

# Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3<sup>rd</sup> 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](mailto: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](mailto: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</p> <p>Academic Affairs:</p> <p>Accounts Payable: Cherry Aquino</p> <p>Admissions &amp; Records: Jackson Edwards</p> <p>African American Center: Sherri Bradford</p> <p>Athletics:</p> <p>Auxiliary Services: Ofelia Meza</p> <p>Broad Stage/Madison: Gail Johnson</p> <p>Bundy: Beverly Redd-Walker</p> <p>Business Department: Peter Murray</p> <p>Campus Police Office: Jennifer Jones</p> <p>Campus Store: Eleaz Juarez</p> <p>Career Services: Carolina Trejo</p> <p>Cashier's Office: Veronica Romo</p> <p>Center for Media &amp; Design: Angela Valentine</p> <p>Community &amp; Academic Relations: Christina Marcial</p> <p>Community Education: Ashley Price</p> <p>Counseling Office: Allison Kosich</p> <p>Custodian Time Clock: Anthony Williams</p> <p>Disabled Students Center: Nathalie Laille</p> <p>Early Childhood Ed.: L. Manson</p> <p>Emeritus Department: V. Rankin-Scales</p> <p>English Dept.: Martha Hall</p> <p>EOP&amp;S: Gina Brunell</p> <p>ESL Office: Jocelyn Alex</p> <p>Events Office: Vinnessa Cook</p> <p>Faculty Association: Peter Morse</p> <p>Financial Aid Office: Sandra Hernandez</p> <p>Health Sciences: Clarendia Stephens</p> <p>Health Office: Nancy Alfaro</p> <p>Human Resources: Delia Padilla &amp; Dawn Noguera</p> <p>HSS: Carolyn Baugh</p> <p>Institutional Research:</p> <p>International Education Center: Ana Jara</p> <p>KCRW:</p> <p>Latino Center: Maria Martinez</p> <p>Madison: Gail Johnson</p> <p>Maintenance/Operations: Kasey Garland</p> <p>Malibu: Angela Bice</p> <p>Math Village: Kristina Fukuda</p> <p>Media Center:</p> <p>Modern Language: Travis Grant</p> <p>Music: Lori Geller</p> <p>Outreach &amp; Recruitment: Giselle Gradilla</p> <p>Payroll: Ian Fraser</p> <p>Science: Ingrid Cardwell</p> <p>Student Life: Amelia Trejo</p> <p>Superintendent/Presidents Office: L. Kilian</p> <p>STEM: Vanan Yahnian</p> <p>Theater Arts: Lindsay Lefler</p> <p>W&amp; ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS</p> <p>Emeritus: Guadalupe Salgado</p> <p>Noncredit Programs: Scott Silverman</p> <p>HR: Tre'Shawn Hall-Baker</p> <p>Info Tech: Calvin Madlock</p> <p>IEC: N. Pressian</p> <p>Instructional Technology:</p> <p>Maintenance: Terry Kamibayashi</p> <p>Operations: Dennis Biddle</p> <p>Darryl Gray</p> <p>Emily Raby</p> <p>Robert Villanueva</p> <p>Receiving: Lisa Davis</p> <p>Supplemental Instruction: Wendi DeMorst</p> <p>SMCPA: Susan Hudelson</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery</p> <p>Executive VP:</p> <p>VP Academic Affairs: Jason Beardsley</p> <p>VP Business/Admin: Chris Bonvenuto</p> <p>VP Enroll. Services: T. Rodriguez</p> <p>VP Human Resources: Sherri Lee-Lewis</p> <p>VP Student Affairs: M. Tuitasi</p> <p>Senior Director Government Relations &amp; Institutional Communications: Don Girard</p> <p>Community Relations: Kiersten Elliott</p> <p>Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION</p> <p>Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Derek Eckstein</p> <p>CSEA Chapter Pres.: Cindy Ordaz</p> <p>CSEA Chapter 1st V.P.: Martha Romano</p> <p>CSEA Chapter 2nd V.P.: Kennisha Green</p> <p>CSEA Chief Job Steward: Jonathan Rosas</p> <p>CSEA Treasurer: Dagmar Gorman</p> <p>CSEA Secretary:</p> <p>CSEA Chief Development Officer: Luis Martin</p> <p>CSEA Communications Officer: David Mendoza</p> <p>SMC POA President: Officer Cadena</p> <p>Management Association: Scott Silverman</p> <p>IF YOU NEED AN ACCOMMODATION</p> <p>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 3/13/2025</p>
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Public Session: 12:00 p.m.

