

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

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Webinar ID: 898 0216 8458

Passcode: 170714

+1 669 444 9171 US

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+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)

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

PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

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

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

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

Exceptions:

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

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

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

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

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

General Public Comments and Consent Agenda

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

Instructions for Submitting a Request to Speak at Zoom Webinar

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

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

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

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

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

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

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

Instructions for Submitting Written Comments

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

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

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

<p>DEPARTMENTS: PLEASE POST Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & Records: Jackson Edwards African American Center: Sherri Bradford Athletics: Theresa Tang Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elease Juarez Career Services: Carolina Trejo Cashier's Office: Veronica Romo Center for Media & Design: Angela Valentine Community & Academic Relations: Christina Marcial Community Education: Ashley Price 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 12/10/2024</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-December 2024

5 YEARS

Carlos Jauregui, International Student Services Specialist, International Education Center

10 YEARS

Demeryst Upshaw, Network Communications Technician I, Technical Support Services

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

I. Agenda Reports: Major Items of Business

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J. Public Comments on Closed Session Item

K. Move to Closed Session: Candidate Appeal, Pursuant to GC54597

L. Consent Agenda

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M. Adjournment

Agenda Report Number	1
Subject	Election of Personnel Commission Officers for 2025
Date	December 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

The Personnel Commission elects its officers for the following year in December of each year. Officers to be elected are Chair and Vice Chair.

RECOMMENDATION

It is recommended that the Personnel Commission elect its Chair and Vice Chair for 2025.

Movement to elect Chair for 2025

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

Movement to elect Vice Chair for 2025

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

Agenda Report Number	2
Subject	Approval Request-Personnel Commission Office Closure During Santa Monica College Winter Holiday Break
Date	December 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve the closing of its office from Tuesday, December 24, 2024 through Wednesday, January 1, 2025 in observance of the winter holiday break. All Santa Monica College Offices will be closed during this time.

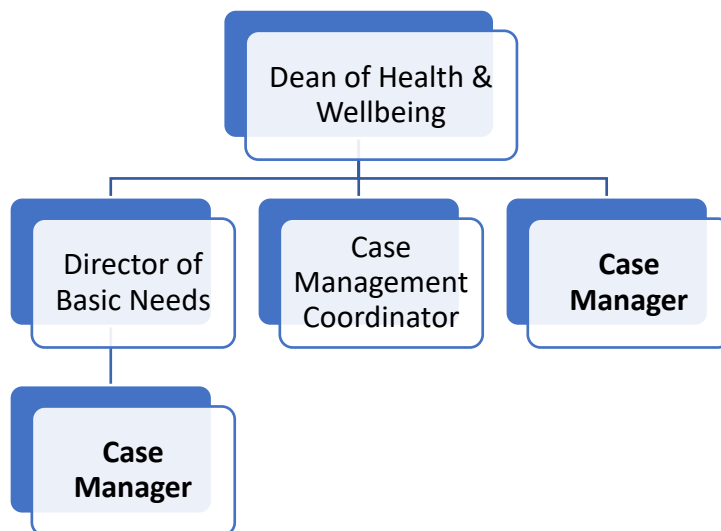
Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	3
Subject	New Classification Description and Salary Allocation: Case Manager Ad-Hoc Request
Date	December 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval is a new class description and salary allocation for **Case Manager**.

In anticipation of an upcoming recruitment, the Personnel Commission received an ad-hoc request to establish a new Case Manager classification to provide case management support services to students in Basic Needs and the Center for Wellness & Wellbeing.



METHODOLOGY

Personnel Commission staff worked with the Dean of Health and Wellbeing and the Director of Basic Needs 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.

Commission staff will conduct further meetings with Department management prior to opening recruitment, in order to gather and analyze documentation for developing a recruitment plan and creating talent assessment content.

