

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: 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: Lindsay Lefler 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 Eckstein 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 2/12/2025</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-February 2025

5 YEARS

Pedro Curiel Lopez, Grounds Worker, Grounds

Ashley Eutsey, Senior Online Learning Services Specialist, Academic Affairs

John Greenlee, Director of Facilities Finance, Facilities

Jesus Mendoza, Grounds Worker, Grounds

Clarenda Stephens, Clinical Placement Specialist, Health Sciences

10 YEARS

Ernesto Barba, Network Engineer, Network Services

Peter Murray, Administrative Assistant I, Academic Affairs

15 YEARS

Jocelyn Winn, Student Services Specialist, Black Collegians-Latino Center

30 YEARS

Deborah Adams, Accountant, Fiscal Services

Wai Wong, Network Communications Technician III, 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

Report Number	Subject	Page Number
1	Classification Description Revisions: Media Resources Assistant	4

J.

K. Consent Agenda

Report Number	Subject	Page Number
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L. Adjournment

Agenda Report Number	1
Subject	Classification Description Revisions: Media Resources Assistant
Date	February 19, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

BACKGROUND

Attached for approval is a revised classification description for Media Resources Assistant.

The Media Resources Assistant classification was established in November 1978. This classification was last revised in December 2022 to include the newly opened Malibu Campus. There are currently three incumbents in this classification. The proposed changes will not adversely affect the status of the incumbents.

METHODOLOGY

The Personnel Commission staff worked with the Associate Dean of the Malibu Campus, Alice Meyering, and the Dean of Non-Credit/External Programs, Scott Silverman, to update the attached description and broaden responsibilities for basic computer support in college facilities.

RESULTS

Revisions are being proposed to clarify location of work performed and equipment used to provide computer support. Proposed revisions were sent for review to the incumbents, CSEA, Department management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions.

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

**Santa Monica Community College District
Personnel Commission
Media Resources Assistant**

CONCEPT OF THE CLASS

Under supervision, positions in this classification assist students and faculty with the computing resources of a computer lab [or college facility](#), providing basic support for media equipment, computer hardware, software and web-based applications.

DISTINGUISHING CHARACTERISTICS

The **Media Resources Assistant** provides basic support for the Modern Language [Lab and Malibu Lab or assigned college facility](#), responding to inquiries from students and faculty about lab equipment, computer hardware, software and web-based applications. Maintenance beyond an initial support level is referred to personnel in Information Technology.

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

[The Academic Computing Instructional Specialist classification ensures the efficient and effective operation of assigned computer labs and/or computerized classrooms developing and implementing solutions to regularly occurring problems, performing maintenance of computer equipment and peripherals, and provides lab specific technology assistance to students and faculty.](#)

ESSENTIAL DUTIES

Demonstrates the use of instructional equipment, including computers, printers, scanners, software and web-based applications [in the computing facility](#).

Assists students individually or in small groups with the proper use of hardware, software and web-based applications.

Inputs authorized users into the lab content management system to provide them with lab [or college facility](#) access.

Assists students and faculty with accessing online resources.

Maintains computer equipment within the assigned facility in working condition by troubleshooting minor problems, and reporting more complicated conditions to the appropriate personnel in Information Technology.

Identifies computers which are not functioning properly, and submits requests for service to the appropriate personnel in Information Technology.

Participates in ensuring the safety, cleanliness, and upkeep of the laboratory [or college facility](#) environment; enforces laboratory [or college facility](#) operational policies, procedures, and rules; notifies appropriate personnel of needed equipment repair or replacement.

Explains college [equipment](#) and lab policies, procedures, and requirements.

Responds to regular routine inquiries and requests from students and instructors; provides information, guidance and support to students regarding computer related issues within their assigned area.

Creates tutorials, documents, and guides for lab programs [and equipment usage](#) for students and faculty.

Generates lab reports and distributes reports when necessary to instructors or related parties.

Trains student lab assistants, schedules work hours, provides work direction, and ensures effective use of allocated student assistants.

Assists faculty with navigating program software, accessing technology from remote locations, and utilizing a variety of instructional technology and multimedia equipment and systems.

Conducts workshops for faculty demonstrating computer lab [or college facility](#) procedures, [equipment](#) and resources.

Prepares computerized material and equipment to be used in laboratory activities for both group class activities and individual open lab experiences.

