

## Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3<sup>rd</sup> Wednesday of the Month

### Attend in Person:

1900 Pico Blvd, Business Room 117, Santa Monica Ca 90405

### Attend Virtually:

<https://smc-edu.zoom.us/j/89802168458?pwd=YUI4TUV6dkF1MnUzWlRNRnhYMWpTUT09>

### Call In:

One tap mobile :

+16694449171,,89802168458#,,,,\*170714# US

+13462487799,,89802168458#,,,,\*170714# US (Houston)

Telephone:

Webinar ID: 898 0216 8458

Passcode: 170714

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

International numbers available: <https://smc-edu.zoom.us/j/k5RqknxWU>

## PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

Members of the public may address the Commission by oral presentation concerning any subject that lies within the jurisdiction of the Personnel Commission provided the requirements and procedures herein set forth are observed.

All public comments will be subject to the general rules set forth below.

- Generally, three minutes is allotted to each speaker per topic for general public comments or per agenda item.
- Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.
- Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.
- Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.

Exceptions:

This time allotment does not apply to individuals who address the Commission at the invitation or request of the Commission.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Commission, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

### **Instructions for Submitting a Request to Speak at In-Person Meeting**

Individuals wishing to speak to the Commissioners during the Personnel Commission meeting during Public Comments or regarding item(s) on the agenda must complete a request card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

### **General Public Comments and Consent Agenda**

- The request card to speak must be submitted to Tatiana Morrison, Personnel Technician, at the meeting before the Commission reaches the applicable section in the agenda.

### **Instructions for Submitting a Request to Speak at Zoom Webinar**

The Zoom webinar format used by the Personnel Commission Zoom meetings ensure public participation and provide an opportunity for the public to directly address the legislative body.

Public participation can occur in one of two ways. Members of the public may speak during the public meeting, or they can submit written comments to be read during the public meeting.

Individuals wishing to speak directly to the Commission can do so in one of several ways:

It is recommended that individuals wishing to speak at the Personnel Commission meeting send an email to [morrison\\_tatiana@smc.edu](mailto:morrison_tatiana@smc.edu) by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the subject line "Commission Meeting Comments" and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item: General Public Comments or Consent Agenda (indicate number/subject)

Alternatively, during the meeting and before public comments have ended, individuals may use the Q&A feature of the Zoom webinar to request to speak.

When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker's Zoom Profile should match the name used to request to speak to expedite this process. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

### **Instructions for Submitting Written Comments**

Individuals wishing to submit written comments to be read at the Personnel Commission Meeting should send an email to [morrison\\_tatiana@smc.edu](mailto:morrison_tatiana@smc.edu) by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the following information:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII); for other items indicate the topic or specific item number)
- Comment to be read

*Reference: Commission Policy Section 2350  
Education Code Section 72121.5  
Government Code Sections 54950 et seq*

Personnel Commission Regular Meeting  
September 20, 2023 – 12:00 p.m.

|   |   |   |
|---|---|---|
| <p>DEPARTMENTS: PLEASE POST</p> <p>Academic Affairs: Sharon Thomas</p> <p>Accounts Payable: Cherry Aquino</p> <p>Admissions &amp; Records: Jackson Edwards</p> <p>African American Center: Sherri Bradford</p> <p>Athletics: Theresa Tang</p> <p>Auxiliary Services: Ofelia Meza</p> <p>Bundy: Beverly Redd-Walker</p> <p>Business Department: Peter Murray</p> <p>Campus Police Office: Jennifer Jones</p> <p>Campus Store: Elease Juarez</p> <p>Career Services: Vicky Rothman</p> <p>Cashier's Office: Veronica Romo</p> <p>Center for Media &amp; Design: Angela Valentine</p> <p>Community Education:</p> <p>Counseling Office: Allison Kosich</p> <p>Custodian Time Clock: Anthony Williams</p> <p>Disabled Students Center: Nathalie Laille</p> <p>Early Childhood Ed.: L. Manson</p> <p>Emeritus Department: V. Rankin-Scales</p> <p>English Dept.: Martha Hall</p> <p>EOP&amp;S: Debra Locke</p> <p>ESL Office: Jocelyn Alex</p> <p>Events Office: Vinnessa Cook</p> <p>Faculty Association: Peter Morse</p> <p>Financial Aid Office: Sandra Hernandez</p> <p>Health Sciences: Clarenda Stephens</p> <p>Health Office: Nancy Alfaro</p> <p>HSS: Carolyn Baugh</p> <p>Institutional Research:</p> <p>International Education Center: Ana Jara</p> <p>KCRW:</p> <p>Latino Center: Maria Martinez</p> <p>Madison: Gail Johnson</p> <p>Maintenance/Operations: Kasey Garland</p> <p>Malibu: Angela Bice</p> <p>Math Village: Kristina Fukuda</p> <p>Media Center: L. Nakamura</p> <p>Modern Language: Travis Grant</p> <p>Music: Lori Geller</p> | <p>Outreach &amp; Recruitment:<br/>Giselle Gradilla</p> <p>Payroll: Ian Fraser</p> <p>Science: Ingrid Cardwell</p> <p>SMCPAC: Susan Hudelson</p> <p>Student Life: Amelia Trejo</p> <p>Superintendent/Presidents<br/>Office: L. Kilian</p> <p>STEM: Vanan Yahnian</p> <p>Theater Arts:</p> <p>W&amp; ED/Bundy: Tricia Ramos</p> <p>ADMINISTRATORS AND<br/>MANAGERS</p> <p>Emeritus: Guadalupe Salgado</p> <p>Noncredit Programs:<br/>Scott Silverman</p> <p>Facilities: Dennis Biddle</p> <p>HR: Tre'Shawn Hall-Baker</p> <p>Info Tech: Marc Drescher</p> <p>IEC: N. Pressian</p> <p>Instructional Technology:</p> <p>Maintenance:<br/>Terry Kamibayashi</p> <p>Operations:<br/>Darryl Gray</p> <p>Felicia Hudson</p> <p>Robert Villanueva</p> <p>Receiving: Lisa Davis</p> <p>Supplemental Instruction:<br/>Wendi DeMorst</p> | <p>SUPERINTENDENT/PRESIDENT AND SENIOR<br/>STAFF</p> <p>Superintendent/President: Kathryn Jeffery</p> <p>Executive VP:</p> <p>VP Academic Affairs:</p> <p>VP Business/Admin: Chris Bonvenuto</p> <p>VP Enroll. Services: T. Rodriguez</p> <p>VP Human Resources: Sherri Lee-Lewis</p> <p>VP Student Affairs: M. Tuitasi</p> <p>Senior Director Government Relations &amp;<br/>Institutional Communications: Don Girard</p> <p>Community Relations: Kiersten Elliott</p> <p>Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION</p> <p>Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Caden Stearns</p> <p>CSEA Chapter Pres.: Cindy Ordaz</p> <p>CSEA Chapter 1st V.P.: Martha Romano</p> <p>CSEA Chapter 2nd V.P.: Kennisha Green</p> <p>CSEA Chief Job Steward: Lee Peterson</p> <p>CSEA Treasurer: Dagmar Gorman</p> <p>CSEA Secretary: Judith Mosher</p> <p>CSEA Chief Development Officer:<br/>Luis Martin</p> <p>CSEA Communications Officer:<br/>SMC POA President: Officer Cadena</p> <p>Management Association: Scott Silverman</p> <p>IF YOU NEED AN ACCOMMODATION</p> <p>Written requests for disability-related<br/>modifications or accommodations that are<br/>needed in order to participate in the Commission<br/>meeting are to be directed to the Personnel<br/>Commission Office as soon in advance of the<br/>meeting as possible.</p> <p>Revised 9/6/2023</p> |
|---|---|---|

