

Public Session: 12:00 p.m.

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

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

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

II. Agenda Reports: Major Items of Business

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3	Ratification of Eligibility Lists: Academic Records Evaluator Student Services Clerk Student Services Specialist	6
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III. Adjournment

Agenda Report Number	1
Subject	Advanced Step Placement: Director of Facilities Programming
Date	August 30, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve an initial salary placement for Robert Rudolph, Director of Facilities Programming, at **Range M32, Step E** on the Classified Management Salary Schedule.

The Minimum Qualifications for this position include completion of a Bachelor’s degree in a related field, and at least five years of experience in facilities management overseeing college special events or large-scale, revenue-generating venues.

This candidate possesses a Bachelor’s in Theater and a Masters in Business Administration (MBA). In addition, he possesses 10 years and 8 months of directly related experience in college theater programs.

Merit Rule 12.2.4 B (4) Salary on Employment

The maximum initial salary placement is the third step on the salary schedule, unless approval for higher initial salary placement is granted by the Personnel Commission, Superintendent/President, and the appropriate appointing authority. In order to be considered for initial salary placement above Step C, candidates must have more than four (4) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in 12.2.4.B.3. must be present.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Deborah Jansen
Ayes	4
Nays	0
Abstentions	1
Amendments/Comments	Commissioner Abbott had difficulty reading the screen and therefore abstained from voting.

Agenda Report Number	2
Subject	Ratification of Working Out of Class and Limited Term Assignments
Date	August 30, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following substitute, limited term working out of class assignment.

I. **Substitute Working Out of Class Assignment**

Name/Permanent Class	Substitute WOC Assignment*	Dates of Current Assignment
Keinan Williams, Academic Records Evaluator	Senior Academic Records Evaluator	8/16/2023 to 12/21/2023

**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)**

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.

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

Agenda Report Number	3
Subject	Ratification of Eligibility Lists: Academic Records Evaluator Student Services Clerk Student Services Specialist
Date	August 30, 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
Academic Records Evaluator	1	3	8/24/2024
Student Services Clerk	0	35	8/23/2024
Student Services Specialist	2	15	8/27/2024

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

Agenda Report Number	4
Subject	Request to Certify from Alternate Eligibility List- Student Services Assistant
Date	August 30, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

An eligibility list has recently been established for Student Services Specialist. This eligibility list currently contains 15 candidates and ten ranks.

The duties of the Student Services Assistant include a significant portion of the duties included in the Student Services Specialist classification, and the necessary skills and knowledge for Student Services Assistant were adequately tested in the examination for Student Services Specialist.

Merit Rule 6.3.13 states the following:

- A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:
 1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.
 2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

RECOMMENDATION

It is recommended that the Commission approve the use of the eligibility list for Student Services Specialist to certify eligible(s) to any current and upcoming vacancies for Student Services Assistant, provided there are an insufficient number of candidates remaining on the current eligibility list for Student Services Assistant.

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

Agenda Report Number	5
Subject	Certification of Seniority List – Director of Marketing & Communications
Date	August 30, 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:

Director of Marketing & Communications

It is recommended that the Personnel Commission certify the seniority list effective August 30, 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.

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

"DIRECTOR of MARKETING and COMMUNICATIONS" Seniority List

Classification: Director of Marketing & Communications

Range: M30

Monthly Base Salary Range as of July 1, 2023: \$ 10850 to \$ 13188

PC Certification Date: August 30, 2023

Review Period: August 17 to 24, 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 Director of Marketing & Communications
Agonafir, Rebecca	8/8/2022	No	8/8/2022	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 17, 2023

Agenda Report Number	6
Subject	Examination Schedule: Case Management Coordinator Community College Police Officer Irrigation Specialist (Promotional) Professional Development Coordinator
Date	August 30, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Examination Schedule:

Class Title	Field of Competition	Time
Case Management Coordinator	Merged Promotional and Open Competitive	3 weeks
Community College Police Officer	Merged Promotional and Open Competitive	3 weeks
Irrigation Specialist	Promotional	3 weeks
Professional Development Coordinator	Merged Promotional and Open Competitive	3 weeks

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

Agenda Report Number	7
Subject	Classification Revisions: Campus Safety Officer
Date	August 30, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Campus Safety Officer**.

As part of the cyclical review process, we are reviewing classifications in the Campus Safety job discipline. The Campus Safety Officer supports sworn police officers with maintaining the safety and security of students, staff, and visitors on assigned areas as determined by the Santa Monica College Police Department. The Santa Monica College Police Department is committed to the safety and well-being of the College population. The department prides itself in serving the diverse community through professionalism, respect, integrity, dedication, and excellence.

The Campus Safety Officer classification was established on November 18, 2015. This classification has been revised twice since its establishment. The most recent revision was approved in March 2023. There are currently ten 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 2022-23. The incumbents from the Campus Safety Officer classification, as well as CSEA, were invited to participate in a class study orientation on December 13, 2022, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbents were requested to complete a Position Description Questionnaire (PDQ) by February 3, 2023.

Personnel Commission staff consulted with Chiquita Brown, Community College Police Sergeant, Bryan Wilson, Community College Police Sergeant, and Johnnie Adams, Chief of Police, to discuss the classification description. In addition, the Sergeants were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities required for the job, and to the minimum qualifications required of new employees.

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

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN*
Santa Monica College	Campus Safety Officer	\$4,834	\$5,876	\$5,355
City of Santa Monica	Public Services Officer	\$4,602	\$5,681	\$5,142
Foothill De Anza CCD	Community Service Officer	\$5,103	\$6,822	\$5,963
Mt. San Antonio College	Community Services Officer	\$4,804	\$6,132	\$5,468
North Orange County CCD	Campus Safety Officer	\$4,797	\$5,774	\$5,286
Pasadena City College	Parking and Security Officer	\$3,959	\$5,053	\$4,506
Riverside CCD	Community Service Aide I	\$4,194	\$5,107	\$4,651
Santa Barbara City College	Campus Safety Officer	\$4,550	\$5,543	\$5,046
Ventura County CCD	Safety Officer	\$4,142	\$5,732	\$4,937
	Average	\$4,519	\$5,731	\$5,125
	25th Percentile	\$4,181	\$5,434	\$4,865
	50th Percentile	\$4,576	\$5,707	\$5,094
	75th Percentile	\$4,799	\$5,863	\$5,331
	80th Percentile	\$4,801	\$5,989	\$5,395
	90th Percentile	\$4,894	\$6,339	\$5,617
	SMC % RANK	87.1%	75.5%	76.8%
	SMC Differences From AVG	6.5%	2.5%	4.3%
	SMC Differences From MED	5.3%	2.9%	4.9%

**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 for Campus Safety Officer is Classified Employee Salary Range 26 (\$4,834 to \$5,876 per month). In this survey, SMC is in the 77th median percentile compared to all benchmark agencies with comparable classifications; that is, 23% of market comparables were paid higher than the SMC classification.

