

Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3rd Wednesday of the Month

Special Meetings Scheduled As Needed

Attend in Person:

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

Attend Virtually:

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

Call In:

One tap mobile :

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

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

Telephone:

Webinar ID: 898 0216 8458

Passcode: 170714

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

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+1 564 217 2000 US

+1 646 558 8656 US (New York)

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

PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

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

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

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

Exceptions:

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

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

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

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

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

General Public Comments and Consent Agenda

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

Instructions for Submitting a Request to Speak at Zoom Webinar

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

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

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

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

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

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

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

Instructions for Submitting Written Comments

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

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

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

<p>DEPARTMENTS: PLEASE POST Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & Records: Jackson Edwards African American Center: Sherri Bradford Athletics: Theresa Tang Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elease Juarez Career Services: Carolina Trejo Cashier's Office: Veronica Romo Center for Media & Design: Angela Valentine Community & Academic Relations: Christina Marcial Community Education: Counseling Office: Allison Kosich Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus Department: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Gina Brunell ESL Office: Jocelyn Alex Events Office: Vinnessa Cook Faculty Association: Peter Morse Financial Aid Office: Sandra Hernandez Health Sciences: Clarenda Stephens Health Office: Nancy Alfaro Human Resources: Yesenia Penate & Delia Padilla HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Madison: Gail Johnson Maintenance/Operations: Kasey Garland Malibu: Angela Bice Math Village: Kristina Fukuda Media Center: Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Giselle Gradilla Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS Emeritus: Guadalupe Salgado Noncredit Programs: Scott Silverman HR: Tre'Shawn Hall-Baker Info Tech: Calvin Madlock IEC: N. Pressian Instructional Technology: Maintenance: Terry Kamibayashi Operations: Dennis Biddle Darryl Gray Felicia Hudson Emily Raby Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst SMCPA: Susan Hudelson</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: Jason Beardsley VP Business/Admin: Chris Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: Sherri Lee-Lewis VP Student Affairs: M. Tuitasi Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Derek Eckstein CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Jonathan Rosas CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: David Mendoza SMC POA President: Officer Cadena Management Association: Scott Silverman</p> <p>IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p> <p>Revised 8/15/2024</p>
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Public Session: 12:00 p.m.

A. Organizational Functions

1. Call to Order
2. Roll Call

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

B. Director's Report

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

1. Longevity-August 2024

5 YEARS

Ernesto Castro, HVAC Mechanic, Maintenance

15 YEARS

Michael Roberts, Facilities Maintenance Supervisor, Maintenance

25 YEARS

Cherry Aquino, Accounts Payable Supervisor, Fiscal Services

- D. Comments from the Vice President of Human Resources
- E. Comments from the President of CSEA
- F. Comments from the President of Management Association
- G. Comments from Personnel Commission Staff
- H. Comments from the Personnel Commissioners

I. Agenda Reports: Major Items of Business

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J. Consent Agenda

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K. Adjournment

Agenda Report Number	1
Subject	Advisory Item: Update on Cyclical Classification Studies
Date	August 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

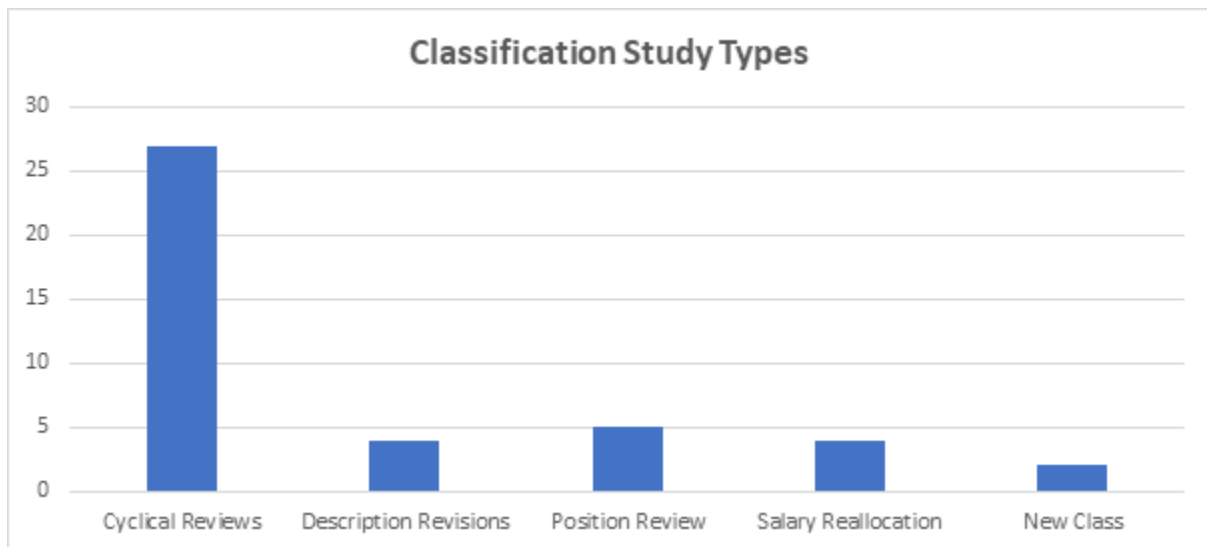
Current Reviews – Status Update

I have listed below the remaining occupational groups from our first cycle of classification reviews. Orientations have been held for these occupational groups, Position Description Questionnaires have been received from incumbents, and fact-finding is currently in process.