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. Public Comments: Non-Actionable Items from those in attendance.
  - i. Longevity for September 2023

**5 YEARS**

Isaac Benavidez, Library Assistant, Library  
Davon Dean, Custodian, Operations  
Sara Eazell, Class Scheduling Specialist, Academic Affairs  
Edgar Hernandez Solis, Accounting Specialist, Campus Store  
Ana Sanchez, Accounting Specialist, Fiscal Services  
James Stevenson, Jr., Outreach & Recruitment Specialist,  
Outreach, Onboarding & Student Engagement  
Angela Valentine, Administrative Assistant II, Center for Media and Design

**15 YEARS**

Marvlynn Frazier, Custodian, Operations  
Mark Litver, Accompanist-Dance Performance, Dance  
Anthony Williams, Jr., Lead Custodian, Operations

**35 YEARS**

Ann Mirsky, Media Resources Assistant, LRC

II. Agenda Reports: Major Items of Business

| Report Number | Subject   | Page Number |
|---------------|---|-------------|
| 1             | Consideration of Appeal for Position Classification Study:<br>Senior Veterans Resource Specialist                 | 4           |
| 2             | Second Reading of Amendments to Rules and Regulations of the<br>Classified Service – Merit Rules 5.2.16 and 6.4.1 | 5           |
| 3             | Annual Report of the Personnel Commission for Fiscal Year 2022-2023   | 7           |
| 4             | Cyclical Classification Studies-Proposed Annual Calendar 2023-2024  | 12          |
| 5             | Revisions to Classifications:<br>Knowledge, Skills & Abilities Section for all Classified Job Descriptions        | 16          |
| 6             | Information Item: Presentation of Cyclical Reviews  | 18          |

III. Consent Agenda

| Report Number | Subject   | Page Number |
|---------------|---|-------------|
| 7             | Ratification of Limited Term Assignments  | 20          |
| 8             | Appointments to Limited Term Positions  | 21          |
| 9             | Appointments to Provisional Assignments   | 22          |
| 10            | Ratification of Working Out of Class Assignments  | 25          |
| 11            | Examination Schedule:<br>Instructional Assistant-Math<br>Human Resources Analyst, Employee and Labor Relations<br>(Confidential)      | 26          |
| 12            | Ratification of Meeting Minutes   | 27          |
| 13            | Ratification of Eligibility Lists:<br>Director of Facilities Maintenance Promotional<br>Director of Facilities Operations Promotional | 28          |
| 14            | Extension of Eligibility Lists  | 29          |
| 15            | Personnel Commission Project Status Report  | 20          |

IV. Adjournment

|                      |   |
|----------------------|---|
| Agenda Report Number | 1   |
| Subject              | Consideration of Appeal for Position Classification Study:<br>Senior Veterans Resource Specialist |
| Date                 | September 20, 2023  |
| To                   | Members of the Personnel Commission   |
| From                 | Carol Long,<br>Director of the Personnel Commission   |

It is recommended that the Personnel Commission hear and consider the appeal of a position classification study for Senior Veterans Resource Specialist.

