participates in ongoing training related to the conduct and methods of community policing, anti-bias, cultural responsibility, conflict avoidance, and de-escalation.~~

~~Participates in campus activities not involving a police response or other formal public safety-related activities when required.~~

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*

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

##### *Supervision Exercised*

May assign work and partner with a Community College Police Officer completing his or her field training program.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

~~L~~aw enforcement procedures pertaining to arrest, search and seizure, and rules of evidence

~~Knowledge of~~ California laws and local ordinances relating to theft, burglary, arson, malicious mischief and trespassing

~~Basic interviewing techniques~~

~~Vehicle operations and safe driving practices~~

~~Standard broadcasting procedures using a police radio system~~

~~Effective customer service techniques~~

~~Basic mathematic principles~~

##### Ability to:

~~d~~emonstrate a commitment to diversity, equity, and inclusion principles

~~Ability to operate a motor vehicle (or motorcycle) safely and in accordance with all traffic laws and regulations~~

~~Ability to e~~xercise independent, sound judgment in evaluating situations and making decisions

~~Ability to e~~nforce pertinent laws, rules and regulations

~~Ability to a~~ Analyze situations and adopt an effective course of action

~~Ability to i~~ Interpret and follow oral and written instructions

~~Ability to l~~ Learn District and campus rules and regulations regarding security, safety, and conduct

~~Ability to w~~ Write clear and concise reports

~~Ability to i~~ Interrogate suspects and interview complaints and witnesses

~~Ability to r~~ espond quickly and effectively in emergency situations

~~Ability to u~~ se restraint in confrontational situations

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

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

~~Ability to accept supervisory direction willingly~~

~~Ability to establish and maintain effective working relationships in a diverse multi-cultural and multi-ethnic educational environment~~

#### MINIMUM QUALIFICATIONS

##### *Education Requirement:*

~~U.S. H~~ high school diploma, GED certificate, or high school proficiency examination, or a two-year, four-year, or advanced degree from an accredited or approved college/university, as specified by P.O.S.T. POST.

Successful graduation from a basic law enforcement training academy at a ~~P.O.S.T. certified~~ POST certified academy. College level coursework in ~~Administration of Justice and police science (Police Science)~~ Administration of Justice and police science (Police Science) is desirable.

##### *Experience Requirement:*

Completion of a California POST approved academy.

For lateral entry: Possession of a POST Basic Certificate and For lateral candidate, a minimum of one year of experience working as a sworn police officer in a P.O.S.T. law enforcement agency (or out of state equivalent) is required.

A lateral transfer is defined as the transfer of a police officer currently employed in a comparable POST law enforcement agency.



**Special Requirements:**

Must be free of any felony convictions or misdemeanor convictions involving violence and meet all minimum selection standards of a peace officer as specified by the California Commission on Peace Officer Standards and Training.

Must be legally authorized to work in the United States under federal law.

Must pass a thorough background investigation, in accordance with P.O.S.T-POST and District Standards.

Meet the District and P.O.S.T-POST medical and psychological standards for police officers, including hearing and vision requirements

Must pass a 12-month probationary period in this position. Any time worked as a Police Recruit-Trainee at the District will not count towards the one-year probationary period for Community College Police Officer.

**Licensure and/or Certification:**

For academy graduate candidates, a California P.O.S.T-POST-Basic certificate must be obtained upon completion of the first 12 months of service in this classification.

For lateral candidates, a valid P.O.S.T-POST Basic certificate or successful completion of the P.O.S.T-POST-basic waiver process is required at the time of application.

Possession of a valid Class "C" California driver's License.

**Training:**

The field training program consists of an on-the-job training program, several performance evaluations and a review by the Chief of Police. Failure to maintain satisfactory progress during the training program will end a candidate's eligibility for participation in the program and employment in the class.

**Special Designation:**

Incumbents in this class may qualify for special designation in 1) Investigator, 2) Training Officer, 3) Range Master, or 4) Safety and Security Systems Officer:

- 1) Investigator Designation requires successful completion of a Criminal Course and will be responsible for the follow-up and coordinator of investigations relating to campus activities; conducting interviews of suspects, completing reports, and conferring with the Campus Police Sergeant and Police Chief to determine course of action for each individual situation.
- 2) Training Officer Designation requires successful completion of First Aid and CPR classes and Multi-Video Equipment Usage classes and will be responsible for conducting training and safety classes for police officers and parking security officers. Additional responsibilities include scheduling officers for advance training, maintaining logs of training and disseminating training and safety materials and information to police department staff.
- 3) Range Master Designation requires successful completion of a Range Master Instructor Course and will be responsible for coordination and scheduling the monthly qualifying of officers and sergeants. The Range master must be present at all qualifying sessions, verify successful qualifying marks, and maintain qualifying logs and conduct safety training.
- 4) Safety and Security Systems Officer Designation requires annual certification from a certified training agency in technical installation and operation and maintenance of intrusion and fire alarms and monitoring systems and will be responsible for: coordinating and controlling the access and use of facilities through the use and monitoring of electronic access control systems; managing and maintaining the burglar and hold-up alarm systems installed by contractors; managing and maintaining the surveillance systems installed by contractors;

managing and maintaining the fire detection and alarm systems installed by contractors; troubleshooting and correcting problems with the systems, including contacting contractors; training fellow Campus Police Officers in monitoring and troubleshooting the systems; working directly with contractors in new installations, routine maintenance, and troubleshooting.