I. Organizational Functions

A.Call to Order

B.Roll Call

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

II. Director's Report

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

A.Longevity

**i. February 2025**

**40 YEARS**

Ingrid Cardwell, Administrative Assistant I, Physical Science

**ii. March 2025**

**5 YEARS**

Terry Kamibayashi, Director of Facilities Maintenance, Maintenance & Operations  
Matthew Kiaman, Director of Network Services, Information Technology

**iii. April 2025**

**5 YEARS**

Diana Pennington, Administrative Assistant III-Confidential, Human Resources  
Erik Torregano, Custodian, Operations

**10 YEARS**

August Faustino, Personnel Analyst, Personnel Commission  
Fernando Henriquez, Student Services Assistant, Noncredit Education  
Lisa Ortega, Custodian, Operations

**15 YEARS**

Alice Gheorghiu, Programmer Analyst, Management Information Services

**20 YEARS**

Gerardo Lozano, Custodian, Operations  
Luis Zelaya, Custodian, Operations

**25 YEARS**

Beverly Redd-Walker, Administrative Assistant I,  
Workforce & Economic Development

B.Comments from the Vice President of Human Resources

C.Comments from the President of CSEA

D.Comments from the President of Management Association

E.Comments from Personnel Commission Staff

F.Comments from the Personnel Commissioners

IV. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Second Reading of Amendment to Rules and Regulations of the Classified Service: Merit Rule 6.3.15	4
2	Personnel Commission Budget-Fiscal Year 2025-2026 Presentation of the Initial Personnel Commission Budget for Fiscal Year 2025-2026. First Reading.	5

V. Consent Agenda

Report Number	Subject	Page Number
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5	Ratification of Eligibility Lists	11
6	Extension of Eligibility Lists	12
7	Ratification of Working Out of Class and Internal Limited Term Assignments	13
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10	Personnel Commission Project Tracking	17

VI. Closed Session

Pursuant to GC 54957 –

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

VII. Adjournment

Agenda Report Number	1
Subject	Second Reading of Amendment to Rules and Regulations of the Classified Service: Merit Rule 6.3.15
Date	April 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The goals of these changes include updating and clarifying processes, and ensuring language is in compliance with relevant laws and applicable bargaining agreements.

**6.3.15 CERTIFICATION OF NAMES FOR SHIFT DIFFERENTIAL COMPENSATION (EDUCATION CODE SECTIONS 88180, 88181, 88182, 88183, 88184, 88185, 88186)**

- A. Assignment to a regular position which qualifies an employee for additional ~~for~~ shift differential compensation as specified in Rule 12.2.14 shall be made on the basis of seniority among those employees within the appropriate class. The following conditions shall apply:
  - ~~1. The assignment must exceed twenty continuous working days.~~
  - 12. The employee must submit an application for transfer to the Director of Classified Personnel Commission Office at the time the vacancy is posted by the deadline indicated on the transfer posting.
  - 2. Seniority shall be computed as provided in Rule 13.1.2.
- B. No employee assigned to work a shift ~~which is~~ entitled to differential compensation shall be demoted in class or grade as a result of such ~~an~~ assignment.
- C. An employee receiving a shift differential shall not lose this compensation if they are temporarily, for twenty (20) working days or less, assigned to a shift not entitled to such compensation. The regular rate of pay for all purposes of an employee assigned to a shift which provides differential compensation shall be the differential rate.
- D. When a vacancy exists in a ~~permanent or temporary~~ regular position for which additional differential compensation is designated, and no employee in the class ~~wishes~~ applies to ~~volunteer for transfer to~~ the shift, the assignment shall be made by the department supervisor ~~on the basis of the needs of the department in reverse order of District seniority, provided that there are no candidates from a current eligibility or reinstatement list who are available and interested in the assignment.~~ Except in emergency circumstances, notification shall be made to the affected employee(s) in writing at least five (5) working days prior to becoming effective. Written notification of involuntary transfer shall be issued at least five working days prior to becoming effective.

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

Agenda Report Number	2
Subject	Personnel Commission Budget-Fiscal Year 2025-2026 Presentation of the Initial Personnel Commission Budget for Fiscal Year 2025-2026. First Reading.
Date	April 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The attached proposed budget for the operation of the Personnel Commission Office for Fiscal Year 2025-2026 is submitted to the Personnel Commission for review and discussion by the Director of the Personnel Commission.