- Performing Arts Management
- Health Services
- Student Services Clerks
- Student Services Assistants
- KCRW

We anticipate bringing forward both Performing Arts Management and Health Services at our September Personnel Commission meeting.

Presently, we are seeing a significant decrease in the percentage of classification work coming from requests for Ad Hoc studies (see below).



Preparation for our Second Round of Cyclical Reviews

During the past few weeks, Personnel Commission staff met with both CSEA and senior staff to discuss a few questions related to our upcoming calendar, and to finalize the comparable agencies we will be utilizing in our external salary surveys.

In order to address concerns about classification study cycle time, cyclical studies will now automatically take priority over requests for Ad Hoc Studies (i.e., any requests which are not part of the current fiscal year's calendar). When requests are received for Ad Hoc studies, the Director of the Personnel Commission will determine when they can move forward. Prioritization will be based on the following criteria:

- Type of request
- Current workload
- Connection to upcoming recruitment, reorganization, or new mandate
- Number of employees impacted

The final steps we need to complete prior to beginning our second round of cyclical studies are as follows:

- Contact all managers associated with 2024-2025 cyclical reviews to confirm whether our proposed calendar conflicts with any department block-out dates or other parts of the calendar year when workload is particularly high.
- Submit our second cycle proposal to the Personnel Commission for final review. We are planning to bring this forward at our regular meeting in September 2024.

Agenda Report Number	2
Subject	Classification Description Revisions: Career Education Specialist Cyclical Review
Date	August 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Career Education Specialist**.

As part of the cyclical review process, we are reviewing classifications in Specialized Programs. Career Education provides industry-linked programs and services that prepare students for entry into the workforce in their specific fields, with a wide range of knowledge: theoretical, hands-on, applied, and experiential. The Career Education Specialist supports the Career Education (CE) programs with an emphasis on disciplines under the umbrella of Information, Communication, Technology, and Entertainment (ICTE) by serving as a liaison with the Career Services Center to connect students with internship and employment opportunities, and by serving as a liaison with the Office of Workforce and Economic Development to plan, design, and implement CE marketing and program recruiting.

The Career Education Specialist classification was established in December 2006. This classification has been revised twice since its establishment. The most recent revision was approved in May 2019. 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 2021-22. The incumbents in the Specialized Programs classifications, as well as CSEA, were invited to participate in a class study orientation on November 8, 2021, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 13, 2021. Commission staff subsequently conducted a job audit to obtain input from the incumbent. The information gathered from the job audit was reviewed with the manager.

Personnel Commission staff consulted with Patricia Ramos, Dean, Academic Affairs, to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions proposed to clarify duties assigned and distinguishing characteristics.

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 clarify the distinguishing characteristics, supervision received, and specify licensure requirements.

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 supporting the Career Education (CE) Programs. At other agencies, the Career Education support services were assigned to a Coordinator overseeing the administration of various programs, or the work was assigned as part of the Career Center.

The current salary range for Career Education Specialist is \$6,803 to \$8,269 per month (Classified Employee Salary Schedule, Range 40). Based on job evaluation findings, salary reallocation is not recommended. Salary is justified considering job factors such as knowledge required, level of decision making, complexity of work, scope and effect of work effort, and nature and purpose of contacts. See below pay comparison with related classifications.

SPECIALIZED PROGRAMS – CAREER SERVICES	MIN	MAX	RANGE
Senior Career Services Advisor	\$6,975	\$8,479	41
<i>Career Education Specialist</i>	<i>\$6,803</i>	<i>\$8,269</i>	<i>40</i>
Career Services Advisor	\$6,170	\$7,500	36

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

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions for the Career Education Specialist.

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

**Santa Monica Community College District
Personnel Commission
Career Education Specialist**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification support Career Education (CE) programs with an emphasis on disciplines under the umbrella of Information, Communication, Technology, and Entertainment (ICTE) by serving as a liaison with the Career Services Center to connect students with internship and employment opportunities; and by serving as a liaison with the Office of Workforce and Economic Development to plan, design, and implement CE marketing and program recruiting.

DISTINGUISHING CHARACTERISTICS

The Career Education Specialist is distinguished from other career services classifications by performing technical and specialized duties and activities related to supporting, marketing, and recruiting for the Career Education (CE) programs in the disciplines of Information, Communication, Technology, and Entertainment (ICTE).

The Senior Career Services Advisor initiates and develops employment and cooperative work experience opportunities. This position provides career information and guides students to placement, exercising a high degree of responsibility and independent judgment. This position works with faculty and plans activities that lead to employment and/or work experience for students in many different areas of interest.

ESSENTIAL DUTIES

Develops an employer database to solicit participation in employment-related events and job leads, to gain leads for internship opportunities or paid employment, and to enhance public awareness of ICTE programs.

Acts as liaison with the Career Services Center to provide planning and support for ICTE career programs and services such as providing contact information for industry partners, and recruiting industry guest speakers.

Attends CE Committee and ICTE-related meetings; ~~S~~erves as a resource for faculty representing CE programs.

Initiates contact and establishes relationships with employers, community groups, and industry organizations related to ICTE programs, including the Bachelor's degree in Interaction Design.