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**Merit Rule 16.1 Complaint Procedures for Classified Personnel**

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16.1.1 PURPOSE OF THE COMPLAINT PROCEDURE

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

16.1.3 GENERAL PROCEDURES

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

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

|                      |  |
|----------------------|--|
| Agenda Report Number | 2  |
| Subject              | Second Reading of Amendments to Rules and Regulations of the Classified Service – Merit Rules 5.2.16 and 6.4.1 |
| Date                 | September 20, 2023   |
| To                   | Members of the Personnel Commission  |
| From                 | Carol Long,<br>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 Second Reading.

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 find 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~~ Content error
- F. ~~If the Director of the Classified~~ the 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.

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

|                      |   |
|----------------------|---|
| Agenda Report Number | 3   |
| Subject              | Annual Report of the Personnel Commission for Fiscal Year 2022-2023 |
| Date                 | September 20, 2023  |
| To                   | Members of the Personnel Commission                                 |
| From                 | Carol Long,<br>Director of the Personnel Commission                 |

Attached for your review is the proposed Personnel Commission Annual Report for Fiscal Year 2022-2023.

The Director of the Personnel Commission is required by Education Code Section 88086 to prepare an annual report of the Commission's activities for approval by the Commission.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the proposed Annual Report for Fiscal Year 2022-2023.

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



Dr. Joseph P. Metoyer Jr.  
Chair  
Board of Trustees Appointee



Joy Abbott  
Vice Chair  
Board of Trustees Appointee



Barbara Greenstein  
CSEA Appointee



Lawrence Leone  
Commission  
Appointee



Deborah Jansen  
CSEA Appointee

**Personnel Commission Staff:**

Carol Long, Director of the Personnel Commission  
Amy Gurjian, Classification & Compensation Manager  
John Linke, Supervising Personnel Analyst  
August Faustino, Personnel Analyst  
Karen Monzon, Personnel Analyst  
Olga Vasquez, Personnel Analyst  
Jose Guzman, Personnel Analyst  
Julia Britt, Personnel Analyst  
Brent Heximer, Administrative Assistant II  
Tatiana Morrison, Personnel Technician

[www.smc.edu/classifiedjobs](http://www.smc.edu/classifiedjobs)

**PERSONNEL COMMISSION  
OFFICE LOCATION:**

2714 Pico Blvd, 2nd Floor  
Santa Monica, CA 90405  
(310) 434-4410

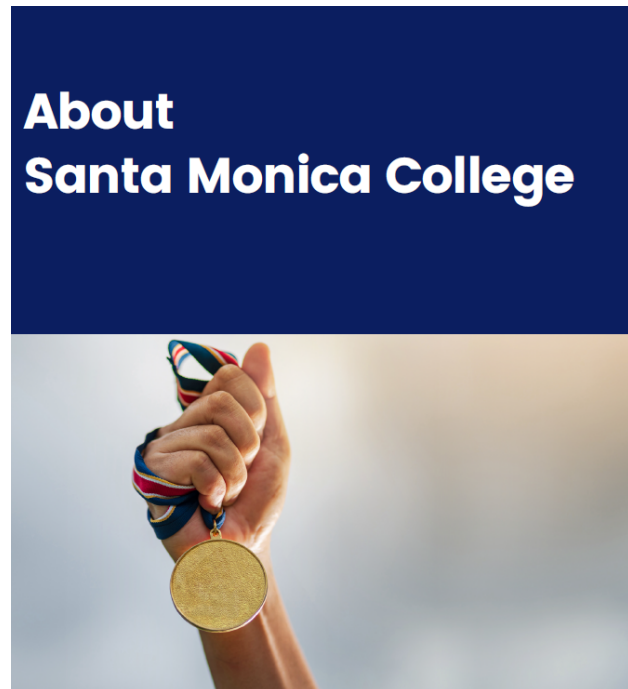
Mailing Address:  
1900 Pico Blvd  
Santa Monica, Ca 90405



In support of the District's DEIA goals, our department is committed to ensuring hiring decisions are based solely on job-related factors. As a standard practice, we conduct targeted recruitment efforts to facilitate candidate pool diversity, and we utilize a content validation process outlined by the EEOC to link test and interview content and scoring standards to the most critical job requirements. In addition, we monitor hiring committee outcomes to ensure decision criteria are job-related, driven by evidence, and not based on potential implicit or explicit biases.

During this past fiscal year, the Personnel Commission has taken steps to bring more of our interviews, written tests, and performance tests back to in-person administration. Our primary concerns are minimizing any adverse impact effects that the method of administration may present. While we have seen a slight decrease in the number of recruitments requested, we have seen a significant increase in the number of new hires made from the eligibility lists we produced. The number of new class descriptions requested has also continued to increase, doubling the number requested from last fiscal year.

The Personnel Commission approved revisions to 12 merit rules, as recommended by the Merit Rules Advisory Committee.