In accordance with Merit Rule 2.4.1 (A), the Personnel Director shall prepare and submit to the Commission a proposed operating budget for the next ensuing fiscal year. The budget shall be submitted for a first reading no later than the appropriate Commission meeting in April.

### Summary

The Personnel Commission budget for FY 2025-2026 reflects the following adjustments against the prior year's budget:

2.9% increase in total salary and benefits due to the following changes:

- Mandatory 4.4% increase in employee benefits
- Mandatory 13% increase in Commissioner benefits
- Mandatory step and column increase in salary

3.4% increase in total operating expenses, due to anticipated increases in licensing fees for our applicant management system

Budget adjustments for salary and benefits include savings from elimination of our temporary staff for next fiscal year, and salary savings from a mid-year turnover within our classified non-management staff, in which a vacated Personnel Analyst position (Salary Range 45) was back-filled with a Personnel Technician position (Salary Range 38). This adjustment resulted in an annual savings of approximately \$96,000. We are requesting the addition of one permanent, part-time Personnel Analyst, at an annual cost of approximately \$71,000.

Outside of the mandatory salary and benefits increases, these staffing changes account for an annual savings of approximately \$15,000 from our budget.

Overall, the Personnel Commission is requesting a 2.9% increase to its budget for Fiscal Year 2025-2026.



Description	Object	2024-25	2025-26	Difference	% Change	Remarks
Administrative & Management	2110	\$ 513,037.00	\$ 521,795.00	\$ 8,758.00	1.7%	Step and Column increases Step and Column increases; back-filled vacant position mid-year at a lower level; convert part-time temp to part-time permanent
Clerical	2120	\$ 778,275.00	\$ 796,847.00	\$ 18,572.00	2.4%	
Clerical Hourly (Temporary Staff)	2323	11,000.00	0.00	\$ (11,000.00)		
Clerical Overtime	2324	2,000.00	2,000.00	\$ -		
Personnel Commissioners	2380	7,725.00	7,725.00	\$ -		
Other Classified Hourly	2393	0.00	0.00	\$ -		
Benefits (Staff)	Various	\$ 743,560.00	\$ 776,365.00	\$ 32,805.00	4.4%	CalPERS-Mandated and Increase in Health & Welfare premiums CalPERS-Mandated and Increase in Health & Welfare premiums
Benefits (Commissioners)	Various	\$ 103,213.00	\$ 116,604.00	\$ 13,391.00	13%	
<b>Total Salary &amp; Benefits</b>		<b>\$ 2,158,810.00</b>	<b>\$ 2,221,336.00</b>	<b>\$ 62,526.00</b>	<b>2.9%</b>	
Supplies	4550	\$ 4,396.00	\$ 4,396.00	\$ -		
Mileage	5210	\$ 150.00	\$ 150.00	\$ -		
Conf./Training/Staff Development	5220	\$ 6,200.00	\$ 6,200.00	\$ -		
Meeting Reimbursements	5241	\$ -	\$ -	\$ -		
Meals/Catering for Raters	5242	\$ 2,000.00	\$ 2,000.00	\$ -		
Dues & Memberships	5310	\$ 5,500.00	\$ 5,500.00	\$ -		
Repairs & Equipment Maintenance	5650	\$ 400.00	\$ 400.00	\$ -		
Legal	5730	\$ 15,000.00	\$ 15,000.00	\$ -		
Off Campus Printing	5820	\$ -	\$ -	\$ -		
Advertising	5830	\$ 6,500.00	\$ 6,500.00	\$ -		
Software Licensing	5840	\$ 18,400.00	\$ 20,400.00	\$ 2,000.00		Anticipated increase in NeoGov licensing
Postage	5850	\$ -	\$ -	\$ -		
Other Contract Services	5890	\$ -	\$ -	\$ -		
<b>Total Operating Expenses</b>		<b>\$ 58,546.00</b>	<b>\$ 60,546.00</b>	<b>\$ 2,000.00</b>	<b>3.4%</b>	
<b>Total Budget</b>		<b>\$ 2,217,356.00</b>	<b>\$ 2,281,882.00</b>	<b>\$ 64,526.00</b>	<b>2.9%</b>	

V.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	3
Subject	Establishment of Seniority Lists
Date	April 16, 2025
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 lists for approval:

Construction Maintenance Manager  
Director of Sustainability

It is recommended that the Personnel Commission certify the seniority lists effective April 16, 2025.