Monitors supply inventory and submits supply orders for the computing [or assigned](#) facility.

May obtain necessary copyright permissions from the appropriate publishers for all materials used in the Modern Language Lab [or college facility](#).

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 assigned manager, the employee is expected to complete assignments with substantial independence.

Level of Supervision Exercised:

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Uses and operations of standard computer hardware, printers, and standard business software applicable to assigned instructional laboratories

Methods and procedures for basic troubleshooting and resolving hardware and software problems in a computer [lab related](#) environment.

Computer operating systems, standard internet browsers, mobile devices, and [laboratory related](#) online systems

Installation and operation of computer and multimedia equipment

[LabRelated](#) policies, procedures, rules and the Family Educational Rights and Privacy Act (FERPA)

Principles and practices of effective business communication

Correct usage, grammar, spelling, punctuation, and vocabulary

Basic inventory and storage methods to sufficiently account for [labrelated](#) equipment

Ability to:

Assist students and faculty in the use of various software programs and web based applications supporting the lab, both from in-lab computers, [college facilities](#), and ~~from~~ remote locations

Successfully learn current software programs and web based applications as needed for the assigned area

Perform minor software and hardware computer tasks, such as setting up computers and peripherals, determining applications being used, and troubleshooting hardware or software compatibility

Explain uses and operations of specialized hardware, software and web based applications to students

Understand and follow oral and written instructions

Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations

- | Work independently with minimal supervision
- Demonstrate sound attention to detail
- | Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility
- [Apply and explain applicable laws and regulations, and District policies and procedures](#)
- | Operate a computer using [computer applications, programs word processing and other business software](#) and standard office equipment
- | Communicate [clearly and](#) effectively, both orally and in writing
- | Stay [updated on](#) ~~abreast of~~ technology changes and adapt to new technologies
- | Role model exceptional [internal and external](#) customer service ~~to faculty and students~~
- 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:

Graduation from high school or equivalent.

Experience Requirement:

Two years of providing basic computer support in a computer lab or related environment.

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 required to stand and walk on a regular basis. 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 typical of a normal classroom environment.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/1978
Class History:	Technical Assistant II
Revision Date(s):	10/1/83, 07/91, Hay Study 11/30/06, 6/20/18, 12/21/22, 2/19/25

**Santa Monica Community College District
Personnel Commission
Media Resources Assistant**

CONCEPT OF THE CLASS

Under supervision, positions in this classification assist students and faculty with the computing resources of a computer lab or college facility, providing basic support for media equipment, computer hardware, software and web-based applications.

DISTINGUISHING CHARACTERISTICS

The **Media Resources Assistant** provides basic support for the Modern Language Labor assigned college facility, responding to inquiries from students and faculty about lab equipment, computer hardware, software and web-based applications. Maintenance beyond an initial support level is referred to personnel in Information Technology.

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

ESSENTIAL DUTIES

Demonstrates the use of instructional equipment, including computers, printers, scanners, software and web-based applications.

Assists students individually or in small groups with the proper use of hardware, software and web-based applications.

Inputs authorized users into the lab content management system to provide them with lab or college facility access.

Assists students and faculty with accessing online resources.

Maintains computer equipment within the assigned facility in working condition by troubleshooting minor problems, and reporting more complicated conditions to the appropriate personnel in Information Technology.

Identifies computers which are not functioning properly, and submits requests for service to the appropriate personnel in Information Technology.

Participates in ensuring the safety, cleanliness, and upkeep of the laboratory or college facility environment; enforces laboratory or college facility operational policies, procedures, and rules; notifies appropriate personnel of needed equipment repair or replacement.

Explains college, equipment and lab policies, procedures, and requirements.

Responds to regular routine inquiries and requests from students and instructors; provides information, guidance and support to students regarding computer related issues within their assigned area.

Creates tutorials, documents, and guides for lab programs and equipment usage for students and faculty.

Generates lab reports and distributes reports when necessary to instructors or related parties.

Trains student lab assistants, schedules work hours, provides work direction, and ensures effective use of allocated student assistants.

Assists faculty with navigating program software, accessing technology from remote locations, and utilizing a variety of instructional technology and multimedia equipment and systems.

Conducts workshops for faculty demonstrating computer lab or college facility procedures, equipment and resources.