**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.

Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a District vehicle (including motorcycles), on a bicycle and at the College Police Station. When working outdoors, may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping; run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night; may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical, and mechanical hazards, vehicular traffic, vibration, and noise; meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, dexterity, and use of both hands and legs appropriate to the duties to be performed. May administer first aid and in an emergency, push, pull, drag, and move individuals and/or others weighing 150 pounds or more. May be exposed to blood or other bodily fluids or communicable diseases. Must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell, and dexterity levels appropriate to the duties to be performed with the ability to work irregular hours and schedules.

**CLASS DETAIL**

<b>Job Family:</b>	Public Safety/Community Outreach
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	Established: 06/77
<b>Class History:</b>	Community College Police Officer
<b>Revision Date(s):</b>	06/79, 07/87, 10/24/90, 10/18/95, 03/27/02, 11/30/06, 06/20/07, 10/20/10, 02/17/16; 03/15/23

**Santa Monica Community College District  
Personnel Commission**

**Community College Police Officer**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform patrol duties on foot, bicycle or by motorcycle or vehicle, enforce laws, rules and regulations to protect college personnel against accident or bodily harm, and college property and facilities against fire, theft, vandalism, and illegal entry.

**DISTINGUISHING CHARACTERISTICS**

The Community College Police Officer is the classification of sworn Police Officer requiring successful completion of a basic law enforcement training program at a California Commission on Peace Officer Standards and Training (POST) certified academy. Probationary incumbents complete a field training program and are then able to perform the full range of peace officer duties.

The Community College Police Officer Trainee is a non-sworn training-level classification for candidates seeking police training. A trainee will attend and must successfully complete a basic law enforcement training program at a District approved POST certified academy within 12 months of hire. Assignment to this class is limited to participation in and successful graduation from a basic law enforcement training academy.

**ESSENTIAL DUTIES**

Patrols college campus on foot, bicycle or by motorcycle or vehicle and answers calls to protect college students, faculty, and staff against accident or bodily harm and college property and facilities against fire, theft, vandalism, and illegal entry.

Enforces laws, traffic regulations and safety regulations, and is authorized to search, interrogate, apprehend or arrest violators, if necessary.

Provides security control for large gatherings, assemblies, or other campus activities and events, such as registration, athletic, and social events.

Investigates and records irregularities which occur during assigned shift; takes necessary action within the limits of prescribed policies and procedures; corrects the situation, if possible, or contacts the Community College Police Chief or Campus Sergeant for guidance and assistance.

Gathers evidence to use in the apprehension and conviction of suspects.

Renders first aid during emergencies.

Detects traffic law violations and issues parking infraction citations.

Prevents traffic congestion with signs or traffic direction.

Conducts building searches in accordance with predetermined plan during a bomb threat or other emergency conditions.

Maintains a log of daily activities and writes reports to be used in follow-up investigations.

Performs additional law enforcement duties in accordance with POST training.

Participates in ongoing training related to the conduct and methods of community policing, anti-bias, cultural responsibility, conflict avoidance, and de-escalation.

Participates in campus activities not involving a police response or other formal public safety-related activities when required.

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*

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

##### *Supervision Exercised*

May assign work and partner with a Community College Police Officer completing his or her field training program.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

Law enforcement procedures pertaining to arrest, search and seizure, and rules of evidence

California laws and local ordinances relating to theft, burglary, arson, malicious mischief and trespassing

Basic interviewing techniques

Vehicle operations and safe driving practices

Standard broadcasting procedures using a police radio system

Effective customer service techniques

Basic mathematic principles

##### Ability to:

Demonstrate a commitment to diversity, equity, and inclusion principles

Exercise independent, sound judgment in evaluating situations and making decisions

Enforce pertinent laws, rules and regulations

Analyze situations and adopt an effective course of action

Interpret and follow oral and written instructions

Learn District and campus rules and regulations regarding security, safety, and conduct

- Write clear and concise reports
- Interrogate suspects and interview complaints and witnesses
- Respond quickly and effectively in emergency situations
- Use restraint in confrontational situations
- 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
- Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

**MINIMUM QUALIFICATIONS**

**Education Requirement:**  
High school diploma, GED certificate, or high school proficiency examination, or a two-year, four-year, or advanced degree from an accredited or approved college/university, as specified by POST.

