

Public Session: 3:00 p.m.

A. Organizational Functions

1. Call to Order
2. Roll Call

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

B. Director's Report

Director of the Personnel Commission, Carol Long reported:

Process Updates

The first step is to identify classifications that do not have updated job analysis data from the past five years. For these identified areas, we are planning to add a competency modeling component when we do our cyclical reviews. A portion of the competency modeling process is replicated in the job evaluations we perform as part of our cyclical reviews. We would be adding an additional step involving identifying and weighing the types of levels of competencies needed for effective performance. The purpose of this step will be to more effectively and efficiently validate testing and interviewing tools to ensure accuracy and minimize bias and other selection factors which are not job related.

In addition, staff is reviewing the most recent item statistics from written tests administered regularly, particularly those in which the distribution of scores is notably skewed. Revisions to these tests will be made as needed.

Internal Guides

Personnel Commission management staff are currently developing and updating several internal guides which address hiring processes from existing eligibility lists. In addition, we have created or are in the process of creating the following three additional guides:

- Prioritization of all Classification and Recruitment Projects
- Temporary Working out of Class and Internal Limited Term Assignments
- Written Test Item Review and Construction

Classification Studies

Staff are recommending one classification revision and salary reallocation, one new classification and a position reclassification.

Orientations for Transportation, Warehouse, and Mail Services are scheduled for Wednesday, October 30th.

We are in the process of completing the final Occupational Groups remaining in our first cycle of reviews. This includes each of the following:

- Student Services Clerk
- Student Services Assistant
- KCRW Classifications

We are hoping to bring forward reviews from the Student Services groups at our November meeting.

We currently have 29 classification reviews that are part of our cyclical studies, and seven additional reviews that are part of our Ad Hoc Studies. Reviews in process that are outside of the cyclical studies include requests for one new classification, three position reviews for possible reclassification, and two requests for salary reviews of individual positions. Currently, we have one salary reallocation request that is in the process of being reviewed.

Recruitment

Personnel Commission staff has produced two eligibility lists for approval. We currently have eight recruitments in process, including continuous recruitments for Police Officer and Provisional Theater Technical Specialist, and seven new upcoming recruitments.

Merit Rules Advisory Committee Update

The Merit Rules Advisory Committee is still in the process of reviewing Chapter 11, which covers Vacations, Leaves of Absence, and Holidays.

Addition

These past two weeks have been a very challenging time for so many of our SMC staff and managers.

We have decided to temporarily postpone the cyclical reviews for Custodial Operations staff. These reviews were scheduled to start this Fall; we are planning to postpone until January 2025. All other cyclical reviews calendared for this current fiscal year will remain on our schedule as previously indicated.

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

1. Longevity-October 2024

5 YEARS

Amanda De La Torre, Student Services Specialist, Student Life

Wilmer De Los Santos, Carpenter, Maintenance

Nancy Esparza, Custodian, Operations

Rita Esparza Torres, Custodian, Operations

Rico Gutierrez, Grounds Worker, Grounds

Melissa Montes, Custodian, Operations

Maisha Reid, EOPS Specialist, EOPS

Sheri Bradford, Aaron Delalton, James Stevenson and Jocelyn Winn were present to recognize and congratulate Maisha.

Vidal Turner, Accounting Specialist, Fiscal Services

Michelle Villalobos, Custodian, Operations

10 YEARS

Leyla Arenas, Student Services Assistant, Health Services

Aaron De La Torre, EOPS Specialist, EOPS

Sheri Bradford, Jose Hernandez, Esau Tovar, James Stevenson and Maisha Reid were present to recognize and congratulate Aaron.

15 YEARS

Judith Eckstein, Tutoring Coordinator-Math, Math

Joseph Okonoboh and Getahun Deresse were present to recognize and congratulate Judith.

25 YEARS

Myron Kabwe, Information Technology Support Specialist, Library

30 YEARS

Alma Nevarez, Enrollment Services Specialist, Admissions & Records

Esau Tovar and Johanna Belay were present to recognize and congratulate Alma.

Poonam Pant, Academic Records Evaluator, Admissions & Records

Esau Tovar spoke to recognize and congratulate Poonam.

50 YEARS

Lisa Rose, Executive Coordinator-District and Board of Trustees-Confidential,
Superintendent/President's Office

Dr. Jeffery, Chris Bonvenuto, Scott Silverman, and Robert Myers were present to recognize and congratulate Lisa.

D. Comments from the Vice President of Human Resources

- a. Sherri Lee-Lewis recognized and congratulated all Longevity recipients. She announced Professional Development Day on November 19, 2024.
- E. Comments from the President of CSEA
 - a. No Comments.
- F. Comments from the President of Management Association
 - a. Scott Silverman recognized and congratulated all Longevity recipients while also thanking all Classified professionals.
- G. Comments from Personnel Commission Staff
 - a. No Comments.
- H. Comments from the Personnel Commissioners
 - a. Commissioner Jansen expressed her gratitude for Scott Silverman’s continued support and appreciation for Classified professionals.

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: Reappointment of Personnel Commissioners
Date	October 25, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Please be advised that terms for both Commissioner Metoyer and Commissioner Jansen will expire on November 30, 2024. Commissioner Metoyer is the nominee from the Board of Trustees. Commissioner Jansen is the classified employee's nominee.

