

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

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

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

PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

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

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

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

Exceptions:

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

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

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

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

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

General Public Comments and Consent Agenda

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

Instructions for Submitting a Request to Speak at Zoom Webinar

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

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

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

It is recommended that individuals wishing to speak at the Personnel Commission meeting send an email to morrison_tatiana@smc.edu 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: Eleasa 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: 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 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 11/14/2024</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-November 2024

5 YEARS

Martha Hall, Administrative Assistant I, Academic Affairs
Carlos Lucio, Lead Theater Technician, Events
Leonardo Luna, HVAC Mechanic, Maintenance

10 YEARS

Benjamin Johnson, Network Communications Technician I, Technical Support Services
Jeremy Lange, International Student Services Specialist, International Education Center

15 YEARS

John Oswald, Enterprise Business Services Clerk, Auxiliary Services

20 YEARS

Gina Brunell, Administrative Assistant II, EOPS

25 YEARS

Gonzalo Cabrera, Laboratory Technician-Life Science, Life Sciences
Jose Cesar Casillas, Financial Aid and Scholarships Specialist, Financial Aid

40 YEARS

Gary Gray, Accompanist-Music Performance, Academic Affairs

- 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: Re-appointment of Commissioner Deborah Jansen
Date	November 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Please be advised that Commissioner Jansen’s current term is scheduled to expire on November 30, 2024. Commissioner Jansen is one of the CSEA nominees to the Personnel Commission.

Education Code 88065 states: “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.”

CSEA Chapter 36 has notified the Personnel Commission Office that they will be re-appointing Deborah Jansen to serve as a Commissioner for another three-year term, beginning December 1, 2024.

The Board of Trustees has been advised that Deborah Jansen is the CSEA nominee and per Education Code 88065, shall be appointed by the governing board of the district. This item was included on the November 2024 Board of Trustees agenda.

Agenda Report Number	2
Subject	Advisory Item: Re-appointment of Commissioner Dr. Joseph Metoyer, Jr.
Date	November 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Please be advised that Commissioner Metoyer’s current term is scheduled to expire on November 30, 2024. Commissioner Metoyer is one of the Board of Trustee nominees to the Personnel Commission.

Education Code 88065 states: “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.”

The Board of Trustees has notified the Personnel Commission Office that they voted to re-appoint Dr. Joe Metoyer to the Personnel Commission for a three-year term commencing December 1, 2024.

This item was approved by the Board of Trustees on the November 2024 Board of Trustees meeting agenda.

Agenda Report Number	3
Subject	Request to Re-establish Classification: Director of Facilities Maintenance & Operations
Date	November 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

The Director of Facilities Maintenance and Operations was abolished on July 17, 2024, in response to a reorganization within the Facilities Maintenance and Facilities Operations departments, which resulted in the creation of two classifications – the Director of Facilities Maintenance and the Director of Facilities Operations. The Vice President of Business and Administration has requested that the Personnel Commission re-establish the Director of Facilities Maintenance and Operations classification. The current intent is to use this classification to provide business continuity in temporary situations where a Facilities Director is asked to manage the operations for both Maintenance & Operations departments.

RECOMMENDATION

It is recommended that the Personnel Commission approve re-establishing the Director of Maintenance and Operations classification.

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

**Santa Monica Community College District
Personnel Commission**

Director of Facilities Maintenance and Operations

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CONCEPT OF THE CLASS

Under administrative direction from executive leadership, this classification directs the District's maintenance, operations (custodial and grounds), skilled-craft work (electrical, carpentry, painting, plumbing, HVAC, locksmith, and welding), and utility services. This classification is responsible for exercising leadership in, and developing District standards for, the electrical, mechanical and structural systems that comprise the physical plant.

DISTINGUISHING CHARACTERISTICS

The **Director of Facilities Maintenance and Operations** provides policy-level direction to the District's facilities and operations, including maintenance, operations, grounds, custodial services, maintenance-related construction, remodeling, and energy management services.

The **Assistant Director of Facilities Operations** provides program management to the District's Custodial and Grounds programs, which includes responsibility for planning, implementing, and monitoring program operations.

The **Director of Facilities Planning** is responsible for administering and managing the capital planning activities, project design and development, construction and real estate planning for the District.

ESSENTIAL DUTIES

Leads and directs a wide-range of facilities services functions, including maintenance and maintenance-related construction (renewal, repair or replacement of existing infrastructure), operations, skilled-crafts, and utility services, and facilitates the integration and coordination of these functions to meet the District's needs.