#### 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 their 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.

**"CONSTRUCTION MAINTENANCE MANAGER" Seniority List**

Classification: **Construction Maintenance Manager**

Range: M22

Monthly Base Salary as of July 1, 2024: \$ 8997 to \$ 10936

PC Certification Date: April 16, 2025

Review Period: April 4 to 10, 2025

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 <b>Construction Maintenance Manager</b>
Tostado, Jose	4/3/2024	No	8/1/2018	12	40	

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

Approved by: Carol Long, Director of the Personnel Commission

**"DIRECTOR of SUSTAINABILITY" Seniority List**

Classification: **Director of Sustainability**

Range: M28

Monthly Base Salary Range as of July 1, 2024: \$ 10415 to \$ 12660

PC Certification Date: April 16, 2025

Review Period: March 25 to 31, 2025

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 <b>Director of Sustainability</b>
Kawar, Ferris	3/6/2024	No	3/6/2024	12	40	

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

Approved by: Carol Long, Director of the Personnel Commission

Agenda Report Number	4
Subject	Exam Schedule
Date	April 16, 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
Academic Records Evaluator	Promotional	3 weeks
Case Manager	Merged Promotional and Open Competitive	3 weeks
Database Administrator	Merged Promotional and Open Competitive	3 weeks
Human Resources Specialist	Promotional	3 weeks

Agenda Report Number	5
Subject	Ratification of Eligibility Lists
Date	April 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission ratify the following eligibility lists.

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Community College Police Officer	0	1	9/30/2025
Shuttle Driver	1	1	10/17/2025

Agenda Report Number	6
Subject	Extension of Eligibility Lists
Date	April 16, 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 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
Administrative Assistant II (Promotional)	5/19/2025	5/19/2025	8	8	8/19/2025
Associate Programmer Analyst	4/25/2025	4/25/2025	18	5	7/25/2025
Cosmetology Assistant	5/2/2025	5/2/2025	3	5	8/2/2025
Employee Benefits Coordinator (Promotional)	5/20/2025	5/20/2025	1	1	7/20/2025
Human Resources Analyst – Employee and Labor Relations (Confidential) – Promotional	4/22/2025	4/22/2025	2	2	7/22/2025
Human Resources Analyst – Employee and Labor Relations (Confidential) – Open	5/2/2025	5/2/2025	1	1	8/2/2025
Mechanical Systems Manager (Promotional)	5/12/2025	5/12/2025	2	2	8/12/2025
Professional Development Coordinator (Promotional)	4/24/2025	4/24/2025	2	2	7/24/2025

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated through the proposed expiration date.

#### Merit Rule 6.2.3 (C) Duration of Eligibility List

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 shown above.

Agenda Report Number	7
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	April 16, 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
Jorge Jimenez, Irrigation Systems Specialist	Grounds Manager	04/14/2025 to 06/30/2025 & 07/01/2025 to 08/15/2025
Calixto Morales, Grounds Worker	Irrigation Systems Specialist	04/14/2025 to 06/30/2025 & 07/01/2025 to 08/15/2025
Donatas Bukauskas, Instructional Tutor-Math	Tutoring Coordinator-Math	04/01/2025 to 06/30/2025
Karen Monzon, Human Resources Analyst - Employee and Labor Relations (Confidential)	Director of Human Resources	05/07/2025 to 06/30/2025

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

II. Correction to Provisional Working out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment	Corrected Dates of Assignment
Sergio Cardenas Grounds Worker	Grounds Manager	03/03/2025 to 06/30/2025	03/03/2025 to 04/11/2025

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

**3.2.10 CONCEPT OF WORKING OUT OF CLASSIFICATION**

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.

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.



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**

The Director of the Personnel Commission will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay 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**

11.7.1 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	8
Subject	Appointments to Provisional Assignments
Date	April 16, 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
Robert Wimley	Mail Services Worker II	PCAL	11/12/2024-5/7/2025
Carlos Nieves-Javiel	Laboratory Technician- Photography	Academic Affairs	3/17/2025-6/30/2025
Maxwell Zigala	Theater Technical Specialist	Facilities	3/7/2025-6/30/2025

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

Agenda Report Number	9
Subject	Ratification of Meeting Minutes
Date	April 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

It is recommended that the Personnel Commission ratify the following meeting minutes:

1. 3-19-2025 Regular Meeting

Agenda Report Number	10
Subject	Personnel Commission Project Tracking
Date	April 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