Successful graduation from a basic law enforcement training academy at a POST certified academy. College level coursework in administration of justice and police science is desirable.

**Experience Requirement:**

Completion of a California POST approved academy.

For lateral entry: Possession of a POST Basic Certificate and one year of experience working as a sworn police officer.

A lateral transfer is defined as the transfer of a police officer currently employed in a comparable POST law enforcement agency.

**Special Requirements:**

Must be free of any felony convictions or misdemeanor convictions involving violence and meet all minimum selection standards of a peace officer as specified by the California Commission on Peace Officer Standards and Training.

Must be legally authorized to work in the United States under federal law.

Must pass a thorough background investigation, in accordance with POST and District Standards.

Meet the District and POST medical and psychological standards for police officers, including hearing and vision requirements

Must pass a 12-month probationary period in this position. Any time worked as a Police Trainee at the District will not count towards the one-year probationary period for Community College Police Officer.

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

For academy graduate candidates, a California POST Basic certificate must be obtained upon completion of the first 12 months of service in this classification.

For lateral candidates, a valid POST Basic certificate or successful completion of the POST Basic waiver process is required at the time of application.

Possession of a valid Class "C" California driver's License.

***Training:***

The field training program consists of an on-the-job training program, several performance evaluations and a review by the Chief of Police. Failure to maintain satisfactory progress during the training program will end a candidate's eligibility for participation in the program and employment in the class.

***Special Designation:***

Incumbents in this class may qualify for special designation in 1) Investigator, 2) Training Officer, 3) Range Master, or 4) Safety and Security Systems Officer:

- 1) Investigator Designation requires successful completion of a Criminal Course and will be responsible for the follow-up and coordinator of investigations relating to campus activities; conducting interviews of suspects, completing reports, and conferring with the Campus Police Sergeant and Police Chief to determine course of action for each individual situation.
- 2) Training Officer Designation requires successful completion of First Aid and CPR classes and Multi-Video Equipment Usage classes and will be responsible for conducting training and safety classes for police officers and parking security officers. Additional responsibilities include scheduling officers for advance training, maintaining logs of training and disseminating training and safety materials and information to police department staff.
- 3) Range Master Designation requires successful completion of a Range Master Instructor Course and will be responsible for coordination and scheduling the monthly qualifying of officers and sergeants. The Range master must be present at all qualifying sessions, verify successful qualifying marks, and maintain qualifying logs and conduct safety training.
- 4) Safety and Security Systems Officer Designation requires annual certification from a certified training agency in technical installation and operation and maintenance of intrusion and fire alarms and monitoring systems and will be responsible for: coordinating and controlling the access and use of facilities through the use and monitoring of electronic access control systems; managing and maintaining the burglar and hold-up alarm systems installed by contractors; managing and maintaining the surveillance systems installed by contractors; managing and maintaining the fire detection and alarm systems installed by contractors; troubleshooting and correcting problems with the systems, including contacting contractors; training fellow Campus Police Officers in monitoring and troubleshooting the systems; working directly with contractors in new installations, routine maintenance, and troubleshooting.

**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.

Work is performed indoors and outdoors in a variety of locations to include on-site work at calls and incidents, in a District vehicle (including motorcycles), on a bicycle and at the College Police Station. When working outdoors, may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting,

standing, and grasping; run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night; may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical, and mechanical hazards, vehicular traffic, vibration, and noise; meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, dexterity, and use of both hands and legs appropriate to the duties to be performed. May administer first aid and in an emergency, push, pull, drag, and move individuals and/or others weighing 150 pounds or more. May be exposed to blood or other bodily fluids or communicable diseases. Must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell, and dexterity levels appropriate to the duties to be performed with the ability to work irregular hours and schedules.

**CLASS DETAIL**

<i>Job Family:</i>	Public Safety/Community Outreach
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	Established: 06/77
<i>Class History:</i>	Community College Police Officer
<i>Revision Date(s):</i>	06/79, 07/87, 10/24/90, 10/18/95, 03/27/02, 11/30/06, 06/20/07, 10/20/10, 02/17/16; 03/15/23, 8/16/23

Agenda Report Number	8
Subject	Classification Revisions and Retitle: Community College Police Officer Recruit
Date	August 16, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Karen Monzon, Personnel Analyst

### **BACKGROUND**

Attached for your approval is a revised classification description for **Community College Police Officer Recruit**.

As scheduled on the annual cyclical study calendar, Commission staff is reviewing the classifications within the Campus Safety department. The Community College Police Officer Recruit classification is for non-sworn training-level candidates seeking police training. Recruits are current or recent graduates of a POST certified academy.

The Community College Police Officer Recruit classification was established in June 1977. The classification has had several revisions with the most recent revision approved in March 2023. There are no incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2022-2023. The incumbents from Campus Safety classifications, as well as SMC Police Officers' Association, were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbent was requested to complete a Position Description Questionnaire (PDQ).