Coordinates with ICTE program faculty, the District Marketing department, and the Office of Workforce and Economic Development to develop and modify informational materials regarding ICTE program requirements and procedures, including application forms, and marketing materials.

Markets ICTE program and services to business and industry, students, faculty and staff through activities such as presentations and publications.

Develops and maintains a computer database of CE students working on and off campus by job types, CE major and/or emphasis, job placement, number of hours and salaries for yearly report to Chancellor's office, CE Department Chairs, and other interested parties as needed.

Maintains and updates content on the CE website; ~~A~~ssists departments/programs in keeping online information consistent among all CE programs.

Acts as a liaison with the Office of Institutional Research to accurately track program completers and leavers by

CE major and/or emphasis and employment status.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under the general supervision ~~from an assigned Administrator or Manager, this classification, the employee receives assignments from the Dean of Career Education and~~ is expected to ~~perform job duties, carry them~~ through to completion with substantial independence.

Supervision Exercised:

~~This position in this classification does not supervise any other classified positions, but may provide~~ specialized knowledge and direction to ~~other staff, faculty, and~~ student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Local, regional, and national labor markets and employment trends-

Technology-based resources for career information and occupational data

Advertising and marketing-

Program planning, development, and coordination-

Job search and job preparation skills-

Career and internship program development

Community career resources available for students with various needs-

Event planning and budgeting-

Student services functions and enrollment procedures-

Budget management-

College and governmental regulations regarding student employment-

Program evaluation to improve program effectiveness-

Ability to:

Market employment and/or internship programs to industry-

Develop and conduct organized, professional, and effective presentations-

Communicate effectively in oral and written forms-

Establish and maintain cooperative working relationships with private, public, and college organizations and

businesses

Design, promote, and facilitate programs and events-

Develop and maintain computer databases for reporting purposes-

Organize and schedule work for others-

Work and meet deadlines under direction

Learn basic concepts and terminology of ICTE disciplines

Work effectively with faculty and staff in ICTE disciplines

Create original program publications and other materials such as handbooks, workbooks, and forms-

Maintain and update CE website-

Work with a diverse population, various levels of skills and abilities, expectation levels, and commitments-

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

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent from an accredited university or college, preferably in ~~Public Relations~~, ~~Communications~~, ~~Business~~, ~~Behavioral Science~~, or a closely related field.

Experience Requirement:

Four (4) years of experience performing job development, outreach, job placement services, communication and public relations involving extensive public contact.

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:

[A valid driver's license](#). None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to ~~10~~25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Student Services (Non-Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	12/13/06
Class History:	Job Developer Internship Program Coordinator Senior CTE Program Advisor-ICTE
Revision Date(s):	12/13/06 Hay Study, 12/18/13, 5/15/19, 8/21/2024

**Santa Monica Community College District
Personnel Commission
Career Education Specialist**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification support Career Education (CE) programs with an emphasis on disciplines under the umbrella of Information, Communication, Technology, and Entertainment (ICTE) by serving as a liaison with the Career Services Center to connect students with internship and employment opportunities; and by serving as a liaison with the Office of Workforce and Economic Development to plan, design, and implement CE marketing and program recruiting.

DISTINGUISHING CHARACTERISTICS

The **Career Education Specialist** is distinguished from other career services classifications by performing technical and specialized duties and activities related to supporting, marketing, and recruiting for the Career Education (CE) programs in the disciplines of Information, Communication, Technology, and Entertainment (ICTE).

The **Senior Career Services Advisor** initiates and develops employment and cooperative work experience opportunities. This position provides career information, and guides students to placement, exercising a high degree of responsibility and independent judgment. This position works with faculty and plans activities that lead to employment and/or work experience for students in many different areas of interest.

ESSENTIAL DUTIES

Develops an employer database to solicit participation in employment-related events and job leads, to gain leads for internship opportunities or paid employment, and to enhance public awareness of ICTE programs.

Acts as liaison with the Career Services Center to provide planning and support for ICTE career programs and services such as providing contact information for industry partners, and recruiting industry guest speakers.

Attends CE Committee and ICTE-related meetings; serves as a resource for faculty representing CE programs.

Initiates contact and establishes relationships with employers, community groups, and industry organizations related to ICTE programs, including the Bachelor's degree in Interaction Design.

Coordinates with ICTE program faculty, the District Marketing department, and the Office of Workforce and Economic Development to develop and modify informational materials regarding ICTE program requirements and procedures, including application forms, and marketing materials.

Markets ICTE program and services to business and industry, students, faculty and staff through activities such as presentations and publications.

Develops and maintains a computer database of CE students working on and off campus by job types, CE major and/or emphasis, job placement, number of hours and salaries for yearly report to Chancellor's office, CE Department Chairs, and other interested parties as needed.

Maintains and updates content on the CE website; assists departments/programs in keeping online information consistent among all CE programs.

Acts as a liaison with the Office of Institutional Research to accurately track program completers and leavers by

CE major and/or emphasis and employment status.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under the general supervision from an assigned Administrator or Manager, this classification is expected to perform job duties through to completion with substantial independence.