SALARY REALLOCATION

Based on median percentile ranking at the 77th percentile, salary reallocation is not recommended given current salary meets the District’s goal to target the 70th percentile. The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	MIN	MAX	RANGE	% DIFFERENCE
Community College Police Officer	\$6,970	\$8,471	P42	24.55%
Community College Police Trainee	\$5,596	\$6,803	P33	4.99%
Senior Community College Police Dispatcher	\$5,330	\$6,479	30	2.38%
Community College Police Dispatcher	\$5,206	\$6,327	29	0%
Police Services Assistant	\$5,206	\$6,327	29	0%
<i>Senior Campus Safety Officer*</i>	<i>\$5,206</i>	<i>\$6,327</i>	<i>29</i>	<i>2.56%</i>
Senior Campus Safety Officer	\$5,076	\$6,170	28	5.01%
Campus Safety Officer	\$4,834	\$5,876	26	15.76%
Community College Parking Enforcement Officer	\$4,176	\$5,076	20	NA

* See 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 classification description revisions for the Campus Safety Officer.

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

**Santa Monica Community College District
Personnel Commission**

Campus Safety Officer

CONCEPT OF THE CLASS

Under general supervision, ~~the Campus Safety Officers will~~ this position assists sworn Community College Police Officers with maintaining the safety and security of students, staff, visitors, and personal property on assigned campuses; ~~and providing~~ provide a uniformed patrol presence and monitor ~~on~~ District properties, including all building and grounds areas for suspicious activity and immediately report concerns to the Campus Police Department.

DISTINGUISHING CHARACTERISTICS

The Campus Safety Officer is responsible for assisting sworn Community College Police Officers with maintaining the safety and security of students, staff, visitors, and personal property on assigned campuses, in addition to providing a uniformed patrol presence on District properties, including all building and grounds areas. Duties do not include those assigned to police officers, such as a) routinely and knowingly interviewing or interrogating suspects, b) acting as the primary investigating officer for the purpose of prosecution or to file cases with prosecutors, except in regard to infractions, or c) taking any law enforcement action other than to report a situation to a police officer or dispatcher, issue parking citations, impound a vehicle, or control traffic.

The Senior Campus Safety Officer is responsible for training newly hired Campus Safety Officers in all aspects of the position. Assignment to this classification is limited to temporary projects associated with providing formal training to new Campus Safety Officers.

The Community College Police Officer ~~(Lateral/Academy Graduate)~~ is the classification of sworn ~~P~~police ~~O~~fficers requiring successful completion of a basic law enforcement training program at a California Commission on Peace Officer Standards and Training ~~(hereinafter referred to as P.O.S.T. POST)~~ certified academy. Incumbents enforce laws, traffic regulations, and safety regulations; and are authorized to search, interrogate, apprehend, and arrest violators.

~~The Community College Police Officer Recruit is a non-sworn training level class for candidates seeking police training. A recruit will attend and must successfully complete a basic law enforcement training program at a District approved California Commission on P.O.S.T. 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 Dispatcher class performs a variety of dispatcher and clerical duties, by receiving and prioritizing all emergency and non-emergency telephone calls made to Campus Police and by monitoring alarm signals and security cameras.~~

~~The Community College Parking Enforcement Officer class maintains the safety and security of the main campus and satellite parking lots by patrolling, issuing parking citations, reporting suspicious activity to the Campus Police and providing information to students, staff, and visitors.~~

ESSENTIAL DUTIES

Provides a uniformed presence on District properties, including areas such as campus bus stops, buildings, and campus grounds; patrols assigned areas using a motor vehicle, bicycle, or on foot.

Provides non-emergency crowd control support at fixed posts on District property for sporting and other special events.

Writes crime or incident reports for lost and found property, minor vandalism, and other incidents that do not require the services of a sworn officer, prosecution, or case filing with a City Attorney or District Attorney's office.

Assists ~~P~~police ~~O~~fficers as needed in responding to emergency calls.

Explains District policies to students, staff, and members of the public regarding smoking, riding bicycles, and other safety issues; ~~Seeks~~ seeks voluntary cooperation, but notifies sworn staff of non-compliance and/or habitual violators.

~~Opens~~ Controls access to and secures buildings, rooms, and parking lots/structures; and secures District equipment as directed.

Fingerprints new employees and student workers using ~~live scan~~ Live Scan equipment in order to initiate the process for checking conviction records.

Checks security and safety of buildings, identifies and reports hazards and safety violations as needed.

Assists police personnel at crime scenes and command posts as directed by sworn personnel.

Operates a two-way hand-held or vehicle radio ~~or radio in a District vehicle.~~

Assists ~~Parking Enforcement Officers with~~ directing traffic as needed, ~~and~~ enforcing state law and municipal codes regarding parking and through issuing parking citations; ~~impounds~~ impounds vehicles or installs immobilization boots on vehicles, and completes impound reports as required.

