

## 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=YUJ4TUU6dkF1MnUzWlRNRnhYMWpTUT09>

### Call In:

One tap mobile :

+16694449171,,89802168458#,,,,\*170714# US

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Webinar ID: 898 0216 8458

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+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

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+1 564 217 2000 US

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## **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: Elease 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: Robyn Rouzan</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: Maintenance:</p> <p>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 4/22/2025</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

Today's February and March honorees were added as the result of a records audit. The April honorees will be recognized today due a Zoom outage that occurred during the last Regular meeting on April 16, 2025.

i. February 2025 Addendum

40 YEARS

Ingrid Cardwell, Administrative Assistant I, Physical Science

ii. March 2025 Addendum

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  
Kim Tran, Chief Director of Business Services

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

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V.Consent Agenda

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VI. Closed Session

Pursuant to GC 54957 –

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

VII.Adjournment

Agenda Report Number	1
Subject	Personnel Commission Budget-Fiscal Year 2025-2026 Presentation of the Revised Personnel Commission Budget for Fiscal Year 2025-2026. Second Reading.
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Attached is the proposed budget for the operation of the Personnel Commission Office for Fiscal Year 2025-2026, submitted to the Personnel Commission for review, discussion, and approval.

This is the second reading of the proposed budget for which the Commission should open the public hearing and take testimony from any interested party, close the public hearing, amend as the Commission deems necessary and prudent, and then adopt.

Pursuant to Articles 88073 and 88086 of the California Education Code and Merit Rule 2.4.1 (A-D), each Personnel Commission must prepare an annual budget for its office which, upon the approval of the County Superintendent, shall be included by the governing board in the regular budget of the community college district.

The Personnel Commission's proposed budget was submitted for consideration to the Board of Trustees at their regular meeting on May 6, 2025. The Board of Trustees has accepted the Personnel Commission's budget as submitted, without any requests for changes.

### Summary

The Personnel Commission's budget for Fiscal Year 2025-26 reflects an overall 4.5% increase against the prior year's budget, which includes:

- Mandatory increases in employee salaries due to step and longevity movement, and in employee and Commissioner benefits
- Increases in total operating expenses anticipated to cover legal expenses for multiple disciplinary hearings slated for fiscal year 2025-2026, and anticipated annual license fee increases for the contracted NeoGov applicant management system.

Budget adjustments for salary and benefits include savings from the elimination of our temporary staff for next fiscal year, and salary savings from a mid-year turnover within non-management classified staff which provided for a backfilled position at a lower salary range. This adjustment resulted in an annual savings of approximately \$96,000. With that, the Personnel Commission requests to add one permanent, part-time Personnel Analyst at an annual cost of approximately \$71,000 to support expected ongoing impacts to classified staffing in fiscal year 2025-2026.

Education Code 88124 states that a permanent employee who has been demoted, suspended or dismissed may appeal to the Personnel Commission and request a hearing. As multiple hearings of this nature are anticipated during 2025-2026, the Personnel Commission proposes to increase its legal budget line from \$15,000 to \$50,000. Any funds from Legal Fees not spent on hearings will be returned to the general funds at the end of the fiscal year.

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
<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	\$ 50,000.00	\$ 35,000.00		Increase in legal expenses due to multiple disciplinary hearings slated for 2025-2026
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>\$ 95,546.00</b>	<b>\$ 37,000.00</b>	<b>63.2%</b>	
<b>Total Budget</b>		<b>\$ 2,217,356.00</b>	<b>\$ 2,316,882.00</b>	<b>\$ 99,526.00</b>	<b>4.5%</b>	

Open Public Hearing – Time Opened	
Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Close Public Hearing – Time Closed	
Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

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



Agenda Report Number	2
Subject	Classified School Employees Week
Date	May 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Since 1986, California has taken the third week in May to honor the invaluable contributions of Classified School Employees. It is recommended that the Personnel Commission adopt the following resolution in recognition and observance of Classified School Employees Week, May 18 through May 24, 2025.

WHEREAS, classified employees provide services that are vital to excellence in education and the educational process at Santa Monica College including maintaining buildings and grounds, providing support services and assistance, keeping facilities clean and repaired, assisting in the classroom, providing a secure learning environment, and providing many specialized services directly related to student success; and

WHEREAS, classified employees are directly involved in supporting the learning environment through their professional efforts in sustaining the activities of faculty, staff, administration, and the public who utilize the programs and services of the Santa Monica Community College District; and

WHEREAS, without these services the quality of the educational pursuits of the District and students would be greatly diminished; and

WHEREAS, classified employees of the Santa Monica Community College District deserve recognition and thanks for their outstanding efforts;

NOW, THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District.

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

Agenda Report Number	3
Subject	Notification of Charges and Request for Appeal of Employee Discipline: Selection of a Hearing Officer
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Board of Trustees has recently voted to move forward with each of the following disciplinary actions:

- On January 21, 2025, the Board of Trustees voted to require one classified employee to serve a non-paid 15 calendar day suspension, effective January 22, 2025 through February 5, 2025.
- On April 1, 2025, the Board of Trustees voted to move forward with an involuntary demotion of one classified employee, effective April 2, 2025.

The Personnel Commission Office received a timely appeal and demand for a hearing from both of these classified employees.

In accordance with Merit Rule 14.2.2, the Personnel Commission shall order a hearing for each case. It has been past practice of the Personnel Commission to appoint a Hearing Officer to conduct appeal hearings.

The following list of attorneys has been collected from the California School Personnel Commissioners Association (CSPCA), the American Arbitration Association, and referrals from other directors of merit system programs in California. Resumes and related information have been forwarded to each Commissioner. Discussion will focus on the selection of a Hearing Officer, giving consideration to the neutral role the Commission must play in this process.

- Mark Burstein
- Kristina Kwong
- Michael Prihar

### **Merit Rule 14.2.2 Procedure for Hearing**

#### **14.2.2**

##### **A. PROCEDURE FOR HEARING**

After an employee has made and filed their appeal in answer to the charges against them, the Personnel Commission shall investigate or cause to be investigated the matter on appeal and may require further evidence from either party. The Commission may, and upon request of an accused employee, shall order a hearing. If a hearing is to be conducted, the Personnel

Commission shall then fix the time and place of the hearing which shall be within a reasonable length of time from the receipt of the appeal and shall provide written notification to all parties. The Personnel Commission may appoint a hearing officer to conduct any hearing and report the findings and recommendations to the Commission. Such recommendations shall not be binding on the Commission.

**RECOMMENDATION**

The Personnel Commission will review this list of attorneys and determine how best to proceed.

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

Agenda Report Number	4
Subject	Request for Approval of Abolishing a Classification: Assessment Center Supervisor Cyclical Review
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

### **BACKGROUND**

As scheduled on the annual cyclical review calendar, Commission staff are reviewing classifications in Student Services assigned to the Assessment Center. As part of this process, staff assessed the ongoing need for the **Assessment Center Supervisor** classification.

This classification was established in October 2014 to direct, plan, manage and oversee the daily operations of the Assessment Center. This classification has been vacant since March 2023. The Assessment Center provided comprehensive, timely, and accessible placement testing services to new and continuing students. With the implementation of AB 705 in 2019, eliminating the use of English and Math placement exams at community colleges, the Department confirmed that this role is no longer needed and will not be filled.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<i>Assessment Center Supervisor</i>	<i>M10</i>	<i>\$6,714</i>	<i>\$8,161</i>	<i>20.0%</i>
Senior Student Services Specialist - Assessment Services*	32	\$5,596	\$6,803	0.00%

*\*Proposed to be abolished in subsequent agenda report.*

There are currently no eligibility, reemployment, and reinstatement lists for this classification. The proposal was sent for review to Department Management, Business Services, Human Resources, and executive leadership.

### **RECOMMENDATION**

It is recommended that the Commission approve abolishing the Assessment Center Supervisor classification.

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

Agenda Report Number	5
Subject	Request for Approval of Abolishing a Classification: Senior Student Services Specialist - Assessment Services Cyclical Review
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

### **BACKGROUND**

As scheduled on the annual cyclical review calendar, Commission staff are reviewing classifications in Student Services assigned to the Assessment Center. As part of this process, staff assessed the ongoing need for the **Senior Student Services Specialist – Assessment Services** classification.

The classification was established in March 2008 to serve as a lead worker in the planning, organizing, and activities of the Assessment Center. This classification has been vacant since June 2017.

The Assessment Center provided comprehensive, timely, and accessible placement testing services to new and continuing students. With the implementation of AB 705 in 2019, eliminating the use of English and Math placement exams at community colleges, the Department confirmed that this role is no longer needed and will not be filled.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Assessment Center Supervisor*	M10	\$6,714	\$8,161	20.0%
<b><i>Senior Student Services Specialist - Assessment Services</i></b>	<b><i>32</i></b>	<b><i>\$5,596</i></b>	<b><i>\$6,803</i></b>	<b><i>0.00%</i></b>

*\*Proposed to be abolished in previous agenda report.*

There are currently no eligibility, reemployment, and reinstatement lists for this classification. The proposal was sent for review to CSEA, Department Management, Business Services, Human Resources, and executive leadership.

### **RECOMMENDATION**

It is recommended that the Commission approve abolishing the Senior Student Services Specialist – Assessment Services classification.

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

Agenda Report Number	6
Subject	Classification Description Revisions and Retitle: Receiving, Stockroom & Delivery Worker to Warehouse Worker Cyclical Review
Date	May 21, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Receiving, Stockroom & Delivery Worker**.

As part of the cyclical review process, we are reviewing classifications in the Warehouse & Mail job discipline. The warehouse is located on the main campus, and is responsible for the receipt, inspection, asset tagging, and delivery of goods throughout the main campus and satellite campuses.

The Receiving, Stockroom & Delivery Worker classification was established in November 1984. This classification has been revised six times since its establishment. The most recent revision was approved in December 2017, where revisions were made to the class description in order to clarify essential duties and knowledge, skills, and abilities, update technology and equipment proficiency requirements, align physical requirements with job requirements and government-recommended safety practices, and properly distinguish this classification from other related classifications as a result of the cyclical review study. There are currently four permanent incumbents in this classification – three located at the main campus warehouse, and one at the campus bookstore.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Warehouse & Mail classifications, as well as CSEA, were invited to participate in a class study orientation on October 30<sup>th</sup>, 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 13<sup>th</sup>, 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. Manager orientations were scheduled on October 29<sup>th</sup>, 2024.

Personnel Commission staff consulted with Lisa Davis, Warehouse & Mail Services Manager, 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 proposed to clarify duties assigned and distinguishing characteristics.

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, class description revisions are being proposed to the title, distinguishing characteristics, duties, and knowledge, skills and abilities.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking.

The survey yielded several moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility, including asset-related duties which are being added to the description.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Receiving, Stockroom and Delivery Worker	\$4,958	\$6,026	\$5,492	26,748
Cerritos College	Warehousing and Delivery Assistant	\$4,548	\$5,455	\$5,002	22,948
Glendale College	Warehouse Worker	\$4,031	\$5,145	\$4,588	15,885
Long Beach City College	Warehouse Associate	\$4,195	\$5,150	\$4,673	26,189
Pasadena City College	Shipping and Receiving Clerk	\$4,288	\$5,472	\$4,880	26,522
Santa Barbara City College	Warehouse Assistant	\$4,010	\$4,887	\$4,449	16,835
Santa Clarita College	Warehouse/Mail Technician I	\$5,022	\$8,379	\$6,701	21,778
	Average	\$4,349	\$5,748	\$5,049	
	25th Percentile	\$4,072	\$5,146	\$4,609	
	50th Percentile	\$4,242	\$5,303	\$4,776	
	70th Percentile	\$4,418	\$5,464	\$4,941	
	80th Percentile	\$4,548	\$5,472	\$5,002	
	90th Percentile	\$4,785	\$6,926	\$5,851	
	SMC % RANK	97.2%	83.8%	<b>85.7%</b>	
	SMC Difference From AVG	12.3%	4.6%	8.1%	
	SMC Difference From MED	14.5%	12.0%	13.0%	

The current salary range for Receiving, Stockroom, and Delivery Worker is Range 27 on the Classified Salary Schedule. In this survey, SMC is in the 86% median percentile compared to all benchmark agencies with comparable classifications; that is, 14% of market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 86<sup>th</sup> percentile, salary reallocation is not recommended given current salary meets the District's goal to target the 70<sup>th</sup> percentile.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Warehouse & Mail Services Manager	M12	\$7,050	\$8,569	28.98%
Lead Warehouse Worker ( <i>proposed retitle</i> )	31	\$5,466	\$6,643	10.25%
<b>Warehouse Worker</b> ( <i>proposed retitle</i> )	<b>27</b>	<b>\$4,958</b>	<b>\$6,026</b>	<b>5.00%</b>
Mail Services Worker II	25	\$4,722	\$5,739	10.25%
Mail Services Worker I	21	\$4,283	\$5,206	0.00%

Cyclical review results have been sent 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 and retitle from Receiving, Stockroom & Delivery Worker to Warehouse Worker.

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



**Santa Monica Community College District  
Personnel Commission**

**Warehouse Worker Receiving, Stockroom and Delivery Worker**

**CONCEPT OF THE CLASS**

Under general supervision, Positions in this classification load and unload trucks, tag assets and maintain asset records, stock goods in the appropriate storage locations, and drive trucks, delivery vans, or carts to pick up and deliver supplies and other items to the main campus and satellite locations.

**DISTINGUISHING CHARACTERISTICS**

Warehouse Receiving, Stockroom and Delivery Workers support the District's warehouse function by loading and unloading trucks, tagging assets and maintaining asset records, receiving, inspecting, and stocking goods in the appropriate storage locations, and driving trucks, carts or delivery vans to pick up and deliver supplies and other items to the main campus and satellite locations.

Lead Warehouse Receiving, Stockroom and Delivery Workers serve in a lead capacity over a group of Warehouse Receiving, Stockroom and Delivery Workers responsible for receiving, storing, shipping, tagging assets, and issuing a variety of supplies, in addition to performing the work of a Warehouse Receiving, Stockroom, and Delivery Worker. This classification assists the manager by assigning work, training, providing direction to lower-level staff, and ensuring that work is completed in accordance with department and District policies and procedures.

Property Clerks provide centralized support to the District's asset management function by performing a variety of activities related to the tracking and controlling of the District's equipment and other fixed assets, from acquisition through disposal of each item.

**ESSENTIAL DUTIES**

Receives, inspects, and identifies supplies, tools and equipment, checking for damage and quantity against invoices, purchase orders or freight bills, and notifies appropriate District staff of non-routine discrepancies encountered; accepts delivery; enters and updates physical and computerized records indicating the number and condition of items received, and may generate electronic notifications to inform departments of items received; declines damaged deliveries.

Records and verifies requisition and stock numbers to ensure the customer's order is correct; asset tags and records items delivered to the District warehouse; fills supply requisitions for stock items; answers telephone inquiries regarding status of purchase orders or other related matters.

Tags all incoming items that meet the District's dollar thresholds, including Capital Assets, and uses the asset management system to upload tracking information; assigns, reassigns, and retire assets using management system.

Performs deliveries and will-calls in a timely, safe, and cost-effective manner; loads vehicles with supplies and/or mail; picks-up packages from, and makes deliveries to, various District locations along established routes; unloads material at destination and obtains authorized signature for release of material.

Operates a forklift, pallet jack, or other similar equipment to move heavy items.

Unloads large delivery trucks at warehouse and offsite locations; stocks shelves and moves pallets of material to storage locations.

Prepares stored items and supplies for shipment to various campus locations; prepares packages for international and domestic shipment by creating labels and tracking items; keeps warehouse in clean and orderly fashion.

Carries materials and assists in moving heavy objects as related to warehouse and delivery operations.

Responds to inquiries from campus and community members regarding the status of the District's fixed assets; resolves issues by applying general knowledge of policies, procedures, and regulations related to asset management.

Fills and delivers PPE (Personal Protective Equipment) request orders for departments as needed.

Operates and performs routine and minor maintenance of equipment including carts and other labor-saving devices, and works through vendors or campus repairpersons as appropriate for more difficult or sensitive repairs.

Adds and modifies asset data, maintains records of all property items using the fixed asset management system; ensures accurate description and locations for assets are recorded in the system.

May maintain inventory of stock goods for the campus store and satellite locations.

May obtain sorted incoming mail from mail services staff and delivers to offsite locations; collects mail and interdepartmental correspondence or other material from offsite locations and delivers to mail services staff for processing and delivery.

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 supervision from a designated manager, employees carry out essential duties and should recognize instances that are out of the ordinary and get advice or further instructions.

##### **Level of Supervision Exercised**

Positions in this classification do not supervise others.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge of:**

Procedures used in shipping, receiving and inspecting materials and supplies, for both domestic and international packages

Methods of storing equipment, materials and supplies

Common warehouse safety procedures, including procedures for handling chemicals and other hazardous materials

Techniques for accurate record-keeping, filing, and organizing of information

Effective customer service techniques

Basic computer operation and relevant software applications

Principles of inventory control

The maintenance and minor repair of various tools and equipment used in warehouse and delivery operations

##### **Skills & Abilities to:**

Safely operate forklift, hand trucks, electric carts, motor vehicles (e.g., car, van) and other motorized moving equipment

Set priorities and manage time and work in a fast-paced and busy environment with multiple tasks and interruptions

Accurately work with detailed information (e.g., purchase order numbers, number of goods received)

Resolve routine problems in accordance with standard operating procedures and best practices

Identify discrepancies and reconcile inaccurate or erroneous data

Take physical inventory accurately and efficiently

Role model exceptional internal and external customer service utilizing tact and diplomacy

Communicate effectively, both orally and in writing, with members of the campus community and the public

Perform basic mathematical computations, including adding, subtracting, multiplying, and dividing in all units of measure, using whole numbers, common fractions, and decimals

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

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

Stay updated on technology changes and adapt to new technologies

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

Utilize word processing and other business computer programs, and standard office equipment  
Adapt to changes and keep abreast with updated technology

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

High school diploma or general education degree (GED) equivalent is preferred.

**Experience Requirement:**

Two (2) years of experience performing receiving and stocking of a wide variety of materials, and general maintenance of a warehouse. Prior experience using a forklift is required.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

A valid driver's license.

Valid/current Forklift Operator's Certification.

#### 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 frequently exposed to moving mechanical parts; fumes or airborne particles; is regularly required to stand and walk, use hands to handle materials, tools, and equipment, key in data, or type. Must be able to stand for extended periods of time. The employee is occasionally required to sit. Requires sufficient hand, arm, and eye coordination to operate push button and keyboard-type equipment, and sort and file documents. The employee is regularly required to lift, carry, push or pull up to 50 pounds on a recurring basis without assistance or the aid of equipment or devices that assist in the lifting effort. The employee is regularly required to lift, carry, push, or pull more than 50 pounds with assistance or the aid of equipment or devices that assist in the lifting effort. Occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

Must be able to operate all of the tools and equipment of the job in a safe manner. Requires the ability to perform manual labor, carrying, and moving heavy equipment and supplies.

While performing the duties of this job, the noise level in the work environment is usually moderate to loud and interruptions are frequent and expected.

#### CLASS DETAIL

**Job Family:**

Business Administration & Fiscal Services

**FLSA Status:**

Non-exempt

**Personnel Commission Approval Date:**

11/1984

**Class History:**

Warehouse Delivery Clerk I; Warehouse

Delivery Clerk II; Stockroom Clerk

**Revision Date(s):**

10/21/1987; 3/1988; 7/16/1997; 12/7/2006;  
12/16/2015; 12/13/2017, 5/21/2025

**Santa Monica Community College District  
Personnel Commission**

**Warehouse Worker**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification load and unload trucks, tag assets and maintain asset records, stock goods in the appropriate storage locations, and drive trucks, delivery vans, or carts to pick up and deliver supplies and other items to the main campus and satellite locations.

**DISTINGUISHING CHARACTERISTICS**

**Warehouse Workers** support the District's warehouse function by loading and unloading trucks, tagging assets and maintaining asset records, receiving, inspecting, and stocking goods in the appropriate storage locations, and driving trucks, carts or delivery vans to pick up and deliver supplies and other items to the main campus and satellite locations.

**Lead Warehouse Workers** serve in a lead capacity over a group of Warehouse Workers responsible for receiving, storing, shipping, tagging assets, and issuing a variety of supplies, in addition to performing the work of a Warehouse Worker. This classification assists the manager by assigning work, training, providing direction to lower-level staff, and ensuring that work is completed in accordance with department and District policies and procedures.

**ESSENTIAL DUTIES**

Receives, inspects, and identifies supplies, tools and equipment, checking for damage and quantity against invoices, purchase orders or freight bills, and notifies appropriate District staff of non-routine discrepancies encountered; accepts delivery; enters and updates physical and computerized records indicating the number and condition of items received, and may generate electronic notifications to inform departments of items received; declines damaged deliveries.

Records and verifies requisition and stock numbers to ensure the customer's order is correct; records items delivered to the District warehouse; fills supply requisitions for stock items; answers telephone inquiries regarding status of purchase orders or other related matters.

Tags all incoming items that meet the District's dollar thresholds, including Capital Assets, and uses the asset management system to upload tracking information; assigns, reassigns, and retire assets using management system.

Performs deliveries and will-calls in a timely, safe, and cost-effective manner; loads vehicles with supplies and/or mail; picks-up packages from, and makes deliveries to, various District locations along established routes; unloads material at destination and obtains authorized signature for release of material.

Operates a forklift, pallet jack, or other similar equipment to move heavy items.

Unloads large delivery trucks at warehouse and offsite locations; stocks shelves and moves pallets of material to storage locations.

Prepares stored items and supplies for shipment to various campus locations; prepares packages for international and domestic shipment by creating labels and tracking items; keeps warehouse in clean and orderly fashion.

Carries materials and assists in moving heavy objects as related to warehouse and delivery operations.

Responds to inquiries from campus and community members regarding the status of the District's fixed assets; resolves issues by applying general knowledge of policies, procedures, and regulations related to asset management.

Fills and delivers PPE (Personal Protective Equipment) request orders for departments as needed.

Operates and performs routine and minor maintenance of equipment including carts and other labor-saving devices, and works through vendors or campus repairpersons as appropriate for more difficult or sensitive repairs.

Adds and modifies asset data, maintains records of all property items using the fixed asset management system; ensures accurate description and locations for assets are recorded in the system.