Personnel Commission staff met with Community College Police Sergeants, Chiquita Brown and Bryan Wilson. In addition, the supervisors were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were added to clarify related roles within the occupational series, and duties were added to more accurately reflect responsibilities assigned to this classification. The knowledge, skills and abilities section were updated with standardized language.

Additionally, 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 required. We are also recommending a retitle to **Community College Police Officer Trainee**. Additional changes serve to clarify the concept of the class, essential duties and KSAs (knowledge, skills and abilities).

A comprehensive survey of comparable agencies was conducted. The salary survey of standard benchmark organizations resulted in moderate to strong matches, which are identified below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Community College Police Officer Trainee	\$5,596	\$6,803	\$6,200
City of Santa Monica	Police Officer-Trainee	\$7,211	\$8,902	\$8,057
Contra Costa CCD	Police Services Officer Trainee	\$4,798	\$5,845	\$5,322
El Camino College	Police Officer Trainee	\$5,296	\$5,296	\$5,296
Foothill De Anza CCD	Police Officer Trainee	\$4,744	\$6,281	\$5,512
Glendale College	Police Officer Trainee	\$4,652	\$5,938	\$5,295
	Average	\$5,340	\$6,452	\$5,896
	25th Percentile	\$4,744	\$5,845	\$5,296
	50th Percentile	\$4,798	\$5,938	\$5,322
	75th Percentile	\$5,296	\$6,281	\$5,512
	80th Percentile	\$5,679	\$6,805	\$6,021
	90th Percentile	\$6,445	\$7,854	\$7,039
	SMC % RANK	78.9%	79.9%	<b>81.7%</b>
	SMC Difference From AVG	4.6%	5.2%	4.9%
	SMC Difference From MED	14.3%	12.7%	14.2%

*\*The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.*

The current salary range for Community College Officer Recruit is \$5,596 to \$6,803 per month (SMC Police Officer Salary Schedule, Range 33). In this survey, SMC is in the 81.7% median percentile compared to all benchmark agencies with comparable classifications, which meets the College’s goal to target base median salary at or above the 70th percentile. Cyclical review results have been sent for review to the incumbents, SMC Police Officers’ Association, Department Management, Business Services, Human Resources, and executive leadership.

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

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Chief of Police	Vice President of Student Affairs	A20	\$16,420	\$18,103	40.70%
CC Police Captain	Chief of Police	M33	\$11,670	\$14,184	37.28%
CC Police Sergeant	CC Police Captain	M20	\$8,501	\$10,333	21.97%
<i>CC Police Officer*</i>	<i>CC Police Sergeant</i>	<i>42</i>	<i>\$6,970</i>	<i>\$8,471</i>	<i>24.55%</i>
<i>CC Police Officer Trainee</i>	<i>CC Police Sergeant</i>	<i>33</i>	<i>\$5,596</i>	<i>\$6,803</i>	<i>4.99%</i>

\*Proposed in Previous Agenda Item

**RECOMMENDATIONS**

It is recommended that the Commission approve the attached revisions and title change to the classification description for Community College Police Officer Recruit.

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

**Santa Monica Community College District  
Personnel Commission**

Community College Police Officer ~~Recruit~~ Trainee

**CONCEPT OF THE CLASS**

Under supervision, positions in this classification are currently attending or have graduated from a POST-certified Police Academy. Incumbents receive academy instruction and training in law enforcement and police methodology, which prepares the Trainee in preparation for eligibility to qualify for Community College Police Officer, by attending a basic law enforcement training program at a California Commission on Peace Officer Standards and Training (hereinafter referred to as P.O.S.T.) certified academy.

**DISTINGUISHING CHARACTERISTICS**

The Community College Police Officer ~~Recruit~~ Trainee is a non-sworn training-level class for candidates seeking police training. A recruit trainee will attend and must successfully complete a basic law enforcement training program at a District approved and P.O.S.T./POST-certified academy. Assignment to this class is limited to participation in and successful graduation from a basic law enforcement training academy.

The Community College Police Officer is the classification of sworn Police Officer for incumbents fully trained in peace officer duties, requiring successful completion of a basic law enforcement training program at a P.O.S.T./POST-certified academy. Probationary incumbents complete a field training program and are then able to perform the full range of peace officer duties. Community College Police Officers must possess or attain a P.O.S.T./POST Basic Certificate upon completion of the first 12 months of service.

**ESSENTIAL DUTIES**

Attends and actively participates in a P.O.S.T./POST-certified basic law enforcement training academy full-time, and actively participates in all required coursework, training, and instruction as required for successful completion of and graduation from the academy.