In accord with Education Code 88065, . . . In any community college district which has a five-member personnel commission, two members of the commission shall be appointed by the governing board of the district and two members, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those four members of the personnel commission shall, in turn, appoint the fifth member to the commission

Both the Board of Trustees and CSEA Chapter 36 have been notified of the upcoming expiration dates, and the intention of both Commissioner Metoyer and Commissioner Jansen to serve an additional three-year term.

The Personnel Commission will be advised of their re-appointment status at the next regular Commission meeting on November 20, 2024.

Agenda Report Number	2
Subject	Classification Description Revisions, Retitle, and Salary Reallocation: Audio/Visual Equipment Technician to Audio-Visual Equipment Specialist Ad Hoc: Department Request
Date	October 25, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a retitle, class description revisions and salary reallocation for Audio/Visual Equipment Technician.

The Information Technology department has undergone a reorganization to align their user support operations with the IT Master Plan and enhance operational consistency across District sites. The Audio/Visual Equipment Technician is an existing classification that designs, deploys, programs, and provides full scope technical support for audio-visual infrastructure. IT management has requested changes to this class description to align this role with the broader changes that have occurred within the information technology support series.

This classification was established in 1977 and has been revised twice since its creation, including a retitle to Audio/Visual Equipment Technician in 2016. This position reports to the IT Infrastructure Manager and has one incumbent.

METHODOLOGY

Personnel Commission staff met with Matthew Kiaman, Director of Network Services, to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the class description. The concept of the class and distinguishing characteristics sections were modified to clarify the nature and scope of this role and how it differs from related roles within the occupational series. Duties were added or modified to more accurately reflect responsibilities assigned to this classification, the supervision section was updated to reflect changes in reporting relationships resulting from the ongoing IT reorganization, and the knowledge, skills and abilities section were updated to reflect current technologies and incorporate standardized language. Minimum qualifications were updated to reflect the education and experience that is minimally required for entry into the classification while maintaining a promotional pathway within the occupational series.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed to ensure proper alignment with, and delineation from, related IT classifications.

RESULTS

Based on the data gathered, revisions to the class description and a retitle are being proposed to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, distinguishing characteristics, essential duties, KSAs (knowledge, skills and abilities), level of supervision received and exercised, and minimum qualifications.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking. There were several matches based on this role’s responsibility for designing, programming, installing, and troubleshooting AV systems and infrastructure. Organizations with significant differences in duties or job structure were not matched. Commission staff found that some agencies did not utilize a similar role, required significant responsibility for lead work and project management, or required highly specialized work related to radio and television.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	GF REVENUE ACTUAL
Santa Monica College	Audio-Visual Equipment Technician	\$5,876	\$7,143	\$6,510	37,693	\$246M
Cerritos College	Multimedia Technician	\$6,137	\$7,381	\$6,759	28,748	\$182M
Contra Costa CCD	Electronics Technician	\$5,319	\$6,479	\$5,899	41,364	\$295M
El Camino College	Audio Visual (AV) Technician	\$6,350	\$8,165	\$7,258	28,607	\$193M
North Orange County CCD	Multimedia Systems Specialist	\$5,909	\$7,130	\$6,520	57,354	\$337M
Riverside CCD	Media Services Repair Technician	\$6,671	\$8,117	\$7,394	43,105	\$371M
	Average	\$6,077	\$7,454	\$6,766		
	25th Percentile	\$5,909	\$7,130	\$6,520		
	50th Percentile	\$6,137	\$7,381	\$6,759		
	75th Percentile	\$6,350	\$8,117	\$7,258		
	80th Percentile	\$6,414	\$8,127	\$7,285		
	90th Percentile	\$6,543	\$8,146	\$7,339		
	SMC % RANK	23.6%	26.2%	24.5%		
	SMC Difference From AVG	-3.4%	-4.4%	-3.9%		
	SMC Difference From MED	-4.4%	-3.3%	-3.8%		

The current salary range for Audio/Visual Equipment Technician is range 34 on the Classified Employee Salary Schedule. In this survey, SMC is in the 25th median percentile compared to all benchmark agencies with comparable classifications; that is, 75% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that salary for the Audio/Visual Equipment Technician be reallocated from **Range 34 to Range 38** on the Classified Employee Salary Schedule, a 10% increase. This will place the median salary at the 70th percentile, which satisfies the District’s 70th percentile target. Allocating the salary one range lower will result in a median salary at the 62nd percentile, which is below the District’s 70th percentile target.

Please see salary data for jobs in the Information Technology job discipline.

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Network Services	A15	\$14,656	\$16,158	37.35%
IT Infrastructure Manager	M29	\$10,670	\$12,969	0.00%
IT User Support Manager	M29	\$10,670	\$12,969	17.03%
Network Administrator	52	\$9,116	\$11,082	0.00%
Information Systems Administrator	52	\$9,116	\$11,082	7.53%
Network Communications Technician III	49	\$8,479	\$10,306	0.00%
IT User Systems Administrator	49	\$8,479	\$10,306	10.26%
Network Communications Technician II	45	\$7,690	\$9,348	10.25%
Network Communications Technician I	41	\$6,975	\$8,479	0.00%
Multimedia Specialist	41	\$6,975	\$8,479	0.00%
Senior Information Technology Support Specialist	41	\$6,975	\$8,479	7.67%
<i>Audio-Visual Equipment Specialist (PROPOSED)</i>	<i>38</i>	<i>\$6,479</i>	<i>\$7,875</i>	<i>2.41%</i>
Information Technology Support Specialist	37	\$6,327	\$7,690	7.68%
<i>Audio/Visual Equipment Technician (CURRENT)</i>	<i>34</i>	<i>\$5,876</i>	<i>\$7,143</i>	

The proposal for retitle, class description revisions, and salary reallocation was sent for review to Department leadership, incumbent, CSEA, Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the retitle, class description revisions and salary reallocation for Audio/Visual Equipment Technician.