Supervision Exercised:

Positions in this classification do not supervise others, but may provide specialized knowledge and direction to other staff, faculty, and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Local, regional, and national labor markets and employment trends

Technology-based resources for career information and occupational data

Advertising and marketing

Program planning, development, and coordination

Job search and job preparation skills

Career and internship program development

Community career resources available for students with various needs

Event planning and budgeting

Student services functions and enrollment procedures

Budget management

College and governmental regulations regarding student employment

Program evaluation to improve program effectiveness

Ability to:

Market employment and/or internship programs to industry

Develop and conduct organized, professional, and effective presentations

Communicate effectively in oral and written forms

Establish and maintain cooperative working relationships with private, public, and college organizations and businesses

Design, promote, and facilitate programs and events

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Organize and schedule work for others

Work and meet deadlines under direction

Learn basic concepts and terminology of ICTE disciplines

Work effectively with faculty and staff in ICTE disciplines

Create original program publications and other materials such as handbooks, workbooks, and forms

Maintain and update CE website

Work with a diverse population, various levels of skills and abilities, expectation levels, and commitments

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

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent from an accredited university or college, preferably in Public Relations, Communications, Business, Behavioral Science, or a closely related field.

Experience Requirement:

Four (4) years of experience performing job development, outreach, job placement services, communication and public relations involving extensive public contact.

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:

A valid driver's license.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Student Services (Non-Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	12/13/06
Class History:	Job Developer Internship Program Coordinator Senior CTE Program Advisor-ICTE
Revision Date(s):	12/13/06 Hay Study, 12/18/13, 5/15/19, 8/21/2024

Agenda Report Number	3
Subject	Classification Revisions and Salary Reallocation: Curriculum Specialist Ad Hoc: Reclassification Request
Date	August 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

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

In response to a request for reclassification submitted, Personnel Commission staff conducted a study of the Curriculum Specialist classification. The Curriculum Specialist supports the maintenance and development of the District’s curriculum processes by facilitating the flow of new and/or modified curriculum through District and State approval processes, maintaining curriculum data, providing technical and administrative support to the Curriculum Committee, and serving as a functional expert on the District’s curriculum, degree audit, and other educational planning databases.

This classification was created in August 2014 and has not been revised since its approval date. There is currently one permanent incumbent in this classification.

METHODOLOGY

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

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

RESULTS

Based on the data gathered, revisions to the description are being proposed to include a more accurate description of the work required. Based on job analysis findings, Commission staff found that the Curriculum Specialist has gradually increased in complexity and level of knowledge required since it was initially created in 2014. The changes being presented serve to clarify the class concept, update the essential duties, KSAs (knowledge, skills, and abilities) and distinguishing characteristics.

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Curriculum Specialist	\$5,876	\$7,143	\$6,510
Cerritos College	Curriculum Specialist	\$5,855	\$7,042	\$6,449
El Camino College	Curriculum Specialist	\$6,188	\$7,962	\$7,075
Long Beach City College	Curriculum Database Specialist	\$5,230	\$6,439	\$5,835
Mt. San Antonio College	Curriculum Specialist II	\$7,228	\$9,225	\$8,227
North Orange County CCD	Curriculum Specialist	\$5,909	\$7,130	\$6,520
Pasadena City College	Curriculum Catalog Technician	\$6,058	\$7,732	\$6,895
Santa Barbara City College	Curriculum Coordinator	\$5,808	\$6,904	\$6,356
State Center CCD	Curriculum Analyst	\$5,887	\$7,240	\$6,564
Ventura County CCD	Curriculum Specialist	\$5,149	\$7,100	\$6,125
	Average	\$5,924	\$7,419	\$6,671
	25th Percentile	\$5,808	\$7,042	\$6,356
	50th Percentile	\$5,887	\$7,130	\$6,520
	75th Percentile	\$6,058	\$7,732	\$6,895
	80th Percentile	\$6,110	\$7,824	\$6,967
	90th Percentile	\$6,396	\$8,215	\$7,305
	SMC % RANK	45.7%	51.4%	48.2%
	SMC Difference From AVG	-0.8%	-3.9%	-2.5%
	SMC Difference From MED	-0.2%	0.2%	-0.2%

The current salary range for Curriculum Specialist is Range 34 on the Classified Salary Schedule. In this survey, SMC is in the 48th median percentile compared to all benchmark agencies with comparable classifications; that is, 52% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that the salary for Curriculum Specialist be reallocated from Range 34 to Range 36 on the Classified Salary Schedule, a 5% increase. The proposed increase would place the median salary for this classification at the 73rd percentile compared to the market median. Salary reallocation is justified given that it meets the College’s goal to target base median salary at the 70th percentile. One range lower would place the salary below the 70th percentile ranking as compared to the market median. Position review results were sent to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions and salary reallocation for Curriculum Specialist.

From: Range 34 – Classified Salary Schedule

To: Range 36 – Classified Salary Schedule

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

**Santa Monica Community College District
Personnel Commission**

Curriculum Specialist

CONCEPT OF THE CLASS

Under general supervision, the position in this classification supports the maintenance and development of the District's curriculum processes by facilitating the flow of new and/or modified curriculum through District and State approval processes, maintaining curriculum data, providing technical and administrative support to the Curriculum Committee, and serving as a functional expert on the District's curriculum, degree audit, and other educational planning databases.

DISTINGUISHING CHARACTERISTICS

The Curriculum Specialist independently performs the full range of highly technical duties in support of the District's curriculum program, and the systems, regulations and procedures that guide curriculum development, implementation and approval.