Prepares computerized material and equipment to be used in laboratory activities for both group class activities and individual open lab experiences.

Monitors supply inventory and submits supply orders for the computing or assigned facility.

May obtain necessary copyright permissions from the appropriate publishers for all materials used in the Modern Language Lab or college facility.

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 assigned manager, the employee is expected to complete assignments with substantial independence.

Level of Supervision Exercised:

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Uses and operations of standard computer hardware, printers, and standard business software applicable to assigned instructional laboratories

Methods and procedures for basic troubleshooting and resolving hardware and software problems in a computer related environment.

Computer operating systems, standard internet browsers, mobile devices, and related online systems

Installation and operation of computer and multimedia equipment

Related policies, procedures, rules and the Family Educational Rights and Privacy Act (FERPA)

Principles and practices of effective business communication

Correct usage, grammar, spelling, punctuation, and vocabulary

Basic inventory and storage methods to sufficiently account for related equipment

Ability to:

Assist students and faculty in the use of various software programs and web based applications supporting the lab, both from in-lab computers, college facilities, and remote locations

Successfully learn current software programs and web based applications as needed for the assigned area

Perform minor software and hardware computer tasks, such as setting up computers and peripherals, determining applications being used, and troubleshooting hardware or software compatibility

Explain uses and operations of specialized hardware, software and web based applications to students

Understand and follow oral and written instructions

Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations

Work independently with minimal supervision

Demonstrate sound attention to detail

- Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility
- Apply and explain applicable laws and regulations, and District policies and procedures
- Operate a computer using computer applications, programs and standard office equipment
- 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
- 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:

Graduation from high school or equivalent.

Experience Requirement:

Two years of providing basic computer support in a computer lab or related environment.

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 required to stand and walk on a regular basis. 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 typical of a normal classroom environment.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/1978
Class History:	Technical Assistant II
Revision Date(s):	10/1/83, 07/91, Hay Study 11/30/06, 6/20/18, 12/21/22, 2/19/25

J.Consent Agenda

Report Number	Subject	Page Number
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Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	2
Subject	Examination Schedule
Date	February 19, 2025
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
Custodial Operations Manager	Promotional	3 Weeks

Agenda Report Number	3
Subject	Ratification of Eligibility Lists
Date	February 19, 2025
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
Laboratory Technician-Art	0	6	7/29/2025

Agenda Report Number	4
Subject	Extension of Eligibility Lists
Date	February 19, 2025
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
Community College Police Captain	3/13/2025	3/13/2025	2	2	9/13/2025
Community College Police Officer	3/12/2025	3/12/2025	1	1	9/12/2025
Instructional & Universal Designer	1/20/2025	6/20/2024	6	4	6/20/2025
IT User Systems Administrator	2/22/2025	2/22/2025	9	6	8/22/2025
Personnel Specialist	2/25/2025	2/25/2025	1	1	8/25/2025
Program Coordinator – Community Education	12/10/2024	3/10/2025	3	3	12/10/2025
Senior Financial Aid and Scholarships Specialist	3/6/2025	3/6/2025	3	3	9/6/2025

The Personnel Commission staff believe 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	5
Subject	Ratification of Meeting Minutes
Date	February 19, 2025
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-January 15, 2025
2. Special Meeting Minutes-January 29, 2025

Agenda Report Number	6
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	February 19, 2025
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
Charles McNeal, Campus Safety Officer	Senior Campus Safety Officer	12/16/2024 to 1/4/2025
Heriberto Novella, Lead Custodian	Custodial Operations Manager	2/10/2025 to 6/18/2025

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

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.
2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.
3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

B. Procedure for Supervisor Requesting Approval for Working Out of Class

3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this

approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

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

11.7 Work out of Classification

11.7.1 Definition:

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

11.7.3 Compensation:

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

11.4 Salary on Promotion

- 11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

RECOMMENDATION

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

Agenda Report Number	7
Subject	Appointments to Provisional Assignments
Date	February 19, 2025
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
Erica Jones Adams	Administrative Assistant I	Photography/Fashion & Dual Enrollment	2/7/2025-6/1/2025
Darren Frale	Laboratory Technician-Art	Art	1/1/2025-6/30/2025
Rome Madison Hart	Student Services Clerk	Outreach & Onboarding	2/1/2025-6/30/2025
Gabriela Jimenez Oporto	Student Services Clerk	International Education Center	2/1/2025-2/28/2025
Julia Avichouser	Personnel Analyst	Personnel Commission	7/1/2024-2/27/2025