FROM:

Audio/Visual Equipment Technician
Classified Employee Salary Schedule, Range 34

TO:

Audio-Visual Equipment Specialist
Classified Employee Salary Schedule, Range 38

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Deborah Jansen
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Audio-Visual Equipment ~~Technician~~ Specialist

CONCEPT OF THE CLASS

Under general supervision, positions in this classification troubleshoot, repair, adjust, program, install, integrate, and maintain a wide variety of audio-visual infrastructure electronic equipment used by college faculty and staff.

DISTINGUISHING CHARACTERISTICS

The **Audio-Visual Equipment ~~Technician~~ Specialist classification** performs duties related to designing, programming, deploying, maintaining, repairing, installing, adjusting, integrating and troubleshooting campus audio-visual equipment infrastructure. Incumbents ensure that audio-visual equipment infrastructure is in working order by performing preventative maintenance, training faculty on correct usage and repairing and replacing equipment as needed.

The **Information Technology Support Specialist** provides technical support and training to ensure end user access to a wide-range of technologies including computer software, hardware, and peripherals, audio-visual and multimedia equipment, and District systems.

The **Network Communications Technician I** installs, repairs, configures, troubleshoots, and maintains network and communications infrastructure and other information technology equipment. In addition, incumbents respond to technical support requests from end users and/or other technology support staff.

The **Media Services Technician** classification performs technical duties related to classroom multimedia support which requires in-depth knowledge of audio-visual equipment. Incumbents provide support to faculty by providing multimedia support, conducting multimedia trainings and making minor repairs and adjustments to equipment.

ESSENTIAL DUTIES

Troubleshoots and resolves issues involving audio-visual infrastructure, such as IP address settings, transmitter/receiver communications, and resolution/scaling.

Programs, configures, and installs audio-visual control systems and related components to ensure the desired functionality is delivered in a manner that is easy to operate for the end user.

Designs new audio-visual installations by creating schematics, noting the components and their interconnections, validating compatibility, and estimating their itemized and total costs.

Repairs and makes periodic adjustments to a wide-variety of audio-visual and other related equipment, which includesing dismantling of equipment, removing and replacing damaged parts, and reassembling equipment.

Regularly climbs ladders to perform routine maintenance and repairs on audio-visual installations.

Reads, and-interprets and develops equipment schematics and diagrams in-to repairing, replacing and installing parts, cables and electronic components.

~~Maintains-Performs visual safety checks on classroom-audio-visual equipment; reports related safety issues to supervisor, and makes repairs or adjustments to correct safety issues based on provided training.~~

~~Orders parts, supplies and mMaintains an ecomplete-accurate inventory of parts, for-audio-visual equipment;infrastructure, and service and repair records; requests orders of supplies and equipment to avoid service interruptions.~~

~~May coordinate and monitor audio-visual infrastructure projects, manage related timelines, and schedule project activities with internal and external resources.~~

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.~~

~~Diagnoses and resolves issues involving equipment malfunction in SMART classrooms, lecture halls and conference rooms on the main and external campuses.~~

~~Performs a variety of periodic maintenance services on audio/visual equipment.~~

~~Maintains accurate service and repair records; monitors equipment repair status.~~

~~Trains faculty on the proper use of media equipment and ensures appropriate usage.~~

~~Monitors and follows-up on repair work being completed by outside vendors.~~

~~Maintains a positive, helpful, constructive attitude and working relationship with the department manager and departmental employees, other College employees and the public.~~

SUPERVISION

Level of Supervision Received:

Under general supervision, ~~of from~~ the Network Communications/IT Infrastructure Manager, ~~the~~ employee receives assignments and is expected to carry them through completion with substantial independence.

Level of Supervision Exercised:

Positions in this classification do not supervise other classified positions. May provide guidance and direction to student assistants.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Processes and procedures for programming audio-visual control systems

A variety of electronic audio-visual ~~equipment~~ infrastructure and cabling, including shielded and unshielded cables integrated with instructor/presenter computers and the internet

Basic electronic principles, including circuit tracing and testing

Basic understanding of networking technologies and protocols including TCP/UDP, IP addressing, MAC addresses, ethernet, RS-232, Dante, HDBaseT, and QOS

Troubleshooting techniques used in detecting malfunctions of audio/visual electronic ~~equipment~~ infrastructure

Power and hand tools used to repair equipment

[Best practices for accessing digital projection content files, including file transfer and decryption](#)

Safety practices and procedures in the maintenance, adjustment, and installation of audio/visual [equipment/infrastructure](#)

Basic use of personal computers, email word processing and spreadsheet software applications

Current trends in audio video and multimedia technology

Basic inventory and recordkeeping procedures

[Skill in:](#)

[The correct tool usage and instrument technique for the audio-visual equipment repair trade](#)

Ability to:

[Design, program, install, repair, adjust, and maintain a wide variety of audio/visual equipment/infrastructure using appropriate tools](#)

Diagnose causes of [audio-visual infrastructure equipment](#) malfunctions

Read and use schematics diagrams including electrical and circuit symbols used for audio/visual [equipment/infrastructure](#)

Organize, [multi-task duties](#), set priorities and exercise sound independent judgment within areas of assigned responsibility