**A two-year community college accredited by the Western Association of Schools and Colleges – what opened in 1929 with just 153 students is now a thriving campus with more than 23,000 students and offerings in over 100 fields of study. The leader among the state's 116 community colleges in transfers to the University of California, University of Southern California, Loyola Marymount University, and other four-year colleges.**

Personnel Commission Meetings  
Meetings of the Personnel Commission were held on the third Wednesday of each month at Noon via Zoom



| Action                             | 2021-2022 | 2022-2023 |
|------------------------------------|-----------|-----------|
| Exams Announced                    | 82        | 68        |
| Total # of applicants              | 2105      | 3041      |
| # of Eligibility Lists             | 60        | 55        |
| # of Eligibles on Lists            | 389       | 367       |
| New Class Descriptions             | 7         | 14        |
| Revised Class Descriptions         | 28        | 38        |
| Position Reclassifications Granted | 4         | 2         |
| # of Seniority Lists Established   | 4         | 8         |
| # of Merit Rule Updates            | 33        | 12        |
| Reinstatement Lists                | 7         | 6         |
| Working Out of Class               | 31        | 20        |
| Internal Limited Term Assignments  | 11        | 15        |
| Provisional Appointments           | 159       | 154       |
| Limited Term Appointments          | 101       | 100       |
| New Hires                          | 40        | 71        |
| Promotional Appointments           | 36        | 28        |

### The Merit System at SMC

The purpose of the Merit System is to ensure that classified employees are recruited, selected, promoted, and retained without favoritism or prejudice, and solely on the basis of merit and fitness. The merit system applies only to classified (non-teaching) employees, and is administered by the Personnel Commission. The Personnel Commission at Santa Monica College consists of a five-member body, and is responsible for guaranteeing that employment, retention and promotion for all classified employees are based on Merit System principles. The Commissioners are private citizens who must be a registered voter and residents of Santa Monica or Malibu, and known adherents to the merit principle.

#### Basic Principles of the Merit System

- Recruitment from all segments of society and advancement on the basis of relative ability, knowledge, and skill under fair and open competition
- Administering a competitive salary structure based on sound professional standards, prevailing community practices, legal requirements, and equity
- Fostering an environment that promotes inclusion, civility, and diversity
- Providing a voice for the interests of classified staff, classified managers, and classified administrators
- Protection of employees from arbitrary action, personal favoritism, or political coercion

Personnel Commission staff at Santa Monica College are committed to providing our services in a manner which is client oriented, professionally based, and in conjunction with the goals of the governing board.



## Celebrations of Longevity

### 30 YEARS

Joseph Kolbly, Instructional Assistant-Math, Math  
Robert Carlson, KCRW Radio Station Recording Engineer, KCRW

### 25 YEARS

Agnius Griskevicius, Academic Computing Instructional Specialist, Academic Computing  
Amelia Trejo, Administrative Assistant II, Student Life  
Christine Lea Miller, Instructional Media Specialist, Distance Education  
David Dever, Director of Auxiliary Services, Auxiliary Services  
Frederick Young, Mail Services Worker II, PCAL  
Jennifer Ferro, KCRW Radio Stations Director, KCRW  
Michelle Toomey, Switchboard Operator, Technical Support Services  
Miguel Ozaeta, Reprographics Technician, Reprographics  
Miguel Reyes, Information Systems Administrator, Academic Computing  
Ming Yea Wei, Marketing Design  
Monica Moore, Instructional Assistant-English, English  
Steven Johnston, Electrician, Maintenance  
Teresa Huber, Lead Library Assistant-Technical Services, Library  
Willis Barton, Online Learning Services Specialist, Distance Education  
Yim "Fai" Fong, Senior Programmer Analyst, MIS

### 20 YEARS

Heriberto Novella, Lead Custodian, Operations  
Jaime Gonzalez, Accounting Supervisor, Auxiliary Services

### 15 YEARS

Charles Harris, Custodian, Operations  
Cindy Ordaz, Administrative Assistant II, Operations  
Denise Henninger, DSPS Manager, Center for Students with Disabilities  
Denise Sturgis, Student Services Clerk, Financial Aid  
Fauzia Hassan, Registered Nurse-Health Services, Health Services  
Jennifer Reza, Financial Aid & Scholarships Specialist, Financial Aid  
Jeremy Newman, Student Services Clerk, EOPS  
Nilofar Ghasami, Financial Aid and Scholarships Specialist, Financial Aid  
Samya Gobrial, Accountant, Auxiliary Services  
Saul Ramirez, Skilled Maintenance Worker II, Maintenance  
Valentin Ciseros, Irrigation Systems Specialist, Grounds

### 10 YEARS

Alan Kuykendall, Interim Assistant Director of Human Resources, Human Resources  
Diana Lui Fujita, Student Services Assistant, Financial Aid  
Kathleen Colimitras, Human Resources Specialist, Human Resources  
Marcus Suzuki, Instructional Assistant-Math, Math  
Rajesh Khandelwal, Accountant, Fiscal Services  
Rebecca Weiland, Administrative Assistant III-Confidential, Academic Affairs  
Tamika Phillips, Administrative Assistant I, Psychology