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

Agenda Report Number	8
Subject	Ratification of Limited Term Assignments
Date	February 19, 2025
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
Student Services Clerk	Admissions & Records	2/1/2025-6/30/2025
Student Services Clerk	Admissions & Records	2/1/2025-6/30/2025
Student Services Clerk	Basic Needs Center	2/1/2025-6/30/2025
Accompanist-Music Performance	Emeritus	1/2/2025-6/30/2025
Student Services Clerk	Outreach & Onboarding	2/1/2025-6/30/2025
Student Services Clerk	Outreach & Onboarding	2/1/2025-6/30/2025
Stage Technician-Scenery	Theater Arts	7/1/2024-6/30/2025

Agenda Report Number	9
Subject	Appointment to Limited Term Assignments
Date	February 19, 2025
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
David Milano	Student Services Clerk	Admissions & Records	2/1/2025-6/30/2025
Kurtis Fujita	Student Services Clerk	Admissions & Records	2/1/2025-6/30/2025
Deanna Ashby	Student Services Clerk	Basic Needs Center	2/1/2025-6/30/2025
Gary Nesteruk	Accompanist-Music Performance	Emeritus	1/2/2025-6/30/2025
Denise Avila Galeana	Student Services Clerk	Outreach & Onboarding	2/1/2025-6/30/2025
Brittany Tostado	Student Services Clerk	Outreach & Onboarding	2/1/2025-6/30/2025
Mario Olivares	Student Services Clerk	Outreach & Onboarding	2/1/2025-6/30/2025
Aamna Munnee	Student Services Clerk	Outreach & Onboarding	2/1/2025-6/30/2025
Matthew Martin	Stage Technician-Scenery	Theater Arts	7/1/2024-6/30/2025

Agenda Report Number	10
Subject	Personnel Commission Project Status Report
Date	February 19, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment

Title	Assigned to	Open Date	Close Date	Status
Electrician	AF			Hold
Community College Police Officer	JG	10/30/2023		Administration
Custodial Operations Manager	JG			Upcoming
Custodian	JG			Hold
Locksmith	JG	1/13/2025	2/3/2025	Administration
Director of Human Resources	JL			Upcoming
Lead Custodian	TM	2/7/2025		Administration
Theatre Technical Specialist (Cont.)	TM	10/15/2021		Administration
Case Manager	OV			Upcoming
Program Specialist	OV	12/20/2024	1/21/2025	Administration

