

Public Session: 11:34 a.m.

I. Organizational Functions

A.Call to Order

B.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	Personnel Commission Budget Fiscal Year 2025-2026 Presentation of a Revised Personnel Commission Budget for Fiscal Year 2025-2026. First Reading.	2
2	Ratification of Eligibility Lists	5
3	Classification Description Revisions: Shuttle Driver	6

IV. Adjournment

Agenda Report Number	1
Subject	Personnel Commission Budget Fiscal Year 2025-2026 Presentation of a Revised Personnel Commission Budget for Fiscal Year 2025-2026. First Reading.
Date	April 23, 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 2025-26 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
- 29% increase in total operating expenses, due to the following changes:
 - Increases in legal expenses due to multiple disciplinary hearings slated for 2025-2026
 - 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 3.6% increase to its budget for Fiscal Year 2025-2026.

A discussion followed regarding an increase to legal fees for anticipated appeal hearings in Fiscal Year 2025-2026. The Commission agreed that selection of a Hearing Officer would be the first order of business. Campus Counsel, Bob Myers, was present via Zoom and provided some input on the process of finding and selecting a Hearing Officer. He also offered some possible solutions for funding the upcoming hearings and would hold a meeting with Chris Bonvenuto and Carol Long to follow up.

Commissioner Abbott requested that the "Remarks" portion of the Personnel Commission Budget worksheet show the following explanation "Increases in legal expenses due to multiple disciplinary hearings slated for 2025-2026" for the increase to Legal line item.

PERSONNEL COMMISSION BUDGET 2025-2026 - Revised

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
Benefits (Commissioners)	Various	103,213.00	\$ 116,604.00	\$ 13,391.00	13%	CalPERS-Mandated and Increase in Health & Welfare premiums
Total Salary & Benefits		\$ 2,158,810.00	\$ 2,221,336.00	\$ 62,526.00	2.9%	
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	\$ 30,000.00	\$ 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	\$ -	\$ -	\$ -		
Total Operating Expenses		\$ 58,546.00	\$ 75,546.00	\$ 17,000.00	29.0%	
Total Budget		\$ 2,217,356.00	\$ 2,296,882.00	\$ 79,526.00	3.6%	

Agenda Report Number	2
Subject	Ratification of Eligibility Lists
Date	April 23, 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
Lead Custodian (Promotional)	4	4	9/30/2025

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Joy Abbott
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	3
Subject	Classification Description Revisions: Shuttle Driver Cyclical Review
Date	April 23, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

BACKGROUND

Attached for your approval are the classification revisions for **SHUTTLE DRIVER**.

As part of the cyclical review process, we are reviewing classifications in Transportation. The Transportation Department is operated by the Business Services Division of Santa Monica College which provides services such as Accounting, Accounts Payable, Auxiliary Services, Bookstore, Budget, Cashier's Office, Contracts, Finance, Mail Services, Payroll, Purchasing, Receiving, and Warehouse Services.

The Van Driver classification was established in August, 1989 and retitled to Shuttle Driver in December, 2006.. The most recent revision was approved in May 2017, to refine the vehicle inspection expectations as well as the requirement to communicate using a mobile communication device, provide customer service and mandate a passenger endorsement. There is currently 1 permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Transportation classifications, as well as CSEA, were invited to participate in a class study orientation on October 30, 2024, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by November 15, 2024. Commission staff subsequently conducted a job audit to obtain input from the incumbent. The information gathered from the job audit was reviewed with the manager.

Personnel Commission staff consulted with David Dever, Director of Auxiliary Services and Mitch Heskell, Dean of Education Enterprise, to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions were proposed to clarify updated licensing requirements.

A job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on data gathered, minor description revisions are being proposed, to clarify a legal change of required licensing.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies utilized roles in a temporary capacity, used contracted services or assigned broader responsibilities. There is no recommendation for salary reallocation as a result of description updates.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Auxiliary Services	M31	\$11,203	\$13,617	105%
Transportation Operations Coordinator	31	\$5,466	\$6,643	13%
Shuttle Driver	26	\$4,834	\$5,876	

Cyclical review results have been sent to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

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

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Lawrence Leone
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Shuttle Driver

CONCEPT OF THE CLASS

Under supervision, positions in this classification perform journey level transportation services for students, District employees and guests on scheduled or special routes to and from campuses. Incumbents operate a multi-passenger vehicle, conduct routine vehicle inspections and maintenance, report non-routine problems as detected, and provide customer service to passengers.