Communicate effectively, both [in-writing-and](#) orally [and in writing with vendors in a business-like fashion](#)

Stay [abreast of updated on](#) technology changes and [to](#) adapt to new [techniques technologies](#)

[Organize and maintain specialized files and records](#)

Role model exceptional internal and external customer service

Learn specialized computer applications and file storage systems [used by the department](#)

Operate a computer using [word processing and other business software and standard office equipment/computer applications, programs and standard office equipment](#)

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 experiences

[Learn the characteristics of new equipment and update technical skills to adapt to changing technologies](#)

[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](#)

[Dismantle and erect audio/visual equipment efficiently and effectively](#)

MINIMUM QUALIFICATIONS

Education Requirement:

An Associate's degree from an accredited college or university in [Computer Information Systems](#), [Electronics](#), [Information Technology](#), or closely related field.

Experience Requirement:

Two (2) years performing diagnostic services, repair and installation of [networked electronic audio visual equipment](#), [visual equipment](#). [Experience designing and programming audio-visual systems is desirable.](#)

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. [Access to an automobile](#). Certification in Audio/Visual technical repair, design or installation preferred

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Working Environment and Physical Demands:

While performing the duties of this job the employee is regularly required to stand and walk, use hands to reach and manipulate tools, climb ladders, keyboard, type, or handle materials, and talk or hear. The employee is regularly required to lift, carry, push or pull up to 25 pounds; employee may lift, carry, push or pull up to 50 pounds with assistance in the lifting effort. Risk of electrical shock if proper safety procedures are not followed.

While performing the duties of this job, the noise level in the work environment is usually moderate.

CLASS DETAIL

Job Family:	Instructional Support
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	6/1977
Class History:	Electronic Equipment Specialist
Revision Date(s):	11/09/06, 01/29/16, 10/16/24

**Santa Monica Community College District
Personnel Commission**

Audio-Visual Equipment Specialist

CONCEPT OF THE CLASS

Under general supervision, positions in this classification troubleshoot, repair, adjust, program, install, integrate, and maintain a wide variety of audio-visual infrastructure used by college faculty and staff.

DISTINGUISHING CHARACTERISTICS

The **Audio-Visual Equipment Specialist** performs duties related to designing, programming, deploying, maintaining, repairing, installing, adjusting, integrating and troubleshooting campus audio-visual infrastructure. Incumbents ensure that audio-visual infrastructure is in working order by performing preventative maintenance, training faculty on correct usage and repairing and replacing equipment as needed.

The **Information Technology Support Specialist** provides technical support and training to ensure end user access to a wide-range of technologies including computer software, hardware, and peripherals, audio-visual and multimedia equipment, and District systems.

The **Network Communications Technician I** installs, repairs, configures, troubleshoots, and maintains network and communications infrastructure and other information technology equipment. In addition, incumbents respond to technical support requests from end users and/or other technology support staff.

ESSENTIAL DUTIES

Troubleshoots and resolves issues involving audio-visual infrastructure, such as IP address settings, transmitter/receiver communications, and resolution/scaling.

Programs, configures, and installs audio-visual control systems and related components to ensure the desired functionality is delivered in a manner that is easy to operate for the end user.

Designs new audio-visual installations by creating schematics, noting the components and their interconnections, validating compatibility, and estimating their itemized and total costs.

Repairs and makes periodic adjustments to a variety of audio-visual and other related equipment, which includes dismantling equipment, removing and replacing damaged parts, and reassembling equipment.

Regularly climbs ladders to perform routine maintenance and repairs on audio-visual installations.

Reads, interprets and develops schematics and diagrams to repair, replace and install parts, cables and electronic components.

Performs visual safety checks on audio-visual infrastructure, reports related safety issues to supervisor, and makes repairs or adjustments to correct safety issues based on provided training.

Maintains an accurate inventory of parts, audio-visual infrastructure, and service and repair records; requests orders of supplies and equipment to avoid service interruptions.

May coordinate and monitor audio-visual infrastructure projects, manage related timelines, and schedule project activities with internal and external resources.

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 IT Infrastructure Manager, the employee receives assignments and is expected to carry them through completion with substantial independence.

Level of Supervision Exercised:

Positions in this classification do not supervise other classified positions. May provide guidance and direction to student assistants.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Processes and procedures for programming audio-visual control systems

A variety of electronic audio-visual infrastructure and cabling, including shielded and unshielded cables

Basic electronic principles, including circuit tracing and testing

Basic understanding of networking technologies and protocols including TCP/UDP, IP addressing, MAC addresses, ethernet, RS-232, Dante, HDBaseT, and QOS

Troubleshooting techniques used in detecting malfunctions of audio/visual electronic infrastructure

Power and hand tools used to repair equipment

Best practices for accessing digital projection content files, including file transfer and decryption

Safety practices and procedures in the maintenance, adjustment, and installation of audio/visual infrastructure

Basic use of personal computers, email word processing and spreadsheet software applications

Current trends in audio video and multimedia technology

Basic inventory and recordkeeping procedures

Ability to:

Design, program, install, repair, adjust, and maintain a wide variety of audio-visual infrastructure using appropriate tools

Diagnose causes of audio-visual infrastructure malfunctions

Read and use schematics diagrams including electrical and circuit symbols used for audio-visual infrastructure

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

- Organize and maintain specialized files and records
- Role model exceptional internal and external customer service
- Learn specialized computer applications and file storage systems
- Operate a computer using computer applications, programs and standard office equipment
- 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 experiences