Classification and Compensation

Title	Job Discipline	Type of Request	Progress	Assigned to	Project Start Date	Date Completed
Asset Manager	Purchasing	Cyclical Review	Research & Planning	OV	2/16/2025	
Assistant Director of Facilities Operations	Facilities Operations	Cyclical Review	Upcoming	JG	2/25/2025	
Bookstore Clerk/Cashier	Campus Store	Cyclical Review	Research & Planning	AF	2/19/2025	
Buyer I	Purchasing	Cyclical Review	Research & Planning	OV	2/13/2025	
Buyer II	Purchasing	Cyclical Review	Research & Planning	OV	2/25/2025	
Campus Store Assistant Manager	Campus Store	Cyclical Review	Research & Planning	AF	2/19/2025	
Campus Store Manager	Campus Store	Cyclical Review	Research & Planning	AF	2/19/2025	
Campus Store Operations Assistant	Campus Store	Cyclical Review	Research & Planning	AF	2/19/2025	
Campus Store Operations Coordinator	Campus Store	Cyclical Review	Research & Planning	AF	2/19/2025	
Course Materials Buyer	Campus Store	Cyclical Review	Research & Planning	AF	3/19/2025	
Custodial Operations Manager	Facilities Operations	Cyclical Review	Research & Planning	JG	2/25/2025	
Custodial Operations Supervisor	Facilities Operations	Cyclical Review	Research & Planning	JG	2/25/2025	
Custodian	Facilities Operations	Cyclical Review	Research & Planning	JG	2/25/2025	
Customer Services Assistant	Campus Store	Cyclical Review	Research & Planning	AF	2/19/2025	
Director of Facilities Operations	Facilities Operations	Cyclical Review	Research & Planning	JG	2/25/2025	
Director of Network Services	IT Network Services	Cyclical Review	Research & Planning	JL	2/25/2025	
Director of Procurement, Contracts & Logistics	Purchasing	Cyclical Review	Research & Planning	OV	2/13/2025	
Disabled Student Services Assistant	Student Services	Cyclical Review	Stakeholder Review	JA	6/2/2023	1/16/2024
Grounds Equipment Operator	Facilities Operations	Cyclical Review	Research & Planning	JG	12/4/2024	
Grounds Manager	Facilities Operations	Cyclical Review	Research & Planning	JG	12/4/2024	
Grounds Supervisor	Facilities Operations	Cyclical Review	Research & Planning	JG	12/4/2024	
Grounds Worker	Facilities Operations	Cyclical Review	Research & Planning	JG	12/4/2024	
Information Systems Administrator	IT Network Services	Cyclical Review	Research & Planning	JA	2/19/2025	
Information Systems Engineer	IT Network Services	Cyclical Review	Research & Planning	JA	2/19/2025	
Instructional Media Specialist	Instructional Resources	Salary Reallocation	Research & Planning	OV	10/11/2023	
Instructional Services Manager	Instructional Assistance	New Class	Upcoming	OV		
Irrigation Systems Specialist	Facilities Operations	Cyclical Review	Research & Planning	JG	12/4/2024	
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	Development	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	Upcoming	JA	6/7/2024	
KCRW Radio Website News Producer	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
Lead Custodian	Facilities Operations	Cyclical Review	Research & Planning	JG	2/25/2025	
Lead Receiving, Stockroom & Delivery Worker	Warehouse & Mail	Cyclical Review	Development	JA	11/13/2024	
Mail Services Worker I	Warehouse & Mail	Cyclical Review	Development	JA	11/13/2024	
Mail Services Worker II	Warehouse & Mail	Cyclical Review	Development	JA	11/13/2024	
Media Resources Assistant	IT Network Services	Position Review	Upcoming	OV		
Media Resources Assistant	IT Network Services	Description Revision	Stakeholder Review	OV	1/15/2025	2/6/2025
Merchandising Buyer	Campus Store	Cyclical Review	Research & Planning	AF	2/19/2025	
Network Administrator	IT Network Services	Cyclical Review	Research & Planning	JA	2/19/2025	
Network Analyst	IT Network Services	Cyclical Review	Research & Planning	JA	2/19/2025	
Network Communications Technician I	IT Infrastructure	Cyclical Review	Research & Planning	JL	2/25/2025	
Network Communications Technician II	IT Infrastructure	Cyclical Review	Research & Planning	JL	2/25/2025	
Network Communications Technician III	IT Infrastructure	Cyclical Review	Research & Planning	JL	2/25/2025	
Network Engineer	IT Network Services	Cyclical Review	Research & Planning	JA	2/19/2025	
Network Services Manager	IT Network Services	Cyclical Review	Research & Planning	JL	2/25/2025	
New Community & Aca Relations-TBD	Public Relations & Marketing	New Class	Upcoming	OV	2/5/2025	
Property Clerk	Purchasing	Cyclical Review	Research & Planning	OV	2/13/2025	
Radio Engineer Manager	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
Receiving, Stockroom & Delivery Worker	Warehouse & Mail	Cyclical Review	Development	JA	11/13/2024	
Recycling Program Specialist	Facilities Operations	Cyclical Review	Upcoming	JG		
Senior Buyer	Purchasing	Cyclical Review	Research & Planning	OV	2/16/2025	
Senior Career Services Advisor	Specialized Programs	Position Review	Stakeholder Review	AF	6/11/2024	1/21/2025
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	Stakeholder Review	TM	11/15/2024	
Student Services Clerk	Student Services	Cyclical Review	Post Approval	AF	6/7/2024	12/6/2024
Transportation Operations Coordinator	Transportation	Cyclical Review	Stakeholder Review	TM	11/15/2024	
Warehouse & Mail Services Manager	Warehouse & Mail	Cyclical Review	Development	JA	11/13/2024	

K.Adjournment

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

Day	Month	Date	Year	Time	Venue
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 February 19, 2025, 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.