May maintain inventory of stock goods for the campus store and satellite locations.



May obtain sorted incoming mail from mail services staff and delivers to offsite locations; collects mail and interdepartmental correspondence or other material from offsite locations and delivers to mail services staff for processing and delivery.

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 supervision from a designated manager, employees carry out essential duties and should recognize instances that are out of the ordinary and get advice or further instructions.

##### ***Level of Supervision Exercised***

Positions in this classification do not supervise others.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge of:**

Procedures used in shipping, receiving and inspecting materials and supplies, for both domestic and international packages

Methods of storing equipment, materials and supplies

Common warehouse safety procedures, including procedures for handling chemicals and other hazardous materials

Techniques for accurate record-keeping, filing, and organizing of information

Effective customer service techniques

Basic computer operation and relevant software applications

Principles of inventory control

The maintenance and minor repair of various tools and equipment used in warehouse and delivery operations

##### **Skills & Abilities to:**

Safely operate forklift, hand trucks, electric carts, motor vehicles (e.g., car, van) and other motorized moving equipment

Set priorities and manage time and work in a fast-paced and busy environment with multiple tasks and interruptions

Accurately work with detailed information (e.g., purchase order numbers, number of goods received)

Resolve routine problems in accordance with standard operating procedures and best practices

Identify discrepancies and reconcile inaccurate or erroneous data

Take physical inventory accurately and efficiently

Role model exceptional internal and external customer service utilizing tact and diplomacy

Communicate effectively, both orally and in writing, with members of the campus community and the public

Perform basic mathematical computations

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

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

Stay updated on technology changes and adapt to new technologies

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 is preferred.

**Experience Requirement:**

Two years of experience performing receiving and stocking of a wide variety of materials, and general maintenance of a warehouse. Prior experience using a forklift is required.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

A valid driver's license.

Valid/current Forklift Operator's Certification.

#### 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 frequently exposed to moving mechanical parts; fumes or airborne particles; is regularly required to stand and walk, use hands to handle materials, tools, and equipment, key in data, or type. Must be able to stand for extended periods of time. The employee is occasionally required to sit. Requires sufficient hand, arm, and eye coordination to operate push button and keyboard-type equipment, and sort and file documents. The employee is regularly required to lift, carry, push or pull up to 50 pounds on a recurring basis without assistance or the aid of equipment or devices that assist in the lifting effort. The employee is regularly required to lift, carry, push, or pull more than 50 pounds with assistance or the aid of equipment or devices that assist in the lifting effort. Occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

Must be able to operate all of the tools and equipment of the job in a safe manner. Requires the ability to perform manual labor, carrying, and moving heavy equipment and supplies.

While performing the duties of this job, the noise level in the work environment is usually moderate to loud and interruptions are frequent and expected.

#### CLASS DETAIL

**Job Family:**

Business Administration & Fiscal Services

**FLSA Status:**

Non-exempt

**Personnel Commission Approval Date:**

11/1984

**Class History:**

Warehouse Delivery Clerk I; Warehouse

Delivery Clerk II; Stockroom Clerk

**Revision Date(s):**

10/21/1987; 3/1988; 7/16/1997; 12/7/2006;  
12/16/2015; 12/13/2017, 5/21/2025

Agenda Report Number	7
Subject	Classification Description Revisions and Retitle: Lead Receiving, Stockroom & Delivery Worker to Lead Warehouse Worker Cyclical Review
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Lead Receiving, Stockroom & Delivery Worker**.

As part of the cyclical review process, we are reviewing classifications in the Warehouse & Mail job discipline. The warehouse is located on the main campus, and is responsible for the receipt, inspection, asset tagging, and delivery of goods throughout the main campus and satellite campuses.

The Lead Receiving, Stockroom & Delivery Worker classification was established in October, 1987. This classification has been revised three times since its establishment. The most recent revision was approved in December 2017, where revisions were made to the job title and description to clarify essential duties, lead responsibilities, knowledge, skills, and abilities, update technology and equipment proficiency requirements, align physical requirements with job requirements and government-recommended safety practices, and to properly distinguish this classification from other related classifications as a result of the cyclical review study. There is currently one permanent incumbent in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Warehouse & Mail classifications, as well as CSEA, were invited to participate in a class study orientation on October 30<sup>th</sup>, 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 13<sup>th</sup>, 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. Manager orientations were scheduled on October 29<sup>th</sup>, 2024.

Personnel Commission staff consulted with Lisa Davis, Warehouse & Mail Services Manager, 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 proposed to clarify duties assigned and distinguishing characteristics.

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, class description revisions are being proposed to the title, distinguishing characteristics, duties, and knowledge, skills and abilities.

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 that were broader in scope to include work related to facilities, purchasing, and transportation. As a result, salary review is based on internal comparison of similar roles such as the Receiving, Stockroom and Delivery Worker. The Receiving, Stockroom and Delivery Worker salary survey had sufficient market data that exceeded the District's 70<sup>th</sup> percentile target. Using the Receiving, Stockroom and Delivery Worker as an anchor, and considering job factor levels, minimum qualifications, and salary differentials across the job discipline, it is recommended to keep the current pay structure for the warehouse & mail services jobs. As such, salary placement is recommended to remain at Range 31.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Warehouse & Mail Services Manager	M12	\$7,050	\$8,569	28.98%
<b>Lead Warehouse Worker (proposed retitle)</b>	<b>31</b>	<b>\$5,466</b>	<b>\$6,643</b>	<b>10.25%</b>
Warehouse Worker (proposed retitle)	27	\$4,958	\$6,026	5.00%
Mail Services Worker II	25	\$4,722	\$5,739	10.25%
Mail Services Worker I	21	\$4,283	\$5,206	0.00%



Cyclical review results have been sent 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 and retitle from Lead Receiving, Stockroom & Delivery Worker to Lead Warehouse Worker.

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

**Santa Monica Community College District  
Personnel Commission**

**Lead Warehouse Worker ~~Lead Receiving, Stockroom and Delivery Worker~~**

**CONCEPT OF THE CLASS**

Under general supervision, the position in this classification assists the Warehouse and Mailroom Manager and acts as a lead worker over a group of Warehouse Receiving, Stockroom and Delivery Workers and other personnel at one or more locations, regarding receiving, storing, shipping, asset duties, and issuing a variety of supplies, and incoming and outgoing freight.

**DISTINGUISHING CHARACTERISTICS**

**Lead Receiving, Stockroom and Delivery Warehouse Workers** serve in a lead capacity over a group of Receiving, Stockroom and Delivery Workers responsible for receiving, storing, shipping, tagging assets, and issuing a variety of supplies, in addition to performing the work of a Warehouse Receiving, Stockroom, and Delivery Worker. This classification assists the manager by assigning work, training, providing direction to lower-level staff, and ensuring that work is completed in accordance with department and District policies and procedures.

**Warehouse Receiving, Stockroom and Delivery Workers** support the District's warehouse function by loading and unloading trucks, tagging assets and maintaining asset records, receiving, inspecting, and stocking goods in the appropriate storage locations, and driving trucks, carts or delivery vans to pick up and deliver supplies and other items to the main campus and satellite locations.

The **Warehouse & Mail Services Manager** plans and oversees the daily activities of the fixed asset warehouse, and mail services areas, which includes responsibility for developing and implementing policies and procedures to meet business objectives, budget maintenance, and serving as the first-line supervisor to warehouse and mail services staff.

**ESSENTIAL DUTIES**

Assists the manager by overseeing the day-to-day activities of a group of Warehouse Receiving, Stockroom and Delivery Workers and other assigned personnel; provides work direction, reviews work and gives instructions in sequencing and planning, organizing, and coordinating of work in accordance with established procedures, practices or governing regulations.

Coordinates and participates in the receiving, identifying, asset tagging, inspecting, storing, issuing, delivery, and accounting for materials, supplies, tools and equipment; answers telephone inquiries regarding status of purchase orders or other related matters; reviews outstanding actions and initiates requests for expediting action; reviews computerized inventory records to check stock levels and research and correct discrepancies and determine items to be ordered.

Enters and updates computerized records indicating the number and condition of stock items received, generates electronic notifications to inform departments of items received, and contacts appropriate District staff regarding non-routine discrepancies in orders.

Assists with maintaining appropriate security over fixed assets by placing items in the warehouse cage and monitoring items until pickup or delivery has been established.

Receives instructions from the manager regarding work assignments and scheduling and discusses plans and methods to be followed; identifies and recommends operational improvements.

Operates a forklift, lift truck, District vehicle and electric cart to perform duties.

~~Maintains a safe and secure warehouse and surrounding premises.~~

Ensures that the warehouse premises are clean and orderly; participates in taking periodic physical inventories of stock; secures facilities and maintains safety of premises.

Adds, tracks, and maintains records of assets and property items, and resolves minor inventory discrepancies using the fixed asset management system to ensure accurate descriptions and locations are recorded; collaborates with the Purchasing department by checking the status of items to ensure proper categorization of assets in the fixed asset management system.

Trains others in the established policies, procedures and methods utilized in warehouse work, including the use of equipment and safe work practices; ensures efficiency, accuracy and responsiveness of operations to fulfill customer requests.

Operates and performs routine and minor maintenance of equipment including carts and other labor saving devices, and works through vendors or campus repairpersons as appropriate for more difficult or sensitive repairs.

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 of the Warehouse & Mail Services Manager, performs duties and solves work-related problems with independence.

##### **Level of Supervision Exercised**

Positions in this classification do not supervise others. However, they do direct and perform lead duties over other staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge of:**

Principles of leading and training staff

Procedures used in shipping, receiving and inspecting materials and supplies

Methods of storing equipment, materials and supplies

Common warehouse safety procedures, including procedures for handling chemicals and other hazardous materials

Techniques for accurate record-keeping, filing, and organizing of information

Effective customer service techniques

Basic computer operation and relevant software applications

Principles of inventory control

The maintenance and minor repair of various tools and equipment used in warehouse and delivery operations

##### **Skills & Abilities to:**

Assign work, train and provide work direction to lower-level warehouse staff

Safely operate forklift, hand trucks, electric carts, motor vehicles (e.g., car, van) and other motorized moving equipment

Set priorities and manage time and work in a fast-paced and busy environment with multiple tasks and interruptions

Accurately work with detailed information (e.g., purchase order numbers, number of goods received)

Resolve routine and moderately complex problems in accordance with standard operating procedures and best practices

Identify discrepancies and reconcile inaccurate or erroneous data

Take physical inventory accurately and efficiently

Maintain records and prepare reports

Communicate effectively, both orally and in writing, with members of the campus community and the public

Perform basic mathematical computations, ~~such as adding, subtracting, multiplying, and dividing in all units of measure, using whole numbers, common fractions, and decimals~~

Role model exceptional internal and external customer service utilizing tact and diplomacy

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

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

Stay updated on technology changes and adapt to new technologies

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

~~Utilize word processing and other business computer programs, and standard office equipment~~  
~~Adapt to changes and keep abreast with updated technology~~

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

High school diploma, ~~general education degree (GED)~~ or equivalent.

**Experience Requirement:**

Three ~~(3)~~ years warehouse or shipping and receiving experience, including inventory control. Prior experience using a forklift is required.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

A valid driver's license.

Valid/current Forklift Operator's Certification.

#### 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 frequently exposed to moving mechanical parts; fumes or airborne particles; is regularly required to stand and walk, use hands to handle materials, tools, and equipment, key in data, or type. Must be able to stand for extended periods of time. The employee is occasionally required to sit. Requires sufficient hand, arm, and eye coordination to operate push button and keyboard-type equipment, and sort and file documents. The employee is regularly required to lift, carry, push or pull up to 50 pounds on a recurring basis without assistance or the aid of equipment or devices that assist in the lifting effort. The employee is regularly required to lift, carry, push or pull more than 50 pounds with assistance or the aid of equipment or devices that assist in the lifting effort. Occasionally required to climb or balance and stoop, kneel, crouch, or crawl. Must be able to operate all of the tools and equipment of the job in a safe manner. Requires the ability to perform manual labor, carrying, and moving heavy equipment and supplies.

While performing the duties of this job, the noise level in the work environment is usually moderate to loud and interruptions are frequent and expected.

#### CLASS DETAIL

**Job Family:**

Business Administration & Fiscal Services

**FLSA Status:**

Non-exempt

**Personnel Commission Approval Date:**

10/21/1987

**Class History:**

Warehouse Assistant; Lead Receiving and  
Stockroom Worker

**Revision Date(s):**

2/23/1999; 12/7/2006; 12/13/2017, 5/21/2025

**Santa Monica Community College District  
Personnel Commission**

**Lead Warehouse Worker**

**CONCEPT OF THE CLASS**

Under general supervision, the position in this classification assists the Warehouse and Mailroom Manager and acts as a lead worker over a group of Warehouse Workers and other personnel at one or more locations, regarding receiving, storing, shipping, asset duties, and issuing a variety of supplies, and incoming and outgoing freight.

**DISTINGUISHING CHARACTERISTICS**

**Lead Warehouse Workers** serve in a lead capacity over a group of Receiving, Stockroom and Delivery Workers responsible for receiving, storing, shipping, tagging assets, and issuing a variety of supplies, in addition to performing the work of a Warehouse Worker. This classification assists the manager by assigning work, training, providing direction to lower-level staff, and ensuring that work is completed in accordance with department and District policies and procedures.

**Warehouse Workers** support the District's warehouse function by loading and unloading trucks, tagging assets and maintaining asset records, receiving, inspecting, and stocking goods in the appropriate storage locations, and driving trucks, carts or delivery vans to pick up and deliver supplies and other items to the main campus and satellite locations.

The **Warehouse & Mail Services Manager** plans and oversees the daily activities of the fixed asset, warehouse, and mail services areas, which includes responsibility for developing and implementing policies and procedures to meet business objectives, budget maintenance, and serving as the first-line supervisor to warehouse and mail services staff.

**ESSENTIAL DUTIES**

Assists the manager by overseeing the day-to-day activities of a group of Warehouse Workers and other assigned personnel; provides work direction, reviews work and gives instructions in sequencing and planning, organizing, and coordinating of work in accordance with established procedures, practices or governing regulations.

Coordinates and participates in the receiving, identifying, asset tagging, inspecting, storing, issuing, delivery, and accounting for materials, supplies, tools and equipment; answers telephone inquiries regarding status of purchase orders or other related matters; reviews outstanding actions and initiates requests for expediting action; reviews computerized inventory records to check stock levels and research and correct discrepancies and determine items to be ordered.

Enters and updates computerized records indicating the number and condition of stock items received, generates electronic notifications to inform departments of items received, and contacts appropriate District staff regarding non-routine discrepancies in orders.

Assists with maintaining appropriate security over fixed assets by placing items in the warehouse cage and monitoring items until pickup or delivery has been established.

Receives instructions from the manager regarding work assignments and scheduling and discusses plans and methods to be followed; identifies and recommends operational improvements.

Operates a forklift, lift truck, District vehicle and electric cart to perform duties.

Ensures that the warehouse premises are clean and orderly; participates in taking periodic physical inventories of stock; secures facilities and maintains safety of premises.

Adds, tracks, and maintains records of assets and property items, and resolves minor inventory discrepancies using the fixed asset management system to ensure accurate descriptions and locations are recorded; collaborates with the Purchasing department by checking the status of items to ensure proper categorization of assets in the fixed asset management system.

Trains others in the established policies, procedures and methods utilized in warehouse work, including the use of equipment and safe work practices; ensures efficiency, accuracy and responsiveness of operations to fulfill customer requests.

Operates and performs routine and minor maintenance of equipment including carts and other labor saving devices, and works through vendors or campus repairpersons as appropriate for more difficult or sensitive repairs.



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 of the Warehouse & Mail Services Manager, performs duties and solves work-related problems with independence.

##### **Level of Supervision Exercised**

Positions in this classification do not supervise others. However, they do direct and perform lead duties over other staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge of:**

Principles of leading and training staff

Procedures used in shipping, receiving and inspecting materials and supplies

Methods of storing equipment, materials and supplies

Common warehouse safety procedures, including procedures for handling chemicals and other hazardous materials

Techniques for accurate record-keeping, filing, and organizing of information

Effective customer service techniques

Basic computer operation and relevant software applications

Principles of inventory control

The maintenance and minor repair of various tools and equipment used in warehouse and delivery operations

##### **Skills & Abilities to:**

Assign work, train and provide work direction to lower-level warehouse staff

Safely operate forklift, hand trucks, electric carts, motor vehicles (e.g., car, van) and other motorized moving equipment

Set priorities and manage time and work in a fast-paced and busy environment with multiple tasks and interruptions

Accurately work with detailed information (e.g., purchase order numbers, number of goods received)

Resolve routine and moderately complex problems in accordance with standard operating procedures and best practices

Identify discrepancies and reconcile inaccurate or erroneous data

Take physical inventory accurately and efficiently

Maintain records and prepare reports

Communicate effectively, both orally and in writing, with members of the campus community and the public

Perform basic mathematical computations

Role model exceptional internal and external customer service utilizing tact and diplomacy

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

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

Stay updated on technology changes and adapt to new technologies

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:**

Three years warehouse or shipping and receiving experience, including inventory control. Prior experience using a forklift is required.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

A valid driver's license.

Valid/current Forklift Operator's Certification.

#### 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 frequently exposed to moving mechanical parts; fumes or airborne particles; is regularly required to stand and walk, use hands to handle materials, tools, and equipment, key in data, or type. Must be able to stand for extended periods of time. The employee is occasionally required to sit. Requires sufficient hand, arm, and eye coordination to operate push button and keyboard-type equipment, and sort and file documents. The employee is regularly required to lift, carry, push or pull up to 50 pounds on a recurring basis without assistance or the aid of equipment or devices that assist in the lifting effort. The employee is regularly required to lift, carry, push or pull more than 50 pounds with assistance or the aid of equipment or devices that assist in the lifting effort. Occasionally required to climb or balance and stoop, kneel, crouch, or crawl. Must be able to operate all of the tools and equipment of the job in a safe manner. Requires the ability to perform manual labor, carrying, and moving heavy equipment and supplies.

While performing the duties of this job, the noise level in the work environment is usually moderate to loud and interruptions are frequent and expected.

#### CLASS DETAIL

**Job Family:**

Business Administration & Fiscal Services

**FLSA Status:**

Non-exempt

**Personnel Commission Approval Date:**

10/21/1987

**Class History:**

Warehouse Assistant; Lead Receiving and  
Stockroom Worker

**Revision Date(s):**

2/23/1999; 12/7/2006; 12/13/2017, 5/21/2025

Agenda Report Number	8
Subject	Retitle, Salary Reallocation and Revisions to Class Description: Transportation Operations Coordinator to Transportation Coordinator Cyclical Review
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

### **BACKGROUND**

Attached for approval is a retitle, class description revisions and a salary reallocation for **Transportation Operations Coordinator**.

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.

This classification was established in 1989 as Transportation Assistant and has been revised several times since its establishment. The most recent revision was approved in May 2017 when the position was retitled to Transportation Operations Coordinator and incorporated lead responsibilities of coordinating and creating District Shuttle service routes. 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 Hesel, 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 are proposed to expand the scope of duties and update 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, class description revisions are being proposed to broaden the responsibilities of Transportation Operations Coordinator duties to include maintenance and oversight of the College's fleet.

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). For example, comparable agencies utilized roles such as Director of Grounds & Transportation which primarily provides oversight of grounds maintenance with transportation operations as a secondary duty. Senior Mechanic at another of the comparable agencies focused on the technical maintenance of the College's fleet and less on the coordination of transportation services. As a result, salary review is based on the scope of work expanded for this role.

### **SALARY ALLOCATION**

It is recommended that the salary for Transportation Operations Coordinator be reallocated from Range 31 to Range 33 on the Classified Employee Salary Schedule, a 5% increase. This recommendation is based on job analysis findings indicating an expansion in knowledge required, the scope of work and complexity of the role. In addition to coordinating and creating District shuttle service routes, the position is now also responsible for managing the College's fleet operations. The reallocation reflects the increased level of responsibility and operational oversight now required as the College centralizes the management of its fleet.

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%
<i>Transportation Coordinator (Proposed)</i>	<i>33</i>	<i>\$5,739</i>	<i>\$6,975</i>	<i>4.99%</i>
Transportation Operations Coordinator ( <i>Current</i> )	31	\$5,466	\$6,643	13%
Shuttle Driver	26	\$4,834	\$5,876	

The proposal for retitle, class description revisions, and salary reallocation was sent for review to Department leadership, incumbent, CSEA, Business Services, Human Resources, and the Superintendent/President. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

It is recommended that the Commission approve the retitle, class description revisions and salary reallocation for Transportation Operations Coordinator.

**FROM:**

Transportation Operations Coordinator  
Classified Employee Salary Schedule, Range 31

**TO:**

Transportation Coordinator  
Classified Employee Salary Schedule, Range 33

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

**Santa Monica Community College District  
Personnel Commission**

**Transportation ~~Operations~~ Coordinator**

**CONCEPT OF THE CLASS**

Under direction, ~~the~~ positions in this classification, ~~perform lead transportation operations services for the District. Incumbents plan the shuttle service routes,~~ coordinates all transportation services and related safety compliance for ~~the~~ District, including maintenance and inspections of District vehicles, programs, and maintain accurate recordkeeping of the District fleet vehicles. ~~As needed, The incumbents serves in a lead capacity and~~ may operate a multi-passenger vehicle to transport passengers.

**DISTINGUISHING CHARACTERISTICS**

~~Positions in the~~ The **Transportation ~~Operations~~ Coordinator** ~~classification are~~ is responsible for coordinating the District shuttle service routes, transportation services, scheduling vehicle maintenance and recordkeeping of District fleet vehicles.

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

**ESSENTIAL DUTIES**

Coordinates ~~and establishes District Shuttle service routes,~~ work schedules for Shuttle Drivers and provides transportation services for athletics and other college activities, including outside vendor transportation services. ~~and alternate routes as needed.~~

Oversees and processes payments of District transportation operation services; reconciles vendor invoices against internal records; resolves discrepancies in billing.

Creates and maintains detailed records of the fleet preventative maintenance plan, repairs, driver logs, accident and incident reports, smog checks, DMV registrations, and required regulatory agency records for yearly audit and to document operations data.

Inspects and monitors District fleet vehicles for mechanical problems, repairs, and cleanliness; identifies service issues and develops plans to resolve vehicle repairs or preventative maintenance; schedules and delivers vehicles for maintenance and cleaning; performs minor mechanical functions such as replacing side and rear-view mirrors, wiper blades, light bulbs, fluid levels, etc.