**Classification and Compensation**

Job Title	Type of Request	Assigned to	Project Start Date	Date Completed	Progress
Reprographics Supervisor	Cyclical Review	TM			Upcoming
Reprographics Technician	Cyclical Review	TM			Upcoming
Senior Reprographics Technician	Cyclical Review	TM			Upcoming
Shuttle Driver	Cyclical Review	TM	11/15/2024	2/13/2025	Stakeholder Review
Transportation Operations Coordinator	Cyclical Review	TM	11/15/2024	2/13/2025	Stakeholder Review
Assessment Center Supervisor	Cyclical Review	OV	3/31/2025		Research & Planning
Asset Manager	Cyclical Review	OV	1/30/2025		Research & Planning
Buyer I	Cyclical Review	OV	1/30/2025		Research & Planning
Buyer II	Cyclical Review	OV	1/30/2025		Research & Planning
Director of Procurement, Contracts & Logistics	Cyclical Review	OV	1/30/2025		Research & Planning
DSPS Manager	Cyclical Review	OV	3/31/2025		Research & Planning
EOPS Specialist	Cyclical Review	OV	3/31/2025		Research & Planning
EOPS Supervisor	Cyclical Review	OV	3/31/2025		Research & Planning
Property Clerk	Cyclical Review	OV	1/30/2025		Research & Planning
Senior Buyer	Cyclical Review	OV	1/30/2025		Research & Planning
Senior EOPS Specialist	Cyclical Review	OV	3/31/2025		Research & Planning
Senior Student Services Specialist - Assessment Services	Cyclical Review	OV	3/31/2025		Research & Planning

Job Title	Type of Request	Assigned to	Project Start Date	Date Completed	Progress
Senior Veterans Resource Specialist	Cyclical Review	OV	3/31/2025		Research & Planning
Student Judicial Affairs Specialist	Cyclical Review	OV	3/31/2025		Research & Planning
Student Services Specialist	Cyclical Review	OV	3/31/2025		Research & Planning
Transfer & Articulation Specialist	Cyclical Review	OV	3/31/2025		Research & Planning
Veterans Resource Specialist	Cyclical Review	OV	3/31/2025		Research & Planning
Associate Programmer Analyst	Cyclical Review	JL			Upcoming
Chief Director of Information Technology	Cyclical Review	JL			Upcoming
Database Administrator	Cyclical Review	JL			Upcoming
Database Analyst	Cyclical Review	JL			Upcoming
Director of Management Information Systems	Cyclical Review	JL			Upcoming
Director of Network Services	Cyclical Review	JL	2/25/2025		Research & Planning
Entertainment Technology Services Manager	Cyclical Review	JL			Upcoming
Information Systems Administrator	Cyclical Review	JL	2/19/2025		Research & Planning
Information Systems Engineer	Cyclical Review	JL	2/19/2025		Research & Planning
Information Systems Security Officer	Cyclical Review	JL			Upcoming
IT Project Analyst	Cyclical Review	JL			Upcoming
Management Information System (MIS) Manager	Cyclical Review	JL			Upcoming
Media Resources Assistant	Cyclical Review	JL			Upcoming
Multimedia Specialist	Cyclical Review	JL			Upcoming
Network Administrator	Cyclical Review	JL	2/19/2025		Research & Planning
Network Analyst	Cyclical Review	JL	2/19/2025		Research & Planning
Network Communications Technician I	Cyclical Review	JL	2/25/2025		Research & Planning
Network Communications Technician II	Cyclical Review	JL	2/25/2025		Research & Planning

Job Title	Type of Request	Assigned to	Project Start Date	Date Completed	Progress
Network Communications Technician III	Cyclical Review	JL	2/25/2025		Research & Planning
Network Engineer	Cyclical Review	JL	2/19/2025		Research & Planning
Network Services Manager	Cyclical Review	JL	2/25/2025		Research & Planning
Principal Programmer Analyst	Cyclical Review	JL			Upcoming
Programmer Analyst	Cyclical Review	JL			Upcoming
Senior Programmer Analyst	Cyclical Review	JL			Upcoming
Senior Technology User Support Specialist	Cyclical Review	JL	11/3/2023		Upcoming
Assistant Director of Facilities Operations	Cyclical Review	JG	2/25/2025		Upcoming
Custodial Operations Manager	Cyclical Review	JG	2/25/2025		Research & Planning
Custodial Operations Supervisor	Cyclical Review	JG	2/25/2025		Research & Planning
Custodian	Cyclical Review	JG	2/25/2025		Research & Planning
Director of Facilities Operations	Cyclical Review	JG	2/25/2025		Research & Planning
Grounds Equipment Operator	Cyclical Review	JG	12/4/2024	4/1/2025	Stakeholder Review
Grounds Manager	Cyclical Review	JG	12/4/2024		Research & Planning
Grounds Supervisor	Cyclical Review	JG	12/4/2024		Research & Planning
Grounds Worker	Cyclical Review	JG	12/4/2024	4/1/2025	Stakeholder Review
Irrigation Systems Specialist	Cyclical Review	JG	12/4/2024	4/1/2025	Stakeholder Review
Lead Custodian	Cyclical Review	JG	2/25/2025		Research & Planning
Recycling Program Specialist	Cyclical Review	JG			Upcoming
Senior Grounds Equipment Operator	Cyclical Review	JG	12/4/2024	4/1/2025	Stakeholder Review
KCRW Radio Media and Public Relations Officer	Cyclical Review	JA	6/7/2024		Hold
KCRW Radio Programming Assistant	Cyclical Review	JA	6/7/2024	4/1/2025	Stakeholder Review