Performs other related duties as requested or assigned. ~~Duties do not include those assigned to Police Officers, including (a) routinely and knowingly interviewing or interrogating suspects; (b) acting as the primary investigating officer for the purpose of prosecution or to file cases with prosecutors, except in regard to infractions; (c) taking any law enforcement action other than to report a situation to a Police Officer or Dispatcher, issue parking citations, impound a vehicle, or control traffic.~~

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received:

Under general supervision from a Community College Police Sergeant, or other management staff within Campus Police Department, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised:

Positions in this classification do not supervise other ~~classified positions.~~

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Applicable federal, ~~State~~, ~~City~~, ~~County~~, and ~~District~~ laws, rules, and regulations

Basic law enforcement and security methods and procedures

Basic investigation techniques and procedures

Public safety and security procedures used in traffic and crowd control

Correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to:

Demonstrate a commitment to diversity, equity, and inclusion principles

Operate radio communication equipment

React quickly, efficiently, and calmly in emergencies

Operate a patrol vehicle and patrol equipment in a safe effective manner

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

~~Interpret and enforce pertinent laws, rules and regulations with tact, firmness and diplomacy.~~

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

~~Maintain rapport with students, staff, representatives of local law enforcement, and other members of the public.~~

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

~~Analyze situations accurately and adopt an effective course of action.~~

~~Organize and write clear and concise reports.~~

~~Gather relevant information from witnesses, complainants, and suspects during emergency situations.~~

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

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

~~Understand and follow oral and written directions.~~

~~Organize and write clear and concise reports.~~

~~Work independently with minimal ongoing direction.~~

~~Establish and maintain effective and cooperative working relationships with others.~~

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

~~Work confidentiality and with discretion.~~

~~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:

A high school diploma or equivalent ~~is required.~~

Experience Requirement:

One year of previous work experience performing security responsibilities is desirable.

Education/Experience Equivalency:

~~Experience in active military duty can be substituted for previous work experience in security, on a year-for-year basis. 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:

~~Possession of a A valid California Class C Driver's License is required.~~

~~Valid B basic first aid, and C cardiopulmonary resuscitation/automated external defibrillator (CPR/AED) and pepper spray certifications is required within 6 six months of hire.~~

~~Completion of a training course pursuant to California Senate Bill 390 within one year of hire. Employees who have successfully completed ~~these courses~~ this course within the last five (5) years are exempt from this requirement. Completion of a Post-Certified 832 Course and the Campus Law Enforcement Class is required within 12 months of hire, pursuant to California Education Code Section 72330.6 and Business and Professions Code Section 7583.45.~~

A Community Emergency Response Team Certification (CFERT) is desirable.

Special Requirements:

Must ~~pass~~successfully complete a thorough background investigation in accordance with District Standards.

Meet the District medical standards.

The Campus Police Department is a 24/7 operation. Campus Safety Officers may be assigned to daye, swing, or graveyard shifts, weekends and holidays in accordance with the terms of their collective bargaining unit agreement.

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 work outside, and is subject to changing weather conditions. Extended sitting, walking, and/or standing at an assigned post is required. Patrolling on a bicycle is required, along with ascending and descending up to four flights of stairs. The employee will be frequently required to lift and/or move equipment weighing up to 30 pounds. Employees are often exposed to dissatisfied or abusive individuals.

CLASS DETAIL

<u>Job Family:</u>	<u>Public Safety</u>
<u>FLSA Status:</u>	<u>Non-exempt</u>
<u>Personnel Commission Approval Date:</u>	<u>11/18/15</u>
<u>Class History:</u>	
<u>Revision Date(s):</u>	<u>10/9/17, 3/15/23, 8/30/23</u>

**Santa Monica Community College District
Personnel Commission
Campus Safety Officer**

CONCEPT OF THE CLASS

Under general supervision, this position assists sworn Community College Police Officers with maintaining the safety and security of students, staff, visitors, and personal property on assigned campuses; provide a uniformed patrol presence and monitor District properties, including all building and grounds areas for suspicious activity and immediately report concerns to the Campus Police Department.

DISTINGUISHING CHARACTERISTICS

The **Campus Safety Officer** is responsible for assisting sworn Community College Police Officers with maintaining the safety and security of students, staff, visitors, and personal property on assigned campuses, in addition to providing a uniformed patrol presence on District properties, including all building and grounds areas. Duties do not include those assigned to police officers, such as a) routinely and knowingly interviewing or interrogating suspects, b) acting as the primary investigating officer for the purpose of prosecution or to file cases with prosecutors, except in regard to infractions, or c) taking any law enforcement action other than to report a situation to a police officer or dispatcher, issue parking citations, impound a vehicle, or control traffic.

The **Senior Campus Safety Officer** is responsible for training newly hired Campus Safety Officers in all aspects of the position. Assignment to this classification is limited to temporary projects associated with providing formal training to new Campus Safety Officers.

The **Community College Police Officer** is the classification of sworn police officers requiring successful completion of a basic law enforcement training program at a California Commission on Peace Officer Standards and Training (POST) certified academy. Incumbents enforce laws, traffic regulations, and safety regulations; and are authorized to search, interrogate, apprehend, and arrest violators.

ESSENTIAL DUTIES

Provides a uniformed presence on District properties, including areas such as campus bus stops, buildings, and campus grounds; patrols assigned areas using a motor vehicle, bicycle or on foot.

Provides non-emergency crowd control support at fixed posts on District property for sporting and other special events.

Writes crime or incident reports for lost and found property, minor vandalism, and other incidents that do not require the services of a sworn officer, prosecution, or case filing with a City Attorney or District Attorney's office.

Assists police officers as needed in responding to emergency calls.

Explains District policies to students, staff, and members of the public regarding smoking, riding bicycles, and other safety issues; seeks voluntary cooperation, but notifies sworn staff of non-compliance and/or habitual violators.

Controls access to buildings, rooms and parking lots/structures; secures District equipment as directed.

Fingerprints new employees and student workers using Live Scan equipment in order to initiate the process for checking conviction records.

Checks security and safety of buildings, identifies and reports hazards and safety violations as needed.

Assists police personnel at crime scenes and command posts as directed by sworn personnel.

Operates a two-way hand-held or vehicle radio.

Assists parking enforcement officers directing traffic as needed enforcing state law and municipal codes regarding parking and by issuing parking citations; impounds vehicles or installs immobilization boots on vehicles and completes impound reports as 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

Level of Supervision Received

Under general supervision from a Community College Police Sergeant, or other management staff within Campus Police Department, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Applicable federal, state, city, county, and district laws, rules, and regulations

Basic law enforcement and security methods and procedures

Basic investigation techniques and procedures

Public safety and security procedures used in traffic and crowd control

Correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to:

Demonstrate a commitment to diversity, equity, and inclusion principles

Operate radio communication equipment

React quickly, efficiently, and calmly in emergencies

Operate a patrol vehicle and patrol equipment in a safe effective manner

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

Role model exceptional internal and external customer service

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

Organize and write clear and concise reports

Gather relevant information from witnesses, complainants, and suspects during emergency situations

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

Communicate effectively, both orally and in writing

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

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:

A high school diploma or equivalent.