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

~~The Curriculum Specialist is distinguished from other Student Services Specialist classifications by the nature of work and knowledge required in the assigned area. This classification is further distinguished from the Student Services Assistant and Student Services Clerk classifications by the level, variety, and complexity of work, independence of action and responsibility for decisions, and level of supervision received.~~

ESSENTIAL DUTIES

Performs specialized and technical duties involved in the development, maintenance, and support of curriculum database systems, reports, and records.

Enters, manages and maintains curriculum data in ~~Santa Monica College's~~ the District's degree audit system to reflect current requirements for degrees, certifications, and transfers to four-year colleges, in consultation with the Articulation Officer and assigned administrator; establishes ~~new degrees or certificates of achievement~~, and updates degrees, and certificates, ~~requirements~~ in the District's degree audit system, ~~as approved.~~

~~Manages, maintains and enters~~ Enters, manages and maintains course-level curriculum and articulation data in the curriculum and catalog databases, ~~under the direction of an assigned administrator.~~

Recommends Curriculum Committee priorities, schedules and deadlines based on curriculum implementation goals.

Provides administrative support to the Curriculum Committee; provides input, assembles and distributes agendas and attends meetings, ensures that all relevant topics are accurately and timely documented to facilitate effective decision-making and compliance with curriculum regulations; takes minutes and prepares and submits curriculum changes to the Board of Trustees for approval.

~~Trains and provides technical guidance~~ Serves as the lead functional expert to administrators, faculty and staff regarding degree audit, curriculum guidelines, procedures and related databases; facilitates training and provides technical guidance including researching underlying causes, troubleshooting, documenting actions, resolving tickets and initiating solutions.

Prepares and submits course outlines of record, program narratives, and required supporting documentation to the California Community College Chancellor's Office Curriculum Inventory for approval.

Liaises with software vendors, District Information Technology staff, and end users in the development, integration, implementation, and troubleshooting of various District systems, including curriculum, degree audit, educational planning, and college catalog, and class schedule systems, to ensure that the resulting system meets operational needs.

~~Reviews course and program information for new curricula and revised curriculum or revision proposals to ensure adherence to established state and local policies and requirements. Assists administrators and the Curriculum Committee chair.~~

~~Enters, maintains, and compiles data for the schedule of classes under the direction of an assigned administrator.~~

Assists administrators and the Curriculum Committee chair by researching curricular issues and implementing new strategies and initiatives, as needed; serves as a representative on other committees and in workgroups requiring expertise on curriculum, and the guidelines and procedures, degree audit, or related databases, for securing local, regional, and state-level approvals for new curriculum and curriculum programs.

~~Provides information and assistance to support for counselors and evaluators, and students regarding current degree audit, curricular certificate, and general education requirements, related databases, and changes to degree requirements as imparted by an assigned administrator; assists with efforts to enhance catalog quality and align content with students' needs.~~

Interprets, explains and disseminates curriculum-related/legislative updates to the Curriculum Committee in support of administrators and the Curriculum Committee Chair.

Creates and generates specialized reports on course and program curriculum required for local, state and federal reporting purposes.

Assists/Collaborates with District employees in proofreading, updating, and timely publishing of the annual catalog and curriculum-based marketing materials.

Provides continuous update to the Degree Audit Exam Credit lists for Advanced Placement, and the College Level Examination Program (CLEP) and International Baccalaureate (IB).

Informs course and program management vendor of new curriculum-related mandates to remain in compliance; works directly with vendor to test system upgrades and migrations, ensures changes meet district curriculum needs; creates new user course and program manager accounts.

~~Liaises with Financial Aid Office to ensure accuracy in updating and reporting of programs eligible for federal financial aid. Provides additional administrative support to the Office of Academic Affairs as needed. Assists in resolving problems related to the schedule of classes on an ongoing basis, under the direction of an assigned administrator.~~

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 Dean, Academic Affairs of Instructional Services, 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 serve in a lead capacity and provide specialized technical guidance to other classified staff members, faculty and administrators.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Guidelines and procedures used in the curriculum articulation process for two and four year colleges, as well as general education, major programs, and graduate requirements

California Education Code sections related to curriculum guidelines for two and four-year colleges, including Title V ~~and the Chancellor's Office rules and regulations governing community college curricula-~~

Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards, as they relate to curriculum development and maintenance.

Los Angeles-~~Orange County~~ Regional Consortium processes for regional approval of Career Technical Education Programs.

Family Educational Rights and Privacy Act (FERPA) provisions related to privacy and confidentiality of student records

Functions and processes associated with curriculum systems, programs, applications, and other computer-based software programs that support this level of work

Methods and techniques for troubleshooting and determining the causes of problems and errors within the Degree Audit system

Provisions of the Brown Act

Ability to:

Analyze, compare, and disseminate college course content from multiple colleges

Analyze, troubleshoot issues, train and provide guidance to others on software specific to maintaining, tracking, and disseminating curriculum data

Access curriculum, degree audit and related systems to retrieve, send, and evaluate curriculum data-

Organize, plan, and implement a variety of tasks simultaneously

Identify inefficiencies and recommend improvements for business processes and supporting systems.

Work with multiple interruptions and distractions

Research, interpret, analyze, apply, and communicate laws, regulations, and District policies and procedures to both technical and non-technical audiences, as they relate to curriculum development processes and data.