MINIMUM QUALIFICATIONS

- Education Requirement:**
Associate's degree from an accredited college or university in Computer Information Systems, Electronics, Information Technology, or closely related field.
- Experience Requirement:**
Two years performing diagnostic services, repair and installation of networked electronic audio-visual equipment. Experience designing and programming audio-visual systems is desirable.
- 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. Certification in Audio/Visual technical repair, design or installation preferred

WORKING ENVIRONMENT & PHYSICAL DEMANDS

- Disclosure:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Working Environment and Physical Demands:**
While performing the duties of this job the employee is regularly required to stand and walk, use hands to reach and manipulate tools, climb ladders, keyboard, type, or handle materials, and talk or hear. The employee is regularly required to lift, carry, push or pull up to 25 pounds; employee may lift, carry, push or pull up to 50 pounds with assistance in the lifting effort. Risk of electrical shock if proper safety procedures are not followed.

While performing the duties of this job, the noise level in the work environment is usually moderate.

CLASS DETAIL

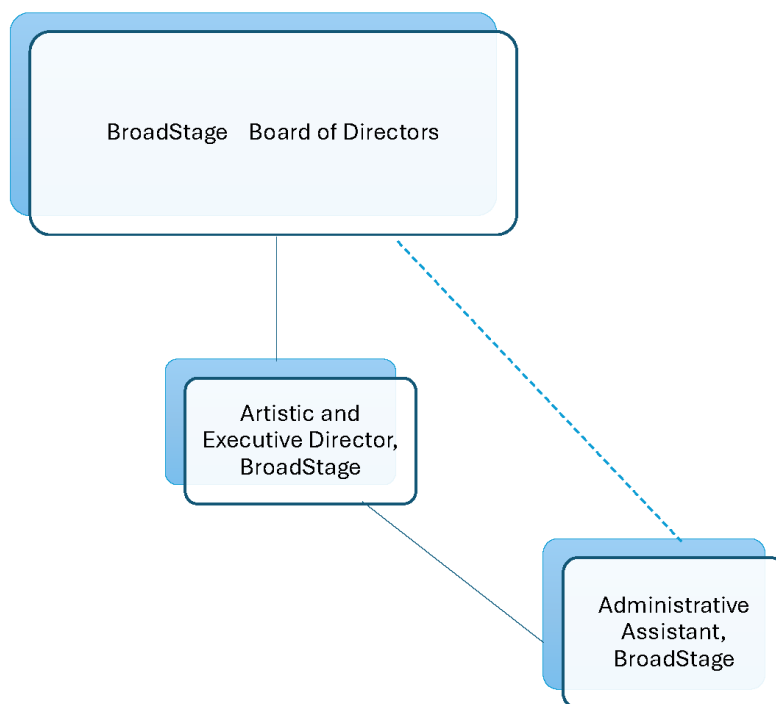
Job Family:	Instructional Support
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	6/1977
Class History:	Electronic Equipment Specialist
Revision Date(s):	11/09/06, 01/29/16, 10/16/24

Agenda Report Number	3
Subject	New Classification Description and Salary Allocation: Administrative Assistant-BroadStage Cyclical Review
Date	October 25, 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 is a new class description and salary allocation for **Administrative Assistant-BroadStage**.

As part of the cyclical review process for the Clerical and Administrative Support job discipline, the Personnel Commission conducted a position study which resulted in the creation of this new Administrative Assistant-BroadStage role. The position provides high level administrative support to BroadStage administrators and the Board of Directors.



METHODOLOGY

Personnel Commission staff worked with Rob Bailis, Artistic and Executive Director to develop this new role. Discussions took place to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if a recommendation for a new classification was warranted. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting

relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this occupational series.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed in order to ensure that there is proper alignment within other classifications, and duties were adequately distinguished from other related classifications. Once the duties were finalized, Commission staff prepared the class description and salary proposal and sent recommendations for review to senior leadership and union partners.

RESULTS

Key factors in determining the need for a new classification consist of the scope of responsibilities, knowledge required for the position, scope and effect of work, level of complexity, nature and purpose of contacts in the course of work, and level of decision-making. The individual performing the duties of this position will:

- Provide high level administrative support to the Artistic & Executive Director, BroadStage and Chief Operating Officer
- Serve as the board of directors' liaison, preparing and distributing the board agendas and materials, taking minutes at board meetings and communicating with board members on an on-going basis.
- Serve as the sole source of administrative support for the BroadStage

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies differed in organizational structure. At comparable agencies there were examples of campus performing arts centers, but they were not 501 (c) 3 organizations, and they did not have their own Board of Directors. As a result, salary allocation is recommended based on internal comparison of similar roles within the Clerical and Administrative Support job discipline at SMC.

SALARY ALLOCATION

It is recommended that the salary be allocated to Range 36 on the Classified Employee Salary Schedule. When compared to other jobs in the Administrative Assistant series, the level of knowledge required, complexity of work, and level of decision-making authority differ given their supervisor's scope of administrative and program responsibilities and impact on overall College resources. Therefore, salary is recommended between the Administrative Assistant II classification supporting Deans/Administrators and Administrative Assistant III classification supporting Vice Presidents/Senior Staff. Please see salary data for jobs in the Clerical Administrative Support job discipline.