### 5 YEARS

Agustin Limon, Campus Safety Officer, SMCPD  
Ana Alvarez, Lead Library Assistant-Circulation, Library  
Ana Sandoval, Custodian, Operations  
Anne Ozello, Athletic Trainer, Athletics  
Asley Lyles, Custodian, Operations  
Carolina Trejo, Administrative Assistant I, Career Services  
Cristina Arsene, Instructional Assistant-English, English  
Daniel Perdomo, Accounting  
David Lopez, Community College Police Officer, SMCPD  
David Vasquez Rosales, Custodian, Operations  
Dennis Biddle, Assistant Director of Facilities Operations, Operations  
Frank Basile, Accompanist-Music Performance, Music  
Jennifer Benavides, Instructional Assistant-Learning Disabilities,  
Jocelyn Alex, Administrative Assistant I, Dance/ESL  
John Ibrahim, Property Clerk, Procurement, Contracts and Logistics  
Jonathan Rosas, Campus Safety Officer, SMC Police Department  
Justin Carter, Custodial Operations Supervisor, Operations  
Katherine Medernach, Accounting Specialist, Fiscal Services  
Marc Drescher, Chief Director of Information Technology  
Nahum Campos, Custodian, Operations  
Reggie Thomas, Custodian, Operations  
Sandra Hernandez, Administrative Assistant II, Financial Aid  
Siamanto Ismaly, Theatre Technical Director, Campus Events



|                      |  |
|----------------------|--|
| Agenda Report Number | 4  |
| Subject              | Cyclical Classification Studies-Proposed Annual Calendar 2023-2024                                     |
| Date                 | September 20, 2023   |
| To                   | Members of the Personnel Commission  |
| From                 | Carol Long,<br>Director of the Personnel Commission  |
| By                   | Carol Long, Director of the Personnel Commission<br>Amy Gurjian, Classification & Compensation Manager |

Attached for your review is the proposed annual calendar for anticipated classification review projects.

**BACKGROUND**

Merit Rule 3.3.2 requires the Personnel Commission to maintain a system of continuous classification review. Merit Rule 3.2.9 states: “Each year, the Director of Classified Personnel shall prepare a schedule of anticipated review projects and present it for approval to the Personnel Commission”.

All classified positions at Santa Monica College are allocated to specific classifications, which are then allocated to salary ranges. Personnel Commission staff allocates new positions to existing classifications, creates new classifications and class descriptions as needed, ensures classification descriptions accurately reflect current job duties and qualifications, reviews minimum requirements on classification descriptions to ensure they are appropriate and not unduly restrictive, establishes and maintains a plan for continuous review and update of class descriptions and salary allocations, conducts external and internal salary studies and recommends appropriate salary ranges for all job classifications based upon the principle of like pay for like work. **(Merit Rules, Chapter III; Education Code Sections 88004, 88009, 88076, 88081, 88095, 88104, 88104.5)**

As a part of the scheduled cyclical reviews, the Personnel Commission has completed studies for each of the following job disciplines:

- Accompanists
- Accounting and Finance
- Athletics
- Bookstore & Cashiers
- Business Administration (Management)
- Career Services
- Deaf and Hard of Hearing
- Facilities Maintenance and Construction
- Facilities Operations
- Facilities Planning
- Human Resources

- Institutional Research
- Instructional Media and Reprographics
- Laboratory Technicians
- Library Services
- Management Information Systems
- Network Communications
- Payroll Services
- Personnel Commission
- Public Relations/Marketing/Web Design
- Purchasing, Procurement, and Asset Management
- Risk Management
- Specialized Programs
- Student Services Specialists/Senior Student Services Specialists
- Transportation
- Warehouse

In addition, studies are currently in process for the following job disciplines:

- Clerical and Administrative Support
- Campus Safety
- Health Services
- Instructional Assistants
- Instructional Technology
- Performing Arts
- KCRW
- Student Services Assistants
- Student Services Clerks

The calendar we are posting should include all remaining classifications which have not yet been reviewed.

### **REVIEW PROCESS**

Each cyclical study will start with an orientation, and an initial review of class descriptions falling within the job discipline which is being studied. The primary purpose of this review will be to determine if the job duties listed in each class description are an accurate reflection of the work assigned. At this time, both management and employees can requested further reviews of salary allocation, and individual position studies to determine if work performed is outside the scope of the assigned classification. Following an analysis of all relevant information, recommendations will be provided for review to management staff, senior staff, incumbents, and union representatives prior to presenting to the Personnel Commission and Board of Trustees for final approval.



Requests for single position reclassifications will continue to be accepted as requested.

Requests for minor classification description revisions or new classifications that have minimal impact on other related positions or classifications will be accepted when these requests are directly related to an upcoming recruitment.

### **RECOMMENDATIONS**

It is recommended that the Personnel Commission approve the proposed annual calendar of classification/compensation studies for Fiscal Year 2023 - 2024.