Maintain confidentiality of work-related information and materials

Enter information into databases accurately and recognize discrepancies or errors in detailed information

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

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

Communicate effectively, both orally and in writing

Role model exceptional internal and external customer service

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

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

Experience Requirement:

Four ~~(4)~~ years of technical clerical experience in a higher education setting, including two ~~(2)~~ years of experience using information systems related to curricular activities, including course management, degree or catalog databases.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to ~~1025~~ pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Student Services (Non Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	8/20/2014
Class History:	Student Services Specialist-Educational Planning and Curriculum
Revision Date(s):	3/21/2018; <u>8/21/24</u>

**Santa Monica Community College District
Personnel Commission**

Curriculum Specialist

CONCEPT OF THE CLASS

Under general supervision, the position in this classification supports the maintenance and development of the District's curriculum processes by facilitating the flow of new and/or modified curriculum through District and State approval processes, maintaining curriculum data, providing technical and administrative support to the Curriculum Committee, and serving as a functional expert on the District's curriculum, degree audit, and other educational planning databases.

DISTINGUISHING CHARACTERISTICS

The **Curriculum Specialist** independently performs the full range of highly technical duties in support of the District's curriculum program, and the systems, regulations and procedures that guide curriculum development, implementation and approval.

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

ESSENTIAL DUTIES

Performs specialized and technical duties involved in the development, maintenance, and support of curriculum database systems, reports, and records.

Enters, manages and maintains curriculum data in the District's degree audit system to reflect current requirements for degrees, certifications, and transfers to four-year colleges, in consultation with the Articulation Officer and assigned administrator; establishes , and updates degrees and certificates. in the District's degree audit system.

Enters, manages and maintains course-level curriculum and articulation data in the curriculum and catalog databases.

Recommends Curriculum Committee priorities, schedules and deadlines based on curriculum implementation goals.

Provides administrative support to the Curriculum Committee; provides input, assembles and distributes agendas and attends meetings, ensures that all relevant topics are accurately and timely documented to facilitate effective decision-making and compliance with curriculum regulations; takes minutes and prepares and submits curriculum changes to the Board of Trustees for approval.

Serves as the lead functional expert to administrators, faculty and staff regarding degree audit, curriculum guidelines, procedures and related databases; facilitates training and provides technical guidance including researching underlying causes, troubleshooting, documenting actions, resolving tickets and initiating solutions.

Prepares and submits course outlines of record, program narratives, and required supporting documentation to the California Community College Chancellor's Office Curriculum Inventory for approval.

Liaises with software vendors, District Information Technology staff, and end users in the development, integration, implementation, and troubleshooting of various District systems, including curriculum, degree audit, educational planning, and college catalog, to ensure that the resulting system meets operational needs.

Reviews course and program information for new and revised curriculum to ensure adherence to established state and local policies and requirements.

Assists administrators and the Curriculum Committee chair by researching curricular issues and implementing new strategies and initiatives, as needed; serves as a representative on committees and in workgroups requiring expertise on curriculum, guidelines and procedures, degree audit, or related databases

Provides support for counselors and evaluators, regarding degree audit, curricular and general education requirements.

Interprets, explains and disseminates curriculum-related/legislative updates to the Curriculum Committee in support of administrators and the Curriculum Committee Chair.

Creates and generates specialized reports on course and program curriculum required for local, state and federal reporting purposes.

Collaborates with District employees in proofreading, updating, and timely publishing of the annual catalog and curriculum-based marketing materials.

Provides continuous update to the Degree Audit Exam Credit lists for Advanced Placement, and the College Level Examination Program (CLEP) and International Baccalaureate (IB).

Informs course and program management vendor of new curriculum-related mandates to remain in compliance; works directly with vendor to test system upgrades and migrations, ensures changes meet district curriculum needs; creates new user course and program manager accounts.

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 Dean, Academic Affairs 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 serve in a lead capacity and provide specialized technical guidance to other classified staff members, faculty and administrators.

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Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards, as they relate to curriculum development and maintenance.

Los Angeles- Regional Consortium processes for regional approval of Career Technical Education Programs.

Family Educational Rights and Privacy Act (FERPA) provisions related to privacy and confidentiality of student records

Functions and processes associated with curriculum systems, programs, applications, and other computer-based software programs that support this level of work

Methods and techniques for troubleshooting and determining the causes of problems and errors within the Degree Audit system

Provisions of the Brown Act

Ability to:

Analyze, compare, and disseminate college course content from multiple colleges

Analyze, troubleshoot issues, train and provide guidance to others on software specific to maintaining, tracking, and disseminating curriculum data

Access curriculum, degree audit and related systems to retrieve, send, and evaluate curriculum data

Organize, plan, and implement a variety of tasks simultaneously

Identify inefficiencies and recommend improvements for business processes and supporting systems.

Work with multiple interruptions and distractions

Research, interpret, analyze, apply, and communicate laws, regulations, and District policies and procedures to both technical and non-technical audiences, as they relate to curriculum development processes and data.

Maintain confidentiality of work-related information and materials

Enter information into databases accurately and recognize discrepancies or errors in detailed 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

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

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

Experience Requirement:

Four years of technical clerical experience in a higher education setting, including two years of experience using information systems related to curricular activities, including course management, degree or catalog databases.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<i>Job Family:</i>	Student Services (Non Classroom)
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	8/20/2014
<i>Class History:</i>	Student Services Specialist-Educational Planning and Curriculum
<i>Revision Date(s):</i>	3/21/2018; 8/21/24

J.Consent Agenda

Report Number	Subject	Page Number
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Agenda Report Number	4
Subject	Establishment of Seniority List
Date	August 21, 2024
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 list for approval:

IT User Support Manager

It is recommended that the Personnel Commission certify the seniority list effective August 21, 2024.