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Executive Coordinator-District & Board of Trustees-Confidential	Superintendent/President	C46	\$7,875	\$9,572	10.25%
Administrative Assistant IV-Confidential	Superintendent/President	C42	\$7,143	\$8,682	5.00%
Administrative Assistant III-Confidential	Vice President	C40	\$6,803	\$8,269	2.41%
Administrative Assistant III	VP, Senior Staff, Dir of Personnel Commission	39	\$6,643	\$8,075	7.67%
<i>Administrative Assistant-BroadStage</i>	<i>Artistic & Executive Director, BroadStage</i>	<i>36</i>	<i>\$6,170</i>	<i>\$7,500</i>	10.24%
Administrative Assistant II	Academic Deans/Administrators	32	\$5,596	\$6,803	10.24%
Administrative Assistant I	Department Chairs, Academic Directors, Associate or Assistant Deans, Administrative or Classified Managers	28	\$5,076	\$6,170	18.52%
Administrative Clerk	Assistant Deans, Academic, Classified Administrators or Managers	21	\$4,283	\$5,206	

The proposal for this new classification was sent for review to Department leadership, CSEA, Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the new classification description and salary allocation for Administrative Assistant-BroadStage at Range 36 on the Classified Employee Salary Schedule.

Disposition by the Commission	
Motion Made By	Deborah Jansen
Seconded By	Joy Abbott
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Administrative Assistant - BroadStage

CONCEPT OF THE CLASS

Under general supervision, this classification performs a variety of complex clerical duties and provides executive level administrative support for the Artistic & Executive Director, Chief Operating Officer and the Board of Directors for the BroadStage.

DISTINGUISHING CHARACTERISTICS

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

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

The **Administrative Assistant-BroadStage** performs a variety of complex clerical duties and provides executive level administrative support for the Artistic & Executive Director, BroadStage, the Chief Operating Officer and members of the Board of Directors.

ESSENTIAL DUTIES

Serves as Board of Directors' liaison, communicates directly with chairperson on the board; provides administrative assistance to members of the Board of Directors; coordinates and assembles all Board agendas; attends Board meetings and Board committee meetings, distributes materials, takes minutes for all meetings and edits for review; reads, edits and compiles written material for presentations at the Board of Director's meetings.

Performs a wide variety of highly skilled administrative tasks independently; responds on behalf of the Artistic & Executive Director and prioritizes correspondence relating to confidential and complex matters relating to the BroadStage and related policies and procedures.

Maintains and organizes the Artistic and Executive Director's calendar; schedules appointments with donors, board members, artists, administrators, contractors, vendors, staff, managers and community representatives.

Creates, prepares, distributes and maintains correspondence, reports, charts, manuals, agendas and other official documents on behalf of the Artistic and Executive Director; contributes to growing donor list through corresponding with potential donors and funding bodies.

Makes travel and conference arrangements for Artistic & Executive Director, Chief Operating Officer and staff, tracks and registers for recurring conferences, purchases tickets for showcases/performances, submits conference attendance and expense/travel claims for payment and creates travel itineraries.

Processes materials for department budgets; utilizes spreadsheets to maintain, monitor and reconcile budget and organize records; monitors expenditures; requisitions for supplies, printing and advertising; submits work orders and key requests; codes and enters receipts; reconciles credit card purchases and maintains memberships for the BroadStage staff.

Coordinates communications between departments at the Broad, proactively compiles information from stakeholders to advance the planning of organization wide and major productions.

Greets visitors, board members, donors, staff and students in a pleasant and helpful manner; responds to questions, requests and complaints in a sensitive and cooperative style.

Interprets and explains Broad policies, and procedures to all levels of District personnel, representatives from other organizations, and members of the public, speaking on behalf of the Artistic & Executive Director exercising judgment, tact, and discretion.

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

May orient, inform, guide and provide work direction to other clerical staff.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under general supervision, the employee receives assignments from the Artistic and Executive Director and Chief Operating Officer and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

This position does not supervise others. May provide lead work direction as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Rules, regulations, laws and policies governing the community college districts and non-profit organizations

The field of the performing arts including industry stakeholders such as agents, managers, artists and funding bodies

Donor relations and communications principals

District and the Broad vision, mission, goals, policies, procedures and practices

Modern office practices, procedures, and equipment

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

English usage, vocabulary, spelling, grammar and punctuation

Basic research methods

Budget tracking and account reconciliation procedures

Records management practices and procedures including electronic filing practices

Effective public reception and telephone communication techniques
Principles and techniques of public relations and customer service

Ability to:

Perform complex administrative support work independently in a fast-paced environment handling multiple tasks with frequent interruptions

Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, District and BroadStage policies and procedures

Plan and coordinate committees, meetings, special events, and programs

Research assigned topics, create and maintain files, manipulate data, format reports and publish final documents

Maintain high level of professionalism in all interactions

Maintain an open and approachable manner and easily build rapport with others

Communicate effectively, both orally and in writing

Learn, gain proficiency and apply District and BroadStage policies, procedures, and guidelines

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

Stay updated on technology changes and adapt to new technologies

Organize and set priorities within areas of assigned responsibility

Exercise sound independent judgment to accurately analyze situations, identify problems and apply effective solutions

Role model exceptional internal and external customer service

Work independently under pressure of recurring deadlines and meet schedules and timelines

Review, edit and proofread written documents for completeness and accuracy

Organize and maintain specialized files and confidentiality of information

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 experiences

MINIMUM QUALIFICATIONS

Education Requirement:

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

Experience Requirement:

Three years of experience providing direct administrative support to an administrator or management level supervisor. Experience providing direct administrative support to an executive level administrator is preferred.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