DISTINGUISHING CHARACTERISTICS

~~Positions in the The Shuttle Driver classification are is~~ responsible for driving a multi-passenger vehicle to transport passengers to and from campuses, community service activities or events.

~~Positions in the The Transportation Operations Specialist Coordinator classification are is~~ responsible for coordinating the District shuttle service routes, transportation service requests, repairs, maintenance and recordkeeping of District fleet vehicles.

ESSENTIAL DUTIES

Conforms to all federal, state, and local traffic laws and regulations governing the operation of a commercial multi-passenger vehicle for passenger use.

Follows specified instructions, procedures, and standards for the efficient and safe operation of the vehicle, and for the care and safety of the passengers.

Operates a multi-passenger vehicle to transport passengers to and from specified destinations using safety precautions and observing driving regulations at all times and as directed.

Maintains a daily log of transportation runs, maintenance, and mileage.

Operates a mobile communication device to inform supervisor of delays, detours, or other problems concerning the transport of passengers.

Recommends alternate routes to the supervisor for approval as needed due to obstructions, constructions, or detours.

Operates multi-passenger vehicle wheelchair lift for passengers with disabilities.

Performs routine vehicle maintenance, such as fueling, checking oil, coolant levels, and tire condition; keeps vehicle clean and washed; reports any non-routine problems or malfunctioning equipment to management.

Provides customer service and information about transportation and District services to students, District employees and guests.

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

Positions in this classification receive supervision from the Director of Auxiliary Services, the employee carries out essential duties and should recognize instances that are out of the ordinary and seek advice or further instructions.

Level of Supervision Exercised

None.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Safe multi-passenger vehicle driver practices
California Highway Patrol and Department of Motor Vehicles rules and regulations
Federal, State, local traffic laws and regulations applicable to commercial multi-passenger vehicles
Basic record keeping
Basic automotive Alternative Fuels, service and repair issues
Basic mathematics
Effective customer service techniques

Ability to:

Safely operate a multi-passenger vehicle with seating capacity of 16 or more people
Operate a mobile communication device
Maintain accurate records
Understand and carry out oral and written instructions
Clean and perform minor repairs on a motor vehicle
Monitor the servicing and maintenance of a multi-passenger vehicle
Learn designated routes
Read and understand maps
Work with minimum supervision
Interpret, apply and explain rules, regulations, policies and procedures
Orally communicate in a clear and effective manner
Deal with people effectively and produce positive results
Exhibit a pleasant, cooperative attitude
Be friendly, reliable, flexible and sensitive
Be willing to follow a daily routine driving a prescribed route and following a set schedule conscientiously
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:

High school diploma or equivalent

Experience Requirement:

One ~~(1)~~ year of experience driving ~~a shuttle, van or bus~~, greeting and providing information to passengers. Experience driving a shuttle, van or bus preferred.

Special Requirements:

May be required to work varied hours and/or be on call.

Must maintain a satisfactory driving record, which includes the following:

- a) Within a three ~~(3)~~ year period, must not have committed any violation that resulted in a conviction with a DMV 2 Point count or more.
- b) Within a three ~~(3)~~ year period, must not have committed three ~~(3)~~ or more DMV 1 Point violations.
- c) Within a three ~~(3)~~ year period, must not have had driving privileges revoked, suspended, or placed on probation.

Must comply with District Board Policy and Administrative Regulations as it pertains to Drug and Alcohol Testing for Transportation Employees.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

Must possess a California Class ~~B-C~~ Driver's License with passenger endorsement and be eligible for the certificate as required by the Department of Motor Vehicles- and the California Highway Patrol to transport students, staff and guests. Must have a good driving record and be able to be insured and continue to be insurable by the District's liability insurance carrier.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

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

While performing the duties of this job the employee is regularly required to stand, walk and sit, use hands to steer and drive or handle materials and tools, fuel and oil, and wash and dry vehicles. Required to read, write, talk and hear in English. The employee is occasionally exposed to moving mechanical parts. The employee is regularly required to lift, carry, push or pull up to 10 pounds, and assist passengers into vehicles including assisting disabled persons. Must be able to sit for- extended periods of time. Must possess good vision and hearing and pass the District's physical examination.