Provides operational human resources leadership for staff, both directly and through the management team, with a focus on fiscal acuity and accountability, training, and team building; selects, trains, motivates, supervises, mentors, and evaluates staff to ensure maximum use of individual and group skills, in order to provide optimal service to both internal and external customers.

Develops, modifies, and implements programs, including associated personnel, resources and materials, to ensure efficient and cost effective delivery of services and maintenance of the District's physical buildings and grounds.

Directs and participates in efforts to ensure quality assurance and continuous improvement of departmental operations and services; ensures the regular inspection of buildings and grounds to assure conformance with established standards and regulations, and takes appropriate actions to address disparities; reviews department practices, equality of work performed, production schedules and effect changes as needed to improve services.

Develops, administers and supports programs to ensure that departmental operations comply with OSHA health and safety policies, and applicable federal, state, and local fire, health, safety, emergency preparedness, pollution prevention, and environmental protection policies.

Director of Facilities Maintenance and Operations

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Directs staffing, performance management and workplace environment programs, in cooperation with the District Human Resources Department and Personnel Commission.

Meets with District faculty leadership to develop an understanding of academic priorities in order to coordinate the delivery of facilities services in a manner that best supports the academic mission.

Coordinates implementation of the District facilities maintenance plan, which includes leading efforts to establish preventive maintenance schedules and prioritizing repair and maintenance work and projects to minimize disruption of academic and community service programs.

Oversees the management of the Facilities Work Order program, including receipt of maintenance requests for repair, replacement, preventative maintenance, and facilities remodeling; evaluates or oversees evaluation of requests; supervises data input to generate and close work orders; assigns or oversees assignment of work orders to appropriate area for completion; oversees verification that work orders are completed.

Provides teambuilding leadership to build coordination and cooperation between all functions with the Department, as well as partnerships with other District departments.

Formulates and implements departmental policies, procedures and practices, including standards of performance, quality assurance, worker safety and staffing requirements, and determines proper specifications best suited to District needs for all work performed by internal staff; reviews and updates practices, policies and procedures as needed to remain in compliance with applicable laws, rules, and regulations.

Provides strategic vision, leadership, and project prioritization for improvement and renewal projects impacting plant systems.

Develops and defines processes and schedules for inspection of work related to facilities maintenance and operations, including inspection work of contractors for maintenance-related construction projects.

Prepares and administers annual, short-term, and long-term budget, expenditure and staffing plans for all areas within the Facilities department, and assists in developing the Facilities state funded maintenance, operations and scheduled maintenance budgets; ensures that projections are aligned with planning and academic assumptions.

Ensures maintenance and updating of District standards for electrical, structural, and mechanical systems, and engages a broad range of Facilities input to ensure maintenance and operations needs are encompassed by resulting standards.

Maintains a variety of statistical reports, records and files for administrative and regulatory purposes; assures timely preparation, maintenance and distribution of reports and records as required by federal, state, local and District regulations.

Ensures appropriate administration of the California School Employees Association bargaining agreement within the scope of the Facilities Maintenance & Operations Department.

Oversees solicitation of bids for scheduled maintenance and hazardous materials projects; oversees job walks, bid opening and evaluation, makes recommendations and oversees implementation; administers contracts after successful bid is awarded.

Oversees the scheduled servicing and corrective repair of maintenance equipment and vehicles; generates reports on equipment status, staff allocations and service delivery levels.

Director of Facilities Maintenance and Operations **Page 3 of 6**

Interprets policies and procedures, standards, accrediting and regulatory agencies' requirements and regulations, and national, state, and local electrical, building and plumbing codes for department staff.

Develops and implements performance standards for maintenance and utility services; participates in the annual review of performance measures and seeks to improve metrics.

Collaborates with Director of Facilities Planning in connection with major construction projects and remodels.

Develops and implements the District's five-year Deferred Maintenance Program and Hazard Mitigation Program

Reviews architectural and engineering drawings to optimize efficiency of utilities and comply with District needs for maintenance service and durability.

Develops systems for control and efficient and effective utilization of all utilities such as gas, water and power; confers with utility companies, city, and state inspectors regarding functional activities.

Represents the District in appropriate interactions with local and state offices, business organizations, community groups and others; investigates and resolves complaints generated by the local community, or internal District constituents that relate to area of responsibility.

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:

This position receives general direction from executive leadership.

