

Public Session: 12:00 p.m.

I. Organizational Functions

Call to Order

Roll Call

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

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

III. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Position Reclassification: Student Services Clerk to Student Services Assistant	2
2	Position Reclassification: Student Services Clerk to Student Services Assistant	4
3	Position Reclassification: Student Services Clerk to Student Services Assistant	6
4	Examination Schedule	8
5	Ratification of Eligibility Lists	9
6	Ratification of Working Out of Class and Internal Limited Term Assignments	10
7	Appointments to Provisional Assignments	12

IV. Closed Session

Pursuant to GC 54957 –

Public employee appointment, employment, evaluation of performance, discipline, or dismissal

V. Adjournment

Agenda Report Number	1
Subject	Position Reclassification: Student Services Clerk to Student Services Assistant Ad-hoc Request
Date	February 26, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

A request to conduct a position study for the Student Services Clerk position in Extended Opportunity Programs and Services (EOPS) was submitted to the Personnel Commission. A position study was initiated to determine if the current incumbent's assigned duties and responsibilities are appropriately classified. The current incumbent, George Rogers has been a Student Services Clerk in Extended Opportunity Programs and Services (EOPS) since 2019. EOPS offers additional resources, guidance, and encouragement to SMC students facing economic and educational challenges.

METHODOLOGY

The incumbent was asked to fill out a Position Description Questionnaire (PDQ). The submitted PDQ was received by the Commission Office on June 17, 2024 and reviewed. Personnel Commission staff met with the incumbent and with Debra Locke, Interim Dean, Special Programs 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 and degree of decision-making authority. According to the position study, George Rogers performs a variety of moderately difficult clerical and technical duties for the EOPS Suite of Programs. Over time more programs have been developed and added under the EOPS Suite of Programs. The EOPS Suite of Programs now includes EOPS, CARE, CalWorks, Dream, Guardian Scholars, NextUp, Pico Partnership and Rising. The addition of programs has increased the level of program knowledge required for the position and expanded the incumbent's duties through the gradual accretion of duties. These duties involve providing program support for all programs in the EOPS Suite, facilitating the supply rental program, monitoring and managing counselor's appointment calendars for all EOPS Suite programs; scheduling counseling appointments in WebISIS, preparing appointment files, maintaining supply inventory, performing outreach duties by tabling at events for programs in the EOPS Suite; maximizing retention of prospective students through follow up, providing students with EOPS Suite program details, providing application guidance, issuing program benefits and assisting with scheduling Dean's calendar.

FINDINGS

- George Rogers qualifies for reclassification because his position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level classification with substantial impact on scope/effect of work, level of independence, level of complexity and knowledge required to effectively perform the job. These duties are required to support normal department and District operations and cannot be absorbed by other staff members.
- Based on information gathered from the incumbent and his supervisor, George Rogers 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 Student Services Assistant classification encompasses the majority of the incumbent's essential duties in terms of knowledge, complexity, scope and effect of work, level of decision-making authority, and the nature and purpose of contacts.

Applicable Rules:

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

RECOMMENDATION

It is recommended that the Commission reclassify George Roger's position from a Student Services Clerk to Student Services Assistant, with a reclassification effective date of March 1, 2025.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Deborah Jansen
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Abbot asked if there was a salary component to this reclassification and whether the College is trying to move away from "Clerk" positions.

Agenda Report Number	2
Subject	Position Reclassification: Student Services Clerk to Student Services Assistant Ad-hoc Request
Date	February 26, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

A request to conduct a position study for the Student Services Clerk position in Extended Opportunity Programs and Services (EOPS) was submitted to the Personnel Commission. A position study was initiated to determine if the current incumbent's assigned duties and responsibilities are appropriately classified. The current incumbent, Jeremy Newman has been a Student Services Clerk in Extended Opportunity Programs and Services (EOPS) since 2015. EOPS offers additional resources, guidance, and encouragement to SMC students facing economic and educational challenges.

METHODOLOGY

The incumbent was asked to fill out a Position Description Questionnaire (PDQ). The submitted PDQ was received by the Commission Office on June 17, 2024 and reviewed. Personnel Commission staff met with the incumbent and with Debra Locke, Interim Dean, Special Programs 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 and degree of decision-making authority. According to the position study, Jeremy Newman performs a variety of moderately difficult clerical and technical duties for the EOPS Suite of Programs. Over time more programs have been developed and added under the EOPS Suite of Programs. The EOPS Suite of Programs now includes EOPS, CARE, CalWorks, Dream, Guardian Scholars, NextUp, Pico Partnership and Rising. The addition of programs has increased the level of program knowledge required for the position and expanded the incumbent's duties through the gradual accretion of duties. These duties involve providing program support for all programs in the EOPS Suite, facilitating the supply rental program, monitoring and managing counselor's appointment calendars for all EOPS Suite programs; scheduling counseling appointments in WebSIS, preparing appointment files, maintaining supply inventory, performing outreach duties by tabling at events for programs in the EOPS Suite; maximizing retention of prospective students through follow up, providing students with EOPS Suite program details, providing application guidance, issuing program benefits and assisting with scheduling Dean's calendar.