Creates and submits vehicle reports as required by State rules and regulations pertaining to transportation of students and fleet vehicle usage.

Notifies and maintains records of district employees who have passenger endorsements and other special privileges related to driving; participates in and facilitates driver pull notices and drug and alcohol testing programs.

Interprets, applies, and communicates District transportation policies, laws and regulations applicable to commercial multi-passenger vehicles.

Reviews and coordinates District transportation requests; determines feasibility of requests; estimates cost and obtains bids for needed transportation resources.

Trains employees with respect to the work involved in operating the fleet vehicles and related equipment in a safe and uniform manner, as well as, servicing multi-passenger vehicles, filling fuel tanks, checking oil, coolant levels, tire condition and batteries.

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

~~Responds to District transportation inquiries from students, District employees, and guests.~~

Operates a mobile communication device to maintain contact with Shuttle Drivers while in route.

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 direction from the Director of Auxiliary Services, the employee independently performs duties and solves work-related problems.

##### **Level of Supervision Exercised**

Positions in this classification do not supervise others; however, they may serve as lead workers to positions classified as Shuttle Driver.

#### 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

District policies, rules, regulations, and procedures

Principles and practices of recordkeeping and scheduling

Alternative fuels, automotive maintenance service schedules and repair issues

Work scheduling methods and processes

Procedures and practices of safety and Risk Management

Policies, procedures and documentation techniques of accident and incident reporting

Basic bookkeeping practices and procedures

Basic mathematics

Effective customer service techniques

##### **Skills & Abilities:**

Lead, train, and monitor the work of others

Perform minor repairs on a motor vehicle

Plan, organize, and exercise sound judgment within area of assigned responsibility

Interpret, apply, explain and reach sound decisions in accordance with applicable laws, regulations, District policies and procedures

Operate a computer, mobile communication devices and standard office equipment

Organize and maintain specialized files and employee confidentiality

Communicate clearly and effectively, both orally and in writing

Plan and estimate transportation services, maintenance and repairs

Safely operate a multi-passenger vehicle with seating capacity of 16 or more people

Multi-task and provide excellent 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

~~Observe, review, develop solutions and deal with problems or situations involving a few concrete variables in standardized situations~~

~~Interpret, apply and explain rules, regulations, policies and procedures~~

~~Operate a mobile communication device~~

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

High school diploma or equivalent

**Experience Requirement:**

Three ~~(3)~~ years of experience driving a multi-passenger vehicle, such as a shuttle, van or bus. One ~~(1)~~ year experience leading the work of others, coordinating transportation operations or services 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 Policies and Administrative Regulations as it pertains to Drug and Alcohol Testing for Transportation Employees.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

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. Must have valid First Aid and CPR "C" certificate.

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

CLASS DETAIL	
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<b>Job Family:</b>	<a href="#">Trades / Facilities / Maintenance</a> <a href="#">Facilities, Trades</a>
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	December 13, 2006
<b>Revision Date(s):</b>	12/13/06, 5/17/17, <a href="#">5/21/2025</a>
<b>Class History:</b>	Transportation Assistant, Transportation Operations Assistant

**Santa Monica Community College District  
Personnel Commission  
Transportation Coordinator**

**CONCEPT OF THE CLASS**

Under direction, the position in this classification coordinates all transportation services and related safety compliance for the District, including maintenance and inspections of District vehicles. The incumbent serves in a lead capacity and may operate a multi-passenger vehicle to transport passengers.

**DISTINGUISHING CHARACTERISTICS**

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

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

**ESSENTIAL DUTIES**

Coordinates work schedules for Shuttle Drivers and provides transportation services for athletics and other college activities, including outside vendor transportation services.

Oversees and processes payments of District transportation operation services; reconciles vendor invoices against internal records; resolves discrepancies in billing.

Creates and maintains detailed records of the fleet preventative maintenance plan, repairs, driver logs, accident and incident reports, smog checks, DMV registrations, and required regulatory agency records for yearly audit and to document operations data.

Inspects and monitors District fleet vehicles for mechanical problems, repairs, and cleanliness; identifies service issues and develops plans to resolve vehicle repairs or preventative maintenance; schedules and delivers vehicles for maintenance and cleaning; performs minor mechanical functions such as replacing side and rear-view mirrors, wiper blades, light bulbs, fluid levels, etc.

Creates and submits vehicle reports as required by State rules and regulations pertaining to transportation of students and fleet vehicle usage.

Notifies and maintains records of district employees who have passenger endorsements and other special privileges related to driving; participates in and facilitates driver pull notices and drug and alcohol testing programs.

Interprets, applies, and communicates District transportation policies, laws and regulations applicable to commercial multi-passenger vehicles.

Reviews and coordinates District transportation requests; determines feasibility of requests; estimates cost and obtains bids for needed transportation resources.

Trains employees with respect to the work involved in operating the fleet vehicles and related equipment in a safe and uniform manner, as well as, servicing multi-passenger vehicles, filling fuel tanks, checking oil, coolant levels, tire condition and batteries.

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

Operates a mobile communication device to maintain contact with Shuttle Drivers while in route.



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 direction from the Director of Auxiliary Services, the employee independently performs duties and solves work-related problems.

##### ***Level of Supervision Exercised***

Positions in this classification do not supervise others; however, they may serve as lead workers to positions classified as Shuttle Driver.

#### 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  
District policies, rules, regulations, and procedures  
Principles and practices of recordkeeping and scheduling  
Alternative fuels, automotive maintenance service schedules and repair issues  
Work scheduling methods and processes  
Procedures and practices of safety and Risk Management  
Policies, procedures and documentation techniques of accident and incident reporting  
Basic bookkeeping practices and procedures  
Basic mathematics  
Effective customer service techniques

##### ***Skills & Abilities:***

Lead, train, and monitor the work of others  
Perform minor repairs on a motor vehicle  
Plan, organize, and exercise sound judgment within area of assigned responsibility  
Interpret, apply, explain and reach sound decisions in accordance with applicable laws, regulations, District policies and procedures  
Operate a computer, mobile communication devices and standard office equipment  
Organize and maintain specialized files and employee confidentiality  
Communicate clearly and effectively, both orally and in writing  
Plan and estimate transportation services, maintenance and repairs  
Safely operate a multi-passenger vehicle with seating capacity of 16 or more people  
Multi-task and provide excellent 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:**

High school diploma or equivalent

**Experience Requirement:**

Three years of experience driving a multi-passenger vehicle, such as a shuttle, van or bus. One year experience leading the work of others, coordinating transportation operations or services 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 Policies and Administrative Regulations as it pertains to Drug and Alcohol Testing for Transportation Employees.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

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. Must have valid First Aid and CPR "C" certificate.

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

#### CLASS DETAIL

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	December 13, 2006
<b>Revision Date(s):</b>	12/13/06, 5/17/17, 5/21/2025
<b>Class History:</b>	Transportation Assistant, Transportation Operations Assistant

Agenda Report Number	9
Subject	Classification Description Revisions: Buyer I Cyclical Review
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Buyer I**.

As part of the cyclical review process, we are reviewing classifications in the Purchasing job discipline. The Procurement, Contracts and Logistics Department is responsible for the procurement of materials, equipment, and services for the College by providing efficient and responsive procurement services and obtaining high-quality goods and services at reasonable costs while operating at the highest standards of ethical conduct. The Buyers specialize in the commodities, including categories, groups of supplies and services they procure.

The Buyer I classification was established in September 2015. This classification has not been revised since its establishment. This classification is currently vacant.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Purchasing classifications, as well as CSEA, were invited to participate in a class study orientation on February 4, 2025, 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 PDQ February 18, 2025.

Personnel Commission staff sent the classification descriptions for review to Nyla Cotton, Director of Procurement, Contracts & Logistics. 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 proposed to clarify requirements.

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, class description revisions are being proposed, to clarify Distinguishing Characteristics and Minimum Qualifications.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking.

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Buyer I	\$5,739	\$6,975	\$6,357	26,748
Cerritos College	Buyer I	\$5,251	\$6,300	\$5,775	22,948
Contra Costa CCD	Assistant Buyer	\$5,189	\$6,322	\$5,756	31,432
El Camino College	Purchasing Assistant	\$5,054	\$6,465	\$5,760	21,971
Long Beach City College	Assistant Buyer	\$4,895	\$6,019	\$5,457	26,189
Los Angeles CCD	Procurement Technician	\$5,187	\$6,425	\$5,806	135,917
North Orange County CCD	Buyer	\$5,774	\$6,970	\$6,372	43,148
Pasadena City College	Assistant Buyer	\$5,026	\$6,414	\$5,720	26,522
State Center CCD	Procurement Technician	\$4,653	\$5,722	\$5,187	49,125
Ventura County CCD	Purchasing Assistant	\$4,464	\$6,162	\$5,313	32,977
	Average	\$5,055	\$6,311	\$5,683	
	25th Percentile	\$4,895	\$6,162	\$5,457	
	50th Percentile	\$5,054	\$6,322	\$5,756	
	70th Percentile	\$5,188	\$6,421	\$5,769	
	80th Percentile	\$5,214	\$6,441	\$5,788	
	90th Percentile	\$5,356	\$6,566	\$5,919	
	SMC % RANK	99.1%	100%	<b>99.6%</b>	
	SMC Difference From AVG	11.9%	9.5%	10.6%	
	SMC Difference From MED	11.9%	9.4%	9.5%	

The current salary range for Buyer I is Range 33 on the Classified Employee Salary Schedule. In this survey, SMC is in the 100% median percentile compared to all benchmark agencies with comparable classifications; that is, no market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 100<sup>th</sup> percentile, salary reallocation is not recommended given current salary meets the District's goal to target the 70<sup>th</sup> percentile.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Senior Buyer	45	\$7,690	\$9,348	10.25%
Buyer II	41	\$6,975	\$8,479	21.54%
Buyer I	33	\$5,739	\$6,975	

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

### **RECOMMENDATION**

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

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

**Santa Monica Community College District  
Personnel Commission**

**Buyer I**

**CONCEPT OF THE CLASS**

Under general supervision, Positions in this classification perform routine duties related to the acquisition of supplies, equipment, ~~and~~ services and efficient deliveries in accordance with applicable laws, District regulations and department policies, procedures and guidelines.

**DISTINGUISHING CHARACTERISTICS**

The **Buyer I** is the entry level classification within the Buyer series and performs work that is typically limited in scope and generally confined to routine purchasing ~~expediting~~ activities. Work assignments are well defined by process guidelines.

The **Buyer II** is the journey level classification within the Buyer series and performs highly responsible, professional purchasing duties related to the evaluation and awarding of bids, and purchasing of a wide range of materials, supplies and equipment that requires independent judgment and a thorough knowledge of procurement principles and practices.

The Senior Buyer is the advanced-journey level classification within the Buyer series and serves as the lead Buyer in the Procurement department.

**ESSENTIAL DUTIES**

Receives, reviews and processes purchase requisitions for basic materials, equipment, supplies and services; prioritizes requisitions considering urgency of request and delivery time; assists in verifying that requisitions are in compliance with pertinent laws, regulations and codes and District/Purchasing Department policies and standards; ensures order parameters are clear and understood; assists in resolving issues and/or discrepancies; determines sources of materials, equipment supplies and services; verifies cost information; coordinates deadline schedules with staff and faculty to ensure timely deliveries.

Within level of authority, assists higher level staff in the development of Requests for Proposal (RFP's), Requests for Quotes (RFQ's), and Invitations for Bids (IFB's); works with department requestors to draft proposal specifications and to remove vendor specific impediments to competition; assists in determining that all applicable legal and contractual provisions are included to safeguard the District's interests; communicates with vendors, coordinates pre-bid meetings as necessary, and prepares and distributes RFP, RFQ and IFB schedules, proposal documentation and advertising announcements; works on bidders lists and other informational requirements; verifies licensing and references.

Establishes positive communications with assigned department representatives to assist them in defining their purchasing needs and options and to obtain needed supplies, equipment and/or services; explains District purchasing policies and procedures to department representatives.

Drafts purchase order terms and conditions and interacts with appropriate District staff to ensure District needs are met; Assists in ensuring routine purchase orders are complete and accurate and comply with applicable legal requirements and District and department regulations, policies and procedures; monitors and evaluates purchase order compliance.

Establishes, develops and maintains positive relationships with outside vendors and sales representatives; interviews vendors to evaluate products and services; coordinates vendor demonstrations; estimates costs for fund encumbrance; educates vendors and sales representatives on District purchasing policies and procedure; Ensures vendor conformance by conferring with Accounts Payable and the Warehouse.

Confers with other purchasing staff members to maintain up-to-date sources of supplies and commodities; assists in creating and maintaining lists of vendors, professional associations, advertising sources and other categories to support the purchasing process.

Assist in researching, assessing and identifying new or better sources of supply for products and services as needed.

Assists in the administration of contracts of low to moderate complexity according to contract laws, District regulations and department policies and procedures.

Assists in the development and maintenance of the District purchasing calendar to ensure seasonal and annual deadlines, purchases and contract renewals.

Prepares specified correspondence, records, files and reports related to purchasing activities.

Assists in the preparation of contracts and maintenance agreements.

Attends workshops and vendor shows and open houses.

Performs other related duties as requested or assigned.

Accesses and inputs relevant data in the employee/applicant database tracking system.

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.

~~Learns and applies emerging technologies and advances as necessary to perform duties in an efficient organized and timely manner.~~

#### SUPERVISION

##### **Level of Supervision Received**

~~Positions in this classification receive Under general supervision from the Director of Procurement, Contract & Logistics, this classification is expected to perform job duties through to completion with substantial independence of Purchasing.~~

##### **Level of Supervision Exercised**

Positions in this classification do not supervise other classified positions.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Purchasing principles, practices and procedures

Rules and regulations governing purchasing procedures in California Community Colleges

Public Contract Code and contract codes relating to purchasing

Filing and record keeping practices.

Terms of sale.

~~Working knowledge of functions such as receiving, accounts payable and accounting as they relate to the purchasing process.~~

~~Computer programs that support this level of work, including the internet, Microsoft Office, and procurement and contract management systems~~

~~Knowledge of and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet, and database management software programs and Internet browser, websites, and e-mail.~~

##### **Skill in:**

~~Interpretation and application of department policies and procedures.~~

~~Strong interpersonal skills to effectively carry out the essential functions of the classification.~~

~~Oral communication skills to effectively perform the essential functions of the classification.~~

~~Writing skills to effectively perform the essential functions of the classification.~~

##### **Skills & Abilities:**

Assist in the preparation, analysis and evaluation of bid proposals, purchase requisitions, specifications and other purchasing-related documents.

Assist in the administration of the bidding process.

Perform product comparisons and assist in analyzing technical data.

~~Quickly and effectively make mathematical calculations involving comparing, analyzing, and tracking cost data.~~

~~Remain current on new developments and best practices in the field of public purchasing in California~~

~~Demonstrate Organize, set priorities and exercise sound independent judgment in purchasing materials, services and equipment within areas of assigned responsibility~~

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

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

~~Organize and maintain specialized files and confidential information~~

~~Communicate effectively, both orally and in writing~~

~~Stay updated on technology changes and adapt to new technologies~~



Role model exceptional internal and external customer service

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

~~Work effectively with the purchasing group and other campus constituencies.~~

~~Keep accurate financial records as they relate to purchasing.~~

~~Clearly and positively communicate policies and procedures to all levels inside and outside the District.~~

~~Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.~~

~~Establish and maintain cooperative working relationships with the campus constituents, contractors, suppliers and the general public.~~

~~Set priorities, manage time and work in fast-paced and busy environment with multiple tasks and interruptions.~~

~~Work on many simultaneous assignments with close attention to detail.~~

~~Meet deadlines and to effectively handle conflicting and/or changing deadlines.~~

~~Interpret and follow oral and written instructions.~~

~~Manage confidential information.~~

~~Effectively utilize integrated financial systems, such as Peoplesoft, used by the District.~~

~~Effectively utilize desktop applications utilized by the Purchasing Department such as Microsoft Office Suite.~~

~~Maintain currency regarding business trends and market changes.~~

~~Learn, understand, interpret, explain and apply applicable laws and codes.~~

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Associate's degree or equivalent.

**Experience Requirement:**

One ~~(1)~~ year of experience purchasing materials, supplies and/or equipment in a competitive bidding setting, or in the processing or administration of contracts, service agreements, or leases.

**Education/Experience Equivalency:**

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

~~Additional experience beyond the minimum required may substitute for the educational requirement on a year-for-year basis.~~

~~One of the following certificates may substitute for the education and/or experience requirements:~~

- ~~• Certified Professional Public Buyer (CPPB) issued by the Universal Public Purchasing Certification Council (UPPGC)~~
- ~~• Certified Public Procurement Officer (CPPO) issued by the Universal Public Purchasing Certification Council (UPPGC)~~
- ~~• Certified Professional Supply Chain Management (CPSM) issued by the Institute for Supply Management (ISM)~~

**Licensure and/or Certification:**

A valid Class "C" California driver's license. None.

**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.

**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 or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push or pull up to 1025 pounds with or without assistance and with or without the use of devices or equipment used to aide the lifting process. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

**Job Family:**

Fiscal Services / Business Administration

**FLSA Status:**

Non-exempt

<b>Personnel Commission Approval Date:</b>	09/16/2015
<b>Class History:</b>	
<b>Revision Date(s):</b>	<a href="#">5/21/25</a>



**Santa Monica Community College District  
Personnel Commission**

**Buyer I**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform routine duties related to the acquisition of supplies, equipment, services and efficient deliveries in accordance with applicable laws, District regulations and department policies, procedures and guidelines.

**DISTINGUISHING CHARACTERISTICS**

The **Buyer I** is the entry level classification within the Buyer series and performs work that is typically limited in scope and generally confined to routine purchasing activities. Work assignments are well defined by process guidelines.

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The **Senior Buyer** is the advanced-journey level classification within the Buyer series and serves as the lead Buyer in the Procurement department.

**ESSENTIAL DUTIES**

Receives, reviews and processes purchase requisitions for basic materials, equipment, supplies and services; prioritizes requisitions considering urgency of request and delivery time; assists in verifying that requisitions are in compliance with pertinent laws, regulations and codes and District/Purchasing Department policies and standards; ensures order parameters are clear and understood; assists in resolving issues and/or discrepancies; determines sources of materials, equipment supplies and services; verifies cost information; coordinates deadline schedules with staff and faculty to ensure timely deliveries.

Within level of authority, assists higher level staff in the development of Requests for Proposal (RFP's), Requests for Quotes (RFQ's), and Invitations for Bids (IFB's); works with department requestors to draft proposal specifications and to remove vendor specific impediments to competition; assists in determining that all applicable legal and contractual provisions are included to safeguard the District's interests; communicates with vendors, coordinates pre-bid meetings as necessary, and prepares and distributes RFP, RFQ and IFB schedules, proposal documentation and advertising announcements; works on bidders lists and other informational requirements; verifies licensing and references.

Establishes positive communications with assigned department representatives to assist them in defining their purchasing needs and options and to obtain needed supplies, equipment and/or services; explains District purchasing policies and procedures to department representatives.

Drafts purchase order terms and conditions and interacts with appropriate District staff to ensure District needs are met; Assists in ensuring routine purchase orders are complete and accurate and comply with applicable legal requirements and District and department regulations, policies and procedures; monitors and evaluates purchase order compliance.

Establishes, develops and maintains positive relationships with outside vendors and sales representatives; interviews vendors to evaluate products and services; coordinates vendor demonstrations; estimates costs for fund encumbrance; educates vendors and sales representatives on District purchasing policies and procedure; Ensures vendor conformance by conferring with Accounts Payable and the Warehouse.

Confers with other purchasing staff members to maintain up-to-date sources of supplies and commodities; assists in creating and maintaining lists of vendors, professional associations, advertising sources and other categories to support the purchasing process.

Assist in researching, assessing and identifying new or better sources of supply for products and services as needed.

Assists in the administration of contracts of low to moderate complexity according to contract laws, District regulations and department policies and procedures.

Assists in the development and maintenance of the District purchasing calendar to ensure seasonal and annual deadlines, purchases and contract renewals.

Prepares specified correspondence, records, files and reports related to purchasing activities.

Assists in the preparation of contracts and maintenance agreements.

Attends workshops and vendor shows and open houses.

Performs other related duties as requested or assigned.

Accesses and inputs relevant data in the employee/applicant database tracking system.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

##### **Level of Supervision Received**

Under general supervision from the Director of Procurement, Contract & Logistics, this classification is expected to perform job duties through to completion with substantial independence

##### **Level of Supervision Exercised**

Positions in this classification do not supervise other classified positions.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Purchasing principles, practices and procedures

Rules and regulations governing purchasing procedures in California Community Colleges

Public Contract Code and contract codes relating to purchasing

Filing and record keeping practices

Terms of sale

Functions such as receiving, accounts payable and accounting as they relate to the purchasing process.

Computer programs that support this level of work, including the internet, Microsoft Office, and procurement and contract management systems

##### **Skills & Abilities:**

Assist in the preparation, analysis and evaluation of bid proposals, purchase requisitions, specifications and other purchasing-related documents

Assist in the administration of the bidding process

Perform product comparisons and assist in analyzing technical data

Make mathematical calculations involving comparing, analyzing, and tracking cost data

Remain current on new developments and best practices in the field of public purchasing in California

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

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

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

Organize and maintain specialized files and confidential information

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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:**

Associate's degree or equivalent.

**Experience Requirement:**

One year of experience purchasing materials, supplies and/or equipment in a competitive bidding setting, or in the processing or administration of contracts, service agreements, or leases.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None.

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.

**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 or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push or pull up to 10 pounds with or without assistance and with or without the use of devices or equipment used to aide the lifting process. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<b>Job Family:</b>	Fiscal Services / Business Administration
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	09/16/2015
<b>Class History:</b>	
<b>Revision Date(s):</b>	5/21/25

Agenda Report Number	10
Subject	Classification Description Revisions: Buyer II Cyclical Review
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Buyer II**.

As part of the cyclical review process, we are reviewing classifications in the Purchasing job discipline. The Procurement, Contracts and Logistics Department is responsible for the procurement of materials, equipment, and services for the College by providing efficient and responsive procurement services and obtaining high-quality goods and services at reasonable costs while operating at the highest standards of ethical conduct. The Buyers specialize in the commodities, including categories, groups of supplies and services they procure.