CLASS DETAIL

Job Family:	Clerical
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	October 16, 2024
Class History:	New Classification
Revision Date(s):	

Agenda Report Number	4
Subject	Position Reclassification: Administrative Assistant II to Administrative Assistant-BroadStage Cyclical Review
Date	October 25, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

As part of the cyclical review process for the Clerical and Administrative Support job discipline, the Personnel Commission conducted a position study for Gail Johnson. The position study was initiated to determine if Gail Johnson’s assigned duties and responsibilities are appropriately classified. Gail Johnson has been an Administrative Assistant II in the BroadStage since October 2011. The BroadStage, a 501 (c)3 non-profit, is a contemporary performing arts organization located at The Eli and Edythe BroadStage at the Santa Monica College Performing Arts Center.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2021-2022. The incumbents in the Clerical & Administrative Support classifications, as well as CSEA, were invited to participate in a class study orientation to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by January 31, 2022. The deadline was extended to April 30, 2022. Commission staff subsequently conducted a job audit to obtain input from the incumbent. The information gathered from the job audit was reviewed with Rob Bailis, Artistic and Executive Director, BroadStage.

ANALYSIS

Key factors assessed when studying a position or classification include the knowledge required for the position, level of complexity, scope of responsibility, nature and purpose of contacts and degree of decision-making authority. According to the position study, Gail Johnson provides high-level administrative support to the Artistic & Executive Director, Chief Operating Officer, and the Board of Directors consisting of 17 members. The position requires extensive knowledge of College and BroadStage operations, as well as strong communication and organizational skills to foster positive relationships with board members and donors. Decision making is largely independent, based on acquired knowledge and experience, with a focus on representing the BroadStage and supporting its leadership team.

FINDINGS

- Gail Johnson qualifies for reclassification because her position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level classification with substantial impact on scope/effect of work, level of independence,

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

- Based on information gathered from the incumbent and her supervisor, Gail Johnson has been assigned to perform these duties through gradual accretion for at least two years.
- Based on the duties assigned and the knowledge, skills and abilities required, the new Administrative Assistant-BroadStage classification encompasses the majority of the incumbent’s essential duties in terms of knowledge, complexity, scope and effect of work, level of decision-making authority, and the nature and purpose of contacts.

Applicable Rules:

- In order to qualify for reclassification, the change in duties and responsibilities must occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties. (Merit Rule 3.3.1.B (3))
- Merit Rule 3.3.2 defines gradual accretion of duties as “occurring over two (2) or more years of regular service.”
- Determination as to whether gradual accretion has occurred will be based on the date the incumbent began the performance of the newly acquired duties and responsibilities, and clear and convincing evidence of the employee’s continuing performance of the added duties and responsibilities. (Merit Rule 3.3.3 (B)(C))
- At least two (2) years must elapse before another request for reclassification can be initiated for the same position. (Merit Rule. 3.3.4.G)

RECOMMENDATION

It is recommended that the Commission reclassify Gail Johnson’s position from Administrative Assistant II to Administrative Assistant-BroadStage, with a reclassification effective date of November 13, 2024.

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Lawrence Leone
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	5
Subject	Approval of Advanced Step Placement: Health Sciences Learning Lab Specialist
Date	October 25, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve an initial salary placement for Michelle Mackey, Health Sciences Learning Lab Specialist, at Range 40, Step E on the Classified Employees Salary Schedule.

The Minimum Qualifications for this position include an Associate’s degree in nursing, current licensure by the State of California as a Registered Nurse, and at least two years of experience as a registered nurse or in an educational environment providing clinical nursing instructional support to students.

This candidate possesses a Master’s degree in Nursing Education, over five years of experience as a nursing instructor, and 11 years of experience providing nursing services in a hospital setting.

Merit Rule 12.2.4 B (4) Salary on Employment

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

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Joy Abbott
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

J.Consent Agenda

Report Number	Subject	Page Number
6	Establishment of Seniority List	26
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8	Ratification of Eligibility Lists	29
9	Extension of Eligibility Lists	30
10	Ratification of Meeting Minutes	31
11	Ratification of Working Out of Class and Internal Limited Term Assignments	32
12	Appointments to Provisional Assignments	35
13	Personnel Commission Project Status Report	36

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Deborah Jansen
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	6
Subject	Establishment of Seniority List
Date	October 25, 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:

Director of Facilities Programming

It is recommended that the Personnel Commission certify the seniority list effective October 25, 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.

"DIRECTOR of FACILITIES PROGRAMMING" Seniority List

Classification: Director of Facilities Programming

Range: M 32

Monthly Base Salary Range as of July 1, 2024: \$ 11483 to \$ 13958

PC Certification Date: October 25, 2024

Review Period: October 2 to October 8, 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 Director of Facilities Programming
Rudolph, Robert	9/13/2023	No	12/14/2015	12	40	

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

Approved by: Carol Long, Director of the Personnel Commission

Updated: October 21, 2024

Agenda Report Number	7
Subject	Examination Schedule
Date	October 25, 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
Production Manager	Promotional	3 weeks

Agenda Report Number	8
Subject	Ratification of Eligibility Lists
Date	October 25, 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
Student Judicial Affairs Specialist (Promotional)	2	2	4/8/2025
Student Judicial Affairs Specialist (Open)	0	5	4/8/2025