Experience Requirement:

One year of previous work experience performing security responsibilities is desirable.

Education/Experience Equivalency:

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

Licensure and/or Certification:

A valid driver's license.

Valid basic first aid, Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) and pepper spray certifications within six months of hire.

Completion of a training course pursuant to California Senate Bill 390 within one year of hire. Employees who have successfully completed this course within the last five years are exempt from this requirement.

A Community Emergency Response Team Certification (CERT) is desirable.

Special Requirements:

Must successfully complete a thorough background investigation in accordance with District Standards.

Meet the District medical standards.

The Campus Police Department is a 24/7 operation. Campus Safety Officers may be assigned to day, swing, or graveyard shifts, weekends and holidays in accordance with the terms of their collective bargaining unit agreement.

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 work outside and is subject to changing weather conditions. Extended sitting, walking, and/or standing at an assigned post is required. Patrolling on a bicycle is required, along with ascending and descending up to four flights of stairs. The employee will be frequently required to lift and/or move equipment weighing up to 30 pounds. Employees are often exposed to dissatisfied or abusive individuals.

CLASS DETAIL

Job Family:	Public Safety
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/18/15
Class History:	
Revision Date(s):	10/9/17, 3/15/23, 8/30/23

Agenda Report Number	8
Subject	Classification Revisions: Police Services Assistant
Date	August 30, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

BACKGROUND

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

As part of the cyclical review process, we are reviewing classifications in the Campus Safety job discipline. The Police Services Assistant performs specialized administrative support duties that include the preparation and maintenance of police records, responding to public inquiries and providing general administrative support to the Santa Monica College Police Department. The Santa Monica College Police Department is committed to the safety and well-being of the College population. The department prides itself in serving the diverse community through professionalism, respect, integrity, dedication, and excellence.

The Police Services Assistant classification was established on July 16, 2014. This classification has been revised once since its establishment. The most recent revision was approved in March 2023. There is currently one permanent incumbent in this classification. The proposed changes will not adversely affect the incumbent.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2022-23. The incumbent from the Police Services Assistant classification, as well as CSEA, were invited to participate in a class study orientation on December 13, 2022, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbent was requested to complete a Position Description Questionnaire (PDQ) by February 3, 2023.

Personnel Commission staff consulted with Johnnie Adams, Chief of Police, to discuss the classification description. In addition, the Chief was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities required for the job, and to the minimum qualifications required of new employees.

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

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN*
Santa Monica College	Police Services Assistant	\$5,206	\$6,327	\$5,767
Cerritos College	Campus Police Assistant	\$4,548	\$5,455	\$5,002
City of Santa Monica	Police Records Technician	\$4,692	\$5,792	\$5,242
Contra Costa CCD	Police Services Assistant/Dispatcher	\$4,242	\$5,167	\$4,705
Pasadena City College	Safety Clerk/Dispatcher	\$3,506	\$4,475	\$3,991
Riverside CCD	Police Records Clerk	\$5,029	\$6,120	\$5,575
	Average	\$4,403	\$5,402	\$4,903
	25th Percentile	\$4,242	\$5,167	\$4,705
	50th Percentile	\$4,548	\$5,455	\$5,002
	75th Percentile	\$4,692	\$5,792	\$5,242
	80th Percentile	\$4,759	\$5,858	\$5,309
	90th Percentile	\$4,928	\$6,022	\$5,442
	SMC % RANK	100%	100%	100%
	SMC Differences From AVG	15.4%	14.6%	15.0%
	SMC Differences From MED	12.6%	13.8%	13.3%

**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 for Police Services Assistant is Classified Employee Salary Range 29 (\$5,206 to \$6,327 per month). In this survey, SMC is in the 100th median percentile compared to all benchmark agencies with comparable classifications; that is, none of the market comparables were paid higher than the SMC classification.

SALARY REALLOCATION

Based on median percentile ranking at the 100th percentile, salary reallocation is not recommended given current salary meets the District’s goal to target the 70th percentile. An additional range increase would not make the position more competitive among the comparable agencies.

Cyclical review results have been sent to the incumbent, CSEA, 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	MIN	MAX	RANGE	% DIFFERENCE
Community College Police Officer	\$6,970	\$8,471	42	24.55%
Community College Police Trainee	\$5,596	\$6,803	33	4.99%
Senior Community College Police Dispatcher	\$5,330	\$6,479	30	2.38%
Community College Police Dispatcher	\$5,206	\$6,327	29	0%
Police Services Assistant	\$5,206	\$6,327	29	0%
<i>Senior Campus Safety Officer*</i>	<i>\$5,206</i>	<i>\$6,327</i>	<i>29</i>	<i>2.56%</i>
Senior Campus Safety Officer	\$5,076	\$6,170	28	5.01%
Campus Safety Officer	\$4,834	\$5,876	26	15.76%
Community College Parking Enforcement Officer	\$4,176	\$5,076	20	NA

*See subsequent agenda item

RECOMMENDATION

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

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

**Santa Monica Community College District
Personnel Commission**

Police Services Assistant

CONCEPT OF THE CLASS

Under general supervision Positions in this classification perform specialized administrative support duties in the preparation and maintenance of police records, ~~utilizing office equipment which requires specialized training and background clearance;~~ respond to public information inquiries; and provide general administrative support to Campus Police staff.

DISTINGUISHING CHARACTERISTICS

Positions in the Police Services Assistant classification perform specialized administrative support duties in the preparation and maintenance of police records; ~~utilizing~~ office equipment which requires specialized training and background clearance; ~~;~~ respond to public information inquiries; and provide general administrative support to Campus Police staff.

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

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

ESSENTIAL DUTIES

Reviews data from all campus incidents involving police responses; ~~and~~ generates police statistics for the national database and the California Incident Based Reporting System.

Generates incident reports on ~~lost/stolen~~ missing permits, ~~lost and found~~ property, and ~~stolen or missing keys~~ reports.

Processes all police reports according to state and federal standards; ~~;~~ ~~P~~prepares police reports for distribution to the City and/or District Attorney's Office.