RESULTS

Key factors in determining that a new classification should be established involved 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 selected for this position will:

- Conduct risk assessments by asking evidence-based questions for students who express suicidal ideation and/or homicidal ideation to keep students and the campus safe.
- Provide referrals for basic needs and mental health support in the community by making appointments for the students or providing contact information with students to ensure continuity of care.
- Conduct workshops in person and virtually around basic needs and mental health for students, faculty and staff so that they can get better information about resources and how to support students and themselves.
- Participate in the onboarding of new Master's in Social Work (MSW) interns for the District, which includes overseeing and training MSW interns engaged in formal field work assignments required to complete their academic program requirements.
- Establish basic needs and mental health partnerships with community-based organizations by reaching out to new organizations, obtaining MOUs, and supporting their co-location on campus to improve access and continuity of care.

A comprehensive salary survey of 15 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 utilized mental health clinicians with broader scope of clinical responsibilities requiring professional licensure or did not employ a similar role. As a result, salary allocation is recommended based on internal comparison of similar roles such as Case Management Coordinator as an anchor at Santa Monica College.

SALARY ALLOCATION

Based on job analysis findings, this job is in a job series with the Case Management Coordinator at the College. The Case Management Coordinator provides College-wide comprehensive case

management for the Care and Prevention Team and would serve as a lead for the proposed Case Manager position. The job factors that differentiate the Case Manager from the Case Management Coordinator are the Knowledge Required and the Scope & Effect. The Case Management Coordinator is responsible for District Wide high-risk cases, while the Case Managers will be more focused on student cases in their assigned area considered lower risk.

It is recommended that the salary be allocated to Range 44 on the Classified Employee Salary Schedule. See salary differential with the higher-level Case Manager Coordinator below:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Case Management Coordinator	51	\$8,903	\$10,821	18.71%
<i>Case Manager (Proposed)</i>	44	\$7,500	\$9,116	

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 Case Manager at Range 44 on the Classified Employee Salary Schedule.

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

**Santa Monica Community College District
Personnel Commission**

Case Manager

CONCEPT OF THE CLASS

Under general supervision, positions in this classification provide basic needs and mental health assessments, resources and support services to students in the areas of Basic Needs and Center for Wellness and Wellbeing. This classification supports the social work internship program.

DISTINGUISHING CHARACTERISTICS

The **Case Manager** provides resources, referrals and assessments for a case load of students in the Basic Needs and Center for Wellness and Wellbeing areas.

The **Case Management Coordinator** provides professional clinical, administrative and technical support to the Care and Prevention Team, as well as providing comprehensive case management for high-risk students. This classification coordinates the entire social work internship program

ESSENTIAL DUTIES

Conducts risk assessments by asking evidence-based questions for students who express suicidal ideation and/or homicidal ideation to keep students and the campus safe.

Provides referrals for basic needs and mental health support in the community by making appointments for the students or providing contact information with students to ensure continuity of care.

Keeps detailed records of student interactions, appointments, assessments, and follow ups in a secure platform to facilitate continuity of care.

Participates in the onboarding of new Master's in Social Work (MSW) interns for the District, which includes scheduling interviews, conducting orientations, and participating in the development of trainings and materials.

Oversees and trains MSW interns engaged in formal field work assignments required to complete their academic program requirements.

Conducts biopsychosocial assessments using standard questions to evaluate students referred for services to ensure an accurate understanding of a students' experiences both inside and outside the classroom.

Conducts workshops in person and virtually around basic needs and mental health for students, faculty and staff so that they can be better informed about resources and how to support students and themselves

Establishes basic needs and mental health partnerships with community based organizations by reaching out to new organizations, obtaining MOU's, and supporting their co-location on campus to improve access and continuity of care.