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.

"IT USER SUPPORT MANAGER" Seniority List

Classification: **IT User Support Manager**

Range: M29

Monthly Base Salary Range as of July 1, 2024: \$ 10670 to \$ 12969

PC Certification Date: August 21, 2024

Review Period: August 5 to 9, 2024

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 IT User Support Manager
Reyes, Miguel	7/12/2023	No	3/23/1998	12	40	

Compiled and Edited By: Brent Heximer, AA II, PC

Approved by: Carol Long, Director of the Personnel Commission

Updated: August 5, 2024

Agenda Report Number	5
Subject	Examination Schedule
Date	August 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Class Title	Field of Competition	Time
Administrative Assistant I	Promotional and Open Competitive	3 weeks
Director of Human Resources	Merged Promotional and Open Competitive	3 weeks
Health Science Learning Lab Specialist	Promotional and Open Competitive	3 weeks
Information Technology Support Specialist	Promotional and Open Competitive	3 weeks
Laboratory Technician – Art	Promotional and Open Competitive	3 weeks
Student Judicial Affairs Specialist	Promotional and Open Competitive	3 weeks

Agenda Report Number	6
Subject	Ratification of Eligibility Lists
Date	August 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Eligibility Lists.

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Disabled Student Services Assistant	0	20	8/21/2025
Instructional Tutor-Math	0	9	8/4/2025

Agenda Report Number	7
Subject	Extension of Eligibility Lists
Date	August 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Academic Records Evaluator	8/24/2024	8/24/2024	1	1	8/24/2025
Basic Needs Project Assistant	3/5/2024	9/5/2024	7	5	11/5/2024
EOPS Specialist (Promotional)	2/29/2024	8/29/2024	5	4	9/29/2024
Plumber	5/16/2024	9/16/2024	8	4	10/16/2024
Stage Construction Technician	6/6/2024	9/6/2024	6	6	6/6/2025
Student Services Clerk	8/23/2024	8/23/2024	32	10	12/23/2024
Student Services Specialist	8/27/2024	8/27/2024	13	10	10/27/2024

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated for the next six months.

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

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

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

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility lists as indicated above.

Agenda Report Number	8
Subject	Ratification of Meeting Minutes
Date	August 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Minutes:

1. Regular Meeting Minutes- July 17, 2024
2. Special Meeting Minutes – August 15, 2024

Agenda Report Number	9
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	August 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following provisional working out of class assignments.

I. Provisional Working out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Jenny Landa, Workforce and Economic Development Project Specialist	Program Coordinator, Workforce and Economic Development	9/1/2024 to 12/20/2024
Liza Aziz, Associate Programmer Analyst	Programmer Analyst	9/2/2024 to 1/3/2025
Jose Velasquez, Associate Programmer Analyst	Programmer Analyst	9/2/2024 to 1/3/2025
Meredith Ouwersloot, Programmer Analyst	Senior Programmer Analyst	9/2/2024 to 1/3/2025
Manuel Virgen, Campus Safety Officer	Senior Campus Safety Officer	8/5/2024 to 10/10/2024
Pier Johnson-Bruce, Mail Services Worker II	Shuttle Driver (Substitute)	9/1/2024 to 12/20/2024
Harald Austin, Health Assistant	Student Services Assistant	7/29/2024 to 9/20/2024

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

II. Internal Limited Term Assignment

Name/Permanent Class	Internal Limited Term Assignment*	Dates of Current Assignment
Leyla Arenas, Student Services Assistant	Student Judicial Affairs Specialist	8/5/2024 to 11/27/2024
Allyn Hawes, Skilled Maintenance Worker II	Plumber	8/13/2024 to 9/13/2024

*Unless otherwise noted, Internal Limited Term Assignments are paid at 100%.

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.
 2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.
 3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).
- B. Procedure for Supervisor Requesting Approval for Working Out of Class
3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

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

11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

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

11.4 Salary on Promotion

- 11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay,

but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

RECOMMENDATION

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

Agenda Report Number	10
Subject	Appointments to Provisional Assignments
Date	August 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

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

Candidate	Position	Department	Duration*
Fritzen, Gary	Accompanist-Music Performance	Music	7/1/24-12/31/24
Price, Jamieson	Theater Technical Specialist	Facilities	7/22/24-6/30/25
Talton, Daniel	Theater Technical Specialist	Facilities	7/19/24-6/30/25
Ward, Emma	Theater Technical Specialist	Facilities	7/25/24-6/30/25

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

Agenda Report Number	11
Subject	Ratification of Limited Term Assignments
Date	August 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

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
Bookstore Clerk/Cashier	Bookstore	7/1/24-12/23/24

Agenda Report Number	12
Subject	Appointment to Limited Term Assignments
Date	August 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

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:

Candidate	Classification	Department	Effective Dates
Miles, Erik	Bookstore Clerk/Cashier	Bookstore	7/1/24-12/23/24

Agenda Report Number	13
Subject	Personnel Commission Project Status Report
Date	August 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment

Title	Assigned to	Open Date	Close Date	Agenda Date
Administrative Assistant I	AF			
Administrative Assistant II	AF			
Community College Police - Lateral	JG	10/30/2023		
Director of Human Resources	JL			
Disabled Student Services Assistant	OV	6/25/2024	7/16/2024	8/21/2024
EOPS Supervisor	OV			
Health Sciences Learning Lab Specialist	JL			
Information Technology Support Specialist	JL			
Instructional Tutor - Math	JG	5/8/2024	5/29/2024	8/21/2024
Laboratory Technician - Art	TM			
Laboratory Technician - Photography	JG	7/16/2024	8/5/2024	
Personnel Specialist	JL	6/20/2024	7/12/2024	
Personnel Technician	JL	6/20/2024	7/12/2024	
Program Coordinator - Workforce & Economic Development	OV			
Sign Language Interpreter III	JA	7/2/2024	7/23/2024	
Student Judicial Affairs Specialist	OV	8/13/2024	9/3/2024	
Theatre Arts Operations Assistant	AF	12/4/2023	1/2/2024	
Theatre Technical Specialist (Cont.)	TM	10/15/2021		

Classification and Compensation

Title	Job Discipline	Type of Request	Progress	Assigned to	Project Start Date	Date Completed
Career Education Specialist	Specialized Programs	Cyclical Review	PC Agenda	OV	11/15/2022	2/1/2023
Dance Production Specialist	Performing Arts & Events	Cyclical Review	Stakeholder Review	TM	12/20/2023	8/13/2024
Director of Facilities Programming	Performing Arts & Events	Cyclical Review	Research & Planning	JG	12/20/2023	
Disabled Student Services Assistant	Student Services	Cyclical Review	Stakeholder Review	JA	6/2/2023	12/13/2023
Health Assistant	Health Services	Cyclical Review	Research & Planning	OV	3/13/2024	
Health Center Supervisor	Health Services	Cyclical Review	Research & Planning	OV	3/5/2024	
KCRW Radio Media and Public Relations Officer	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Programming Assistant	KCRW	Cyclical Review	Research & Planning	JA	6/7/2024	
KCRW Radio Programming Technician	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Services Assistant	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Station Assistant Director	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Station Assistant Engineer	KCRW	Cyclical Review	Research & Planning	JA	6/7/2024	
KCRW Radio Station Director	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Station Engineer	KCRW	Cyclical Review	Research & Planning	JA	6/7/2024	
KCRW Radio Station Operations Manager	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Station Recording Engineer	KCRW	Cyclical Review	Research & Planning	JA	6/7/2024	
KCRW Radio Subscription Services Senior Specialist	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Website News Producer	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
Nurse Practitioner	Health Services	Cyclical Review	Research & Planning	OV	2/2/2024	
Planetarium Staff Administrator	Performing Arts & Events	Cyclical Review	Research & Planning	JG	12/20/2023	
Production Manager	Performing Arts & Events	Cyclical Review	Research & Planning	JG	12/20/2023	
Radio Engineer Manager	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
Registered Nurse - Health Services	Health Services	Cyclical Review	Research & Planning	OV	2/2/2024	
Senior Technology User Support Specialist	IT User Support	Cyclical Review	Upcoming	JA	11/3/2023	
Student Services Assistant	Student Services	Cyclical Review	Research & Planning	AF	6/7/2024	
Student Services Clerk	Student Services	Cyclical Review	Research & Planning	AF	6/7/2024	
Theatre Technical Director	Performing Arts & Events	Cyclical Review	Research & Planning	JG	12/20/2023	
Campus Store Operations Assistant	Campus Store & Cashier	Description Revision	Stakeholder Review	AG	2/5/2024	4/2/2024
Course Materials Buyer	Campus Store & Cashier	Description Revision	Stakeholder Review	AG	2/5/2024	4/2/2024
Customer Service Assistant	Campus Store & Cashier	Description Revision	Stakeholder Review	AG	2/5/2024	4/2/2024
DSPS Specialist	Student Services	Description Revision	Stakeholder Review	JL	9/21/2022	11/25/2022
Basic Needs Case Manager		New Class	Upcoming	OV	3/26/2024	
Digital Marketing Coordinator		New Class	Research & Planning	JA	2/8/2024	
Administrative Assistant II	Clerical & Administrative Support	Position Review	Stakeholder Review	AF	2/2/2024	
Curriculum Specialist	Instructional Resources	Position Review	PC Agenda	AF	11/20/2023	7/29/2024
Human Resources Specialist	Human Resources/Personnel	Position Review	Research & Planning	JL	5/30/2024	
Senior Career Services Advisor	Specialized Programs	Position Review	Research & Planning	AF	6/11/2024	
Senior Graphics Designer	Public Relations & Marketing	Position Review	Research & Planning	JA	2/28/2024	
Audio-Visual Equipment Technician	IT Infrastructure	Salary Reallocation	Stakeholder Review	JL	6/12/2024	8/8/2024
Human Resources Specialist	Human Resources/Personnel	Salary Reallocation	Stakeholder Review	JL		
Instructional Media Specialist	Instructional Resources	Salary Reallocation	Upcoming	OV	10/11/2023	
Senior Veterans Resource Specialist	Student Services	Salary Reallocation	Research & Planning	OV	1/17/2023	

K. Adjournment

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

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

As required by law, the agenda for the August 21, 2024 Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.