FINDINGS

- Jeremy Newman qualifies for reclassification because his position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level classification with substantial impact on scope/effect of work, level of independence, level of complexity and knowledge required to effectively perform the job. These duties are required to support normal department and District operations and cannot be absorbed by other staff members.
- Based on information gathered from the incumbent and his supervisor, Jeremy Newman 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 Student Services Assistant classification encompasses the majority of the incumbent's essential duties in terms of knowledge, complexity, scope and effect of work, level of decision-making authority, and the nature and purpose of contacts.

Applicable Rules:

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

RECOMMENDATION

It is recommended that the Commission reclassify Jeremy Newman's position from a Student Services Clerk to Student Services Assistant, with a reclassification effective date of March 1, 2025.

Disposition by the Commission	
Motion Made By	Deborah Jansen
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	3
Subject	Position Reclassification: Student Services Clerk to Student Services Assistant Ad-hoc Request
Date	February 26, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

A request to conduct a position study for the Student Services Clerk position in Emeritus was submitted to the Personnel Commission. A position study was initiated to determine if the current incumbent's assigned duties and responsibilities are appropriately classified. The current incumbent, Jessica Riojas has been a Student Services Clerk in Emeritus since 2007. Emeritus offers a broad range of noncredit classes that serve the interests of older adults.

METHODOLOGY

The incumbent was asked to fill out a Position Description Questionnaire (PDQ). The submitted PDQ was received by the Commission Office on September 11, 2024 and reviewed. Personnel Commission staff met with the incumbent and with Guadalupe Salgado, Interim Associate Dean, Emeritus 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 and degree of decision-making authority. According to the position study, Jessica Riojas performs a variety of moderately difficult clerical and technical duties for Emeritus. Over time the responsibility of the incumbent's position has expanded through the gradual accretion of duties. These duties are performed with considerable independence. The incumbent has responsibility for processing all Emeritus enrollment applications, verifying students' eligibility for enrollment, requesting additional documentation when needed, sending enrollment verifications and assisting students with matriculation changes to non-credit status, creating student records, updating existing records, enrolling students in classes, placing students on applicable waitlists, and coordinating with campus Admissions and Records to resolve student account holds, coordinating with the Center for Students with Disabilities for enrollment in special programs that require documentation housed in Center for Students with Disabilities, training and guiding volunteers and student workers, providing information to students and faculty on Emeritus policies and procedures, tracking submittal of faculty attendance rosters and running reports.

FINDINGS

- Jessica Riojas qualifies for reclassification because her position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level

classification with substantial impact on scope/effect of work, level of independence, level of complexity and knowledge required to effectively perform the job. These duties are required to support normal department and District operations and cannot be absorbed by other staff members.

- Based on information gathered from the incumbent and her supervisor, Jessica Riojas 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 Student Services Assistant classification encompasses the majority of the incumbent's essential duties in terms of knowledge, complexity, scope and effect of work, level of decision-making authority, and the nature and purpose of contacts.

Applicable Rules:

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

RECOMMENDATION

It is recommended that the Commission reclassify Jessica Rioja's position from a Student Services Clerk to Student Services Assistant, with a reclassification effective date of March 1, 2025.

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Joy Abbott
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	4
Subject	Examination Schedule
Date	February 26, 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	Merged Promotional and Open Competitive	3 weeks

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Deborah Jansen
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	5
Subject	Ratification of Eligibility Lists
Date	February 26, 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
Locksmith (Promotional)	1	1	8/20/2025

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	6
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	February 26, 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
Alex Beckett, Administrative Assistant II	Administrative Assistant III – Confidential (Substitute Assignment)	02/16/2025 to 05/31/2025
Sergio Cardenas, Grounds Worker	Grounds Equipment Operator	10/01/2024 to 02/03/2025
Salomon Morales Martinez, Grounds Worker	Grounds Equipment Operator	10/01/2024 to 02/03/2025

**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).

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Lawrence Leone
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	7
Subject	Appointments to Provisional Assignments
Date	February 26, 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
Tina Juarez	Events Assistant	SMC Performing Arts	7/1/2024-6/30/2025

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

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Deborah Jansen
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Jansen asked if this person was part of a bigger group on call.

IV. Closed Session

Motion to open Closed Session.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Deborah Jansen
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Pursuant to GC 54957 –

Public employee appointment, employment, evaluation of performance, discipline, or dismissal

Motion to end Closed Session.

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	Nothing to report. Commissioners motioned to end Closed Session.

V. Adjournment at 1:06 p.m.

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	1
Amendments/Comments	Commissioner Leone departed prior to adjournment.

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 26, 2025, Special Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 24 hours prior to the date and time of this meeting.