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 assigned Administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification do not supervise other classified employees but may serve in a lead capacity and provide professional guidance to assigned staff members. This classification also oversees the clinical activities of MSW interns.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and practices of social work and psychology, including case management and clinical, biopsychosocial, and suicide risk assessment and evaluation

District and community organizations, programs, services, and resources in the areas of health, mental health, social services, public safety, housing, education, and employment

Needs and typical problems of students

Dispute resolution alternatives

Principles and practices of training and clinical training

Federal regulations impacting students and student records, including FERPA, HIPPA, and Section 504

Effective supervision, training, evaluation, and development techniques and practices

Ability to:

Recognize a problem through deductive and inductive reasoning and reach appropriate course of action

Track and manage multiple cases simultaneously

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

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

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

Organize and maintain specialized files and confidentiality of student information

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Stay updated with current practices and techniques in mental health care

Maintain high ethical standards, balancing client needs with professional responsibilities, including maintaining confidentiality and setting appropriate boundaries

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:

Master's in Social Work from a college accredited by the Council on Social Work Education is required.

Experience Requirement:

Two years of professional social work experience following completion of an MSW degree, including case management experience and biopsychosocial assessment. Experience in a college setting, and/or experience supervising social work interns is desirable.

Education/Experience Equivalency:

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

Licensure and/or Certification:

A Licensed Clinical Social Worker (LCSW) is preferred.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

CLASS DETAIL

Job Family:	Student Services (Non-Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/20/2024
Class History:	New
Revision Date(s):	

Agenda Report Number	4
Subject	Position Reclassification: Human Resources Specialist to Human Resources Technician Ad-Hoc Request
Date	December 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

The Personnel Commission has been requested to conduct a position study for Dawn Noguera, who is currently a Human Resources Specialist in the Human Resources department. A reclassification study was initiated to gather additional details and timelines for higher level work assigned to determine if a reclassification is warranted. Ms. Noguera has been in the Human Resources Specialist classification since February 2020.

METHODOLOGY

Ms. Noguera submitted a Request for Reclassification form to the Personnel Commission on May 22, 2024, and subsequently submitted a PDQ that details the duties currently performed. Personnel Commission staff interviewed Ms. Noguera and Tre’Shawn Hall-Baker, Dean, Human Resources, to gather additional details about the nature and level of duties assigned and performed, as well as the timeframe during which these duties were performed.

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, degree of decision-making authority, and consequence of error.

A review of the documents submitted by the incumbent, as well as follow-up conversations with the incumbent and HR management, indicate that the target position regularly performs complex, advanced technical duties related to investigation and resolution of pay or retirement discrepancies; data compilation, verification and analysis; and implementing projects to develop or improve departmental procedures and practices. Specific assignments at this level include compiling, verifying and analyzing adjunct faculty workload distribution and participating in the design and implementation of the department’s digital employee onboarding initiative.

FINDINGS

- Ms. Noguera 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 complexity of work and knowledge required to effectively perform the job. 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 supervisors, Ms. Noguera 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 Human Resources Technician classification encompasses the majority of the incumbent's essential duties in terms of knowledge, complexity, scope and effect of work, decision making, and nature and purpose of contacts. In contrast to the Human Resources Specialist, which serves as a journey-level classification within the HR Specialist series, the Human Resources Technician is responsible for performing highly complex human resources operational activities requiring a broader and deeper understanding of related practices, policies and laws.

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)
- Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position, provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7A(1))

RECOMMENDATION

It is recommended that the Commission reclassify Ms. Noguera’s position from a Human Resources Specialist to Human Resources Technician, with a reclassification effective date of January 1, 2025.

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

Agenda Report Number	5
Subject	Request to Certify from Alternate Eligibility List
Date	December 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

An eligibility list has recently been established for Student Services Clerk. This eligibility list currently contains 32 remaining candidates.

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

Merit Rule 6.3.13 states the following:

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

RECOMMENDATION

It is recommended that the Commission approve the use of the eligibility list for Student Services Clerk to certify eligible(s) to any current and upcoming vacancies for Administrative Clerk.

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

Agenda Report Number	6
Subject	Classification Description Retitle: Curriculum Specialist to Curriculum & Degree Audit Specialist Ad-Hoc Request
Date	December 18, 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 classification retitle from **Curriculum Specialist to Curriculum & Degree Audit Specialist**.