Searches the campus police records management system for initial criminal history information in response to requests for background checks on current and former students; ~~;~~ ~~P~~provides information to government agencies ~~as when deemed~~ appropriate, ~~including~~ background information requests and requests for criminal records; ~~;~~ ~~C~~complies with local, state, and federal regulations pertaining to Criminal Offender Record Information and the release of public records.

Receives, enters, and files crime and arrest reports, warrants, and related police documents utilizing state and national law enforcement telecommunications systems, according to established legal guidelines; ~~;~~ ~~C~~checks for accuracy and completeness of all information being entered.

Accesses the State and National Law Enforcement Telecommunications Systems to enter, ~~modify~~, update, and retrieve data regarding stolen, lost or recovered property, confidential information such as drivers' licenses, ~~and~~ vehicle registration information and warrants.

Receives and monitors all incoming evidence and lost property submitted to the Campus Police Department; ~~R~~ releases evidence and property to rightful owners and authorized persons in accordance with applicable state laws and departmental procedures; ~~M~~ maintains detailed records on each transaction and final disposition on evidence and property received and released.

Responds to subpoenaed requests for information or documents and; ~~C~~ contacts all appropriate parties as needed.

~~Receives citations issued, enters new citations into department records, and processes citations, amendments, and refunds as needed. Maintains citation books and records according applicable laws and Campus Police policies.~~

Proofreads, prepares, and forwards citation materials for the City Attorney's Office; ~~F~~ forwards appropriate citation information in conjunction with department investigator; works with the Cashier's Office when there are citation payment disputes, and materials to contract service-proceeding agency and Parking Enforcement Officers.

Receives initial disputes relating to citations; ~~S~~ chedules ~~H~~ helps to schedule hearings for anyone disputing a parking citation; ~~P~~ processes and forwards correction letters as requested by Police Officers, Sergeants, ~~and/or~~ Captain and/or Chief.

Receives information and maintains logs relating to ~~T~~ temporary ~~R~~ restraining ~~O~~ orders and impounded vehicles.

Maintains calendar, ~~schedules~~ appointments and ~~makes~~ meeting arrangements for the Chief of Police.

Receives, screens, and distributes incoming mail ~~for Campus Police.~~

Provides parking reservations for events taking place on ~~one of the~~ District campuses.

Generates weekly reports regarding weekend details for Sergeants and Police Officers.

Trains and provides work direction for students and temporary workers.

Prepares ~~time sheets and for authorization.~~ ~~S~~ ubmits ~~information to P~~ payroll timesheets for ~~cadets and~~ office staff.

~~Responds to~~ Answers non-emergency calls for service and determines the type of assistance required.

~~Greets students, staff, and visitors; r~~ esponds to general questions, ~~requests, and complaints; and concerns and~~ provides general information about regarding services, policies, and procedures.

Creates requisitions and processes billing; ~~M~~ onitors office inventory and orders ~~new~~ office supplies as needed.

Generates work orders for maintenance, grounds, custodial, or telecommunications services.

Receives and secures daily cash bags, and ~~F~~ orwards daily cash bags to the Sergeant on duty.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received:

Under general supervision from the Chief of Police or designated management staff within the Campus Police Department, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised:

Positions in this classification do not supervise others ~~or serve in a lead capacity to other regular staff members~~, but they may provide work direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Law enforcement practices and basic operations of a police records management function
Rules and regulations of the National Crime Information Center (NCIC) and the California Law Enforcement Telecommunications System (CLETS) as related to assigned functions
~~Laws, Regulations, practices~~ and procedures governing the confidentiality, security, and processing of law enforcement records under ~~F~~ederal, ~~s~~tate, ~~c~~ounty, and local laws, ~~regulations, and practices~~
Methods and procedures used in receiving, storing, controlling, and preserving property and evidence, in compliance with applicable city, state, and federal laws

Modern office practices, procedures, software applications, and hardware
Proper English usage, vocabulary, spelling, grammar, and punctuation
Effective and efficient filing systems and practices

Ability to:

~~Demonstrate a commitment to diversity, equity, and inclusion principles~~
~~Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility~~
~~Interpret, apply, and explain applicable laws and regulations, and District policies and procedures within guidelines~~
~~Organize and maintain specialized files and confidentiality of reporting party, employee and student information~~
~~Operate a computer using computer applications, programs and standard office equipment~~
~~Stay updated on technology changes and adapt to new technologies~~
~~Communicate effectively, both orally and in writing~~
~~Role model exceptional internal and external customer service~~
Maintain accuracy while performing a high volume of highly detailed, repetitive work under strict deadlines
~~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~~
~~Understand and interpret rules, regulations, and laws related to the police records function~~
~~Interpret and apply administrative or operational policies without immediate supervision and within appropriate guidelines~~
~~Handle confidential information with discretion and in accordance with established procedures and state and federal laws~~
~~Interact with students, staff, and members of the public both in person and over the telephone in a courteous and tactful manner; maintain diplomacy under stressful situations~~
~~Create clear and concise written reports~~
~~Communicate effectively with a diverse population of staff, students, members of the public, and other law enforcement agencies in a multi-cultural environment~~
~~Utilize common office software and specialized law enforcement software~~
~~Understand and follow written and oral instructions~~
~~Establish and maintain effective working relationships with department personnel, supervisors, students, District staff, and members of the public~~
~~Provide excellent customer service~~
~~Proofread and detect errors in records processing~~

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent from an accredited university or college in 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. Experience ~~provide~~providing administrative support in a law enforcement agency is preferred.

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:

Successful completion of a Commission on Peace Officer Standards and Training P-O-S-T (POST) approved training class which covers records management and property and evidence control is required within the first six months of hire.

Special Requirements:

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

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 pounds.

The employee may be exposed to stressful conditions typically associated with working in a law enforcement environment.

CLASS DETAIL

Job Family:	Public Safety/ Community Outreach
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	7/16/2014
Class History:	
Revision Date(s):	3/15/2023, <u>8/30/23</u>

**Santa Monica Community College District
Personnel Commission**

Police Services Assistant

CONCEPT OF THE CLASS

Under general supervision positions in this classification perform specialized administrative support duties in the preparation and maintenance of police records, respond to public information inquiries and provide general administrative support to Campus Police staff.