Supervision Exercised:

General supervision is exercised over subordinate managers within Facilities Maintenance and Operations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Work management principles and systems, including those related to scheduling, prioritization and estimating

Industry and regulatory standards in the areas of facilities maintenance and operations

Laws, regulations, and standards affecting the construction, maintenance and repair of college facilities, including applicable state and local building safety and health codes, State of California and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws, including the Americans with Disabilities Act as related to facilities maintenance and operations

Principles and practices of personnel management and leadership, strategic planning, organization and business management, and effective administration of facilities maintenance and operations

Forecasting methods and techniques related to maintenance and operations

Quality control processes and procedures related to facilities maintenance and operations

Principles, practices and techniques of project management in the area of facilities maintenance and operations

Principles and practices of program planning, development and implementation

Modern construction and facilities planning methods and practices and their application in Class I and Class II structures

Construction contracting and management

Bid solicitation, evaluation and contract administration procedures

Administrative management principles, practices, laws, and policies related to budget development and administration

Computer systems used to manage facilities work orders including criteria for selection of such programs and the oversight of their usage

Public sector human resources practices including selection and recruitment, performance management, collective bargaining and labor agreements, training and diversity in the workplace

Best practices related to report writing

Principles of leadership, teambuilding, and group dynamics

State and federal funding programs and grants

Hazardous chemical and waste disposal methods

Effective supervisory techniques including successful recruitment and selection processes; appropriate work assignment, delegation and performance evaluation; relevant staff development and training; and meaningful corrective and disciplinary action

Computer applications and programs that support this level of work, including Microsoft Office, facilities work order and maintenance management systems, and other facilities-related programs

Ability to:

Navigate through, and thrive in, a work environment that is subject to oversight from both the District and California Community College Chancellor's Office

Manage support service functions in a cost effective and efficient manner, which includes developing and implementing policies and procedures to govern departmental activities, while meeting the needs of institutional clients

Plan, direct, administer, review and evaluate the effectiveness of maintenance, mechanical systems, energy management, grounds and operations functions

Coordinate work activities between departmental units, contractors and other campus groups; anticipate conditions, plan ahead, establish priorities and meet deadlines and schedules

Read and interpret blueprints, shop drawing and sketches

Interpret, explain and apply rules, regulations, policies and procedures

Director of Facilities Maintenance and Operations

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Develop, oversee, and track budgets and financial expenditures, evaluate cost effectiveness of financial commitments, and ensure compliance with District financial policies

Evaluate the current need for resources, and anticipate future resources needed, to ensure program effectiveness

Conduct comprehensive assessments of the College's maintenance and operational needs, and develop and update programs to ensure efficient and effective services are rendered

Communicate effectively, both orally and in writing, with all levels of administration, faculty, and staff

Mitigate conflict and facilitate the building of teamwork and cohesion in a large department consisting of multiple functions, work teams, and shifts

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

Foster an environment that encourages diversity, both in hiring actions and in career development, and ensures that staff are valued

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

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

Provide consistent leadership to a diverse workforce spanning 24 hours and 7 days per week of service delivery

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Establish and maintain effective working relationships with college administrators, managers, faculty, staff, students, vendors and contractors in a diverse, multicultural and multi-ethnic educational environment

Establish and maintain records keeping systems and prepare reports.

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's Degree from an accredited college or university.

Experience Requirement:

Five years of senior management experience in a facilities maintenance and operations environment, which includes direct supervisory experience. Experience in an education system with multiple sites, such as a K-12, community college or university system 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 required.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. The employee is required to regularly visit construction sites with unpaved, uneven surfaces, excavations and construction work in progress. Hardhats, safety glasses and safety shoes are required. Walking on catwalks, scaffoldings and using ladders to reach upper floors may be necessary. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

CLASS DETAIL

Job Family: Trades, Facilities, Maintenance

FLSA Status: Exempt

Personnel Commission Approval Date: 10/17/07

Class History: Lead Director-Facilities/Maintenance

Revision Date(s): 3/19/2014; 11/14/18

J.Consent Agenda

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

Agenda Report Number	4
Subject	Advisory Item: Request for Reinstatement
Date	November 20, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission is advised of the following requests for placement on the Reinstatement List as specified below.

Name	Classification	Resignation Date	Effective Dates
Derrick Davis, Jr.	Custodian & Custodial Operations Supervisor	August 17, 2021	August 18, 2021 to November 17, 2024

Rule 15.2 REINSTATEMENT (EDUCATION CODE SECTION 88128)

15.2.1 GENERAL PROCEDURES

A. A permanent employee who resigned in good standing may be reinstated in a vacant position in his/her former class and status within 39 months of the last date of paid service. He/she may also be reinstated in a vacant position in a lower related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.