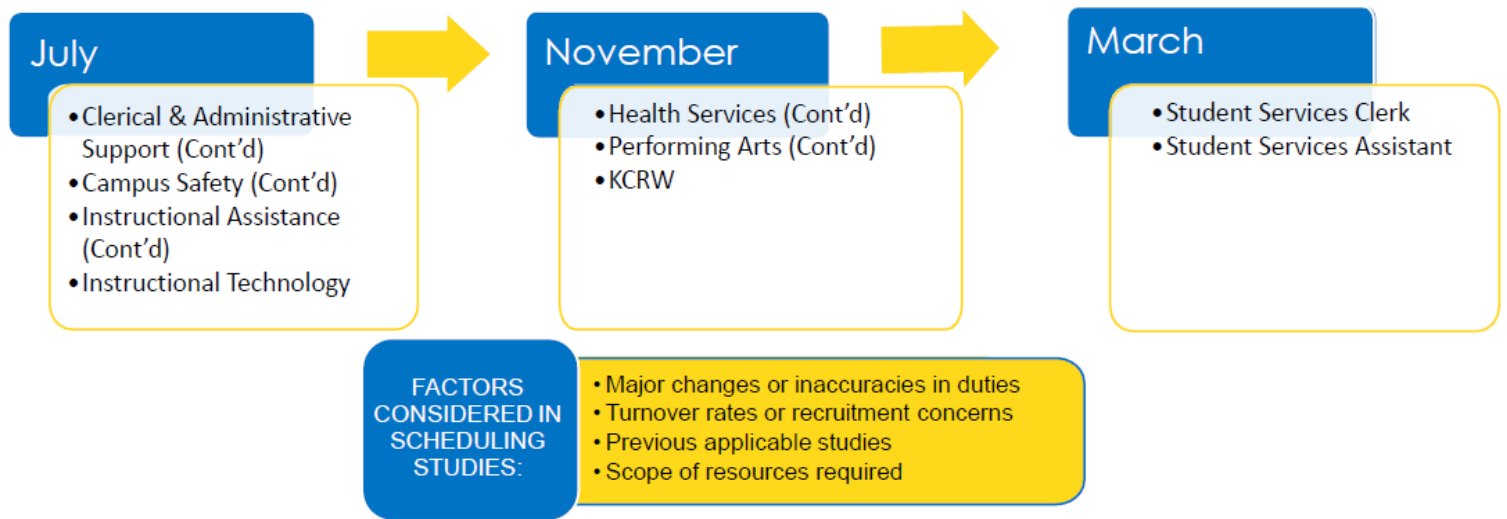
The attached calendar was reviewed with CSEA, and senior staff.

The following factors were used in determining the most immediate priorities:

- Major changes or inaccuracies in job duties or the role of the classification as identified by Personnel Commission staff, District management, or union representatives
- Ongoing or anticipated turnover rates, or other recruitment challenges
- Previous applicable studies conducted of other related jobs within the occupational group, leading to potential inequities within an occupational series
- Scope of resources required to carry out classification description reviews

# Classification Review Timeline by Job Discipline

## 2023-2024 Study Proposal



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

|                      |  |
|----------------------|--|
| Agenda Report Number | 5  |
| Subject              | Revisions to Classifications:<br>Knowledge, Skills & Abilities Section for all Classified Job Descriptions |
| Date                 | September 20, 2023   |
| To                   | Members of the Personnel Commission  |
| From                 | Carol Long,<br>Director of the Personnel Commission  |
| By                   | Amy Gurjian, Classification & Compensation Manager   |

**BACKGROUND**

On June 21, 2023, the Personnel Commission approved the following updates to our current Knowledge, Skills & Abilities (KSA) requirements in our job descriptions, in order to reflect College DEI priorities.

**Remove current requirement in the KSA section of descriptions:**

- *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*

**Add new requirements in the KSA section of descriptions:**

- *Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences*
- *Demonstrate a commitment to diversity, equity, inclusion, and accessibility principles and participate in related training*
- ***Directors and higher only:*** *Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility*
- ***Directors and higher only:*** *Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect*

Following consultation with legal counsel, we are now recommending additional revisions to one KSA, that will be applied to all descriptions for the classified service, except for public safety classifications. Public safety classifications will keep the original language in order to ensure compliance with recent revisions to Title 5 of the California Code of Regulations, Sections 59700 – 59704.

- *Demonstrate ~~a commitment to~~ knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training*

The following sources were used to develop new requirements:

*Hotep Equity Audit*

*Santa Monica College Student Equity Plan*

*Santa Monica College EEO Plan*

*California Community Colleges Chancellor's Office (CCCCO) DEI Statement, Title 5 CCR 51201*

*CCCCO EEO/Diversity Best Practices Handbook*

*Community Policing, Title 5 CCR 59704*

*CCCCO Glossary of Terms*

Recommended changes have been sent for review to union partners, the Management Association, Business Services, Human Resources, and the Superintendent/President.

**RECOMMENDATION**

It is recommended that the Commission approve the KSA changes for all relevant classified job descriptions as presented.

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

|                      |  |
|----------------------|--|
| Agenda Report Number | 6  |
| Subject              | Information Item: Presentation of Cyclical Reviews   |
| Date                 | September 20, 2023   |
| To                   | Members of the Personnel Commission  |
| From                 | Carol Long,<br>Director of the Personnel Commission  |
| By                   | Carol Long, Director of the Personnel Commission<br>Amy Gurjian, Classification & Compensation Manager |

Carol Long and Amy Gurjian will be delivering a presentation which covers the cyclical classification review process.

III. Consent Agenda

| Report Number | Subject   | Page Number |
|---------------|---|-------------|
| 7             | Ratification of Limited Term Assignments  | 20          |
| 8             | Appointments to Limited Term Positions  | 21          |
| 9             | Ratification of Working Out of Class Assignments  | 22          |
| 10            | Examination Schedule:<br>Instructional Assistant-Math<br>Human Resources Analyst, Employee and Labor Relations (Confidential)         | 25          |
| 11            | Ratification of Meeting Minutes   | 26          |
| 12            | Ratification of Eligibility Lists:<br>Director of Facilities Maintenance Promotional<br>Director of Facilities Operations Promotional | 27          |
| 13            | Extension of Eligibility Lists  | 28          |
| 14            | Personnel Commission Project Status Report  | 29          |