DISTINGUISHING CHARACTERISTICS

Positions in the **Police Services Assistant** classification perform specialized administrative support duties in the preparation and maintenance of police records; utilize office equipment which requires specialized training and background clearance, respond to public information inquiries and provide general administrative support to Campus Police staff.

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 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.

ESSENTIAL DUTIES

Reviews data from all campus incidents involving police responses and generates police statistics for the national database and the California Incident Based Reporting System.

Generates incident reports on missing permits, property, and keys.

Processes all police reports according to state and federal standards; prepares police reports for distribution to the City and/or District Attorney's Office.

Searches the campus police records management system for initial criminal history information in response to requests for background checks on current and former students; provides information to government agencies when deemed appropriate which includes background information requests and requests for criminal records; complies with local, state, and federal regulations pertaining to Criminal Offender Record Information and the release of public records.

Receives, enters, and files crime and arrest reports, warrants, and related police documents utilizing state and national law enforcement telecommunications systems, according to established legal guidelines; checks for accuracy and completeness of all information being entered.

Accesses the State and National Law Enforcement Telecommunications Systems to enter, update, and retrieve data regarding stolen, lost or recovered property, confidential information such as drivers' licenses, vehicle registration information and warrants.

Receives and monitors all incoming evidence and lost property submitted to the Campus Police Department; releases evidence and property to rightful owners and authorized persons in accordance with applicable state laws and departmental procedures; maintains detailed records on each transaction and final disposition on evidence and property received and released.

Responds to subpoenaed requests for information or documents and contacts all appropriate parties as needed.

Proofreads, prepares, and forwards citation materials for the City Attorney's Office; forwards appropriate citation information in conjunction with department investigator; works with the Cashier's Office when there are citation payment disputes.

Receives initial disputes relating to citations; helps to schedule hearings for anyone disputing a parking citation; processes and forwards correction letters as requested by Police Officers, Sergeants, Captain and/or Chief.

Receives information and maintains logs relating to temporary restraining orders and impounded vehicles.

Maintains calendar, appointments, and meeting arrangements for the Chief of Police.

Receives, screens, and distributes incoming mail.

Provides parking reservations for events taking place on District campuses.

Generates weekly reports regarding weekend details for Sergeants and Police Officers.

Trains and provides work direction for students and temporary workers.

Prepares and submits payroll timesheets for c office staff.

Answers non-emergency calls for service and determines the type of assistance required.

Responds to general questions and concerns and provides information regarding services, policies, and procedures.

Creates requisitions and processes billing; monitors office inventory and orders office supplies as needed.

Generates work orders for maintenance, grounds, custodial, or telecommunications services.

Receives, secures, and forwards daily cash bags to the Sergeant on duty.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received:

Under general supervision from the Chief of Police or designated management staff within the Campus Police Department, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised:

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Law enforcement practices and basic operations of a police records management function

Rules and regulations of the National Crime Information Center (NCIC) and the California Law Enforcement Telecommunications System (CLETS) as related to assigned functions

Regulations, practices and procedures governing the confidentiality, security, and processing of law enforcement records under federal, state, county, and local laws

Methods and procedures used in receiving, storing, controlling, and preserving property and evidence, in compliance with applicable city, state, and federal laws

Modern office practices, procedures, software applications, and hardware

Proper English usage, vocabulary, spelling, grammar, and punctuation

Effective and efficient filing systems and practices

Ability to:

Demonstrate a commitment to diversity, equity, and inclusion principles

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

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

Organize and maintain specialized files and confidentiality of reporting party, employee and student information

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

Stay updated on technology changes and adapt to new technologies

Communicate effectively, both orally and in writing

Role model exceptional internal and external customer service

Maintain accuracy while performing a high volume of highly detailed, repetitious work under strict deadlines

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:

Associate's degree or equivalent from an accredited university or college in a closely related field.

Experience Requirement:

Two years of experience providing direct administrative support to an administrator or management level supervisor. Experience providing administrative support in a law enforcement agency is preferred.

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:

Successful completion of a Commission on Peace Officer Standards and Training (POST) approved training class which covers records management and property and evidence control is required within the first six months of hire.

Special Requirements:

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

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 pounds.

The employee may be exposed to stressful conditions typically associated with working in a law enforcement environment.

CLASS DETAIL

Job Family:	Public Safety
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	7/16/2014
Class History:	
Revision Date(s):	3/15/2023, 8/30/23

Agenda Report Number	9
Subject	Classification Revisions and Salary Reallocation: Senior Campus Safety Officer
Date	August 30, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Senior Campus Safety Officer**.

As part of the cyclical review process, we are reviewing classifications in the Campus Safety job discipline. The Senior Campus Safety Officer trains newly hired Campus Safety Officers and supports sworn police officers with maintaining the safety and security of students, staff, and visitors on assigned areas as determined by the Santa Monica College Police Department. The Santa Monica College Police Department is committed to the safety and well-being of the College population. The department prides itself in serving the diverse community through professionalism, respect, integrity, dedication, and excellence.

The Senior Campus Safety Officer classification was established on November 16, 2022. This classification has been revised once since its establishment. The most recent revision was approved in March 2023. There are no current permanent incumbents in this classification. The classification is limited to temporary assignments needed to train newly hired Campus Safety Officers.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2022-23. CSEA was invited to participate in a class study orientation on December 13, 2022, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. This classification was vacant and incumbents were not available to complete a Position Description Questionnaire.

Personnel Commission staff consulted with Chiquita Brown, Community College Police Sergeant, Bryan Wilson, Community College Police Sergeant and Johnnie Adams, Chief of Police, to discuss the classification description. In addition, the Sergeants were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities required for the job, and to the minimum qualifications required of new employees.

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

A comprehensive survey of comparable agencies was conducted. Sufficient market data was not available to utilize the percentile ranking method of salary placement. Comparable agencies did not have an equivalent role. Salary allocation is being recommended using internal alignment with the existing Police Services Assistant classification.

SALARY REALLOCATION

It is recommended that the salary for the Senior Campus Safety Officer be reallocated from Range 28 (\$5,076 to \$6,170 per month) on the Classified Employee Salary Schedule to Range 29 (\$5,206 to \$6,327 per month). The proposed increase would align the salary for this classification with others within the same job discipline. Based on the job evaluation data, the Senior Campus Safety Officer is comparable to the Police Services Assistant, but has a greater impact on Scope & Effect, Nature & Purpose of Contacts and Environment & Physical Demands.