This classification description was recently revised and salary reallocation proposal approved by the Commission on August 21, 2024. After further review with Academic Affairs a retitle is being proposed.

METHODOLOGY & RESULTS

Personnel Commission staff consulted with Jason Beardsley, Vice President, Academic Affairs, and Dione Hodges, Dean, Academic Affairs, to discuss the class description retitle. The description retitle is proposed to clarify the scope of the responsibility assigned.

Retitle of the description has been sent for review to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle from Curriculum Specialist to Curriculum & Degree Audit Specialist.

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

**Santa Monica Community College District
Personnel Commission**

Curriculum & Degree Audit Specialist

CONCEPT OF THE CLASS

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

DISTINGUISHING CHARACTERISTICS

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

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

ESSENTIAL DUTIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received:

Under general supervision from the Dean, Academic Affairs the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised:

Positions in this classification do not supervise others, but may serve in a lead capacity and provide specialized technical guidance to other classified staff members, faculty and administrators.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

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

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

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

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

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

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

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

Provisions of the Brown Act

Ability to:

- Analyze, compare, and disseminate college course content from multiple colleges
- Analyze, troubleshoot issues, train and provide guidance to others on software specific to maintaining, tracking, and disseminating curriculum data
- Access curriculum, degree audit and related systems to retrieve, send, and evaluate curriculum data
- Organize, plan, and implement a variety of tasks simultaneously
- Identify inefficiencies and recommend improvements for business processes and supporting systems.
- Work with multiple interruptions and distractions
- Research, interpret, analyze, apply, and communicate laws, regulations, and District policies and procedures to both technical and non-technical audiences, as they relate to curriculum development processes and data.
- Maintain confidentiality of work-related information and materials
- Enter information into databases accurately and recognize discrepancies or errors in detailed information
- Operate a computer using computer applications, programs and standard office equipment
- Stay updated on technology changes and adapt to new technologies
- Communicate effectively, both orally and in writing
- Role model exceptional internal and external customer service
- Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training
- Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experience

MINIMUM QUALIFICATIONS

Education Requirement:

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

Experience Requirement:

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

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

CLASS DETAIL

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

**Santa Monica Community College District
Personnel Commission
Curriculum & Degree Audit Specialist**

CONCEPT OF THE CLASS

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

DISTINGUISHING CHARACTERISTICS

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

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

ESSENTIAL DUTIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received:

Under general supervision from the Dean, Academic Affairs the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised:

Positions in this classification do not supervise others, but may serve in a lead capacity and provide specialized technical guidance to other classified staff members, faculty and administrators.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

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

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

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- Work with multiple interruptions and distractions
- Research, interpret, analyze, apply, and communicate laws, regulations, and District policies and procedures to both technical and non-technical audiences, as they relate to curriculum development processes and data.
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- Enter information into databases accurately and recognize discrepancies or errors in detailed information
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- Stay updated on technology changes and adapt to new technologies
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Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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CLASS DETAIL

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

Agenda Report Number	7
Subject	Candidate Appeal: Laboratory Technician-Photography Recruitment Process
Date	December 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission hear and consider the appeal of the written test for Laboratory Technician – Photography.

Merit Rule 16.1 Complaint Procedures for Classified Personnel

16.1.1 PURPOSE OF THE COMPLAINT PROCEDURE

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

16.1.3 GENERAL PROCEDURES

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

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

J. Public Comments on Closed Session Item

K. Move to Closed Session Pursuant to GC 54957: Discussion of Candidate Appeal

Begin Time:

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

End Time:

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

L.Consent Agenda

Report Number	Subject	Page Number
8	Advisory Item: Request for Reinstatement	28
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12	Extension of Eligibility Lists	33
13	Ratification of Meeting Minutes	34
14	Ratification of Working Out of Class and Internal Limited Term Assignments	35
15	Personnel Commission Project Status Report	38

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

Agenda Report Number	8
Subject	Advisory Item: Request for Reinstatement
Date	December 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Name	Classification	Resignation Date	Effective Dates
Jerry Foster	Custodian	9/28/2022	9/29/2022-12/28/2025

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	9
Subject	Establishment of Seniority Lists
Date	December 18, 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:

Administrative Assistant-BroadStage

It is recommended that the Personnel Commission certify the seniority list effective December 18, 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.