While performing the duties of this job, the noise level in the work environment is usually moderate.

CLASS DETAIL

Job Family:

Trades / Facilities / Maintenance Facilities, Trades & Maintenance

FLSA Status:

Non-exempt

Personnel Commission Approval Date:

December 7, 2006 8/1989

Revision Date(s):

12/07/06, 5/17/17, 4/23/25

Class History:

Van Driver

**Santa Monica Community College District
Personnel Commission**

Shuttle Driver

CONCEPT OF THE CLASS

Under supervision, positions in this classification perform journey level transportation services for students, District employees and guests on scheduled or special routes to and from campuses. Incumbents operate a multi-passenger vehicle, conduct routine vehicle inspections and maintenance, report non-routine problems as detected, and provide customer service to passengers.

DISTINGUISHING CHARACTERISTICS

The **Shuttle Driver** is responsible for driving a multi-passenger vehicle to transport passengers to and from campuses, community service activities or events.

The **Transportation Coordinator** is responsible for coordinating the District shuttle service routes, transportation service requests, repairs, maintenance and recordkeeping of District fleet vehicles.

ESSENTIAL DUTIES

Conforms to all federal, state, and local traffic laws and regulations governing the operation of a commercial multi-passenger vehicle for passenger use.

Follows specified instructions, procedures, and standards for the efficient and safe operation of the vehicle, and for the care and safety of the passengers.

Operates a multi-passenger vehicle to transport passengers to and from specified destinations using safety precautions and observing driving regulations at all times and as directed. Maintains a daily log of transportation runs, maintenance, and mileage.

Operates a mobile communication device to inform supervisor of delays, detours, or other problems concerning the transport of passengers.

Recommends alternate routes to the supervisor for approval as needed due to obstructions, constructions, or detours.

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Level of Supervision Received

Positions in this classification receive supervision from the Director of Auxiliary Services, the employee carries out essential duties and should recognize instances that are out of the ordinary and seek advice or further instructions.

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None.

KNOWLEDGE, SKILLS AND ABILITIES

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Maintain accurate records
Understand and carry out oral and written instructions
Clean and perform minor repairs on a motor vehicle
Monitor the servicing and maintenance of a multi-passenger vehicle
Learn designated routes
Read and understand maps
Work with minimum supervision
Interpret, apply and explain rules, regulations, policies and procedures
Orally communicate in a clear and effective manner
Deal with people effectively and produce positive results
Exhibit a pleasant, cooperative attitude
Be friendly, reliable, flexible and sensitive
Be willing to follow a daily routine driving a prescribed route and following a set schedule conscientiously
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:

High school diploma or equivalent

Experience Requirement:

One year of experience driving, greeting and providing information to passengers. Experience driving a shuttle, van or bus preferred.

Special Requirements:

May be required to work varied hours and/or be on call.

Must maintain a satisfactory driving record, which includes the following:

- a) Within a three year period, must not have committed any violation that resulted in a conviction with a DMV 2 Point count or more.
- b) Within a three year period, must not have committed three or more DMV 1 Point violations.
- c) Within a three year period, must not have had driving privileges revoked, suspended, or placed on probation.

Must comply with District Board Policy and Administrative Regulations as it pertains to Drug and Alcohol Testing for Transportation Employees.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

Must possess a California Class C Driver's License with passenger endorsement and be eligible for the certificate as required by the Department of Motor Vehicles and the California Highway Patrol to transport students, staff and guests. Must have a good driving record and be able to be insured and continue to be insurable by the District's liability insurance carrier.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

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

While performing the duties of this job the employee is regularly required to stand, walk and sit, use hands to steer and drive or handle materials and tools, fuel and oil, and wash and dry vehicles. Required to read, write, talk and hear in English. The employee is occasionally exposed to moving mechanical parts. The employee is regularly required to lift, carry, push or pull up to 10 pounds, and assist passengers into vehicles including assisting disabled persons. Must be able to sit for extended periods of time. Must possess good vision and hearing and pass the District's physical examination.

While performing the duties of this job, the noise level in the work environment is usually moderate.

CLASS DETAIL

Job Family:	Facilities, Trades & Maintenance
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	8/1989
Revision Date(s):	12/07/06, 5/17/17, 4/23/25
Class History:	Van Driver

IV. Adjournment at 11:48 a.m.

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
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 23, 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.