Cyclical review results have been sent to CSEA, 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	MIN	MAX	RANGE	% DIFFERENCE
Community College Police Officer	\$6,970	\$8,471	42	24.55%
Community College Police Trainee	\$5,596	\$6,803	33	4.99%
Senior Community College Police Dispatcher	\$5,330	\$6,479	30	2.38%
Community College Police Dispatcher	\$5,206	\$6,327	29	0%
Police Services Assistant	\$5,206	\$6,327	29	0%
<i>Senior Campus Safety Officer*</i>	<i>\$5,206</i>	<i>\$6,327</i>	<i>29</i>	<i>2.56%</i>
Senior Campus Safety Officer	\$5,076	\$6,170	28	5.01%
Campus Safety Officer	\$4,834	\$5,876	26	15.76%
Community College Parking Enforcement Officer	\$4,176	\$5,076	20	NA

*Proposed salary reallocation

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for the Senior Campus Safety Officer.

FROM: Classified Employee Salary Range 28

TO: Classified Employee Salary Range 29

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

**Santa Monica Community College District
Personnel Commission**

Senior Campus Safety Officer

CONCEPT OF THE CLASS

Under general direction, this position provides training, direction, and guidance to newly hired Campus Safety Officers on Campus Police and District practices, policies, ~~and~~ procedures, and business systems, as well as ~~performing/perform~~ a variety of safety officer and administrative duties including patrolling District campuses.

DISTINGUISHING CHARACTERISTICS

~~Positions in the~~ Senior Campus Safety Officer classification ~~are~~ is responsible for training newly hired Campus Safety Officers in all aspects of the position. Assignment to this classification is limited to temporary projects associated with providing formal training to new Campus Safety Officers. Duties do not include those assigned to police officers, such as a) routinely and knowingly interviewing or interrogating suspects, b) acting as the primary investigating officer for the purpose of prosecution or to file cases with prosecutors, except in regard to infractions, or c) taking any law enforcement action other than to report a situation to a police officer or dispatcher, issue parking citations, impound a vehicle, or control traffic.

~~Positions in the~~ Campus Safety Officer classification ~~are~~ is responsible for assisting sworn ~~P~~police ~~O~~officers with maintaining the safety and security of students, staff, visitors, and personal property on assigned campuses, in addition to providing a uniformed patrol presence on District properties, including all building and grounds areas.

The Community College Police Officer is the classification of sworn police officers requiring successful completion of a basic law enforcement training program at a California Commission on Peace Officer Standards and Training (POST) certified academy. Incumbents enforce laws, traffic regulations, and safety regulations; and are authorized to search, interrogate, apprehend, and arrest violators.

ESSENTIAL DUTIES

Exemplifies and trains ~~safety officers~~ Campus Safety Officers on patrol practices, which require providing a uniformed presence on District properties, including areas such as campus bus stops, buildings, and campus grounds; trains on patrol patrolling assigned areas using a motor vehicle, bicycles, or on foot.

Describes ~~the process~~ processes and procedures to ~~safety officer trainee~~ Campus Safety Officers for assisting Parking Enforcement Officers with directing traffic as needed, and enforcing state law and municipal codes regarding parking ~~through and by~~ issuing parking citations; trains on ~~impounds~~ impounding vehicles or ~~installs~~ installing immobilization boots on vehicles and ~~complete~~ completing impound reports as required.

Demonstrates the use of a two-way hand-held ~~radio~~ radio or vehicle radio, ~~in a District vehicle;~~ trains on the process of fingerprinting new employees and student workers using livescan Live Scan equipment in order to initiate the process for checking conviction records.

Documents training ~~performed~~ completed, and maintains daily observation report on ~~safety officer~~ Campus Safety Officers' progress and performance.

Trains ~~safety officers~~ Campus Safety Officers ~~on~~ providing non-emergency crowd control and support at fixed posts on District property for sporting and other special events.

Demonstrates ~~processes~~ processes and procedures for controlling access and opening and ~~checking~~ surveying security ~~and~~ safety of buildings, rooms, parking lots/structures, and District equipment; and identifies and reports hazards and safety violations as needed.

Educates ~~safety officer~~ Campus Safety Officers on District policies, state laws and municipal codes and demonstrates the explanation of policies to students, staff, and members of the public with regards to regarding smoking, riding bicycles, and other safety issues; trains on notification procedures to sworn staff of non-compliance and/or habitual violators.

Provides ~~safety officer~~ Campus Safety Officers with performance feedback to ensure appropriate ~~processes~~ processes and procedures are followed.

Educates and trains ~~safety officer~~ Campus Safety Officers on assisting sworn police personnel at crime scenes and command posts ~~as directed by sworn personnel and Police officers~~ as needed ~~in~~ when responding to emergency calls.

Demonstrates ~~processes~~ processes and procedures for writing crime or incident reports for lost and found property, minor vandalism, and other incidents that do not require the services of a sworn officer, prosecution, or case filing with a City Attorney or District Attorney's office.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

Under general supervision from a Community College Police Sergeant, or other management staff within Campus Police Department, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification do not supervise others but provide ~~lead~~ work direction to newly hired Campus Safety Officers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Applicable federal, ~~State~~, ~~City~~, ~~County~~ rules, laws and regulations, and District policies and procedures

Basic law enforcement and security methods, equipment, and procedures

Basic investigation techniques and procedures

Public safety and security procedures used in traffic and crowd control

Training methods and techniques

Correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to:

Demonstrate a commitment to diversity, equity, and inclusion principles

Train, engage, and monitor the work of others

Operate radio communication equipment

Operate a patrol vehicle and patrol equipment in a safe effective manner

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

~~Interpret and enforce pertinent laws, rules and regulations with tact, firmness, and diplomacy~~

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

~~Analyze situations accurately, adopt an effective course of action and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures~~

Organize and write clear and concise reports

Gather relevant information from witnesses, complainants, and suspects during emergency situations

~~Understand and follow oral and written directions~~

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

~~Work confidentiality and with discretion~~

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

~~Operate related equipment and computer applications~~

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

Communicate effectively, both orally and in writing

React quickly, efficiently, and calmly in emergencies and stressful situations

Role model exceptional internal and external customer service

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

MINIMUM QUALIFICATIONS

Education Requirement:

A high school diploma or equivalent ~~is required.~~

Experience Requirement:

Two years of experience as a Campus Safety Officer at Santa Monica College.