"ADMINISTRATIVE ASSISTANT-BROADSTAGE" Seniority List

Classification: **Administrative Assistant-BroadStage**

Range: 36

Monthly Base Salary Range as of July 1, 2023: \$ 6170 to \$ 7500

PC Certification Date: December 18, 2024

Review Period: December 4 to 10, 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 Administrative Assistant-BroadStage
Johnson, Gail	11/13/2024	No	10/3/2011	12	40	

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

Approved by: Carol Long, Director of the Personnel Commission

Updated: December 4, 2024

Agenda Report Number	10
Subject	Examination Schedule
Date	December 18, 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
Electrician	Promotional and Open Competitive	3 weeks
Personnel Analyst	Promotional and Open Competitive	3 weeks
Program Specialist (STEM)	Promotional and Open Competitive	3 weeks

Agenda Report Number	11
Subject	Ratification of Eligibility Lists
Date	December 18, 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 I (Promo and Open)	1	14	6/18/2025
EOPS Care Supervisor (Promo)	1	1	6/10/2025
Human Resources Technician (Promo)	7	7	6/22/2025
Information Technology Support Specialist	0	12	12/15/2025
Laboratory Technician-Photography	0	11	5/25/2025

Agenda Report Number	12
Subject	Extension of Eligibility Lists
Date	December 18, 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
Accounting Specialist	10/9/2024	1/9/2025	6	5	4/9/2025
Director of Sustainability	1/7/2025	1/7/2025	3	3	4/7/2025
International Student Services Specialist (Promotional)	1/7/2025	1/7/2025	1	1	7/7/2025
Student Services Clerk	8/23/2024	12/23/2024	32	10	8/23/2025

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	13
Subject	Ratification of Meeting Minutes
Date	December 18, 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-November 20, 2024

Agenda Report Number	14
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	December 18, 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
Eloisa Davis-Ludlow, Student Services Assistant	Enrollment Services Specialist	12/1/2024 to 4/7/2025
Angela Lee, Administrative Assistant I	Human Resources Specialist	12/1/2024 to 4/4/2024

**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
Sandra Hernandez, Administrative Assistant II	Financial Aid & Scholarship Specialist	9/3/2024 to 12/20/2024	12/21/2024 to 1/6/2025
James Stevenson, Academic Records Evaluator	EOPS Specialist	8/26/2024 to 11/30/2024	12/1/2024 to 12/23/2024; 1/2/2024 to 1/8/2024
Jennifer Landa, Workforce and Economic Development Project Specialist	Program Coordinator, Workforce and Economic Development	9/1/2024 to 12/20/2024	12/21/2024 to 1/4/2025

**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
Aarron De La Torre, EOPS Specialist	EOPS/CARE Supervisor	11/1/2024 to 12/12/2024	12/13/2024 to 06/30/2025

**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
Sandra Hernandez, Administrative Assistant II	Financial Aid & Scholarship Specialist	1/7/2025 to 2/17/2025
James Stevenson, Academic Records Evaluator	EOPS Specialist	1/9/2025 to 2/18/2025
Jennifer Landa, Workforce and Economic Development Project Specialist	Program Coordinator, Workforce and Economic Development	1/5/2025 to 2/14/2025
Anisha DiGregorio, Human Resources Specialist	Human Resources Technician	12/5/2024 to 12/23/2024; 1/2/2025 to 2/13/2025
Dawn Noguera, Human Resources Specialist	Human Resources Technician	12/5/2024 to 12/23/2024; 1/2/2025 to 2/13/2025
Debra Willoughby, Human Resources Specialist	Human Resources Technician	1/2/2025 to 2/13/2025; 1/2/2025 to 2/13/2025