The Buyer II classification was established in June 1977. This classification has been revised three times since its establishment. The most recent revision was approved in January 2016, in anticipation of an upcoming recruitment the Minimum Qualifications were revised to include preferred experience. There are currently two permanent incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Purchasing classifications, as well as CSEA, were invited to participate in a class study orientation on February 4, 2025, 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 PDQ February 18, 2025.

Personnel Commission staff sent the classification descriptions for review to Nyla Cotton, Director of Procurement, Contracts & Logistics. 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 proposed to clarify requirements.

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, class description revisions are being proposed, to clarify Distinguishing Characteristics and Minimum Qualifications.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking.

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Buyer II	\$6,975	\$8,479	\$7,727	26,748
Cerritos College	Buyer II	\$6,026	\$7,253	\$6,640	22,948
Contra Costa CCD	Buyer	\$5,452	\$6,642	\$6,047	31,432
El Camino College	Buyer	\$6,810	\$8,772	\$7,791	21,971
Foothill De Anza CCD	Buyer	\$6,873	\$9,199	\$8,036	31,134
Glendale College	Purchasing Specialist	\$5,696	\$7,270	\$6,483	15,885
Long Beach City College	Buyer	\$5,716	\$7,042	\$6,379	26,189
Los Angeles CCD	Assistant Procurement Specialist	\$6,801	\$8,426	\$7,614	135,917
Mt. San Antonio College	Buyer	\$5,578	\$7,119	\$6,348	38,269
North Orange County CCD	Buyer II	\$6,048	\$7,302	\$6,675	43,148
Pasadena City College	Buyer	\$5,828	\$7,439	\$6,634	26,522
Riverside CCD	Purchasing Specialist	\$6,742	\$8,204	\$7,473	42,274
Santa Barbara City College	Senior Buyer	\$5,808	\$7,076	\$6,442	16,835
State Center CCD	Buyer	\$6,123	\$7,530	\$6,826	49,125
Ventura County CCD	Purchasing Specialist	\$5,694	\$7,846	\$6,770	32,977
	Average	\$6,085	\$7,651	\$6,868	
	25th Percentile	\$5,701	\$7,152	\$6,452	
	50th Percentile	\$5,927	\$7,370	\$6,657	
	70th Percentile	\$6,185	\$7,882	\$6,891	
	80th Percentile	\$6,766	\$8,293	\$7,529	
	90th Percentile	\$6,807	\$8,668	\$7,738	
	SMC % RANK	100%	85.7%	89.5%	
	SMC Difference From AVG	12.8%	9.8%	11.1%	
	SMC Difference From MED	15.0%	13.1%	13.8%	

The current salary range for Buyer II is Range 41 on the Classified Employee Salary Schedule. In this survey, SMC is in the 90% median percentile compared to all benchmark agencies with comparable classifications; that is, 10% of market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 90<sup>th</sup> percentile, salary reallocation is not recommended given current salary meets the District's goal to target the 70<sup>th</sup> percentile.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Senior Buyer	45	\$7,690	\$9,348	10.25%
Buyer II	41	\$6,975	\$8,479	21.54%
Buyer I	33	\$5,739	\$6,975	

Cyclical review results have been sent 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 for Buyer II.

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

**Santa Monica Community College District  
Personnel Commission**

**Buyer II**

**CONCEPT OF THE CLASS**

Under general supervision, the positions in this classification perform a variety of duties related to the acquisition of supplies, equipment and services in accordance with applicable laws, District regulations and department policies, procedures and guidelines.

**DISTINGUISHING CHARACTERISTICS**

The **Buyer II** is the journey level classification within the Buyer series and performs highly responsible professional purchasing duties related to the evaluation and awarding of bids, and purchasing of a wide range of materials, supplies and equipment that requires independent judgment and a thorough knowledge of procurement principles and practices.

The **Senior Buyer** is the advanced-journey level classification within the Buyer series and serves as the lead Buyer in the Procurement department.

The **Buyer I** is the entry level classification within the Buyer series and performs work that is typically limited in scope and generally confined to routine purchasing activities. Work assignments are well defined by process guidelines.

**ESSENTIAL DUTIES**

Receives, reviews and processes purchase requisitions for a broad array of materials, equipment, supplies and services; prioritizes requisitions considering urgency of request and delivery time; verifies requisitions are in compliance with pertinent laws, regulations and codes and District/Purchasing Department policies and standards; insures order parameters are clear and understood and resolves issues and/or discrepancies; determines sources of materials, equipment supplies and services; performs quality, value and cost analyses; coordinates deadline schedules with staff and faculty to ensure timely deliveries.

Within level of authority, develops Requests for Proposal (RFP's), Requests for Quotes (RFQ's), and Invitations for Bids (IFB's); works with department requestors to draft proposal specifications and to remove vendor specific impediments to competition; insures that all applicable legal and contractual provisions are included to safeguard the District's interests; solicits vendors, calls pre-bid meetings as necessary, and prepares and distributes RFP, RFQ and IFB schedules, proposal documentation and advertising announcements; determines bidders lists and other informational requirements; conducts public response openings; handles and resolves inquiries and discrepancies; analyzes and evaluates responses according to conformance with requirements; verifies licensing and references; recommends awarding of purchase orders in accordance with applicable laws, District regulations and Purchasing Department policies, procedures and guidelines.

Establishes positive communications with assigned department representatives to assist them in defining their purchasing needs and options and to obtain needed supplies, equipment and/or services; explains and trains assigned departments on District purchasing policies and procedures.

Within level of authority, negotiates, oversees, amends, extends and terminates a variety of agreements and purchase orders; drafts and negotiates purchase order terms and conditions and interacts with appropriate District staff to ensure District needs are met; ensures purchase orders are complete and accurate and comply with applicable legal requirements and District and department regulations, policies and procedures; monitors and evaluates purchase order compliance; assesses, identifies and facilitates resolution of non-compliance issues.

Establishes, develops and maintains positive relationships with outside vendors and sales representatives; interviews vendors to evaluate products and services; coordinates vendor demonstrations; determines the best source of supply and reliability of vendors; studies comparative costs and evaluates quality and suitability of products or services; estimates costs for fund encumbrance; educates vendors and sales representatives on District purchasing policies and procedure; Ensures vendor conformance by conferring with Accounts Payable and the Warehouse.

Confers with other purchasing staff members to maintain up-to-date sources of supplies and commodities; assists in creating and maintaining lists of vendors, professional associations, advertising sources and other categories to support the purchasing process.

Researches, assesses and identifies new or better sources of supply for products and services as needed.

Analyzes, writes and administers a wide variety of contracts of moderate complexity according to contract laws, District regulations and department policies and procedures.



Assists in the development and maintenance of the District purchasing calendar to ensure seasonal and annual deadlines, purchases and contract renewals.

Prepares a variety of correspondence, records, files and reports related to purchasing activities.

Assists in the preparation of contracts and maintenance agreements.

Attends workshops and vendor shows and open houses.

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

##### **Supervision Received:**

Positions in this classification receive Under general supervision from the Director of Purchasing Procurement, Contract & Logistics, this classification is expected to perform job duties through to completion with substantial independence.

##### **Supervision Exercised:**

Positions in this classification do not supervise other classified positions.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

~~p~~Purchasing principles, practices and procedures-

~~Thorough knowledge of d~~rafting and overseeing purchase contracts and enforcing contract provisions-

~~Knowledge of r~~ules and regulations governing purchasing procedures in California Community Colleges

~~Knowledge of~~ Public Contract Code and contract codes relating to purchasing

~~Knowledge of f~~iling and record keeping practices-

~~Knowledge of t~~erms of sale-

~~Working knowledge of F~~unctions such as receiving, accounts payable and accounting as they relate to the purchasing process-

Computer programs that support this level of work, including the internet, Microsoft Office, and procurement and contract management systems

Principles of English grammar, vocabulary and spelling

~~Knowledge of and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet, and database management software programs and Internet browser, websites, and e-mail.~~

~~Thorough knowledge of purchasing principles, practices and procedures.~~

~~Thorough knowledge of drafting and overseeing purchase contracts and enforcing contract provisions.~~

~~Knowledge of rules and regulations governing purchasing procedures in California Community Colleges~~

~~Knowledge of Public Contract Code and contract codes relating to purchasing~~

~~Knowledge of filing and record keeping practices.~~

~~Knowledge of terms of sale.~~

##### **Skills & Abilities:**

~~Ability to p~~repare, analyze and evaluate bid proposals, purchase requisitions, specifications and other purchasing-related documents-

~~Ability to a~~dminister the bidding process and contracts-

~~Ability to quickly and effectively m~~ake mathematical calculations involving comparing, analyzing, and tracking cost data-

~~Ability to p~~erform product comparisons and analyze technical data-

~~Ability to keep~~ Maintain accurate financial records as they relate to purchasing-

~~Ability to m~~eet deadlines and to effectively handle conflicting and/or changing deadlines-

~~Learn, and apply, and stay updated on emerging technology changes and adapt to new technologies and advances as necessary to perform duties in an efficient organized and timely manner.~~

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



~~Ability to n~~Negotiate with suppliers and contractors and to resolve conflicts.  
~~Ability to d~~Demonstrate creativity in developing cost-savings buying practices.  
~~Remain current on new developments and best practices in the field of public purchasing in California~~  
~~Ability to understand, i~~Interpret, apply, and explain ~~and apply~~ applicable laws, ~~and codes, and regulations, and District policies and procedures~~  
Operate a computer using computer applications, programs and standard office equipment  
Organize and maintain specialized files and confidential information  
Communicate effectively, both orally and in writing  
Role model exceptional internal and external customer service  
Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training  
Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences  
~~Ability to maintain currency regarding business trends and market changes.~~  
~~Ability to effectively utilize integrated financial systems, such as Peoplesoft, used by the District.~~  
~~Ability to effectively utilize desktop applications utilized by the Purchasing Department such as Microsoft Office Suite.~~  
~~Ability to interpret and follow oral and written instructions~~  
~~Ability to manage confidential information.~~  
~~Ability to exercise tact and diplomacy in dealing with sensitive and complex issues and situations.~~  
~~Ability to establish and maintain cooperative working relationships with the campus constituents, contractors, suppliers and the general public.~~  
~~Ability to set priorities, manage time and work in fast-paced and busy environment with multiple tasks and interruptions.~~  
~~Ability to work on many simultaneous assignments with close attention to detail.~~  
~~Ability to write and administer contracts.~~  
~~Ability to work effectively with the purchasing group and other campus constituencies.~~  
~~Skill in the interpretation and application of department policies and procedures.~~  
~~Strong interpersonal skills to effectively carry out the essential functions of the classification.~~  
~~Oral communication skills to effectively perform the essential functions of the classification.~~  
~~Writing skills to effectively perform the essential functions of the classification.~~  
~~Ability to exercise independent decision-making and demonstrate sound judgment in purchasing materials, services and equipment.~~  
~~Ability to clearly and positively communicate policies and procedures to all levels inside and outside the District.~~

#### MINIMUM QUALIFICATIONS

##### **Education Requirement:**

Associate's ~~of Art's~~ degree or equivalent, which included six ~~(6)~~ semester hours in purchasing, business or a ~~closely~~ related field.

##### **Experience Requirement:**

Four ~~(4)~~ years of experience purchasing materials, supplies and/or equipment preferably including one ~~(1)~~ year of experience in government or public education purchasing.

##### **Education/Experience Equivalency:**

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

~~A BA/BS in business or a closely related field may substitute for 2 years of experience.~~

~~An additional 4 years of experience as a Buyer in a government or public education purchasing department may substitute for the education requirement.~~

~~A CPPB\* or CPPQ\* may substitute for the education and/or experience requirements.~~

~~\*Certified Professional Public Buyer (CPPB)/Certified Professional Public Purchasing Officer (CPPPO) are issued by the Universal Public Purchasing Certification Council (UPPCC).~~

##### **Licensure and/or Certification:**

~~Possession of a valid Class C California driver's license.~~

Certified Professional Public Buyer (CPPB) or Certified Professional in Supply Chain Management (CPSM) preferred.

#### 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

**Normal Office Environment:**

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 1025 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<b>Job Family:</b>	Fiscal Services/_Business Administration <del>HR</del>
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	<del>11/02/06</del> <u>06/77</u>
<b>Class History:</b>	Buyer — <del>Established 06/77</del>
<b>Revision Date(s):</b>	5/88, <del>Hay Study</del> 11/06, 01/29/16, <u>5/21/25</u>

**Santa Monica Community College District  
Personnel Commission**

**Buyer II**

**CONCEPT OF THE CLASS**

Under general supervision, the positions in this classification perform a variety of duties related to the acquisition of supplies, equipment and services in accordance with applicable laws, District regulations and department policies, procedures and guidelines.

**DISTINGUISHING CHARACTERISTICS**

The **Buyer II** is the journey level classification within the Buyer series and performs highly responsible professional purchasing duties related to the evaluation and awarding of bids, and purchasing of a wide range of materials, supplies and equipment that requires independent judgment and a thorough knowledge of procurement principles and practices.

The **Senior Buyer** is the advanced-journey level classification within the Buyer series and serves as the lead Buyer in the Procurement department.

The **Buyer I** is the entry level classification within the Buyer series and performs work that is typically limited in scope and generally confined to routine purchasing activities. Work assignments are well defined by process guidelines.

**ESSENTIAL DUTIES**

Receives, reviews and processes purchase requisitions for a broad array of materials, equipment, supplies and services; prioritizes requisitions considering urgency of request and delivery time; verifies requisitions are in compliance with pertinent laws, regulations and codes and District/Purchasing Department policies and standards; insures order parameters are clear and understood and resolves issues and/or discrepancies; determines sources of materials, equipment supplies and services; performs quality, value and cost analyses; coordinates deadline schedules with staff and faculty to ensure timely deliveries.

Within level of authority, develops Requests for Proposal (RFP's), Requests for Quotes (RFQ's), and Invitations for Bids (IFB's); works with department requestors to draft proposal specifications and to remove vendor specific impediments to competition; insures that all applicable legal and contractual provisions are included to safeguard the District's interests; solicits vendors, calls pre-bid meetings as necessary, and prepares and distributes RFP, RFQ and IFB schedules, proposal documentation and advertising announcements; determines bidders lists and other informational requirements; conducts public response openings; handles and resolves inquiries and discrepancies; analyzes and evaluates responses according to conformance with requirements; verifies licensing and references; recommends awarding of purchase orders in accordance with applicable laws, District regulations and Purchasing Department policies, procedures and guidelines.

Establishes positive communications with assigned department representatives to assist them in defining their purchasing needs and options and to obtain needed supplies, equipment and/or services; explains and trains assigned departments on District purchasing policies and procedures.

Within level of authority, negotiates, oversees, amends, extends and terminates a variety of agreements and purchase orders; drafts and negotiates purchase order terms and conditions and interacts with appropriate District staff to ensure District needs are met; ensures purchase orders are complete and accurate and comply with applicable legal requirements and District and department regulations, policies and procedures; monitors and evaluates purchase order compliance; assesses, identifies and facilitates resolution of non-compliance issues.

Establishes, develops and maintains positive relationships with outside vendors and sales representatives; interviews vendors to evaluate products and services; coordinates vendor demonstrations; determines the best source of supply and reliability of vendors; studies comparative costs and evaluates quality and suitability of products or services; estimates costs for fund encumbrance; educates vendors and sales representatives on District purchasing policies and procedure; Ensures vendor conformance by conferring with Accounts Payable and the Warehouse.

Confers with other purchasing staff members to maintain up-to-date sources of supplies and commodities; assists in creating and maintaining lists of vendors, professional associations, advertising sources and other categories to support the purchasing process.

Researches, assesses and identifies new or better sources of supply for products and services as needed.

Analyzes, writes and administers a wide variety of contracts of moderate complexity according to contract laws, District regulations and department policies and procedures.

Assists in the development and maintenance of the District purchasing calendar to ensure seasonal and annual deadlines, purchases and contract renewals.

Prepares a variety of correspondence, records, files and reports related to purchasing activities.

Assists in the preparation of contracts and maintenance agreements.

Attends workshops and vendor shows and open houses.

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

**Supervision Received:**

Under general supervision from the Director of Procurement, Contract & Logistics, this classification is expected to perform job duties through to completion with substantial independence.

**Supervision Exercised:**

Positions in this classification do not supervise other classified positions.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

Purchasing principles, practices and procedures

Drafting and overseeing purchase contracts and enforcing contract provisions

Rules and regulations governing purchasing procedures in California Community Colleges

Public Contract Code and contract codes relating to purchasing

Filing and record keeping practices

Terms of sale

Functions such as receiving, accounts payable and accounting as they relate to the purchasing process

Computer programs that support this level of work, including the internet, Microsoft Office, and procurement and contract management systems

Principles of English grammar, vocabulary and spelling

**Skills & Abilities:**

Prepare, analyze and evaluate bid proposals, purchase requisitions, specifications and other purchasing-related documents

Administer the bidding process and contracts

Make mathematical calculations involving comparing, analyzing, and tracking cost data

Perform product comparisons and analyze technical data Maintain accurate financial records as they relate to purchasing

Meet deadlines and to effectively handle conflicting and/or changing deadlines

Learn, apply and stay updated on emerging technology changes and adapt to new technologies and advances

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

Negotiate with suppliers and contractors and to resolve conflicts

Demonstrate creativity in developing cost-savings buying practices

Remain current on new developments and best practices in the field of public purchasing in California

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

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

Organize and maintain specialized files and confidential information

Communicate effectively, both orally and in writing

Role model exceptional internal and external customer service

Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

Associate's degree or equivalent, which included six semester hours in purchasing, business or a related field.

**Experience Requirement:**

Four years of experience purchasing materials, supplies and/or equipment preferably including one year of experience in government or public education purchasing.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

Certified Professional Public Buyer (CPPB) or Certified Professional in Supply Chain Management (CPSM) preferred.

#### 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

**Normal Office Environment:**

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

#### CLASS DETAIL

<b>Job Family:</b>	Fiscal Services / Business Administration
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	06/77
<b>Class History:</b>	Buyer
<b>Revision Date(s):</b>	5/88, 11/06, 01/29/16, 5/21/25

Agenda Report Number	11
Subject	Classification Description Revisions: Senior Buyer Cyclical Review
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Senior Buyer**.

As part of the cyclical review process, we are reviewing classifications in the Purchasing job discipline. The Procurement, Contracts and Logistics Department is responsible for the procurement of materials, equipment, and services for the College by providing efficient and responsive procurement services and obtaining high-quality goods and services at reasonable costs while operating at the highest standards of ethical conduct. The Buyers specialize in the commodities, including categories, groups of supplies and services they procure.

The Senior Buyer classification was established in July 2019. This classification has not been revised since its establishment. There is currently one permanent incumbent in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Purchasing classifications, as well as CSEA, were invited to participate in a class study orientation on February 4, 2025, 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 PDQ February 18, 2025.

Personnel Commission staff sent the classification descriptions for review to Nyla Cotton, Director of Procurement, Contracts & Logistics. 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 proposed to clarify requirements.

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, class description revisions are being proposed, to clarify Distinguishing Characteristics and Minimum Qualifications.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking.

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Senior Buyer	\$7,690	\$9,348	\$8,519	26,748
Cerritos College	Lead Buyer	\$6,466	\$7,775	\$7,120	22,948
Contra Costa CCD	Senior Buyer	\$6,017	\$7,331	\$6,674	31,432
Foothill De Anza CCD	Senior Buyer	\$7,953	\$10,642	\$9,298	31,134
Long Beach City College	Senior Buyer	\$6,176	\$7,614	\$6,895	26,189
Los Angeles CCD	Procurement Specialist	\$8,426	\$10,438	\$9,432	135,917
Mt. San Antonio College	Senior Buyer	\$6,100	\$7,786	\$6,943	38,269
State Center CCD	Senior Buyer	\$6,622	\$8,145	\$7,383	49,125
	Average	\$6,823	\$8,533	\$7,678	
	25th Percentile	\$6,138	\$7,695	\$6,919	
	50th Percentile	\$6,466	\$7,786	\$7,120	
	70th Percentile	\$6,888	\$8,603	\$7,766	
	80th Percentile	\$7,687	\$9,979	\$8,915	
	90th Percentile	\$8,142	\$10,520	\$9,352	
	SMC % RANK	80.0%	75.4%	<b>76.5%</b>	
	SMC Difference From AVG	11.3%	8.7%	9.9%	
	SMC Difference From MED	15.9%	16.7%	16.4%	

The current salary range for Senior Buyer is Range 45 on the Classified Employee Salary Schedule. In this survey, SMC is in the 77<sup>th</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 23% of market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 77<sup>th</sup> percentile, salary reallocation is not recommended given current salary meets the District's goal to target the 70<sup>th</sup> percentile.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Senior Buyer	45	\$7,690	\$9,348	10.25%
Buyer II	41	\$6,975	\$8,479	21.54%
Buyer I	33	\$5,739	\$6,975	

Cyclical review results have been sent 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 for Senior Buyer.

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



**Santa Monica Community College District  
Personnel Commission**

**Senior Buyer**

**CONCEPT OF THE CLASS**

Under general supervision, the position in this classification performs complex and specialized analytical duties related to the procurement of supplies, equipment and services, and contract administration. In addition, the position provides lead direction and training to other buyers.

**DISTINGUISHING CHARACTERISTICS**

The **Senior Buyer** is the advanced-journey level classification within the Buyer series, and serves as the lead Buyer in the Procurement department. This classification is distinguished from lower-level Buyer classifications by its responsibility for providing training, guidance and work direction to lower-level staff, and assisting the Director of Procurement, Contracts and Logistics with implementing and overseeing departmental operations and systems. This classification is further distinguished by its responsibility for performing the full scope of complex professional procurement and contract administration duties with substantial independence.

The **Buyer II** is the journey level classification within the Buyer series and performs highly responsible, professional purchasing duties related to the evaluation and awarding of bids, and purchasing of a wide range of materials, supplies and equipment that requires independent judgment and a thorough knowledge of procurement principles and practices.

The **Buyer I** is the entry level classification within the Buyer series and performs work that is typically limited in scope and generally confined to routine purchasing ~~expediting~~ activities. Work assignments are well defined by process guidelines.

**ESSENTIAL DUTIES**

Assigns, monitors, reviews, and corrects work performed by buyers, and analyzes departmental activities and documents for compliance with district policies, laws and governmental rules and regulations.