Education/Experience Equivalency:

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

Licensure and/or Certification:

A valid driver's license.

Valid ~~E~~first Aid and Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) and pepper spray certifications.

Completion of a training course pursuant to California Senate Bill 390. Employees who have successfully completed ~~these~~this course within the last five ~~(5)~~ years are exempt from this requirement.

A Community Emergency Response Team Certification (CERT) is desirable.

Special Requirements:

~~A valid driver's license.~~ The Campus Police Department is a 24/7 operation. Senior Campus Safety Officers may be assigned to days, swing, or graveyard shifts, weekends and holidays in accordance with the terms of their collective bargaining unit agreement.

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 work outside and is subject to changing weather conditions. Extended sitting, walking, and/or standing at an assigned post is required. Patrolling on a bicycle is required, along with ascending and descending up to four flights of stairs. The employee will be frequently required to lift and/or move equipment weighing up to 30 pounds. Employees are often exposed to dissatisfied or abusive individuals.

CLASS DETAIL

<i>Job Family:</i>	Public Safety
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	11/16/2022
<i>Class History:</i>	New Class
<i>Revision Date(s):</i>	<u>3/15/23, 8/30/23</u>

**Santa Monica Community College District
Personnel Commission**

Senior Campus Safety Officer

CONCEPT OF THE CLASS

Under general direction, this position provides training, direction, and guidance to newly hired Campus Safety Officers on Campus Police and District practices, policies, procedures, and business systems, as well as performs a variety of safety officer and administrative duties including patrolling District campuses.

DISTINGUISHING CHARACTERISTICS

The **Senior Campus Safety Officer** classification is responsible for training newly hired Campus Safety Officers in all aspects of the position. Assignment to this classification is limited to temporary projects associated with providing formal training to new Campus Safety Officers. Duties do not include those assigned to police officers, such as a) routinely and knowingly interviewing or interrogating suspects, b) acting as the primary investigating officer for the purpose of prosecution or to file cases with prosecutors, except in regard to infractions, or c) taking any law enforcement action other than to report a situation to a police officer or dispatcher, issue parking citations, impound a vehicle, or control traffic.

The **Campus Safety Officer** is responsible for assisting sworn police officers with maintaining the safety and security of students, staff, visitors, and personal property on assigned campuses, in addition to providing a uniformed patrol presence on District properties, including all building and grounds areas.

The **Community College Police Officer** is the classification of sworn police officers requiring successful completion of a basic law enforcement training program at a California Commission on Peace Officer Standards and Training (POST) certified academy. Incumbents enforce laws, traffic regulations, and safety regulations; and are authorized to search, interrogate, apprehend, and arrest violators.

ESSENTIAL DUTIES

Exemplifies and trains Campus Safety Officers on patrol practices, which require providing a uniformed presence on District properties, including areas such as campus bus stops, buildings, and campus grounds; trains on patrolling assigned areas using a motor vehicle, bicycle, or on foot.

Describes the processes and procedures to Campus Safety Officers for assisting Parking Enforcement Officers with directing traffic as needed, enforcing state law and municipal codes regarding parking and by issuing parking citations; trains on impounding vehicles or installing immobilization boots on vehicles and completing impound reports as required.

Demonstrates the use of a two-way hand-held or vehicle radio ; trains on the process of fingerprinting new employees and student workers using Live Scan equipment in order to initiate the process for checking conviction records.

Documents training completed and maintains daily observation report on Campus Safety Officers' progress and performance.

Trains Campus Safety Officers on non-emergency crowd control and support at fixed posts on District property for sporting and other special events.

Demonstrates processes and procedures for controlling access and surveying security of buildings, rooms, parking lots/structures, and District equipment; identifies and reports hazards and safety violations as needed.

Educates Campus Safety Officers on District policies, state laws and municipal codes and demonstrates the explanation of policies to students, staff, and members of the public with regards to smoking, riding bicycles, and other safety issues; trains on notification procedures to sworn staff of non-compliance and/or habitual violators.

Provides Campus Safety Officers with performance feedback to ensure appropriate processes and procedures are followed.

Educates and trains Campus Safety Officers on assisting sworn police personnel at crime scenes and command posts as needed when responding to emergency calls.

Demonstrates processes and procedures for writing crime or incident reports for lost and found property, minor vandalism, and other incidents that do not require the services of a sworn officer, prosecution, or case filing with a City Attorney or District Attorney's office.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

Under general supervision from a Community College Police Sergeant, or other management staff within Campus Police Department, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification do not supervise others but provide work direction to newly hired Campus Safety Officers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Applicable federal, state, city, county rules, laws and regulations, and District policies and procedures

Basic law enforcement and security methods, equipment, and procedures

Basic investigation techniques and procedures

Public safety and security procedures used in traffic and crowd control

Training methods and techniques

Correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to:

Demonstrate a commitment to diversity, equity, and inclusion principles

Train, engage, and monitor the work of others

Operate radio communication equipment

Operate a patrol vehicle and patrol equipment in a safe effective manner

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

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

Organize and write clear and concise reports

Gather relevant information from witnesses, complainants, and suspects during emergency situations

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

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

Communicate effectively, both orally and in writing

React quickly, efficiently, and calmly in emergencies and stressful situations

Role model exceptional internal and external customer service

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

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Licensure and/or Certification:

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Valid first aid and Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) and pepper spray certifications.

Completion of a training course pursuant to California Senate Bill 390. Employees who have successfully completed this course within the last five years are exempt from this requirement.

A Community Emergency Response Team Certification (CERT) is desirable.

Special Requirements:

The Campus Police Department is a 24/7 operation. Senior Campus Safety Officers may be assigned to day, swing, or graveyard shifts, weekends and holidays in accordance with the terms of their collective bargaining unit agreement.

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CLASS DETAIL

Job Family:	Public Safety
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/16/2022
Class History:	
Revision Date(s):	3/15/23, 8/30/23

III. Adjournment at 12:16 p.m.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Deborah Jansen
Ayes	5
Nays	0
Abstentions	0
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 30, 2023, Special Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 24 hours prior to the date and time of this meeting.