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

**Pending PBAR Approval

V. Appointment to Substitute Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment
Luis Gallego, Receiving, Stockroom, and Delivery Worker	Administrative Assistant II	12/9/2024 to 3/31/2025

3.2.10

B. 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	15
Subject	Personnel Commission Project Status Report
Date	December 18, 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	12/18/2024
Community College Police Officer	JG	10/30/2023		
Director of Human Resources	JL			
Electrician	JG			
EOPS Specialist	OV	12/6/2024	1/6/2025	
EOPS/CARE Supervisor	OV	11/6/2024	11/27/2024	12/18/2024
Financial Aid and Scholarships Specialist	OV	12/6/2024	1/6/2025	
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	11/22/2024		
Program Coordinator - Workforce & Economic Development	OV	11/20/2024	12/12/2024	
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
Disabled Student Services Assistant	Student Services	Cyclical Review	Research & Planning	JA	6/2/2023	12/13/2023
KCRW Radio Media and Public Relations Officer	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Programming Assistant	KCRW	Cyclical Review	Development	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	Research & Planning	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	Development	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	Research & Planning	JA	6/7/2024	
KCRW Radio Website News Producer	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
Lead Receiving, Stockroom & Delivery Worker	Warehouse & Mail	Cyclical Review	Upcoming	JA	6/7/2024	
Mail Services Worker I	Warehouse & Mail	Cyclical Review	Research & Planning	JA	11/13/2024	
Mail Services Worker II	Warehouse & Mail	Cyclical Review	Development	JA	11/13/2024	
Radio Engineer Manager	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
Receiving, Stockroom & Delivery Worker	Warehouse & Mail	Cyclical Review	Upcoming	JA	11/13/2024	
Warehouse & Mail Services Manager	Warehouse & Mail	Cyclical Review	Research & Planning	JA	11/13/2024	
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	
Senior Career Services Advisor	Specialized Programs	Position Review	Research & Planning	AF	6/11/2024	
Assistant Director of Facilities Operations	Facilities Operations	Cyclical Review	Upcoming	IG		
Custodial Operations Manager	Facilities Operations	Cyclical Review	Upcoming	IG		
Custodial Operations Supervisor	Facilities Operations	Cyclical Review	Upcoming	IG		
Custodian	Facilities Operations	Cyclical Review	Upcoming	IG		
Director of Facilities Operations	Facilities Operations	Cyclical Review	Upcoming	IG		
Grounds Equipment Operator	Facilities Operations	Cyclical Review	Research & Planning	IG	12/4/2024	
Grounds Manager	Facilities Operations	Cyclical Review	Research & Planning	IG		
Grounds Supervisor	Facilities Operations	Cyclical Review	Research & Planning	IG		
Grounds Worker	Facilities Operations	Cyclical Review	Research & Planning	IG		
Grounds Systems Specialist	Facilities Operations	Cyclical Review	Research & Planning	IG	12/4/2024	
Lead Custodian	Facilities Operations	Cyclical Review	Research & Planning	IG		
Recycling Program Specialist	Facilities Operations	Cyclical Review	Upcoming	IG		
Senior Grounds Equipment Operator	Facilities Operations	Cyclical Review	Upcoming	IG		
Senior Technology User Support Specialist	IT User Support	Cyclical Review	Research & Planning	IG	12/4/2024	
Human Resources Specialist	Human Resources/Personnel	Cyclical Review	Upcoming	IL	11/3/2023	
Shuttle Driver	Transportation	Position Review	PC Agenda	IL	5/30/2024	
Transportation Operations Coordinator	Transportation	Cyclical Review	Research & Planning	TM	11/15/2024	
Case Manager	Specialized Programs	Cyclical Review	Research & Planning	TM	11/15/2024	
Instructional Media Specialist	Instructional Resources	New Class	PC Agenda	OV	3/26/2024	1/15/2024
		Salary Reallocation	Research & Planning	OV	10/11/2023	

M.Adjournment

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

Day	Month	Date	Year	Time	Venue
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 December 18, 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.