Agenda Report Number	9
Subject	Extension of Eligibility Lists
Date	October 25, 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
Basic Needs Project Assistant	3/5/2024	11/5/2024	7	5	3/5/2025
Instructional and Universal Designer	6/20/2024	10/20/2024	6	4	1/20/2025
Plumber	5/16/2024	10/16/2024	8	4	12/16/2024
Student Services Specialist	8/27/2024	10/27/2024	13	10	8/27/2025

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	10
Subject	Ratification of Meeting Minutes
Date	October 25, 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-September 18, 2024
2. Special Meeting Minutes-September 25, 2024

Agenda Report Number	11
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	October 25, 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
Dwayne Iles, Lead Custodian	Custodial Operations Manager (Substitute Assignment)	10/21/2024 to 12/31/2024
Nancy Alfaro, Administrative Assistant I	Administrative Assistant III – Confidential (Substitute Assignment)	10/31/2024 to 12/11/2024

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

II. Extension to Provisional Working out of Class Assignment

Name/Permanent Class	Provisional Working out of Class Assignment*	Dates of Current Assignment	Extended Dates
Aaron de la Torre, EOPS Specialist	EOPS Supervisor	7/1/2024 to 10/31/2024	11/1/2024 to 12/12/2024
Jonathan Rosas, Campus Safety Officer	Senior Campus Safety Officer	8/5/2024 to 10/10/2024	10/16/2024 to 12/18/2024
Manuel Virgen, Campus Safety Officer	Senior Campus Safety Officer	8/5/2024 to 10/10/2024	10/16/2024 to 12/18/2024

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

III. Correction to Provisional Working out of Class Assignment

Name/Permanent Class	Provisional Working out of Class Assignment*	Current Assignment Dates	Revised Assignment Dates
Pier Johnson-Bruce, Mail Services Worker II	Shuttle Driver	9/1/2024 to 12/20/2024	11/1/2024 to 2/13/2025

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

IV. Extension to Substitute Limited Term Assignment

Name/Permanent Class	Substitute Limited Term Assignment*	Dates of Current Assignment	Extended Dates
Mario Samano, HVAC Mechanic	Facilities Maintenance Supervisor	8/26/2024 to 10/21/2024	10/22/2024 to 3/10/2025

**Unless otherwise noted, WOC 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	12
Subject	Appointments to Provisional Assignments
Date	October 25, 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*
Kevin Buzzell	Laboratory Technician- Photography	Academic Affairs	7/1/2024-9/27/2024

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

Agenda Report Number	13
Subject	Personnel Commission Project Status Report
Date	October 25, 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	9/24/2024	10/14/2024	
Administrative Assistant II	AF	8/20/2024	9/10/2024	
Community College Police Officer	JG	10/30/2023	Continuous	
Director of Human Resources	JL			
Employee Benefits Coordinator	JL			
EOPS/CARE Supervisor	OV		10/25/2024	
Financial Aid and Scholarships Specialist	OV			
Human Resources Technician	JL			
Information Technology Support Specialist	JL	9/4/2024	9/24/2024	
Laboratory Technician - Art	TM	9/24/2024		
Laboratory Technician - Photography	JG	7/16/2024	8/5/2024	
Program Coordinator - Workforce & Economic Development	OV	10/7/2024	10/25/2024	
Student Judicial Affairs Specialist	OV	8/13/2024	9/3/2024	10/25/2024
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
Assistant Director of Facilities Operations	Facilities Operations	Cyclical Review	Upcoming	JG		
Custodial Operations Manager	Facilities Operations	Cyclical Review	Upcoming	JG		
Custodial Operations Supervisor	Facilities Operations	Cyclical Review	Upcoming	JG		
Custodian	Facilities Operations	Cyclical Review	Upcoming	JG		
Director of Facilities Operations	Facilities Operations	Cyclical Review	Upcoming	JG		
Disabled Student Services Assistant	Student Services	Cyclical Review	Research & Planning	JA	6/2/2023	12/13/2023
Grounds Equipment Operator	Facilities Operations	Cyclical Review	Upcoming	JG		
Grounds Manager	Facilities Operations	Cyclical Review	Upcoming	JG		
Grounds Supervisor	Facilities Operations	Cyclical Review	Upcoming	JG		
Grounds Worker	Facilities Operations	Cyclical Review	Upcoming	JG		
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	
Lead Custodian	Facilities Operations	Cyclical Review	Upcoming	JG		
Radio Engineer Manager	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
Recycling Program Specialist	Facilities Operations	Cyclical Review	Upcoming	JG		
Senior Grounds Equipment Operator	Facilities Operations	Cyclical Review	Upcoming	JG		
Senior Technology User Support Specialist	IT User Support	Cyclical Review	Upcoming	JL	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	
Basic Needs Case Manager	Specialized Programs	New Class	Development	OV	3/26/2024	
Administrative Assistant II	Clerical & Administrative Support	Position Review	PC Agenda	AF	2/2/2022	3/6/2024
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	
Audio-Visual Equipment Technician	IT Infrastructure	Salary Reallocation	PC Agenda	JL	6/12/2024	8/8/2024
Instructional Media Specialist	Instructional Resources	Salary Reallocation	Research & Planning	OV	10/11/2023	
Senior Veterans Resource Specialist	Student Services	Salary Reallocation	Stakeholder Review	OV	1/17/2023	8/26/2024

K.Adjournment at 4:11 pm

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Joy Abbott
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Day	Month	Date	Year	Time	Venue
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 October 25, 2024 Special Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 24 hours prior to the date and time of this meeting.