Reviews and processes the more complex requisitions for the purchase of materials, supplies, equipment, and services, including maintenance-related construction projects.

Evaluates requisitions and determines appropriate solicitation methods such as Requests for Proposals (RFPs), Invitations for Bids (IFBs), Requests for Quotations (RFQs), and Requests for Information (RFIs).

Acts as a point of contact with requesting department to review and revise terms and conditions of proposed contract language.

Performs complex research through various methods to determine legality and conformance of proposed contracts (i.e. Education, Public Contract, Government, Labor codes, contractor's state license board, prevailing wage laws, etc.); makes recommendations based on outcome of research.

Prepares, processes and administers contracts; reviews and evaluates contract provisions, and resolves irregularities and contractual terms that are unfavorable to the District; advises management on interpretation of contracts and agreements; investigates potential issues or complaints regarding contract administration, and provides guidance, assistance, and potential resolutions or remedies.

Provides project administration for maintenance-related construction contracts and other public works projects, not including new construction; coordinates a wide-range of administrative processes to support procurement and contract administration, such as developing bid schedules and specifications, conducting job walks and bid conferences, recommending contract awards and ensuring the receipt of all required contractor documents, and serving as contract administrator during project execution.

Prepares, encumbers and approves purchase orders for preapproved amounts authorized by the District.

Prepares, develops, writes, and advises departments on preparing detailed and complex formal specifications for bids (IFBs) and proposals (RFPs); receives bids and proposals and conducts bid openings; tabulates, evaluates and analyzes data; organizes and leads evaluation committee processes; recommends award based on price and conformance to specifications.

Reviews and oversees the scoring and selection process to ensure that vendors receive a fair and equitable process that is in compliance with applicable legal codes.

Monitors developments in the field of Public Purchasing in California and recommends improvements to internal processes, policies and procedures.

Serves as a liaison between District staff, consultants, vendors, contractors, governmental agencies, and the public to facilitate a shared understanding of procurement policies and procedures, and to obtain information on products, services, or bid solicitations.

Conducts complex cost-price and total cost of ownership analysis and identifies potential cost savings.

Performs reference checks, interviews vendors and recommends award of contracts as required.

Develops and maintains a variety of records and files related to contracts, board materials and other purchasing and contracts information and materials.

Provides training and guidance to personnel and to the public as assigned; interprets and explains rules, regulations, policies, and procedures related to purchasing functions in accordance with established procedures; prepares training documentation and holds training sessions for District personnel.

Writes Board of Trustees agenda items for complex purchases and contract award recommendations.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

##### **Level of Supervision Received**

Under general supervision from the Director of Procurement, Contracts & Logistics, this classification employee receives assignments and is expected to perform job duties early them through to completion with substantial independence.

##### **Level of Supervision Exercised**

Positions in this classification do not supervise other classified positions. The employee serves as a lead worker, providing training and work direction to Procurement staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge of:**

Principles of training and providing work direction

Principles, practices, rules and regulations related to public-sector procurement and contract development and administration, including competitive bidding procedures

California Public Contracts Code, Education Code, Government Code, Uniformed Commercial Code, District and departmental policies and procedures, and other legal codes and laws that apply to public agency and community college purchasing and public works projects

Current market conditions, types, and sources of supplies, materials, equipment, and services used in a community college district

Technical aspects of researching, comparing and purchasing district supplies, materials and equipment

Principles of English grammar, vocabulary and spelling

Computer programs that support this level of work, including the internet, Microsoft Office, and procurement and contract management systems.

##### **Skills & Abilities to:**

Apply procurement concepts and practices to advise requesting departments on a variety of issues and recommend solutions

Remain current on new developments and best practices in the field of public purchasing in California

Research, interpret, analyze, apply, explain, and reach sound decisions in accordance with facts and applicable laws, rules, regulations, legal contracts, and District policies and procedures

Organize and maintain specialized procurement files

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

Facilitate meetings between stakeholder groups, such as district representatives and vendors

Attend to highly detailed information while under pressure, and adapt to changing circumstances

Communicate effectively, both orally and in writing, and explain procurement processes, laws, rules, and regulations to requesting departments clearly and concisely

Model professional integrity and deal quickly and efficiently with breaches of misconduct

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

Stay ~~abreast of~~ 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:**

Bachelor's degree ~~from accredited college or university~~, preferably in business administration, public administration, accounting, or a related field.

##### **Experience Requirement:**

Three ~~(3)~~ years of technical procurement and contract administration experience, which includes at least two ~~(2)~~ years in a public sector competitive bidding environment. This experience must be within the procurement function of an organization. Experience with procurement and contract administration of complex facilities maintenance and public works projects is preferred.

##### **Education/Experience Equivalency:**

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

##### **Licensure and/or Certification:**

~~A valid driver license.~~

Certified Professional Public Buyer (CPPB), Certified Professional in Supply Management (CPSM) or similar certifications preferred.

#### WORKING ENVIRONMENT AND PHYSICAL DEMANDS

##### **Disclosure:**

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

##### **Normal Office Environment:**

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

#### CLASS DETAIL

<b>Job Family:</b>	Business Administration & Fiscal Services
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	7/17/2019
<b>Class History:</b>	
<b>Revision Date(s):</b>	<u>5/21/25</u>

**Santa Monica Community College District  
Personnel Commission**

**Senior Buyer**

**CONCEPT OF THE CLASS**

Under general supervision, the position in this classification performs complex and specialized analytical duties related to the procurement of supplies, equipment and services, and contract administration. In addition, the position provides lead direction and training to other buyers.

**DISTINGUISHING CHARACTERISTICS**

The **Senior Buyer** is the advanced-journey level classification within the Buyer series and serves as the lead Buyer in the Procurement department. This classification is distinguished from lower-level Buyer classifications by its responsibility for providing training, guidance and work direction to lower-level staff, and assisting the Director of Procurement, Contracts and Logistics with implementing and overseeing departmental operations and systems. This classification is further distinguished by its responsibility for performing the full scope of complex professional procurement and contract administration duties with substantial independence.

The **Buyer II** is the journey level classification within the Buyer series and performs highly responsible, professional purchasing duties related to the evaluation and awarding of bids, and purchasing of a wide range of materials, supplies and equipment that requires independent judgment and a thorough knowledge of procurement principles and practices.

The **Buyer I** is the entry level classification within the Buyer series and performs work that is typically limited in scope and generally confined to routine purchasing activities. Work assignments are well defined by process guidelines.

**ESSENTIAL DUTIES**

Assigns, monitors, reviews, and corrects work performed by buyers, and analyzes departmental activities and documents for compliance with district policies, laws and governmental rules and regulations.

Reviews and processes the more complex requisitions for the purchase of materials, supplies, equipment, and services, including maintenance-related construction projects.

Evaluates requisitions and determines appropriate solicitation methods such as Requests for Proposals (RFPs), Invitations for Bids (IFBs), Requests for Quotations (RFQs), and Requests for Information (RFIs).

Acts as a point of contact with requesting department to review and revise terms and conditions of proposed contract language.

Performs complex research through various methods to determine legality and conformance of proposed contracts (i.e. Education, Public Contract, Government, Labor codes, contractor's state license board, prevailing wage laws, etc.); makes recommendations based on outcome of research.

Prepares, processes and administers contracts; reviews and evaluates contract provisions, and resolves irregularities and contractual terms that are unfavorable to the District; advises management on interpretation of contracts and agreements; investigates potential issues or complaints regarding contract administration, and provides guidance, assistance, and potential resolutions or remedies.

Provides project administration for maintenance-related construction contracts and other public works projects, not including new construction; coordinates a wide-range of administrative processes to support procurement and contract administration, such as developing bid schedules and specifications, conducting job walks and bid conferences, recommending contract awards and ensuring the receipt of all required contractor documents, and serving as contract administrator during project execution.

Prepares, encumbers and approves purchase orders for preapproved amounts authorized by the District.

Prepares, develops, writes, and advises departments on preparing detailed and complex formal specifications for bids (IFBs) and proposals (RFPs); receives bids and proposals and conducts bid openings; tabulates, evaluates and analyzes data; organizes and leads evaluation committee processes; recommends award based on price and conformance to specifications.

Reviews and oversees the scoring and selection process to ensure that vendors receive a fair and equitable process that is in compliance with applicable legal codes.



Monitors developments in the field of Public Purchasing in California and recommends improvements to internal processes, policies and procedures.

Serves as a liaison between District staff, consultants, vendors, contractors, governmental agencies, and the public to facilitate a shared understanding of procurement policies and procedures, and to obtain information on products, services, or bid solicitations.

Conducts complex cost-price and total cost of ownership analysis and identifies potential cost savings.

Performs reference checks, interviews vendors and recommends award of contracts as required.

Develops and maintains a variety of records and files related to contracts, board materials and other purchasing and contracts information and materials.

Provides training and guidance to personnel and to the public as assigned; interprets and explains rules, regulations, policies, and procedures related to purchasing functions in accordance with established procedures; prepares training documentation and holds training sessions for District personnel.

Writes Board of Trustees agenda items for complex purchases and contract award recommendations.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

##### **Level of Supervision Received**

Under general supervision from the Director of Procurement, Contracts & Logistics, this classification is expected to perform job duties through to completion with substantial independence.

##### **Level of Supervision Exercised**

Positions in this classification do not supervise other classified positions. The employee serves as a lead worker, providing training and work direction to Procurement staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Principles of training and providing work direction

Principles, practices, rules and regulations related to public-sector procurement and contract development and administration, including competitive bidding procedures

California Public Contracts Code, Education Code, Government Code, Uniformed Commercial Code, District and departmental policies and procedures, and other legal codes and laws that apply to public agency and community college purchasing and public works projects

Current market conditions, types, and sources of supplies, materials, equipment, and services used in a community college district

Technical aspects of researching, comparing and purchasing district supplies, materials and equipment

Principles of English grammar, vocabulary and spelling

Computer programs that support this level of work, including the internet, Microsoft Office, and procurement and contract management systems

##### **Skills & Abilities:**

Apply procurement concepts and practices to advise requesting departments on a variety of issues and recommend solutions

Remain current on new developments and best practices in the field of public purchasing in California

Research, interpret, analyze, apply, explain, and reach sound decisions in accordance with facts and applicable laws, rules, regulations, legal contracts, and District policies and procedures

Organize and maintain specialized procurement files

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

Facilitate meetings between stakeholder groups, such as district representatives and vendors

Attend to highly detailed information while under pressure, and adapt to changing circumstances

Communicate effectively, both orally and in writing, and explain procurement processes, laws, rules, and regulations to requesting departments clearly and concisely

Model professional integrity and deal quickly and efficiently with breaches of misconduct

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

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:**

Bachelor's degree preferably in business administration, public administration, accounting, or a related field.

**Experience Requirement:**

Three years of technical procurement and contract administration experience, which includes at least two years in a public sector competitive bidding environment. This experience must be within the procurement function of an organization. Experience with procurement and contract administration of complex facilities maintenance and public works projects is preferred.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

Certified Professional Public Buyer (CPPB), Certified Professional in Supply Management (CPSM) or similar certifications preferred.

#### WORKING ENVIRONMENT AND PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

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

#### CLASS DETAIL

<b>Job Family:</b>	Business Administration & Fiscal Services
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	7/17/2019
<b>Class History:</b>	
<b>Revision Date(s):</b>	5/21/25

Agenda Report Number	12
Subject	Classification Description Revisions: Asset Manager Cyclical Review
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Asset Manager**.

As part of the cyclical review process, we are reviewing classifications in the Purchasing job discipline. The Procurement, Contracts and Logistics Department is responsible for the procurement of materials, equipment, and services for the College by providing efficient and responsive procurement services and obtaining high-quality goods and services at reasonable costs while operating at the highest standards of ethical conduct.

The Asset Manager classification was established in February 2016. This classification has not been revised since its establishment. This classification is currently vacant.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Purchasing classifications, were invited to participate in a class study orientation on February 4, 2025, 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 February 18, 2025.

Personnel Commission staff sent the classification descriptions for review to Nyla Cotton, Director of Procurement, Contracts & Logistics. 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 proposed to clarify requirements.

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, class description revisions are being proposed, to clarify Distinguishing Characteristics and Minimum Qualifications.

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 did not have an equivalent job similar to the nature and level of work required for this role. Other agencies utilize broader classifications, such as a purchasing supervisor or manager role to oversee this function. As a result, salary review is based on internal alignment within the Purchasing job discipline. There is no salary compression within the series. As such, it is recommended that the salary placement for this role remain at Range M16 on the Classified Management Salary Schedule. Further review may be required once the Department determines how to utilize this vacant role in the future.

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 Procurement, Contract & Logistics*	M32	\$11,483	\$13,958	47.75%
Asset Manager	M16	\$7,772	\$9,447	53.11%
Property Clerk	28	\$5,076	\$6,170	

\*Pending review.

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

### **RECOMMENDATION**

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

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



**Santa Monica Community College District  
Personnel Commission**

**Asset Manager**

**CONCEPT OF THE CLASS**

Under supervision ~~from the Director of Purchasing~~, the ~~Asset Manager position shall~~ performs a variety of responsible, professional-level duties involved in the tracking, controlling, and disposal of the District's fixed assets, and will coordinate and oversee the work of Property Clerks.

**DISTINGUISHING CHARACTERISTICS**

Asset Manager performs and oversees a variety of duties involved in the tracking, controlling and disposal of the District's fixed assets.

Director of Procurement, Contracts & Logistics provides strategic direction and manages a variety of centralized business services functions, including procurement, contract administration, asset management, warehouse, receiving, and mailroom services.

**ESSENTIAL DUTIES**

Oversees all processes related to the tracking, controlling, and disposal of the District's fixed assets, and ensures capitalization procedures are followed with respect to procurement, budget, and accounting principles.

Establishes and ~~maintenance of~~ maintains records and procedures necessary for the accountability of property and equipment inventory.

Oversees periodic physical inventory of fixed assets.

Establishes procedures for the transfer of ownership of assets and acceptance/recording of equipment donations.

Provides assistance to Auditors during District Fixed Asset audits.

Creates content and maintains web pages for Fixed Assets Policies and Procedures.

Develops and recommends policies and procedures regarding fixed asset management, and ensures proper documentation for each step in the process.

Implements and maintains a fixed asset inventory process, including recommendations for disposals of fixed assets, useful life assignment, and depreciation schedules.

Performs fixed asset accounting, including entries for additions, retirement's adjustments, and depreciation on a monthly basis.

Collaborates with Fiscal Services to ensure the interface between the general ledger and fixed asset module is working and reconciled.

Uses the Fixed Asset Management System to maintain accounting records of all property items as required; provides queries and reports on fixed assets.

Develops a procedure to inventory fixed assets and performs annual updates of inventory to verify the existence, nonexistence, or transfer of an asset; makes necessary changes in the system.

Maintains accurate inventory data record and files with descriptions and locations.

Makes recommendations and assists with maintaining appropriate security over fixed assets.

~~Supervises the work of the Property Clerk.~~

Oversees District Surplus Sales/Reverse Auctions; recommends methods of disposal; determines value before sales.

Collaborates with Purchasing to ensure proper categorization of assets.

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**

***Supervision Received:***

Under general supervision from the Director of [Purchasing/Procurement, Contracts & Logistics](#), the employee receives assignments and is expected to carry them through to completion with substantial independence.

**Supervision Exercised:**

Positions in this classification supervise Property Clerks, and other assigned classified staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

Principles, methods, practices, and techniques involved in fixed asset management

Asset Management and Database Management Software Programs

Principles and practices of physical inventory practices and standards within a government agency, and maintenance of public records

Accounting practices across multiple finance functions, such as fixed assets, fund accounting, and general ledger

[Effective employee supervision, training, evaluation, and development techniques and practices](#)

Federal, state, and local laws, regulations, and court decisions applicable to asset management

Applicable sections of the California Education Code, and California Commercial Code

**Skills & Abilities:**

[Understand, interpret, apply, and explain applicable laws, regulations, ordinances, and District policies and procedures](#) applicable to asset management

Coordinate asset management program activities with multiple stake-holders to ensure agreement and beneficial outcomes for the District

Collect, evaluate, and interpret appropriate and applicable data

Apply sound, creative problem-solving techniques to resolve difficult asset management issues

Estimate project requirements and organize resources to meet goals and deadlines

Ensure the maintenance of all required files, records, and documentation

[Organize, set priorities, meet deadlines, Work effectively](#) and exercise independent judgment and initiative within established guidelines

Prepare clear, accurate, grammatically correct, and comprehensive reports, research studies, correspondence, informational materials, and other related documents-

Communicate [effectively, both](#) orally and in writing [clearly, concisely, and accurately, to both internal and external stakeholders](#)

Interact positively with members of various ethnic and socioeconomic groups

[Operate a computer using computer applications, programs and standard office equipment](#)

[Excellent/Role model exceptional internal and external customer service skills](#)

Strong quantitative and analytical skills

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct

Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership

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

~~Manage time and prioritize tasks to meet deadlines~~

~~Work effectively with students, staff, faculty, community groups, and public agencies~~

~~Use relevant technology required by position, including wordprocessing, spreadsheet, presentation, database, and electronic mail application in order to perform all administrative responsibilities associated with the position.~~

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

~~Bachelor's~~~~graduate~~ degree in accounting, finance or business administration, or a related field, ~~from an accredited university or college is required.~~

**Experience Requirement:**

Three years of professional work experience in asset management, accounting, finance, or a related field.

**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:**

Certification in Production and Inventory Management (CPIM) is preferred.

#### WORKING ENVIRONMENT AND PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 1025 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

#### CLASS DETAIL

<b>Job Family:</b>	Business Administration and Fiscal Services
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	2/25/2016
<b>Class History:</b>	
<b>Revision Date(s):</b>	<u>5/21/2025</u>

**Santa Monica Community College District  
Personnel Commission**

**Asset Manager**

**CONCEPT OF THE CLASS**

Under supervision, the position performs a variety of responsible, professional-level duties involved in the tracking, controlling, and disposal of the District's fixed assets, and will coordinate and oversee the work of Property Clerks.

**DISTINGUISHING CHARACTERISTICS**

**Asset Manager** performs and oversees a variety of duties involved in the tracking, controlling and disposal of the District's fixed assets.

**Director of Procurement, Contracts & Logistics** provides strategic direction and manages a variety of centralized business services functions, including procurement, contract administration, asset management, warehouse, receiving, and mailroom services.

**ESSENTIAL DUTIES**

Oversees all processes related to the tracking, controlling, and disposal of the District's fixed assets, and ensures capitalization procedures are followed with respect to procurement, budget, and accounting principles.

Establishes and maintains records and procedures necessary for the accountability of property and equipment inventory.

Oversees periodic physical inventory of fixed assets.

Establishes procedures for the transfer of ownership of assets and acceptance/recording of equipment donations.

Provides assistance to Auditors during District Fixed Asset audits.

Creates content and maintains web pages for Fixed Assets Policies and Procedures.

Develops and recommends policies and procedures regarding fixed asset management, and ensures proper documentation for each step in the process.

Implements and maintains a fixed asset inventory process, including recommendations for disposals of fixed assets, useful life assignment, and depreciation schedules.

Performs fixed asset accounting, including entries for additions, retirement's adjustments, and depreciation on a monthly basis.

Collaborates with Fiscal Services to ensure the interface between the general ledger and fixed asset module is working and reconciled.

Uses the Fixed Asset Management System to maintain accounting records of all property items as required; provides queries and reports on fixed assets.

Develops a procedure to inventory fixed assets and performs annual updates of inventory to verify the existence, nonexistence, or transfer of an asset; makes necessary changes in the system.

Maintains accurate inventory data record and files with descriptions and locations.

Makes recommendations and assists with maintaining appropriate security over fixed assets.

Oversees District Surplus Sales/Reverse Auctions; recommends methods of disposal; determines value before sales.

Collaborates with Purchasing to ensure proper categorization of assets.

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**

**Supervision Received:**

Under general supervision from the Director of Procurement, Contracts & Logistics, the employee receives assignments and is expected to carry them through to completion with substantial independence.

**Supervision Exercised:**

Positions in this classification supervise Property Clerks and other assigned classified staff.

<b>KNOWLEDGE, SKILLS AND ABILITIES</b>
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**Knowledge:**

Principles, methods, practices, and techniques involved in fixed asset management

Asset Management and Database Management Software Programs

Principles and practices of physical inventory practices and standards within a government agency, and maintenance of public records

Accounting practices across multiple finance functions, such as fixed assets, fund accounting, and general ledger

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

Federal, state, and local laws, regulations, and court decisions applicable to asset management

Applicable sections of the California Education Code, and California Commercial Code

**Skills & Abilities:**

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures applicable to asset management

Coordinate asset management program activities with multiple stakeholders to ensure agreement and beneficial outcomes for the District

Collect, evaluate, and interpret appropriate and applicable data

Apply sound, creative problem-solving techniques to resolve difficult asset management issues

Estimate project requirements and organize resources to meet goals and deadlines

Ensure the maintenance of all required files, records, and documentation

Organize, set priorities, meet deadlines, and exercise independent judgment and initiative within established guidelines

Prepare clear, accurate, grammatically correct, and comprehensive reports, research studies, correspondence, informational materials, and other related documents

Communicate effectively, both orally and in writing

Interact positively with members of various ethnic and socioeconomic groups

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

Role model exceptional internal and external customer service

Strong quantitative and analytical skills

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct

Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership

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:**

Bachelor's degree in accounting, finance or business administration, or a related field.

**Experience Requirement:**

Three years of professional work experience in asset management, accounting, finance, or a related field.

**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:**

Certification in Production and Inventory Management (CPIM) is preferred.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

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

CLASS DETAIL

<b>Job Family:</b>	Business Administration and Fiscal Services
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	2/25/2016
<b>Class History:</b>	
<b>Revision Date(s):</b>	5/21/2025



Agenda Report Number	13
Subject	Classification Description Revisions: Property Clerk Cyclical Review
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Property Clerk**.

As part of the cyclical review process, we are reviewing classifications in the Purchasing job discipline. The Procurement, Contracts and Logistics Department is responsible for the procurement of materials, equipment, and services for the College by providing efficient and responsive procurement services and obtaining high-quality goods and services at reasonable costs while operating at the highest standards of ethical conduct.