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

|                      |   |
|----------------------|---|
| Agenda Report Number | 7   |
| Subject              | Ratification of Limited Term Assignments            |
| Date                 | September 20, 2023                                  |
| To                   | Members of the Personnel Commission                 |
| From                 | Carol Long,<br>Director of the Personnel Commission |

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

| Classification                          | Department         | Effective Dates        |
|---|--------------------|------------------------|
| Administrative Assistant II             | Emeritus           | 9/5/2023 to 11/4/2023  |
| Enterprise Business Services Clerk      | Auxiliary Services | 8/30/2023 to 6/30/2024 |
| Health Sciences Learning Lab Specialist | Health Sciences    | 9/11/2023 to 2/10/2024 |

|                      |   |
|----------------------|---|
| Agenda Report Number | 8   |
| Subject              | Appointments to Limited Term Positions              |
| Date                 | September 20, 2023                                  |
| To                   | Members of the Personnel Commission                 |
| From                 | Carol Long,<br>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 |
|----------------|---|--------------------|------------------------|--------------------|
| Lindsay Wilson | Administrative Assistant II             | Emeritus           | 9/5/2023 to 11/4/2023  | 7/17/2023          |
| Susan Wilks    | Enterprise Business Services Clerk      | Auxiliary Services | 8/30/2023 to 6/30/2024 | 7/30/2014          |
| Eve Adler      | Health Sciences Learning Lab Specialist | Health Sciences    | 9/11/2023 to 2/10/2024 | N/A                |

\*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 | 9   |
| Subject              | Ratification of Working Out of Class and Limited Term Assignments |
| Date                 | September 20, 2023  |
| To                   | Members of the Personnel Commission                               |
| From                 | Carol Long,<br>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. **Provisional Working Out Of Class Assignment**

| Name/Permanent Class  | Provisional WOC Assignment      | Dates of Current Assignment |
|-----------------------|---------------------------------|-----------------------------|
| Emily Raby, Custodian | Custodial Operations Supervisor | 9/25/2023 to 1/26/2024      |

*\*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 | 10  |
| Subject              | Examination Schedule:<br>Instructional Assistant-Math<br>Human Resources Analyst, Employee and Labor Relations (Confidential) |
| Date                 | September 20, 2023  |
| To                   | Members of the Personnel Commission   |
| From                 | Carol Long,<br>Director of the Personnel Commission   |

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

| Class Title   | Field Of Competition                       | Time    |
|---|--|---------|
| Instructional Assistant-Math  | Merged Promotional and Open<br>Competitive | 3 Weeks |
| Human Resources Analyst, Employee<br>and Labor Relations (Confidential) | Merged Promotional and Open<br>Competitive | 3 Weeks |

|                      |   |
|----------------------|---|
| Agenda Report Number | 11  |
| Subject              | Ratification of Meeting Minutes                     |
| Date                 | September 20, 2023                                  |
| To                   | Members of the Personnel Commission                 |
| From                 | Carol Long,<br>Director of the Personnel Commission |

1. Regular Meeting Minutes-August 16, 2023
2. Special Meeting Minutes-August 30, 2023

|                      |   |
|----------------------|---|
| Agenda Report Number | 12  |
| Subject              | Ratification of Eligibility Lists:<br>Director of Facilities Maintenance Promotional<br>Director of Facilities Operations Promotional |
| Date                 | September 20, 2023  |
| To                   | Members of the Personnel Commission   |
| From                 | Carol Long,<br>Director of the Personnel Commission   |

| Classification                     | Number of Promotional Candidates | Total Number of Candidates | Expiration Date |
|------------------------------------|----------------------------------|----------------------------|-----------------|
| Director of Facilities Maintenance | 1                                | 1                          | 9/13/2024       |
| Director of Facilities Operations  | 1                                | 1                          | 9/13/2024       |

|                      |   |
|----------------------|---|
| Agenda Report Number | 13  |
| Subject              | Extension of Eligibility Lists                      |
| Date                 | September 20, 2023                                  |
| To                   | Members of the Personnel Commission                 |
| From                 | Carol Long,<br>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 |
|---|--------------------------|-------------------------|------------------------------|-------------------------|--------------------------|
| Custodian                                       | 10/24/2023               | 10/24/2023              | 15                           | 5                       | 12/24/2023               |
| Enrollment Services Specialist                  | 10/5/2023                | 10/5/2023               | 3                            | 3                       | 1/5/2024                 |
| Facilities Maintenance Supervisor (Promotional) | 2/27/2023                | 9/27/2023               | 2                            | 1                       | 11/27/2023               |
| Research and Planning Analyst                   | 1/3/2023                 | 10/3/2023               | 3                            | 2                       | 1/3/2024                 |

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 | 14  |
| Subject              | Personnel Commission Project Status Report          |
| Date                 | September 20, 2023                                  |
| To                   | Members of the Personnel Commission                 |
| From                 | Carol Long,<br>Director of the Personnel Commission |