Actively participates in a rigorous academic and outdoor physical training program. Areas of instruction include, but are not limited to, the following: basic principles of patrol procedures and criminal investigation; arrest, search, and seizure as applied to college police operations; police investigation including the collection of evidence, interviewing and interrogation of witnesses, follow-up and case preparation; preparation of reports as used by law enforcement; traffic procedures and patrol; report writing; firearms training and defensive tactics; safety in the operation and use of vehicles and equipment.

Participates in ongoing training to support the development of community policing practices.

Performs other related duties as requested or assigned.

**SUPERVISION**

***Level of Supervision Received***

General supervision is received from the Chief of Police or management designee. Day-to-day instruction, supervision, and training is received from academy instructors.

***Level of Supervision Exercised***

None.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

Basic safety protocols, practices and procedures

Effective communication skills

Basic mathematic principles

Ability to:

~~D~~emonstrate a commitment to diversity, equity, and inclusion principles

~~A~~bility to ~~l~~earn law enforcement procedures pertaining to arrest, search and seizure, and rules of evidence

~~A~~bility to ~~l~~earn laws and ordinances relating to theft, burglary, arson, malicious mischief and trespassing

~~A~~bility to ~~m~~meet the demands of a rigorous physical training program and academic instruction program

~~A~~bility to ~~l~~earn District and College rules and regulations regarding security, safety and conduct

~~A~~bility to ~~o~~perate a motor vehicle safely and in accordance with all traffic laws and regulations

~~A~~bility to ~~i~~nterpret and follow oral and written instructions

~~A~~bility to ~~w~~rite clear and concise reports

~~A~~bility to ~~l~~earn to interrogate suspects and interview complainants and witnesses

~~A~~bility to ~~r~~espond quickly and efficiently in emergency situations

~~A~~bility to ~~e~~xercise independent, sound judgment in evaluating situations and making decisions

~~A~~bility to ~~a~~nalyze situations and adopt an effective course of action

~~A~~bility to ~~p~~erform duties under scheduled working conditions

~~A~~bility to ~~a~~cept directions from others willingly

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

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

~~Ability to establish and maintain effective working conditions in a diverse multicultural and multi-ethnic educational environment~~

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

~~U.S.-high school diploma, GED certificate, or high school proficiency examination, or a two-year, four-year, or advanced degree from an accredited or approved college/university, as specified by P.O.S.T. POST. Coursework in administration of justice and police science is desirable.~~

~~Ability to successfully complete the prescribed course of basic law enforcement training at the POST-certified academy designated by the District.~~

~~Individuals who have successfully completed or graduated from a POST-certified academy or possess a valid POST certificate are not eligible for this position.~~

**Experience Requirement:**

~~None. Demonstrated interest in law enforcement and ability to successfully complete the prescribed course of basic law enforcement training at the P.O.S.T. certified academy designated by the District. Coursework in Administration of Justice (Police Science) is desirable.~~

~~Individuals who have successfully completed or graduated from a P.O.S.T. certified academy or possess a valid P.O.S.T. certificate do not meet the minimum qualifications and are not eligible for this position.~~

**Education/Experience Equivalency:**

~~Any combination of training and experience that would provide the required knowledge and abilities is qualifying.~~

**Special Requirements:**

Must be free of any felony convictions or misdemeanor convictions involving domestic violence and meet all other minimum selection standards of a peace officer as specified by P.O.S.T. POST.

Must be legally authorized to work in the United States under federal law.

Meet the District and P.O.S.T. POST medical and psychological standards for police officers, including hearing and vision requirements.

Must pass a thorough background investigation, in accordance with P.O.S.T. POST and District standards.

Must participate diligently in and complete all requirements for graduation from a basic law enforcement academy.

**Licensure and/or Certification:**

Possession of a valid Class C California driver's license.

**Special Notice:** Community College Police Officer Recruit-Trainee is not ~~intended to be~~ a permanent position. Incumbents will be promoted to Community College Police Officer or released prior to the end of the one year probationary period.

**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.

In-classroom training and instruction is received, which requires sitting for extended periods of time, listening, speaking, and using hands to write. The candidate also participates in physical training which includes physical endurance training as well as law enforcement tactics training, such as runs for extended periods of times, scale walls, firearm training, dummy drags, and other related activities as part of the curriculum. When working outdoors, may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping; run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night; may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical, and mechanical hazards, vehicular traffic, vibration, and noise; meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, dexterity, and use of both hands and legs appropriate to the duties to be performed, and the ability to push, pull, drag, and move individuals and/or others weighing 150 pounds or more.

**CLASS DETAIL**

<b>Job Family:</b>	Public Safety
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	<del>Established: P-C--06/77</del>
<b>Class History:</b>	Community College Police Trainee; Community College Police Officer Recruit
<b>Revision Date(s):</b>	<del>Revised-- 06/79; 10/24/90; 03/27/02; 10/20/10; 2/17/16; 3/15/23</del>

**Santa Monica Community College District  
Personnel Commission**

**Community College Police Officer Trainee**

**CONCEPT OF THE CLASS**

Under supervision, positions in this classification are currently attending or have graduated from a POST-certified Police Academy. Incumbents receive academy instruction and training in law enforcement and police methodology, which prepares the Trainee for eligibility to qualify for Community College Police Officer.