The Property Clerk classification was established in April 2016. This classification has not been revised since its establishment. This classification is currently vacant.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Purchasing classifications, as well as CSEA, were invited to participate in a class study orientation on February 4, 2025, 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 PDQ February 18, 2025.

Personnel Commission staff sent the classification descriptions for review to Nyla Cotton, Director of Procurement, Contracts & Logistics. 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 proposed to clarify job responsibilities and minimum qualification.

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, class description revisions are being proposed, to clarify Distinguishing Characteristics and Minimum Qualifications.

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 did not have an equivalent job similar to the nature and level of work required for this role. Other agencies encompass these duties in purchasing or warehouse classifications. As a result, salary review is based on internal alignment within the Purchasing job discipline. There is no salary compression within the series. As such, it is recommended that the salary placement for this role remain at Range 28 on the Classified Employee Salary Schedule. Further review may be required once the Department determines how to utilize this vacant role in the future.

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 Procurement, Contract & Logistics*	M32	\$11,483	\$13,958	47.75%
Asset Manager	M16	\$7,772	\$9,447	53.11%
Property Clerk	28	\$5,076	\$6,170	

\*Pending review.

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

### **RECOMMENDATION**

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

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



**Santa Monica Community College District  
Personnel Commission**

**Property Clerk**

**CONCEPT OF THE CLASS**

Under supervision, ~~from the Asset Manager,~~ the ~~position Property Clerk shall~~ performs a variety of activities associated with the management of the District's equipment and other fixed assets, including but not limited to recording, tracking, inventorying, and coordinating the donation, sale, and disposal of retired assets.

**DISTINGUISHING CHARACTERISTICS**

The Property Clerk performs activities associated with the management of the District's equipment and other fixed assets.

The Asset Manager performs and oversees a variety of duties involved in the tracking, controlling and disposal of the District's fixed assets.

**ESSENTIAL DUTIES**

Provides support to Asset Manager to include data entry, inventory and disposal of Fixed Assets, conducts asset research, provides necessary asset reports.

Enters asset repair costs and utilization information to assist in equipment replacement planning.

Resolves minor inventory location/usage discrepancies.

Performs a variety of activities related to the tracking and controlling of the District's equipment and other fixed assets, from acquisition through disposal of each item.

Responds to inquiries from campus and community members related to status of the District's fixed assets; resolves issues requiring general knowledge of policies, procedures, and regulations relating to management of fixed assets.

Adds and modifies data, tracks inventory status, and maintains records of all property items using the Fixed Asset Management System; ensures accurate descriptions and locations are recorded in the system.

Generates reports on the status of property items as requested.

Performs physical inventory of fixed assets to verify the existence, nonexistence, or transfer of an asset; makes necessary changes in the system to record status changes in District assets; visits various locations around campus to where property and equipment is housed.

Collaborates with Purchasing to ensure proper categorization of assets.

Coordinates, organizes and administers the donation, disposal, and surplus sales of retired assets including releasing items, providing descriptions and disclaimers, photographing items and reconciliation.

Assists with maintaining appropriate security over fixed assets.

Maintains calendars for fixed asset inventory, arranges meetings and schedules appointments for Asset Manager as it pertains to fixed asset inventory.

May prepare and submit reports regarding alleged theft to Campus Police and the Director of Procurement, Contracts & Logistics or designated management staff, misuse of property or minor problems in property management.

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**

**Supervision Received:**

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

**Supervision Exercised:**

Positions in this classification do not supervise other classified positions.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

General perpetual and physical inventory control practices, methods, and systems  
Basic accounting principles and terminology  
Methods of storing equipment, materials, and supplies  
Standard office practices, procedures, and equipment  
Techniques for accurate record-keeping, filing, and organizing of information  
Basic principles and practices of maintenance and record retention of public records  
Computer software for creating, formatting, and editing written documents and spreadsheets

**Skills & Abilities:**

Gather, compile, and organize information  
Identify discrepancies and reconcile inaccurate or erroneous data  
Perform basic mathematical computations  
Create and update spreadsheets  
~~Understand, interpret, apply, and explain applicable laws and codes, rules, regulations, and District policies, and procedures~~  
Operate a computer using computer applications, programs and standard office equipment  
Stay updated on technology changes and adapt to new technologies  
~~Manage time and~~Organize, set priorities, set tasks to meet deadlines, Work effectively and exercise sound independent judgment within areas of assigned responsibility and initiative within established guidelines  
~~Communicate effectively, both orally and in writing clearly, concisely, and accurately, to both internal and external stakeholders~~  
~~Provide quality~~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  
~~Use relevant technology required by position, including word processing, spreadsheet, database, electronic mail applications, and fixed assets tracking systems in order to perform all responsibilities associated with the position~~  
~~Work effectively with students, staff, faculty, and members of the community~~  
~~Interact positively with members of various ethnic and socioeconomic groups~~

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

Graduation from high school or equivalent.

**Experience Requirement:**

One year of experience in general clerical accounting or inventory control ~~is required.~~

**Licensure and/or Certification:**

~~None. Possession of a valid Class C California driver's license and acceptable driving record at time of appointment and throughout employment in this position.~~

#### 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 regularly required to stand, walk, and [drive to visit](#) various locations throughout the District. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually moderate to loud, and interruptions are frequent and expected.

CLASS DETAIL
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<b>Job Family:</b>	Business Administration and Fiscal Services
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	4/20/2016
<b>Class History:</b>	
<b>Revision Date(s):</b>	<a href="#">5/21/25</a>

**Santa Monica Community College District  
Personnel Commission**

**Property Clerk**

**CONCEPT OF THE CLASS**

Under supervision, the position performs a variety of activities associated with the management of the District's equipment and other fixed assets, including but not limited to recording, tracking, inventorying, and coordinating the donation, sale, and disposal of retired assets.

**DISTINGUISHING CHARACTERISTICS**

The **Property Clerk** performs activities associated with the management of the District's equipment and other fixed assets.

The **Asset Manager** performs and oversees a variety of duties involved in the tracking, controlling and disposal of the District's fixed assets.

**ESSENTIAL DUTIES**

Provides support to Asset Manager to include data entry, inventory and disposal of Fixed Assets, conducts asset research, provides necessary asset reports.

Enters asset repair costs and utilization information to assist in equipment replacement planning.

Resolves minor inventory location/usage discrepancies.

Performs a variety of activities related to the tracking and controlling of the District's equipment and other fixed assets, from acquisition through disposal of each item.

Responds to inquiries from campus and community members related to status of the District's fixed assets; resolves issues requiring general knowledge of policies, procedures, and regulations relating to management of fixed assets.

Adds and modifies data, tracks inventory status, and maintains records of all property items using the Fixed Asset Management System; ensures accurate descriptions and locations are recorded in the system.

Generates reports on the status of property items as requested.

Performs physical inventory of fixed assets to verify the existence, nonexistence, or transfer of an asset; makes necessary changes in the system to record status changes in District assets; visits various locations around campus to where property and equipment is housed.

Collaborates with Purchasing to ensure proper categorization of assets.

Coordinates, organizes and administers the donation, disposal, and surplus sales of retired assets including releasing items, providing descriptions and disclaimers, photographing items and reconciliation.

Assists with maintaining appropriate security over fixed assets.

Maintains calendars for fixed asset inventory, arranges meetings and schedules appointments for Asset Manager as it pertains to fixed asset inventory.

May prepare and submit reports regarding alleged theft to Campus Police and the Director of Procurement, Contracts & Logistics or designated management staff, misuse of property or minor problems in property management.

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**

***Supervision Received:***

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

***Supervision Exercised:***

Positions in this classification do not supervise other classified positions.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

General perpetual and physical inventory control practices, methods, and systems  
Basic accounting principles and terminology  
Methods of storing equipment, materials, and supplies  
Standard office practices, procedures, and equipment  
Techniques for accurate record-keeping, filing, and organizing of information  
Basic principles and practices of maintenance and record retention of public records  
Computer software for creating, formatting, and editing written documents and spreadsheets

**Skills & Abilities:**

Gather, compile, and organize information  
Identify discrepancies and reconcile inaccurate or erroneous data  
Perform basic mathematical computations  
Create and update spreadsheets  
Interpret, apply, and explain applicable laws and regulations, and District policies and procedures  
Operate a computer using computer applications, programs and standard office equipment  
Stay updated on technology changes and adapt to new technologies  
Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility  
Communicate effectively, both orally and in writing  
Role model exceptional internal and external customer service  
Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training  
Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Graduation from high school or equivalent.

**Experience Requirement:**

One year of experience in general clerical accounting or inventory control.

**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 regularly required to stand, walk, and visit various locations throughout the District. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually moderate to loud, and interruptions are frequent and expected.

CLASS DETAIL
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<b>Job Family:</b>	Business Administration and Fiscal Services
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	4/20/2016
<b>Class History:</b>	
<b>Revision Date(s):</b>	5/21/25

Agenda Report Number	14
Subject	Classification Description Revisions: Grounds Equipment Operator Cyclical Study
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Grounds Equipment Operator**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Operations job discipline. Grounds Operations provides landscaping maintenance, power washing, tree maintenance/trimming/pruning, and pest control services. It is the Department's mission to provide a safe and comfortable learning environment for all students and staff at SMC. The Grounds Equipment Operator performs gardening and grounds keeping duties, including operating medium grounds and maintenance power equipment and applying fertilizers and chemicals.

The Grounds Equipment Operator classification was established in 1977. This classification has been revised three times since its establishment. The most recent revision was approved in February 2019. There are currently five permanent incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2024-25. Incumbents and CSEA were invited to participate in a class study orientation on November 20, 2024, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. Incumbents were asked to complete a Position Description Questionnaire by December 4, 2024.

Personnel Commission staff consulted with Terry Kamibayashi, Director of Facilities, Maintenance & Operations (interim) and Jaime Luis, Grounds Manager (former), to discuss the classification description. In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, supervision, knowledge & abilities, the minimum qualifications and working environment required of the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey 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, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, distinguishing characteristics, essential duties, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working environment.

The salary survey of standard benchmark agencies resulted in comparable matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
<b>Santa Monica College</b>	<b>Grounds Equipment Operator</b>	<b>\$4,958</b>	<b>\$6,026</b>	<b>\$5,492</b>	<b>26,748</b>
Cerritos College	Groundskeeper	\$4,548	\$5,455	\$5,002	22,948
Contra Costa CCD	Grounds Worker II	\$4,819	\$5,870	\$5,345	31,432
El Camino College	Groundskeeper-Gardener I	\$4,389	\$5,604	\$4,997	21,971
Foothill De Anza CCD	Grounds Gardener I/II	\$4,830	\$6,381	\$5,606	31,134
Long Beach City College	Grounds Maintenance Worker	\$4,195	\$5,150	\$4,672	26,189
Los Angeles CCD	Gardener	\$4,894	\$6,063	\$5,478	135,917
Mt. San Antonio College	Grounds and Horticultural Technician I	\$4,705	\$5,997	\$5,351	38,269
North Orange County CCD	Groundskeeper	\$4,593	\$5,528	\$5,061	43,148
Santa Barbara City College	Grounds Maintenance Worker	\$3,913	\$4,766	\$4,340	16,835
State Center CCD	Groundskeeper Worker	\$4,302	\$5,291	\$4,796	49,125
Ventura County CCD	Grounds Maintenance Worker	\$4,142	\$5,732	\$4,937	32,977
	Average	\$4,484	\$5,622	\$5,053	
	25th Percentile	\$4,248	\$5,373	\$4,867	
	50th Percentile	\$4,548	\$5,604	\$5,002	
	75th Percentile	\$4,705	\$5,870	\$5,345	
	80th Percentile	\$4,819	\$5,997	\$5,351	
	90th Percentile	\$4,830	\$6,063	\$5,478	
	SMC % RANK	100%	84.3%	91.0%	
	SMC Difference From AVG	9.6%	6.7%	8.0%	
	SMC Difference From MED	8.3%	7.0%	8.9%	



The current salary range for Grounds Equipment Operator is Range 27 on the Classified Employee Salary Schedule. In this survey, SMC is in the 91<sup>st</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 9% of the market comparables were paid higher than the SMC classification.

### **SALARY ALLOCATION**

Based on median percentile ranking at the 91<sup>st</sup> percentile, salary reallocation is not recommended given that the current salary meets the District's goal to target the 70<sup>th</sup> percentile.

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

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Grounds Manager	M15	\$7,583	\$9,217	18.60%
Grounds Supervisor	M8	\$6,394	\$7,772	11.41%
Senior Grounds Equipment Operator	33	\$5,739	\$6,975	0.00%
Irrigation Specialist*	33	\$5,739	\$6,975	15.75%
Grounds Equipment Operator	27	\$4,958	\$6,026	13.07%
Grounds Worker	22	\$4,385	\$5,330	

*\*Proposed retitle*

### **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**

**Grounds Equipment Operator**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform gardening and grounds keeping duties, including operating medium grounds and maintenance power equipment and applying fertilizers and chemicals, to maintain a clean, attractive, well-landscaped appearance and safe environment on the [campuses of the eCollege campuses](#).

**DISTINGUISHING CHARACTERISTICS**

The **Grounds Equipment Operator** [classification](#) performs duties that require the use of medium grounds and maintenance power equipment such as chain saw, riding mowers, skip loader, fork-lift, riding sweeper, rototiller, back-hoe, and trencher. Gardening responsibilities require the application of fertilizers, herbicides, growth retardants, and insecticides. Duties are performed with greater independence. Positions in this classification may provide guidance and direction to Grounds Workers on special projects such as set up and preparation for athletic events and lawn renovation.

The **Grounds Worker** [classification](#) performs grounds keeping and general gardening duties that require the use of smaller equipment than [those](#) used by the Grounds Equipment Operator classification such as non-riding mowers, pruning and hand saws, shears, hedge and brush trimmers, weed eater, blowers, rakes, and shovels.

**ESSENTIAL DUTIES**

Mows, edges, rakes, and maintains lawns, and grassy areas of the campus; cultivates, re-seeds, and aerates; grooms and sanitizes artificial turf on athletic field.

Maintains, trims and prunes shrubs and small trees.

Performs landscaping activities including preparing beds for planting and preparing surfaces and soils for laying sod.

Operates medium grounds and maintenance power equipment such as riding mowers, riding sweepers, skip loader, fork lift, rototiller, back-hoe, and trencher; operates general gardening equipment; ensures equipment is in safe operating condition and performs preventative maintenance.

Renovates lawns through removing old sod and turf, grading/leveling earth, aerating soil, rototilling, seeding and applying top dressing.

Recognizes plant diseases and insect problems common to the area and treats accordingly.

Safely and properly calibrates mixes and applies fertilizers, herbicides, growth retardants, and insecticides to surfaces and areas according to [the](#) manufacturer's instructions.

Uses a chain saw or other equipment to cut away dead or excess branches from trees or shrubs either to maintain right-of-way for roads, sidewalks, or utilities or to improve the appearance, health, and value of trees.

[Prepares and submits reports on a daily basis for completed assignments and preventive maintenance.](#)

Assists in the installation and repair of irrigation systems using ditch witch and power drill; digs and fills up trenches.

Identifies irrigation problems and notifies Irrigation Specialist for repair.

Plants flowers and weeds flower beds.

Removes leaves, brush, clippings, litter and other debris from campus grounds; sweeps and waters away debris from sidewalks and parking areas; empties trash containers.

Clears roof drains and ground storm drains of debris and other blockages.

Sets up and prepares grounds for special events such as athletic events; collaborates with events host (e.g., [Athletic Directors/Coaches](#)) and coordinates the ground needs; dismantles, cleans, and repairs grounds after events.

Cleans parking structures by [using broom, blower, dustpan and power sweeper](#).

Responds to emergency situations such as cleaning up broken glass.

Promotes workplace safety at all times.

May provide guidance and direction to Grounds Workers on projects such as set up and preparation for special events and lawn renovation.

May operate a motor vehicle to transport materials and equipment; ~~as appropriate related~~ to the position.

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 supervision of the Grounds ~~Supervisor Manager~~, the employee carries out essential duties and should recognize instances that are out of the ordinary and get advice or further instructions.

##### **Level of Supervision Exercised**

This position does not supervise classified employees. May provide guidance and direction to Grounds Workers on special projects.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Tools and equipment used for gardening/landscaping

Equipment safety procedures

Care and maintenance of plants, trees, grasses, flowers, and shrubs

Landscaping and maintenance of grounds and athletic fields

Plant and tree identification

Fertilizers and herbicides, growth retardants, and insecticides

##### **Skills & Abilities:**

Read and interpret safety rules and manuals, operating and maintenance instructions, and policy and procedure manuals

~~Write simple reports and maintain logs~~

~~Read, write and communicate in English at an appropriate level~~

Perform basic mathematical ~~computations~~ calculations

Weigh alternatives and develop action plans

Safely, efficiently, and effectively use hand tools such as shovels, rakes, pruning and hand saws, shears, hedge and brush trimmers, and axes

Safely, efficiently and effectively use medium equipment, such as a chain saw, riding mowers, skip loader, fork-lift, riding sweeper, rototiller, back-hoe, and trencher

~~Work effectively with supervisor, coworkers, students and the public~~

~~Role model exceptional internal and external customer service~~

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

Complete work order forms and other required documents

~~Maintain a positive, helpful, constructive attitude and work relationship with their supervisor, college staff, students, and the community~~

Communicate effectively, both orally and in writing

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:**

Sufficient education to demonstrate the knowledge and abilities listed above.

##### **Experience Requirement:**

Two (2)-years of full-time equivalent paid work experience in grounds-keeping and gardening, including experience operating light and medium equipment and chemical application.

**Education/Experience Equivalency:**

~~None~~ Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

**Licensure and/or Certification and/or Occupational Training:**

A valid driver's license.

Must be certified ~~on~~for Forklift Operation through District-provided training and certification within the first six ~~(6)~~ months of hire.

Must attend annual Pesticide Handler Worker Safety Training provided by the District.

California State Qualified Applicator License (QAL) or Qualified Applicator Certificate (QAC) in Landscape Maintenance is desirable.

**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.

**Normal ~~Work Environment~~Office Environment:**

While performing the duties of this job, the employee is regularly required to use fingers and hands to ~~use~~operate hand and power tools, run equipment, and to handle materials. The employee is frequently required to stand; walk; sit; reach with hands and/or arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds with or without assistance, and with or without the aid of devices used to assist in the lifting effort.

While performing the duties of this job, the employee is regularly exposed to ~~outside~~outdoor weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and works with vibration causing tools or equipment. The noise level in the work environment is moderate to very loud.

**CLASS DETAIL**

**Job Family:**

Facilities, Trades & Maintenance

**FLSA Status:**

Non-exempt

**Personnel Commission Approval Date:**

6/77

**Class History:**

Equipment Operator, Gardener/Equipment Operator

**Revision Date(s):**

6/24/82, 12/7/06, 1/19/11, 2/20/19, 5/21/2025

**Santa Monica Community College District  
Personnel Commission**

**Grounds Equipment Operator**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform gardening and grounds keeping duties, including operating medium grounds and maintenance power equipment and applying fertilizers and chemicals, to maintain a clean, attractive, well-landscaped appearance and safe environment on the College campuses.

**DISTINGUISHING CHARACTERISTICS**

The **Grounds Equipment Operator** performs duties that require the use of medium grounds and maintenance power equipment such as chain saw, riding mower, skip loader, forklift, riding sweeper, rototiller, backhoe, and trencher. Gardening responsibilities require the application of fertilizers, herbicides, growth retardants, and insecticides. Duties are performed with greater independence. Positions in this classification may provide guidance and direction to Grounds Workers on special projects such as set up and preparation for athletic events and lawn renovation.

The **Grounds Worker** performs grounds keeping and general gardening duties that require the use of smaller equipment than those used by the Grounds Equipment Operator classification such as non-riding mower, pruning and hand saws, shears, hedge and brush trimmers, weed eater, blower, rake, and shovel.

**ESSENTIAL DUTIES**

Mows, edges, rakes, and maintains lawns, and grassy areas of the campus; cultivates, re-seeds, and aerates; grooms and sanitizes artificial turf on athletic field.

Maintains, trims and prunes shrubs and small trees.

Performs landscaping activities including preparing beds for planting and preparing surfaces and soils for laying sod.

Operates medium grounds and maintenance power equipment such as riding mower, riding sweeper, skip loader, forklift, rototiller, backhoe, and trencher; operates general gardening equipment; ensures equipment is in safe operating condition and performs preventative maintenance.

Renovates lawns through removing old sod and turf, grading/leveling earth, aerating soil, rototilling, seeding and applying top dressing.

Recognizes plant diseases and insect problems common to the area and treats accordingly.

Safely and properly calibrates mixes and applies fertilizers, herbicides, growth retardants, and insecticides to surfaces and areas according to the manufacturer's instructions.

Uses a chain saw or other equipment to cut away dead or excess branches from trees or shrubs either to maintain right-of-way for roads, sidewalks, or utilities or to improve the appearance, health, and value of trees.

Prepares and submits reports on a daily basis for completed assignments and preventive maintenance.

Assists in the installation and repair of irrigation systems using ditch witch and power drill; digs and fills up trenches.

Identifies irrigation problems and notifies Irrigation Specialist for repair.

Plants flowers and weeds flower beds.

Removes leaves, brush, clippings, litter and other debris from campus grounds; sweeps and waters away debris from sidewalks and parking areas; empties trash containers.

Clears roof drains and ground storm drains of debris and other blockages.

Sets up and prepares grounds for special events such as athletic events; collaborates with events host (e.g., athletic directors/coaches) and coordinates the ground needs; dismantles, cleans, and repairs grounds after events.

Cleans parking structures by using broom, blower, dustpan and power sweeper.

Responds to emergency situations such as cleaning up broken glass.

Promotes workplace safety at all times.

May provide guidance and direction to Grounds Workers on projects such as set up and preparation for special events and lawn renovation.

May operate a motor vehicle to transport materials and equipment related to the position.

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 supervision of the Grounds Manager, the employee carries out essential duties and should recognize instances that are out of the ordinary and get advice or further instructions.