## Recruitment

| Title  | Assigned to | Open Date  | Close Date | 1st Test Part | E List    |
|--|-------------|------------|------------|---------------|-----------|
| Academic Records Evaluator                       | OV          | 6/15/2023  | 7/6/2023   | 7/14/2023     | 8/30/2023 |
| Accounting Specialist                            | AF          | 7/17/2023  | 8/4/2023   | 8/19/2023     |           |
| Campus Safety Officer                            | JG          | 1/27/2023  | 2/17/2023  | 3/25/2023     | 6/21/2023 |
| Community College Police - Lateral               | KM          |            |            |               |           |
| Community College Police Captain                 | JL          | 7/3/2023   |            |               |           |
| 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          |            |            |               |           |
| Director of Sustainability                       | JB          |            |            |               |           |
| Emergency and Safety Coordinator                 |             |            |            |               |           |
| Event Scheduling Specialist                      | TM          |            |            |               |           |
| Events Assistant                                 | JG          | 10/20/2021 |            |               |           |
| Grounds Manager                                  | KM          |            |            |               |           |
| Human Resources Specialist                       | JL          |            |            |               | 8/16/2023 |
| Instructional Assistant - ESL                    | JG          |            |            |               |           |
| Instructional Assistant - Math                   | JG          |            |            |               |           |
| Irrigation Systems Specialist                    |             |            |            |               |           |
| Laboratory Technician - Fashion                  | JB          |            |            |               |           |
| Mechanical Systems Manager                       | KM          |            |            |               |           |
| Professional Development Coordinator             | JL          |            |            |               |           |
| Program Specialist                               | OV          |            |            |               |           |
| Senior Financial Aid and Scholarships Specialist |             |            |            |               |           |
| Senior Grounds Equipment Operator                | JG          |            |            |               |           |
| Skilled Maintenance Worker II                    | KM          |            |            |               |           |
| Student Services Clerk                           | OV          | 5/15/2023  | 6/5/2023   | 6/22/2023     | 8/30/2023 |
| Student Services Specialist                      | OV          | 6/15/2023  | 7/6/2023   | 7/21/2023     | 8/30/2023 |
| Theatre Technical Specialist (Cont.)             | JG          | 10/15/2021 |            |               |           |
| Web Content Developer                            |             |            |            |               |           |



### Classification and Compensation

| Title   | Type of Request      | Assigned to | Progress            | PDQ        | Date Completed |
|---|----------------------|-------------|---------------------|------------|----------------|
| 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       |
| Chief of Police                                       | Cyclical Review      | KM          | Research & Planning |            |                |
| Community College Parking Enforcement Officer         | Cyclical Review      | JG          | Stakeholder Review  |            | 9/14/2023      |
| Community College Police Captain                      | Cyclical Review      | KM          | Research & Planning |            |                |
| Community College Police Dispatcher                   | Cyclical Review      | JG          | Stakeholder Review  |            | 9/14/2023      |
| Community College Police Sergeant                     | Cyclical Review      | KM          | Research & Planning |            |                |
| Disabled Student Services Assistant                   | Cyclical Review      | JG          | Research & Planning | 6/2/2023   |                |
| DSPS Specialist                                       | Description Revision | JL          | Stakeholder Review  |            | 11/25/2022     |
| Executive Coordinator - District & BOT - Confidential | Cyclical Review      | AF          | Research & Planning | 11/18/2022 |                |
| Film Production Coordinator                           | Cyclical Review      | JB          | Research & Planning |            |                |
| Grounds Equipment Operator                            | Position Review      | KM          | Development         |            |                |
| Instructional Assistant - English                     | Cyclical Review      | JB          | Research & Planning | 6/2/2023   |                |
| Instructional Assistant - ESL                         | Cyclical Review      | JB          | Research & Planning | 6/2/2023   |                |
| Instructional Assistant - Learning Disabilities       | Cyclical Review      | JB          | Research & Planning | 6/2/2023   |                |
| Instructional Assistant - Math                        | Cyclical Review      | JB          | Research & Planning | 6/2/2023   |                |
| Instructional Media Specialist                        | Position Review      |             | Upcoming            | 8/1/2023   |                |
| 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      |
| Music Equipment Assistant                             | Cyclical Review      | OV          | Research & Planning | 6/2/2023   |                |
| Network Services Support Analyst                      | Description Revision | JL          | Stakeholder Review  |            | 7/24/2023      |
| Professional Development Coordinator                  | Description Revision | JL          | Research & Planning |            |                |
| Program Coordinator - Community & Contract Ed         | Cyclical Review      | OV          | Hold                | 1/25/2022  |                |
| Senior Community College Police Dispatcher            | Cyclical Review      | JG          | Stakeholder Review  |            | 9/14/2023      |
| Senior Veterans Resource Specialist                   | Position Review      | OV          | Appeal              | 1/17/2023  | 2/9/2023       |
| Theatre Arts Project Assistant                        | New Class            | AF          | Upcoming            | 8/3/2023   |                |
| Tutoring Coordinator - Business                       | Cyclical Review      | OV          | Upcoming            | 9/15/2023  |                |
| Tutoring Coordinator - English & Humanities           | Cyclical Review      | OV          | Upcoming            | 9/15/2023  |                |
| Tutoring Coordinator - Learning Disabilities          | Cyclical Review      | OV          | Upcoming            | 7/20/2023  |                |
| Tutoring Coordinator - Math                           | Cyclical Review      | OV          | Upcoming            | 9/15/2023  |                |
| Tutoring Coordinator - Modern Language                | Cyclical Review      | OV          | Upcoming            | 9/15/2023  |                |
| Tutoring Coordinator - Science                        | Cyclical Review      | OV          | Upcoming            | 9/15/2023  |                |

IV. Adjournment

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

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

As required by law, the agenda for the September 20, 2023 Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.