B. Reinstatement of a former employee shall have the following effects:

1. If the employee is reinstated to a permanent position in his/her former class or a lower related class, he/she shall be restored all the rights, benefits, and burdens of a classified employee.
2. Restoration of salary in accordance with Section 13 of Rule 12.2.

Agenda Report Number	5
Subject	Establishment of Seniority Lists
Date	November 20, 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:

Digital Marketing Coordinator
Senior Financial Aid and Scholarship Specialist

It is recommended that the Personnel Commission certify the seniority lists effective November 20, 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.

"DIGITAL MARKETING COORDINATOR" Seniority List

Classification: **Digital Marketing Coordinator**

Range: 48

Monthly Base Salary Range as of July 1, 2023: \$ 8269 to \$ 10051

PC Certification Date: November 20, 2024

Review Period: November 4 to 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 Digital Marketing Coordinator
Ng, Jonathan	10/2/2024	No	7/20/2015	12	40	

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

Approved by: Carol Long, Director of the Personnel Commission

Updated: November 1, 2024

"SENIOR FINANCIAL AID and SCHOLARSHIPS SPECIALIST" Seniority List

Classification: **Senior Financial Aid and Scholarships Specialist**

Range: 35

Monthly Base Salary Range as of July 1, 2023: \$ 6026 to \$ 7324

PC Certification Date: November 20, 2024

Review Period: November 4 to 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 Senior Financial Aid & Scholarships Specialist
Esquivias, Madalene	4/1/2024	No	9/1/2020	12	40	

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

Approved by: Carol Long, Director of the Personnel Commission

Updated: November 1, 2024

Agenda Report Number	6
Subject	Examination Schedule
Date	November 20, 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
Director of Facilities Maintenance and Operations	Promotional	3 weeks
EOPS Specialist	Promotional	3 weeks
Locksmith	Promotional	3 weeks
Plumber	Promotional	3 weeks

Agenda Report Number	7
Subject	Ratification of Eligibility Lists
Date	November 20, 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
Administrative Assistant II (Promo)	10	10	5/19/2025
Employee Benefits Coordinator (Promo)	1	1	5/20/2025
Theater Arts Operations Assistant	0	8	10/30/2025

Agenda Report Number	8
Subject	Extension of Eligibility Lists
Date	November 20, 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
Program Coordinator – Community Education (Promotional)	6/11/2024	12/10/2024	3	3	3/10/2025
Supplemental Instruction Coordinator	12/19/2023	12/18/2024	9	6	6/18/2025

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	9
Subject	Ratification of Meeting Minutes
Date	November 20, 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. Special Meeting Minutes-October 25, 2024

Agenda Report Number	10
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	November 20, 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
Michael McCann	Senior Campus Safety Officer	11/18/2024 to 12/13/2024

**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
Gilbert Luna, Skilled Maintenance Worker II	Plumber	8/29/2024 to 11/1/2024	11/2/2024 to 12/12/2024
Demi Rodriguez	Employment	7/16/2024 to 11/19/2024	11/20/2024 to 1/3/2025

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

III. Extension to Internal Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment	Extended Dates
Saul Ramirez, Skilled Maintenance Worker II	Locksmith	7/1/2024 to 11/5/2024	11/6/2024 to 12/13/2024

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

IV. Appointment to Internal Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment
Adrienne Johnson	Student Services Specialist	11/18/2024 to 3/5/2025
Terry Kamibayashi, Director of Facilities Maintenance	**Director of Facilities Maintenance and Operations	11/21/2024 to 3/31/2025

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

***Pending PBAR Approval*

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	11
Subject	Appointments to Provisional Assignments
Date	November 20, 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*
Jazmin Morales Perez	Administrative Clerk	Learning Resources Center	7/1/2024-12/20/24
Robert Wimley, Jr.	Mail Services Worker II	Procurement, Contracts & Logistics	11/12/2024- 3/26/2025

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

Agenda Report Number	12
Subject	Ratification of Limited Term Assignments
Date	November 20, 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
Program Specialist	SMC/UCLA Stem Initiative	11/18/2024-4/30/2025

Agenda Report Number	13
Subject	Appointment of Limited Term Assignments
Date	November 20, 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
Hannah Kiss	Program Specialist	SMC/UCLA Stem Initiative	11/18/2024- 4/30/2025