**DISTINGUISHING CHARACTERISTICS**

The Community College Police Officer Trainee is a non-sworn training-level class for candidates seeking police training. A trainee will attend and must successfully complete a basic law enforcement training program at a District approved and POST-certified academy. Assignment to this class is limited to participation in and successful graduation from a basic law enforcement training academy.

The Community College Police Officer is the classification of sworn Police Officer for incumbents fully trained in peace officer duties, requiring successful completion of a basic law enforcement training program at a POST-certified academy. POST

**ESSENTIAL DUTIES**

Attends and actively participates in a POST-certified basic law enforcement training academy full-time, and actively participates in all required coursework, training, and instruction as required for successful completion of and graduation from the academy.

Actively participates in a rigorous academic and outdoor physical training program. Areas of instruction include, but are not limited to: basic principles of patrol procedures and criminal investigation; arrest, search, and seizure as applied to college police operations; police investigation including the collection of evidence, interviewing and interrogation of witnesses, follow-up and case preparation; preparation of reports as used by law enforcement; traffic procedures and patrol; report writing; firearms training and defensive tactics; safety in the operation and use of vehicles and equipment.

Participates in ongoing training to support the development of community policing practices.

Performs other related duties as requested or assigned.

**SUPERVISION**

*Level of Supervision Received*

General supervision is received from the Chief of Police or management designee. Day-to-day instruction, supervision, and training is received from academy instructors.

*Level of Supervision Exercised*

None.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Basic safety protocols, practices and procedures

Effective communication skills

Basic mathematic principles

**Ability to:**

Demonstrate a commitment to diversity, equity, and inclusion principles

Learn law enforcement procedures pertaining to arrest, search and seizure, and rules of evidence

Learn laws and ordinances relating to theft, burglary, arson, malicious mischief and trespassing

Meet the demands of a rigorous physical training program and academic instruction program

Learn District and College rules and regulations regarding security, safety and conduct

Operate a motor vehicle safely and in accordance with all traffic laws and regulations

Interpret and follow oral and written instructions

Write clear and concise reports

Learn to interrogate suspects and interview complainants and witnesses

Respond quickly and efficiently in emergency situations

Exercise independent, sound judgment in evaluating situations and making decisions

Analyze situations and adopt an effective course of action

Perform duties under scheduled working conditions

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

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



**MINIMUM QUALIFICATIONS**

**Education Requirement:**

High school diploma, GED certificate, or high school proficiency examination, or a two-year, four-year, or advanced degree from an accredited or approved college/university, as specified by POST. Coursework in administration of justice and police science is desirable.

Ability to successfully complete the prescribed course of basic law enforcement training at the POST-certified academy designated by the District.

Individuals who have successfully completed or graduated from a POST-certified academy or possess a valid POST certificate are not eligible for this position.

**Experience Requirement:**

None.

**Special Requirements:**

Must be free of any felony convictions or misdemeanor convictions involving domestic violence and meet all other minimum selection standards of a peace officer as specified by POST.

Must be legally authorized to work in the United States under federal law.

Meet the District and POST medical and psychological standards for police officers, including hearing and vision requirements.

Must pass a thorough background investigation, in accordance with POST and District standards.

Must participate diligently in and complete all requirements for graduation from a basic law enforcement academy.

**Licensure and/or Certification:**

Possession of a valid driver's license.

**Special Notice:** Community College Police Officer Trainee is not a permanent position. Incumbents will be promoted to Community College Police Officer or released prior to the end of the one year probationary period.

**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.

In-classroom training and instruction is received, which requires sitting for extended periods of time, listening, speaking, and using hands to write. The candidate also participates in physical training which includes physical endurance training as well as law enforcement tactics training, such as runs for extended periods of times, scale walls, firearm training, dummy drags, and other related activities as part of the curriculum. When working outdoors, may be exposed to the elements; may work under damp or dry conditions; crouch, walk, bend, reach, twist, drag, lift, and carry items weighing 45 pounds or more; prolonged sitting, standing, and grasping; run for extended times over various distances and conditions, such as pursuing a running suspect through yards and over fences and walls; observe and recognize people, activities, vehicles, street signs, environmental conditions from a reasonable distance during day or night; may be exposed to dust, chemicals, solvents, grease/oil, fumes, electrical, and mechanical

hazards, vehicular traffic, vibration, and noise; meet the physical requirements of the class and have mobility, vision (including the ability to distinguish colors), speaking, hearing, dexterity, and use of both hands and legs appropriate to the duties to be performed, and the ability to push, pull, drag, and move individuals and/or others weighing 150 pounds or more.