Job Title	Type of Request	Assigned to	Project Start Date	Date Completed	Progress
KCRW Radio Programming Technician	Cyclical Review	JA	6/7/2024		Hold
KCRW Radio Services Assistant	Cyclical Review	JA	6/7/2024		Hold
KCRW Radio Station Assistant Director	Cyclical Review	JA	6/7/2024		Hold
KCRW Radio Station Assistant Engineer	Cyclical Review	JA	6/7/2024		Hold
KCRW Radio Station Director	Cyclical Review	JA	6/7/2024	4/1/2025	Stakeholder Review
KCRW Radio Station Engineer	Cyclical Review	JA	6/7/2024		Research & Planning
KCRW Radio Station Operations Manager	Cyclical Review	JA	6/7/2024	4/1/2025	Stakeholder Review
KCRW Radio Station Recording Engineer	Cyclical Review	JA	6/7/2024	4/1/2025	Stakeholder Review
KCRW Radio Subscription Services Senior Specialist	Cyclical Review	JA	6/7/2024		Hold
KCRW Radio Website News Producer	Cyclical Review	JA	6/7/2024		Hold
Lead Receiving, Stockroom & Delivery Worker	Cyclical Review	JA	11/13/2024	2/13/2025	Stakeholder Review
Radio Engineer Manager	Cyclical Review	JA	6/7/2024		Hold
Receiving, Stockroom & Delivery Worker	Cyclical Review	JA	11/13/2024	2/13/2025	Stakeholder Review
Bookstore Clerk/Cashier	Cyclical Review	AF	2/19/2025		Research & Planning
Campus Store Assistant Manager	Cyclical Review	AF	2/19/2025		Research & Planning
Campus Store Manager	Cyclical Review	AF	2/19/2025		Research & Planning
Campus Store Operations Assistant	Cyclical Review	AF	2/19/2025		Research & Planning
Campus Store Operations Coordinator	Cyclical Review	AF	2/19/2025		Research & Planning
Course Materials Buyer	Cyclical Review	AF	2/19/2025		Research & Planning
Customer Services Assistant	Cyclical Review	AF	2/19/2025		Research & Planning
Merchandising Buyer	Cyclical Review	AF	2/19/2025		Research & Planning
Media Resources Assistant	Position Review	OV	3/7/2025		PC Agenda

Job Title	Type of Request	Assigned to	Project Start Date	Date Completed	Progress
Senior Career Services Advisor	Position Review	AF	6/11/2024	1/21/2025	Stakeholder Review
Instructional Media Specialist	Salary Reallocation	OV	10/11/2023		Research & Planning

**Recruitment**

Title	Assigned to	Open Date	Close Date
Case Manager	OV		
Community College Police Officer	JG	10/30/2023	
Custodial Operations Manager	JG	On Hold	
Custodian	JG	On Hold	
Database Administrator	JL	4/2/2025	4/23/2025
Director of Human Resources	JL	3/11/2025	4/7/2025
Electrician	AF	On Hold	
Grounds Manager	JG	On Hold	
Lead Custodian	TM	2/7/2025	3/3/2025
Shuttle Driver	TM	3/10/2025	3/28/2025



VI. Closed Session Start Time:

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

Pursuant to GC 54957 –  
Public employee appointment, employment, evaluation of performance, discipline, or dismissal

Closed Session End Time:

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

VII.Adjournment

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

Day	Month	Date	Year	Time	Venue
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 April 16, 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.