Agenda Report Number	14
Subject	Personnel Commission Project Status Report
Date	November 20, 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		
Director of Human Resources	JL			
Employee Benefits Coordinator	JL	10/14/2024	11/1/2024	
EOPS Specialist	OV	11/5/2024		
EOPS/CARE Supervisor	OV	11/6/2024	11/27/2024	
Financial Aid and Scholarships Specialist	OV			
Human Resources Technician	JL	10/30/2024	11/20/2024	
Information Technology Support Specialist	JL	9/4/2024	9/24/2024	
Laboratory Technician - Art	TM	9/24/2024	10/15/2024	
Laboratory Technician - Photography	JG	7/16/2024	8/5/2024	
Plumber				
Production Manager	TM			
Program Coordinator - Workforce & Economic Development	OV	10/7/2024	10/25/2024	
Theatre Arts Operations Assistant	AF	12/4/2023	1/2/2024	
Theatre Technical Specialist (Cont.)	TM	10/15/2021	Continuous	

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	AJ	6/2/2023	12/13/2023
Grounds Equipment Operator	Facilities Operations	Cyclical Review	Research & Planning	JG	12/4/2024	
Grounds Manager	Facilities Operations	Cyclical Review	Research & Planning	JG		
Grounds Supervisor	Facilities Operations	Cyclical Review	Research & Planning	JG		
Grounds Worker	Facilities Operations	Cyclical Review	Research & Planning	JG	12/4/2024	
KCRW Radio Media and Public Relations Officer	KCRW	Cyclical Review	Upcoming	AJ	6/7/2024	
KCRW Radio Programming Assistant	KCRW	Cyclical Review	Research & Planning	AJ	6/7/2024	
KCRW Radio Programming Technician	KCRW	Cyclical Review	Upcoming	AJ	6/7/2024	
KCRW Radio Services Assistant	KCRW	Cyclical Review	Upcoming	AJ	6/7/2024	
KCRW Radio Station Assistant Director	KCRW	Cyclical Review	Upcoming	AJ	6/7/2024	
KCRW Radio Station Assistant Engineer	KCRW	Cyclical Review	Research & Planning	AJ	6/7/2024	
KCRW Radio Station Director	KCRW	Cyclical Review	Research & Planning	AJ	6/7/2024	
KCRW Radio Station Engineer	KCRW	Cyclical Review	Research & Planning	AJ	6/7/2024	
KCRW Radio Station Operations Manager	KCRW	Cyclical Review	Research & Planning	AJ	6/7/2024	
KCRW Radio Station Recording Engineer	KCRW	Cyclical Review	Research & Planning	AJ	6/7/2024	
KCRW Radio Subscription Services Senior Specialist	KCRW	Cyclical Review	Research & Planning	AJ	6/7/2024	
KCRW Radio Website News Producer	KCRW	Cyclical Review	Upcoming	AJ	6/7/2024	
Lead Custodian	Facilities Operations	Cyclical Review	Upcoming	JG		
Lead Receiving, Stockroom & Delivery Worker	Warehouse & Mail	Cyclical Review	Research & Planning	AJ	11/13/2024	
Mail Services Worker I	Warehouse & Mail	Cyclical Review	Research & Planning	AJ	11/13/2024	
Mail Services Worker II	Warehouse & Mail	Cyclical Review	Research & Planning	AJ	11/13/2024	
Radio Engineer Manager	KCRW	Cyclical Review	Upcoming	AJ	6/7/2024	
Receiving, Stockroom & Delivery Worker	Warehouse & Mail	Cyclical Review	Research & Planning	AJ	11/13/2024	
Recycling Program Specialist	Facilities Operations	Cyclical Review	Upcoming	JG		
Senior Grounds Equipment Operator	Facilities Operations	Cyclical Review	Research & Planning	JG	12/4/2024	
Senior Technology User Support Specialist	IT User Support	Cyclical Review	Upcoming	JL	11/3/2023	
Shuttle Driver	Transportation	Cyclical Review	Research & Planning	TM	11/15/2024	
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	
Transportation Operations Coordinator	Transportation	Cyclical Review	Research & Planning	TM	11/15/2024	
Warehouse & Mail Services Manager	Warehouse & Mail	Cyclical Review	Research & Planning	JA	11/13/2024	
Case Manager	Specialized Programs	New Class	Stakeholder Review	OV	3/26/2024	11/5/2024
Human Resources Specialist	Human Resources/Personnel	Position Review	Research & Planning	JL	5/30/2024	
Senior Career Services Advisor	Specialized Programs	Position Review	Research & Planning	SF	6/11/2024	
Instructional Media Specialist	Instructional Resources	Salary Reallocation	Research & Planning	OV	10/11/2023	

K.Adjournment

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

Day	Month	Date	Year	Time	Venue
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 November 20, 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.