**CLASS DETAIL**

<i>Job Family:</i>	Public Safety
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	06/77
<i>Class History:</i>	Community College Police Trainee; Community College Police Officer Recruit
<i>Revision Date(s):</i>	06/79; 10/24/90; 03/27/02; 10/20/10; 2/17/16; 3/15/23, 8/16/23

Agenda Report Number	9
Subject	Advisory Item: Remote Meetings Under the Brown Act
Date	August 16, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Bob Myers, Campus Counsel has issued a memorandum to all College Brown Act bodies concerning rules for conducting remote meetings starting in September. He will be available to answer any questions that the Commission might have.

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

Report Number	Subject	Page Number
10	Certification of Seniority List: Instructional Computer Lab Technician-Digital Photography	74
11	Ratification of Limited Term Assignments	76
12	Appointments to Limited Term Positions	77
13	Appointments to Provisional Assignments	78
14	Ratification of Working Out of Class and Limited Term Assignments	79
15	Ratification of Meeting Minutes: Regular Meeting Minutes-July 20, 2023	82
16	Ratification of Eligibility Lists: Director of Facilities Programming (Promotional) Human Resources Specialist (Promotional)	83
17	Extension of Eligibility Lists: <ul style="list-style-type: none"> <li>• Accompanist-Music</li> <li>• Administrative Assistant III-Confidential</li> <li>• Associate Programmer Analyst</li> <li>• Cosmetology Assistant</li> <li>• EOPS Specialist (Promotional)</li> <li>• Facilities Maintenance Supervisor (Promotional)</li> <li>• IA-English</li> <li>• Laboratory Technician – Broadcast Digital Media</li> <li>• Library Assistant</li> <li>• Media Resources Assistant</li> <li>• Personnel Technician</li> </ul>	84
18	Personnel Commission Project Status Report	86

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

Agenda Report Number	10
Subject	Certification of Seniority List: Instructional Computer Lab Technician-Digital Photography
Date	August 16, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Instructional Computer Lab Technician-Digital Photography

It is recommended that the Personnel Commission certify the seniority list effective August 16, 2023

13.1.4 SENIORITY LISTS

- A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Personnel Director and certified by the Personnel Commission before it is used.
  
- B. When a seniority list is initially established or updated, the list shall be made available to the employee(s) for review during a five (5) working day period before it is approved.
  
- C. During the prescribed review period, an employee who believes that an error has been made on his/her seniority computation shall notify the Personnel Director, who shall review the computations together with any additional information provided by the employee. The Personnel Director shall determine if a recomputation is appropriate and present an appropriate recommendation for action by the Personnel Commission.
  
- D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.

### "INSTRUCTIONAL COMPUTER LAB TECHNICIAN-DIGITAL PHOTOGRAPHY" Seniority List

Classification: **Instructional Computer Lab Technician-Digital Photography**

Range: 32

Monthly Base Salary Range as of July 1, 2023: \$ 5596 to \$ 6803

PC Certification Date: August 16, 2023

Review Period: August 1 to 7, 2023

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT <b>Instructional Computer Lab Technician-Digital Photography</b>
Price, Steffaney	1/17/2023	No	1/17/2023	12	40	

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of the Personnel Commission

Updated: August 1, 2023

Agenda Report Number	11
Subject	Ratification of Limited Term Assignments
Date	August 16, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

<b>Classification</b>	<b>Department</b>	<b>Effective Dates</b>
Student Services Clerk	Admissions & Records	7/24/2023 to 6/28/2024

Agenda Report Number	12
Subject	Appointments to Limited Term Positions
Date	August 16, 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
David Milano	Student Services Clerk	Admissions & Records	7/24/2023 to 6/28/2024	7/20/2016
Kurtis Fujita	Student Services Clerk	Admissions & Records	7/24/2023 to 6/28/2024	12/15/2021

\*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	13
Subject	Appointments to Provisional Assignments
Date	August 16, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

<b>Candidate</b>	<b>Position</b>	<b>Department</b>	<b>Duration*</b>
Justin Mayer	Theatre Technical Specialist	SMC Performing Arts	7/24/2023 to 6/30/2024
Alexis Agolsove	Theatre Technical Specialist	SMC Performing Arts	7/24/2023 to 6/30/2024
Johnnyangel Pineda	Theatre Technical Specialist	Facilities	7/10/2023 to 6/30/2024

Agenda Report Number	14
Subject	Ratification of Working Out of Class and Limited Term Assignments
Date	August 16, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

I. **Substitute Limited Term Assignment**

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment
Jorge Jimenez, Grounds Equipment Operator	Irrigation Specialist	7/1/2023 to 7/31/2023

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

*\*\*Pending PBAR approval.*

II. **Provisional Assignment**

Name/Permanent Class	Provisional Assignment	Dates of Current Assignment
Jorge Jimenez, Grounds Equipment Operator	Irrigation Specialist	8/1/2023 to 11/30/2023