**Level of Supervision Exercised**

This position does not supervise classified employees. May provide guidance and direction to Grounds Workers on special projects.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

Tools and equipment used for gardening/landscaping

Equipment safety procedures

Care and maintenance of plants, trees, grasses, flowers, and shrubs

Landscaping and maintenance of grounds and athletic fields

Plant and tree identification

Fertilizers and herbicides, growth retardants, and insecticides

**Skills & Abilities:**

Read and interpret safety rules and manuals, operating and maintenance instructions, and policy and procedure manuals

Perform basic mathematical calculations

Weigh alternatives and develop action plans

Safely, efficiently, and effectively use hand tools such as shovel, rake, pruning and hand saws, shears, hedge and brush trimmers, and ax

Safely, efficiently and effectively use medium equipment, such as a chain saw, riding mower, skip loader, forklift, riding sweeper, rototiller, backhoe, and trencher

Role model exceptional internal and external customer service

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

Complete work order forms and other required documents

Communicate effectively, both orally and in writing

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:**

Sufficient education to demonstrate the knowledge and abilities listed above.

**Experience Requirement:**

Two years of full-time equivalent paid work experience in groundskeeping and gardening, including experience operating light and medium equipment and chemical application.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

A valid driver's license.



Must be certified for Forklift Operation through District-provided training and certification within the first six months of hire.

Must attend annual Pesticide Handler Worker Safety Training provided by the District.

California State Qualified Applicator License (QAL) or Qualified Applicator Certificate (QAC) in Landscape Maintenance is desirable.

#### 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.

**Normal Office Environment:**

While performing the duties of this job, the employee is regularly required to use fingers and hands to operate hand and power tools, run equipment, and to handle materials. The employee is frequently required to stand; walk; sit; reach with hands and/or arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds with or without assistance, and with or without the aid of devices used to assist in the lifting effort.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and works with vibration causing tools or equipment. The noise level in the work environment is moderate to very loud.

#### CLASS DETAIL

**Job Family:**

Facilities, Trades & Maintenance

**FLSA Status:**

Non-exempt

**Personnel Commission Approval Date:**

6/77

**Class History:**

Equipment Operator, Gardener/Equipment

Operator

**Revision Date(s):**

6/24/82, 12/7/06, 1/19/11, 2/20/19, 5/21/2025

Agenda Report Number	15
Subject	Classification Description Revisions: Grounds Manager Cyclical Review
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Grounds Manager**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Operations job discipline. Grounds Operations provides landscaping maintenance, power washing, tree maintenance/trimming/pruning, and pest control services. It is the Department's mission to provide a safe and comfortable learning environment for all students and staff at SMC. The Grounds Manager plans, manages and evaluates activities related to grounds maintenance, landscaping and irrigation work.

The Grounds Manager classification was established in 2023 as part of the Facilities reorganization project. This classification has been revised once since its establishment. The previous incumbent was asked to complete a Position Description Questionnaire by December 4, 2024. There are currently no permanent incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2024-25. The managers in the Facilities Operations classifications were invited to participate in a class study orientation on October 14, 2024, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions.

Personnel Commission staff consulted with Terry Kamibayashi, Director of Facilities, Maintenance & Operations (interim). In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify the distinguishing characteristics, duties assigned, and knowledge & abilities, required of the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey 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, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the distinguishing characteristics, essential duties, and KSAs (Knowledge, Skills and Abilities).

The salary survey of standard benchmark agencies resulted in comparable matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
<b>Santa Monica College</b>	<b>Grounds Manager</b>	\$7,583	\$9,217	\$8,400	26,748
El Camino College	Grounds Supervisor	\$6,198	\$7,973	\$7,086	21,971
Foothill De Anza CCD	Grounds Supervisor	\$6,854	\$8,752	\$7,803	31,134
Long Beach City College	Grounds and Transportation Supervisor	\$6,508	\$8,868	\$7,688	26,189
Los Angeles CCD	Gardening Supervisor	\$6,748	\$8,360	\$7,554	135,917
Pasadena City College	Grounds Supervisor	\$8,090	\$9,943	\$9,016	26,522
Riverside CCD	Grounds Supervisor	\$6,843	\$8,331	\$7,587	42,274
Santa Barbara City College	Grounds Maintenance Supervisor	\$5,950	\$7,252	\$6,601	16,835
Ventura County CCD	Grounds Supervisor	\$5,330	\$7,389	\$6,360	32,977
	Average	\$6,565	\$8,359	\$7,462	
	25th Percentile	\$6,136	\$7,827	\$6,964	
	50th Percentile	\$6,628	\$8,345	\$7,570	
	75th Percentile	\$6,834	\$8,713	\$7,678	
	80th Percentile	\$6,850	\$8,822	\$7,757	
	90th Percentile	\$7,225	\$9,190	\$8,167	
	SMC % RANK	94.1%	90.3%	92.7%	
	SMC Difference From AVG	13.4%	9.3%	11.2%	
	SMC Difference From MED	12.6%	9.5%	9.9%	

The current salary range for the Grounds Manager is Range M15 on the Classified Management Salary Schedule. In this survey, SMC is in the 93<sup>rd</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 7% of the market comparables were paid higher than the SMC classification.

### **SALARY ALLOCATION**

Based on median percentile ranking at the 93<sup>rd</sup> percentile, salary reallocation is not recommended given that the current salary meets the District's goal to target the 70<sup>th</sup> percentile. Cyclical review results have been sent to Department Management, Business Services, Human Resources, and executive leadership.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Grounds Manager	M15	\$7,583	\$9,217	18.60%
Grounds Supervisor	M8	\$6,394	\$7,772	11.41%
Senior Grounds Equipment Operator	33	\$5,739	\$6,975	0.00%
Irrigation Specialist*	33	\$5,739	\$6,975	15.75%
Grounds Equipment Operator	27	\$4,958	\$6,026	13.07%
Grounds Worker	22	\$4,385	\$5,330	

*\*Proposed retitle*

### **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**

**Grounds Manager**

**CONCEPT OF THE CLASS**

Under general supervision, the Grounds Manager plans, manages and evaluates activities related to grounds maintenance, landscaping and irrigation work.

**DISTINGUISHING CHARACTERISTICS**

The **Grounds Manager** plans, supervises and coordinates the work of grounds staff.

The Senior Grounds Equipment Operator leads and coordinates the day-to-day work of Grounds staff, ensuring assigned duties are completed in an effective, safe, and timely manner, and performs related grounds work.

The Grounds Equipment Operator performs duties that require the use of medium grounds and maintenance power equipment.

The **Director of Facilities Operations** ~~classification~~ oversees the District's Custodial and Grounds program which includes responsibility for planning, implementing, and monitoring program operations.

**ESSENTIAL DUTIES**

Oversees the day-to-day activities of the grounds staff, including training, scheduling and performance management.

Develops and implements comprehensive maintenance plans for outdoor areas, considering factors such as seasonal changes, plant growth, and specific maintenance needs.

Serves as the point of contact and addresses stakeholders' inquiries or complaints, providing updates on grounds services, and ensures that customer satisfaction is maintained.

Ensures compliance with all relevant health and safety regulations, developing and implementing safety protocols, trains staff on safety procedures addressing safety concerns or incidents promptly.

Establishes and implements a comprehensive quality control program to inspect District landscapes on a regular basis, ~~identify~~identifies deficiencies, implements s corrective measures and ~~apply~~applies lessons learned techniques to improve the skills of grounds staff through retraining and performance management.

Implements specialized landscape programs in the areas of integrated pest management, arboriculture (tree maintenance and management) and irrigation and water conservation.

Implements industry standard landscape maintenance procedures and provides clear guidelines for the care and maintenance of hardscape, landscape, parking lots, plant materials, trees and turf within the District.

Schedules interior and exterior pest and rodent control by in-house treatments applied by staff and/or treatments provided by contractors; maintains records and confers with city and state licensing officials regarding water and chemical pesticide use.

Coordinates, trains, and may assist staff in the use of pesticides for grounds and building interiors.

Oversees logistical support for the set up and clean up process before and after events and campus functions.

Coordinates with the Athletics Department to maintain athletic venues; coordinates maintenance and scheduling of campus outdoor facilities with campus officials and outside agencies.

Designs, supervises, and may assist in the installation of sprinkler systems on campus; consults with major construction contractors prior to the commencement of their work to maintain the integrity of the irrigation system.

Prepares and implements budget for department operation, equipment, and special capital improvement projects; confers with various campus administrators on budget requests; purchases supplies and services; pays invoices.

Tracks expenses, identifying cost-saving opportunities, and making recommendations to optimize department's budget; field tests products; makes recommendations for purchase of products in bulk or for equipment while assessing quality and cost effectiveness.

Contacts and coordinates with contractors to perform pressure washing, asphalt resurfacing, concrete repair, fencing, landscaping, tree trimming, and parking lot striping.

Designs campus landscapes and coordinates the acquisition and planting of various plants for campus grounds; supervises planting, removal, replacement and pruning of trees, including high, hazardous trees.

Collaborates and confers with the recycling staff on recycling and waste streams of the college.

Drives between facilities to inspect operations and ensure proper staffing and service delivery.

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:**

This position receives general supervision from the Director of Facilities Operations.

**Level of Supervision Exercised:**

General supervision is exercised over assigned grounds staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

Effective supervisory techniques including hiring, work scheduling and evaluation, motivation, training and imposition of corrective or disciplinary action

Tools, material, equipment, and standard practices of landscape design, gardening, and ground maintenance

Planting practices and the care of a wide variety of shrubs, hedges, trees, flowers, and lawns

Various types of soil, including preparation and fertilization

Plants adapted to the climate of the area, with particular knowledge of varieties suitable for campus landscaped areas

Plant diseases and indoor and outdoor pests and approved methods, chemicals, and materials used to control and eradicate pests

Budgeting practices, including techniques for estimating labor and materials costs

Principles and practices of program development and administration

Related computer applications and programs

**Skills & Abilities:**

Plan, organize, supervise, and coordinate campus grounds operations

Train, motivate, evaluate and inspect the work of grounds staff at multiple sites

Design landscapes and sprinkler systems

Use a variety of gardening hand tools and equipment

Safely operate a variety of power equipment and enforce safe work procedures

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

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

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

Organize and maintain specialized files and confidentiality of employee and student information

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct

~~Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership~~

Work with other departments in the planning and implementing of events and functions

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 GED equivalent~~ High school diploma or equivalent. Industry trade certifications and related coursework are desirable.

##### **Experience Requirement:**

Four years of experience in grounds operations, which includes experience in landscape and irrigation design and one year leading or supervising grounds maintenance work.

##### **Education/Experience Equivalency:**

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

##### **Licensure and/or Certification:**

A valid driver's license.

A California Department of Pesticide Regulation Qualified Applicator Certificate or Qualified Applicator License in Landscape Maintenance must be obtained upon completion of the first 12 months of service in this classification.

Must be available to respond to emergency calls after normally scheduled working hours as needed.

#### 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.

##### **Environment:**

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the employee is exposed to outside weather conditions.

#### CLASS DETAIL

**Job Family:** Facilities, Trades & Maintenance

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 06/21/23, ~~1/29/24~~

**Class History:** ~~None~~

**Revision Date(s):** 1/29/24, 5/21/2025

**Santa Monica Community College District  
Personnel Commission**

**Grounds Manager**

**CONCEPT OF THE CLASS**

Under general supervision, the Grounds Manager plans, manages and evaluates activities related to grounds maintenance, landscaping and irrigation work.

**DISTINGUISHING CHARACTERISTICS**

The **Grounds Manager** plans, supervises and coordinates the work of grounds staff.

The **Senior Grounds Equipment Operator** leads and coordinates the day-to-day work of Grounds staff, ensuring assigned duties are completed in an effective, safe, and timely manner, and performs related grounds work.

The **Director of Facilities Operations** oversees the District's Custodial and Grounds program which includes responsibility for planning, implementing, and monitoring program operations.

**ESSENTIAL DUTIES**

Oversees the day-to-day activities of the grounds staff, including training, scheduling and performance management.

Develops and implements comprehensive maintenance plans for outdoor areas, considering factors such as seasonal changes, plant growth, and specific maintenance needs.

Serves as the point of contact and addresses stakeholders' inquiries or complaints, providing updates on grounds services, and ensures that customer satisfaction is maintained.

Ensures compliance with all relevant health and safety regulations, developing and implementing safety protocols, trains staff on safety procedures addressing safety concerns or incidents promptly.

Establishes and implements a comprehensive quality control program to inspect District landscapes on a regular basis, identifies deficiencies, implements corrective measures and applies lessons learned techniques to improve the skills of grounds staff through retraining and performance management.

Implements specialized landscape programs in the areas of integrated pest management, arboriculture (tree maintenance and management) and irrigation and water conservation.

Implements industry standard landscape maintenance procedures and provides clear guidelines for the care and maintenance of hardscape, landscape, parking lots, plant materials, trees and turf within the District.

Schedules interior and exterior pest and rodent control by in-house treatments applied by staff and/or treatments provided by contractors; maintains records and confers with city and state licensing officials regarding water and chemical pesticide use.

Coordinates, trains, and may assist staff in the use of pesticides for grounds and building interiors.

Oversees logistical support for the set up and clean up process before and after events and campus functions.

Coordinates with the Athletics Department to maintain athletic venues; coordinates maintenance and scheduling of campus outdoor facilities with campus officials and outside agencies.

Designs, supervises, and may assist in the installation of sprinkler systems on campus; consults with major construction contractors prior to the commencement of their work to maintain the integrity of the irrigation system.

Prepares and implements budget for department operation, equipment, and special capital improvement projects; confers with various campus administrators on budget requests; purchases supplies and services; pays invoices.

Tracks expenses, identifying cost-saving opportunities, and making recommendations to optimize department's budget; field tests products; makes recommendations for purchase of products in bulk or for equipment while assessing quality and cost effectiveness.

Contacts and coordinates with contractors to perform pressure washing, asphalt resurfacing, concrete repair, fencing, landscaping, tree trimming, and parking lot striping.

Designs campus landscapes and coordinates the acquisition and planting of various plants for campus grounds; supervises planting, removal, replacement and pruning of trees, including high, hazardous trees.

Collaborates and confers with the recycling staff on recycling and waste streams of the college.



Drives between facilities to inspect operations and ensure proper staffing and service delivery.

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:**

This position receives general supervision from the Director of Facilities Operations.

**Level of Supervision Exercised:**

General supervision is exercised over assigned grounds staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

Effective supervisory techniques including hiring, work scheduling and evaluation, motivation, training and imposition of corrective or disciplinary action

Tools, material, equipment, and standard practices of landscape design, gardening, and ground maintenance

Planting practices and the care of a wide variety of shrubs, hedges, trees, flowers, and lawns

Various types of soil, including preparation and fertilization

Plants adapted to the climate of the area, with particular knowledge of varieties suitable for campus landscaped areas

Plant diseases and indoor and outdoor pests and approved methods, chemicals, and materials used to control and eradicate pests

Budgeting practices, including techniques for estimating labor and materials costs

Principles and practices of program development and administration

Related computer applications and programs

**Skills & Abilities:**

Plan, organize, supervise, and coordinate campus grounds operations

Train, motivate, evaluate and inspect the work of grounds staff at multiple sites

Design landscapes and sprinkler systems

Use a variety of gardening hand tools and equipment

Safely operate a variety of power equipment and enforce safe work procedures

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

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

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

Organize and maintain specialized files and confidentiality of employee and student information

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct



Work with other departments in the planning and implementing of events and functions

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. Industry trade certifications and related coursework are desirable.

**Experience Requirement:**

Four years of experience in grounds operations, which includes experience in landscape and irrigation design and one year leading or supervising grounds maintenance work.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

A valid driver's license.

A California Department of Pesticide Regulation Qualified Applicator Certificate or Qualified Applicator License in Landscape Maintenance must be obtained upon completion of the first 12 months of service in this classification.

Must be available to respond to emergency calls after normally scheduled working hours as needed.

#### 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.

**Environment:**

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the employee is exposed to outside weather conditions.

#### CLASS DETAIL

**Job Family:** Facilities, Trades & Maintenance

**FLSA Status:** Exempt

**Personnel Commission Approval Date:** 6/21/23

**Class History:**

**Revision Date(s):** 1/29/24, 5/21/2025

Agenda Report Number	16
Subject	Request for Approval of Classification Revisions: Grounds Worker Cyclical Review
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Grounds Worker**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Operations job discipline. Grounds Operations provides landscaping maintenance, power washing, tree maintenance/trimming/pruning, and pest control services. It is the Department's mission to provide a safe and comfortable learning environment for all students and staff at SMC. The Grounds Worker performs routine and general grounds keeping and gardening duties to maintain a clean, attractive, well-landscaped and safe campus grounds and properties.

The Grounds Worker classification was established in 1977 This classification has been revised four times since its establishment. The most recent revision was approved in February 2019. There are currently nine permanent incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2024-25. Incumbents and CSEA were invited to participate in a class study orientation on November 20, 2024, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. Incumbents were asked to complete a Position Description Questionnaire by December 4, 2024.

Personnel Commission staff consulted with Terry Kamibayashi, Director of Facilities, Maintenance & Operations (interim) and Jaime Luis, Grounds Manager (former), to discuss the classification description. In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, supervision, knowledge & abilities, the minimum qualifications and working environment required of the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey 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, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, distinguishing characteristics, essential duties, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working environment.

Sufficient market data was not available to utilize percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Benchmark agencies differed in organizational structure, variability of functions and level of duties. For instance, at many organizations the entry level duties of the Grounds Worker were integrated with a classification that also performed higher level duties. Based on market data for the other Grounds classifications, no change in salary is proposed. As such, it is recommended that the salary placement for this role remain at Range 22.

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

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Grounds Manager	M15	\$7,583	\$9,217	18.60%
Grounds Supervisor	M8	\$6,394	\$7,772	11.41%
Senior Grounds Equipment Operator	33	\$5,739	\$6,975	0.00%
Irrigation Specialist*	33	\$5,739	\$6,975	15.75%
Grounds Equipment Operator	27	\$4,958	\$6,026	13.07%
Grounds Worker	22	\$4,385	\$5,330	

*\*Proposed retitle*

## **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**

**Grounds Worker**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform routine and general grounds keeping and gardening duties to maintain a clean, attractive, well-landscaped ~~appearance~~ and safe ~~environment to the campus~~ College grounds and properties ~~campuses~~.

**DISTINGUISHING CHARACTERISTICS**

The ~~Grounds Worker classification~~ performs grounds keeping and general gardening duties that require the use of smaller equipment than those used by the Grounds Equipment Operator classification such as non-riding mowers, pruning and hand saws, shears, hedge and brush trimmers, weed eater, blowers, aerator, rakes, and shovels.

The ~~Grounds Equipment Operator classification~~ performs duties that require the use of medium grounds and maintenance power equipment such as chain saw, riding mowers, skip loader, fork-lift, riding sweeper, rotor tiller, back hoe, and trencher. Gardening responsibilities require the application of fertilizers, herbicides, growth retardants, and insecticides. Duties are performed with greater independence. Positions in this classification may provide guidance and direction to Grounds Workers on special projects such as set up and preparation for athletic events and lawn renovation.

**ESSENTIAL DUTIES**

Removes leaves, brush, clippings, litter and other debris from campus grounds; sweeps, blows, and waters away debris from sidewalks and parking areas; empties trash containers and transports trash to dumpsters.

Plants flowers; hoes and weeds flower beds.

Waters flowers, trees, and lawns through use of a water hose.

Rakes, sweeps, mows, edges, grassy areas of the campus; cultivates, re-seeds, and aerates; grooms and sanitizes artificial turf on athletic field.

Trims shrubs and assists in trimming small trees.

Operates general gardening equipment such as non-riding lawn mowers, pruning and hand saws, shears, hedge and brush trimmers, weed eater, blower, aerator, rake, and shovel; ensures equipment is in safe operating condition and performs preventative maintenance.

Installs sod on athletic fields and other campus areas after soil has been prepared.

Clears roof drains and ground storm drains of debris and other blockages.

Assists Grounds Equipment Operators in the use of chain saw or other equipment to cut away dead or excess branches from trees or shrubs either to maintain rights-of-way for roads, sidewalks, or utilities or to improve the appearance, health, and value of trees.

Assists in the set up and preparation of grounds for special events such as athletic events; dismantles, cleans, and repairs grounds after events.

Identifies irrigation problems and notifies Irrigation Specialist for repair.

Marks athletic fields using a push sprayer.

Prepares and submits reports on a daily basis for completed assignments and preventive maintenance.

Responds to emergency situations such as cleaning up broken glass.

Promotes workplace safety at all times.

Completes work order forms for job task assigned.

May operate a motor vehicle to transport materials and equipment, ~~as appropriate to~~ related to the position.

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 supervision of the Grounds ~~Supervisor~~Manager, the employee carries out essential duties and should recognize instances that are out of the ordinary and get advice or further instructions.

**Level of Supervision Exercised:**

None

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

Tools and equipment used for gardening/landscaping

Care and maintenance of plants, trees, grasses, flowers and shrubs

Safety practices in the operation of power tools and equipment

Landscaping and maintenance of grounds and athletic fields

Plant and tree identification

**Skills & Abilities:**

Safely, efficiently, and effectively use general gardening equipment such as non-riding lawn mowers, pruning and hand saws, shears, hedge and brush trimmers, weed eaters, blowers, aerators, rakes, and shovels.

Assess the condition of plants, trees and grasses.

~~Read and follow directions~~

~~Complete work order forms~~

Perform basic mathematical calculations

~~Read, write and communicate in English at a level appropriate to the requirements of the position~~

~~Work effectively with supervisor, co-workers students and the public.~~

~~Role model exceptional internal and external customer service~~

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

Complete work order forms and other required documents

~~Maintain a positive, helpful, constructive attitude and work relationship with their supervisor, college staff, students, and the community~~

Communicate effectively, both orally and in writing

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:**

Sufficient education to demonstrate the knowledge and abilities listed above.

**Experience Requirement:**

One year of full-time equivalent paid work experience in grounds-keeping and gardening.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification and/or Occupational Training:**

A valid driver's license.

#### 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.

**Normal ~~Work~~Office Environment:**

While performing the duties of this job, the employee is regularly required to use fingers and hands to ~~use~~operate hand and power tools, run equipment, and to handle materials. The employee is frequently required to stand; walk; sit; reach with hands and/or arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds with or without assistance, and with or without the aid of devices used to assist in the lifting effort.