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

*\*\*Pending PBAR approval.*

**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	15
Subject	Ratification of Meeting Minutes: Regular Meeting Minutes-July 20, 2023
Date	August 16, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. Regular Meeting Minutes-July 20, 2023

Agenda Report Number	16
Subject	Ratification of Eligibility Lists: Director of Facilities Programming (Promotional) Human Resources Specialist (Promotional)
Date	August 16, 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
Director of Facilities Programming (Promotional)	1	1	8/16/2024
Human Resources Specialist (Promotional)	1	1	8/8/2024

Agenda Report Number	17
Subject	<p>Extension of Eligibility Lists:</p> <ul style="list-style-type: none"> <li>• Accompanist-Music</li> <li>• Administrative Assistant III-Confidential</li> <li>• Associate Programmer Analyst</li> <li>• Cosmetology Assistant</li> <li>• EOPS Specialist (Promotional)</li> <li>• Laboratory Technician – Broadcast Digital Media</li> <li>• Library Assistant</li> <li>• Media Resources Assistant</li> <li>• Personnel Technician</li> </ul>
Date	August 16, 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
Accompanist – Music Performance	8/25/2023	8/25/2023	8	6	11/25/2023
Administrative Assistant III – Confidential	3/9/2023	9/9/2023	6	4	12/9/2023
Associate Programmer Analyst	3/30/2023	8/30/2023	6	4	11/30/2023
Cosmetology Assistant	2/19/2023	8/17/2023	4	4	11/19/2023
EOPS Specialist (Promotional)	8/31/2023	8/31/2023	5	4	12/31/2023
Facilities Maintenance Supervisor (Promotional)	2/27/2023	8/27/2023	2	1	9/27/2023
IA-English	4/18/2023	8/18/2023	11	8	11/18/2023
Laboratory Technician – Broadcast Digital Media	8/23/2023	8/23/2023	5	3	11/23/2023
Library Assistant	9/8/2023	9/8/2023	14	8	3/8/2024
Media Resources Assistant	8/18/2023	8/18/2023	7	4	2/18/2024
Personnel Technician	2/22/2023	8/22/2023	2	2	2/22/2024

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**

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 Director of the

Personnel Commission shall base their 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	18
Subject	Personnel Commission Project Status Report
Date	August 16, 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	E List
Irrigation Systems Specialist					
Campus Safety Officer	JG	1/27/2023	2/17/2023	3/25/2023	6/21/2023
Community College Police Dispatcher	KM	10/20/2022			
Construction Maintenance Manager	KM				
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	
Community College Police - Lateral	KM				
Community College Police Captain	JL	7/3/2023			
Director of Sustainability	JB				
Instructional Assistant - ESL	JG				
Laboratory Technician - Fashion	JB				
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	7/17/2023	8/4/2023	8/19/2023	
Director of Facilities Programming	OV				
Emergency and Safety Coordinator					
Event Scheduling Specialist	TM				
Events Assistant	JG	10/20/2021			
Human Resources Specialist	JL				8/16/2023
Program Specialist	OV				
Senior Financial Aid and Scholarships Specialist					
Senior Grounds Equipment Operator	JG				
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	PC Agenda	4/30/2022	10/27/2022
Administrative Assistant II	Cyclical Review	AF	PC Agenda	4/30/2022	10/27/2022
Administrative Clerk	Cyclical Review	AF	PC Agenda	4/30/2022	10/27/2022
Campus Safety Officer	Cyclical Review	JG	PC Agenda		6/28/2023
Central Plant Operator	Salary Reallocation	JL	PC Agenda		7/5/2023
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	PC Agenda	2/3/2023	6/22/2023
Community College Police Recruit	Cyclical Review	KM	PC Agenda	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
IT Support Technician	New Class	JL	Stakeholder Review	4/3/2023	7/24/2023
IT User Support Specialist	New Class	JL	Stakeholder Review	4/3/2023	7/24/2023
Network Services Support Analyst	Description Revision	JL	Stakeholder Review		7/24/2023
Police Services Assistant	Cyclical Review	JG	PC Agenda		6/28/2023
Program Coordinator - Community & Contract Ed	Cyclical Review	OV	Hold	1/25/2022	
Senior Campus Safety Officer	Cyclical Review	JG	PC Agenda		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	PC Agenda	5/1/2023	7/6/2023
Accounting Specialist	Salary Reallocation	AF	Upcoming	4/18/2023	
Administrative Assistant III	Cyclical Review	AF	Research & Planning	11/18/2022	
Administrative Assistant III - Confidential	Cyclical Review	AF	Research & Planning	11/18/2022	
Administrative Assistant IV-Confidential	Cyclical Review	AF	Research & Planning	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	Research & Planning	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	
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		

III. Adjournment

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

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

As required by law, the agenda for the August 16, 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.