While performing the duties of this job, the employee is regularly exposed to ~~outside~~outdoor weather conditions. The employee is frequently exposed to moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and works with vibration causing tools or equipment. The noise level in the work environment is moderate to very loud.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	<del>6/7/12</del> <u>7/06, 2/20/19</u>
<b>Class History:</b>	<u>Gardener, Groundskeeper,</u> Groundskeeper/Gardener
<b>Revision Date(s):</b>	<del>Hay Study, 12/07/06, 5/21/08, 1/19/11, 2/20/19, <u>5/21/2025</u></del>

**Santa Monica Community College District  
Personnel Commission**

**Grounds Worker**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform routine and general grounds keeping and gardening duties to maintain clean, attractive, well-landscaped and safe College campuses.

**DISTINGUISHING CHARACTERISTICS**

The **Grounds Worker** performs grounds keeping and general gardening duties that require the use of smaller equipment than those used by the Grounds Equipment Operator classification such as non-riding mower, pruning and hand saws, shears, hedge and brush trimmers, weed eater, blower, aerator, rake, and shovel.

The **Grounds Equipment Operator** performs duties that require the use of medium grounds and maintenance power equipment such as chain saw, riding mower, skip loader, forklift, riding sweeper, rotor tiller, backhoe, and trencher. Gardening responsibilities require the application of fertilizers, herbicides, growth retardants, and insecticides. Duties are performed with greater independence. Positions in this classification may provide guidance and direction to Grounds Workers on special projects such as set up and preparation for athletic events and lawn renovation.

**ESSENTIAL DUTIES**

Removes leaves, brush, clippings, litter and other debris from campus grounds; sweeps, blows, and waters away debris from sidewalks and parking areas; empties trash containers and transports trash to dumpsters.

Plants flowers; hoes and weeds flower beds.

Waters flowers, trees, and lawns through use of a water hose.

Rakes, sweeps, mows, edges, grassy areas of the campus; cultivates, re-seeds, and aerates; grooms and sanitizes artificial turf on athletic field.

Trims shrubs and assists in trimming small trees.

Operates general gardening equipment such as non-riding lawn mower, pruning and hand saws, shears, hedge and brush trimmers, weed eater, blower, aerator, rake, and shovel; ensures equipment is in safe operating condition and performs preventative maintenance.

Installs sod on athletic fields and other campus areas after soil has been prepared.

Clears roof drains and ground storm drains of debris and other blockages.

Assists Grounds Equipment Operators in the use of chain saw or other equipment to cut away dead or excess branches from trees or shrubs either to maintain rights-of-way for roads, sidewalks, or utilities or to improve the appearance, health, and value of trees.

Assists in the set up and preparation of grounds for special events such as athletic events; dismantles, cleans, and repairs grounds after events.

Identifies irrigation problems and notifies Irrigation Specialist for repair.

Marks athletic fields using a push sprayer.

Prepares and submits reports on a daily basis for completed assignments and preventive maintenance.

Responds to emergency situations such as cleaning up broken glass.

Promotes workplace safety at all times.

Completes work order forms for job task assigned.

May operate a motor vehicle to transport materials and equipment related to the position.

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 supervision of the Grounds Manager, the employee carries out essential duties and should recognize instances that are out of the ordinary and get advice or further instructions.

**Level of Supervision Exercised:**

None

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

Tools and equipment used for gardening/landscaping  
Care and maintenance of plants, trees, grasses, flowers and shrubs  
Safety practices in the operation of power tools and equipment  
Landscaping and maintenance of grounds and athletic fields  
Plant and tree identification

**Skills & Abilities:**

Safely, efficiently, and effectively use general gardening equipment such as non-riding lawn mowers, pruning and hand saws, shears, hedge and brush trimmers, weed eaters, blowers, aerators, rakes, and shovels  
Assess the condition of plants, trees and grasses  
Perform basic mathematical calculations  
Role model exceptional internal and external customer service  
Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility  
Complete work order forms and other required documents  
Communicate effectively, both orally and in writing  
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:**

Sufficient education to demonstrate the knowledge and abilities listed above.

**Experience Requirement:**

One year of full-time equivalent paid work experience in grounds keeping and gardening.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

A valid driver's license.

#### 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.

**Normal Office Environment:**

While performing the duties of this job, the employee is regularly required to use fingers and hands to operate hand and power tools, run equipment, and to handle materials. The employee is frequently required to stand; walk; sit; reach with hands and/or arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds with or without assistance, and with or without the aid of devices used to assist in the lifting effort.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and works with vibration causing tools or equipment. The noise level in the work environment is moderate to very loud.

CLASS DETAIL	
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<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	6/77
<b>Class History:</b>	Gardener, Groundskeeper/Gardener
<b>Revision Date(s):</b>	12/07/06, 5/21/08, 1/19/11, 2/20/19, 5/21/2025

Agenda Report Number	17
Subject	Classification Description Revisions: Senior Grounds Equipment Operator Cyclical Study
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Senior Grounds Equipment Operator**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Operations job discipline. Grounds Operations provides landscaping maintenance, power washing, tree maintenance/trimming/pruning, and pest control services. It is the Department's mission to provide a safe and comfortable learning environment for all students and staff at SMC. The Senior Grounds Equipment Operator performs related grounds work and is responsible for leading and coordinating the work of Grounds staff, ensuring that projects are completed in a timely manner.

The Senior Grounds Equipment Operator classification was established in 2023. This classification has not been revised since its establishment. There are currently no permanent incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2024-25. CSEA was invited to participate in a class study orientation on November 20, 2024, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions.

Personnel Commission staff consulted with Terry Kamibayashi, Director of Facilities, Maintenance & Operations (interim) and Jaime Luis, Grounds Manager (former), to discuss the classification description. In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify the duties assigned, supervision, knowledge & abilities, and working environment required of the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey 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, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the essential duties, supervision, KSAs (Knowledge, Skills and Abilities), and working environment.

The salary survey of standard benchmark agencies resulted in comparable matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
<b>Santa Monica College</b>	<b>Senior Grounds Equipment Operator</b>	\$5,739	\$6,975	\$6,357	26,748
Cerritos College	Lead Groundskeeper	\$5,627	\$6,763	\$6,195	22,948
Contra Costa CCD	Groundswoker, Lead	\$5,870	\$7,153	\$6,512	31,432
Foothill De Anza CCD	Grounds Gardener, Head (Lead)	\$5,654	\$7,504	\$6,579	31,134
Long Beach City College	Lead Grounds Maintenance Worker	\$4,645	\$5,716	\$5,181	26,189
Los Angeles CCD	Lead Gardener	\$5,447	\$6,748	\$6,097	135,917
Pasadena City College	Lead Gardener	\$5,378	\$5,929	\$5,653	26,522
Riverside CCD	Senior Groundsperson	\$4,637	\$5,645	\$5,141	42,274
State Center CCD	Lead Groundskeeper Specialist	\$5,032	\$6,189	\$5,611	49,125
Ventura County CCD	Lead Grounds Maintenance Worker	\$4,587	\$6,334	\$5,461	32,977
	Average	\$5,209	\$6,442	\$5,825	
	25th Percentile	\$4,645	\$5,929	\$5,461	
	50th Percentile	\$5,378	\$6,334	\$5,653	
	75th Percentile	\$5,555	\$6,757	\$6,156	
	80th Percentile	\$5,638	\$6,919	\$6,322	
	90th Percentile	\$5,697	\$7,223	\$6,525	
	SMC % RANK	92.4%	81.7%	81.3%	
	SMC Difference From AVG	9.2%	7.6%	8.4%	
	SMC Difference From MED	6.3%	9.2%	11.1%	

The current salary range for the Senior Grounds Equipment Operator is Range 33 on the Classified Employee Salary Schedule. In this survey, SMC is in the 81<sup>st</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 19% of the market comparables were paid higher than the SMC classification.

### **SALARY ALLOCATION**

Based on median percentile ranking at the 81<sup>st</sup> percentile, salary reallocation is not recommended given that the current salary meets the District's goal to target the 70<sup>th</sup> percentile.

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

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Grounds Manager	M15	\$7,583	\$9,217	18.60%
Grounds Supervisor	M8	\$6,394	\$7,772	11.41%
Senior Grounds Equipment Operator	33	\$5,739	\$6,975	0.00%
Irrigation Specialist*	33	\$5,739	\$6,975	15.75%
Grounds Equipment Operator	27	\$4,958	\$6,026	13.07%
Grounds Worker	22	\$4,385	\$5,330	

*\*Proposed retitle*

### **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**

**Senior Grounds Equipment Operator**

**CONCEPT OF THE CLASS**

Under general direction, positions in this classification perform related grounds work and are responsible for leading and coordinating the work of Grounds staff, ensuring that projects are completed in a timely manner.

**DISTINGUISHING CHARACTERISTICS**

- | The **Senior Grounds Equipment Operator** ~~classification~~ leads and coordinates the day-to-day work of Grounds staff, ensuring assigned duties are completed in an effective, safe, and timely manner, and performs related grounds work.
- | The **Irrigation-Systems Specialist** position is responsible for performing technical work in installing, maintaining, and repairing sprinklers and other irrigation systems.
- | The **Grounds Equipment Operator** ~~classification~~ performs duties that require the use of medium grounds and maintenance power equipment. Gardening responsibilities require the application of fertilizers, herbicides, growth retardants, and insecticides.

**ESSENTIAL DUTIES**

- Plans, schedules and assigns gardening and grounds maintenance activities.
- Inspects and reviews the work of Grounds staff to ensure completion of assigned tasks.
- | Performs maintenance and repair of campus grounds, irrigation systems, walk-ways, parking areas and equipment; plans landscape designs and changes.
- Oversees secured document shredding, vehicle maintenance, pest and waste management.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Assists Irrigation Specialist with installation of irrigation systems and/or components (lines, valves, sprinklers, time clocks, etc.) to ensure that systems are in proper working condition as needed.
- | Perform minor repairs and/or regular maintenance schedules to equipment assigned to the Grounds Department.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- | Operates medium grounds and maintenance power equipment such as riding mowers, riding sweepers, skip loader, forklift, rototiller, back-hoe, and trencher; operates general gardening equipment; ensures equipment is in safe operating condition and performs preventative maintenance.
- May fill in for assigned staff during an absence or when required.
- | May operate a motor vehicle to transport materials and equipment related to the position.
- 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**

This position receives general supervision from the Grounds ~~Supervisor~~ Manager.

**Level of Supervision Exercised**

Positions in this classification do not supervise others; however, they serve as lead workers providing work direction and training to Grounds staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

Pesticide oversight used for gardening and landscaping

Inventory management  
Project coordination  
Pest or waste management  
Tools and equipment use for gardening and landscaping  
Equipment safety procedures  
Safe handling, mixing and application of chemicals  
Care and maintenance of plants, trees, grasses, flowers, and shrubs  
Landscaping and maintenance of grounds and athletic fields  
Plant and tree identification  
Fertilizers and herbicides, growth retardants, and insecticides

**Skills & Abilities:**

Lead grounds maintenance projects and upkeep tasks  
Maintain landscape and sprinkler systems  
Facilitate and coordinate work assignments and adjusting work schedules as required  
Inspect work areas for consistent application of standards  
Read and interpret safety rules and manuals, operating and maintenance instructions, and policy and procedure manuals  
Complete work order forms and other required documents  
Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility  
~~Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures~~  
Operate a computer using computer applications, programs and standard office equipment  
Organize and maintain specialized files and confidentiality of employee and student information  
Communicate effectively, both orally and in writing  
Stay updated on technology changes and adapt to new technologies  
Role model exceptional internal and external customer service  
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~~ High school diploma or equivalent.

**Experience Requirement:**

Three years of grounds maintenance experience performing groundskeeping and/or landscaping duties. Experience directing the work of others as a lead is desirable.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

A valid driver's license

Must be certified ~~enfor~~ Forklift Operation through District-provided training and certification within the first six ~~(6)~~ months of hire.

Must attend annual Pesticide Handler Worker Safety Training provided by the District.

California State Qualified Applicator License (QAL) or Qualified Applicator Certificate (QAC) in Landscape Maintenance is desirable.



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 use fingers and hands to ~~use~~operate hand and power tools, run equipment, and to handle materials. The employee is frequently required to stand, walk, sit, reach with hands and/or arms, climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds with or without assistance, and with or without the aid of devices used to assist in the lifting effort.

While performing the duties of this job, the employee is regularly exposed to ~~outside~~outdoor weather conditions. The employee is frequently exposed to moving mechanical parts, high, precarious places, fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and works with vibration causing tools or equipment. The noise level in the work environment is moderate to very loud.

CLASS DETAIL

**Job Family:**

~~Facilities/Maintenance~~Facilities, Trades & Maintenance

**FLSA Status:**

Non-exempt

**Personnel Commission Approval Date:**

6/21/23

**Class History:**

New Classification

**Revision Date(s):**

5/21/2025

**Santa Monica Community College District  
Personnel Commission**

**Senior Grounds Equipment Operator**

**CONCEPT OF THE CLASS**

Under general direction, positions in this classification perform related grounds work and are responsible for leading and coordinating the work of Grounds staff, ensuring that projects are completed in a timely manner.

**DISTINGUISHING CHARACTERISTICS**

The **Senior Grounds Equipment Operator** leads and coordinates the day-to-day work of Grounds staff, ensuring assigned duties are completed in an effective, safe, and timely manner, and performs related grounds work.

The **Irrigation Specialist** position is responsible for performing technical work in installing, maintaining, and repairing sprinklers and other irrigation systems.

The **Grounds Equipment Operator** performs duties that require the use of medium grounds and maintenance power equipment. Gardening responsibilities require the application of fertilizers, herbicides, growth retardants, and insecticides.

**ESSENTIAL DUTIES**

Plans, schedules and assigns gardening and grounds maintenance activities.

Inspects and reviews the work of Grounds staff to ensure completion of assigned tasks.

Performs maintenance and repair of campus grounds, irrigation systems, walk-ways, parking areas and equipment; plans landscape designs and changes.

Oversees secured document shredding, vehicle maintenance, pest and waste management.

Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.

Assists Irrigation Specialist with installation of irrigation systems and/or components (lines, valves, sprinklers, time clocks, etc.) to ensure that systems are in proper working condition as needed.

Perform minor repairs and/or regular maintenance schedules to equipment assigned to the Grounds Department.

Responds to emergency situations for the purpose of resolving immediate safety concerns.

Operates medium grounds and maintenance power equipment such as riding mower, riding sweeper, skip loader, forklift, rototiller, backhoe, and trencher; operates general gardening equipment; ensures equipment is in safe operating condition and performs preventative maintenance.

May fill in for assigned staff during an absence or when required.

May operate a motor vehicle to transport materials and equipment related to the position.

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**

This position receives general supervision from the Grounds Manager.

**Level of Supervision Exercised**

Positions in this classification do not supervise others; however, they serve as lead workers providing work direction and training to Grounds staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

Pesticide oversight used for gardening and landscaping

Inventory management

Project coordination  
Pest or waste management  
Tools and equipment use for gardening and landscaping  
Equipment safety procedures  
Safe handling, mixing and application of chemicals  
Care and maintenance of plants, trees, grasses, flowers, and shrubs  
Landscaping and maintenance of grounds and athletic fields  
Plant and tree identification  
Fertilizers and herbicides, growth retardants, and insecticides

**Skills & Abilities:**

Lead grounds maintenance projects and upkeep tasks  
Maintain landscape and sprinkler systems  
Facilitate and coordinate work assignments and adjust work schedules as required  
Inspect work areas for consistent application of standards  
Read and interpret safety rules and manuals, operating and maintenance instructions, and policy and procedure manuals  
Complete work order forms and other required documents  
Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility  
Operate a computer using computer applications, programs and standard office equipment  
Organize and maintain specialized files and confidentiality of employee and student information  
Communicate effectively, both orally and in writing  
Stay updated on technology changes and adapt to new technologies  
Role model exceptional internal and external customer service  
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:**

Three years of grounds maintenance experience performing groundskeeping and/or landscaping duties. Experience directing the work of others as a lead is desirable.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

A valid driver's license. Must be certified for Forklift Operation through District-provided training and certification within the first six months of hire.

Must attend annual Pesticide Handler Worker Safety Training provided by the District.

California State Qualified Applicator License (QAL) or Qualified Applicator Certificate (QAC) in Landscape Maintenance is desirable.

**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 use fingers and hands to operate hand and power tools, run equipment, and to handle materials. The employee is frequently required to stand, walk, sit, reach with hands and/or arms, climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds with or without assistance, and with or without the aid of devices used to assist in the lifting effort.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to moving mechanical parts, high, precarious places, fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and works with vibration causing tools or equipment. The noise level in the work environment is moderate to very loud.

CLASS DETAIL	
<b><i>Job Family:</i></b>	Facilities, Trades & Maintenance
<b><i>FLSA Status:</i></b>	Non-exempt
<b><i>Personnel Commission Approval Date:</i></b>	6/21/23
<b><i>Class History:</i></b>	
<b><i>Revision Date(s):</i></b>	5/21/2025

Agenda Report Number	18
Subject	Classification Description Revisions and Retitle: Irrigation Systems Specialist to Irrigation Specialist Cyclical Study
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Irrigation Systems Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Operations job discipline. Grounds Operations provides landscaping maintenance, power washing, tree maintenance/trimming/pruning, and pest control services. It is the Department's mission to provide a safe and comfortable learning environment for all students and staff at SMC. The Irrigation Systems Specialist performs journey level tasks associated with pipefitting and sprinkler systems.

The Irrigation Systems Specialist classification was established in 1982. This classification has been revised three times since its establishment. The most recent revision was approved in 2019. There is currently one permanent incumbent in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2024-25. The incumbent and CSEA were invited to participate in a class study orientation on November 20, 2024, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbent was asked to complete a Position Description Questionnaire by December 4, 2024.

Personnel Commission staff consulted with Terry Kamibayashi, Director of Facilities, Maintenance & Operations (interim) and Jaime Luis, Grounds Manager (former), to discuss the classification description. In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify the distinguishing characteristics, duties assigned, supervision, knowledge & abilities, the minimum qualifications and working environment required of the job to more accurately reflect the nature of the work required.

Additionally, a job evaluation and an external salary survey 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, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the distinguishing characteristics, essential duties, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working environment.

The salary survey of standard benchmark agencies resulted in comparable matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Irrigation Systems Specialist	\$5,739	\$6,975	\$6,357	26,748
Foothill De Anza CCD	Grounds Gardener III	\$5,161	\$6,832	\$5,997	31,134
Long Beach City College	Irrigation and Grounds Maintenance Technician	\$4,895	\$6,019	\$5,457	26,189
Mt. San Antonio College	Irrigation Specialist	\$4,785	\$6,124	\$5,455	38,269
North Orange County CCD	Irrigation Specialist	\$5,528	\$6,653	\$6,091	43,148
Pasadena City College	Irrigation Specialist	\$4,878	\$5,378	\$5,128	26,522
Santa Barbara City College	Senior Grounds Maintenance Worker	\$5,395	\$6,570	\$5,982	16,835
Ventura County CCD	Sprinkler Repair Technician	\$4,587	\$6,334	\$5,461	32,977
	Average	\$5,033	\$6,273	\$5,653	
	25th Percentile	\$4,831	\$6,071	\$5,456	
	50th Percentile	\$4,895	\$6,334	\$5,461	
	75th Percentile	\$5,208	\$6,586	\$5,985	
	80th Percentile	\$5,348	\$6,636	\$5,994	
	90th Percentile	\$5,448	\$6,725	\$6,034	
	SMC % RANK	100%	100%	100%	
	SMC Difference From AVG	12.3%	10.1%	11.1%	
	SMC Difference From MED	14.7%	9.2%	14.1%	

The current salary range for the Irrigation Systems Specialist is Range 33 on the Classified Employee Salary Schedule. In this survey, SMC is in the 100<sup>th</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, none of the market comparables were paid higher than the SMC classification.

### **SALARY ALLOCATION**

Based on median percentile ranking at the 100<sup>th</sup> percentile, salary reallocation is not recommended given that the current salary meets the District's goal to target the 70<sup>th</sup> percentile.

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

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Grounds Manager	M15	\$7,583	\$9,217	18.60%
Grounds Supervisor	M8	\$6,394	\$7,772	11.41%
Senior Grounds Equipment Operator	33	\$5,739	\$6,975	0.00%
Irrigation Specialist*	33	\$5,739	\$6,975	15.75%
Grounds Equipment Operator	27	\$4,958	\$6,026	13.07%
Grounds Worker	22	\$4,385	\$5,330	

*\*Proposed retitle*

### **RECOMMENDATION**

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

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



**Santa Monica Community College District  
Personnel Commission**

**Irrigation ~~Systems~~ Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, this position performs journey level tasks associated with pipefitting and sprinkler systems. Incumbents work from plat plans and blue prints installing new automatic irrigation systems to design and plot out the refurbishing of existing irrigation systems, inspect and maintain irrigation controllers and sprinkler systems at regular scheduled intervals and schedule time for repairs and replacement of sprinklers, valves and pipes as needed.

**DISTINGUISHING CHARACTERISTICS**

The **Irrigation ~~Systems~~ Specialist** position is responsible for performing technical work in installing, maintaining and repairing sprinklers and other irrigation systems.

The **Grounds Equipment Operator** ~~classification~~ performs landscape maintenance duties that require the use of medium and heavy grounds maintenance power equipment. Gardening responsibilities require the application of fertilizers, herbicides, growth retardants, and insecticides.

~~The **Grounds Supervisor** plans, supervises and coordinates the grounds maintenance, landscaping and irrigation work District wide.~~

**ESSENTIAL DUTIES**

Measures and sizes, cuts, threads, brazes, solders, bends and installs various types of pipes (e.g., metal, copper, threaded, and plastic), valves, pumps, containment tanks, gauges and insulation for both underground and above ground components.

Assembles, installs and repairs a variety of metal and nonmetal pipes, tubes, and fittings, including iron, steel, copper, and plastic.

Secures pipes to structures with brackets, clamps, and hangers, using hand tools and power tools.

Cuts, solvent welds, installs and repairs pipe and fittings.

Measures and sizes, cuts, and installs backflow prevention devices.

Repairs, replaces and installs manual gate valves and remote control automatic valves according to standard and city specifications.

Wires automatic controllers making waterproof connections using Versatile Link (VL) approved connectors and sealants; tests and inspects controllers for proper programming and operation; program controllers for events and landscape maintenance; utilizes hand held remote controllers.

Inspects and notes adjustments required for maximum irrigation coverage; excavates and backfills trenches for installation of irrigation systems using shovels, ditch-witch and power drills.

Makes "as built" changes in systems as necessary; designs and plots out refurbishing of existing irrigation systems; maintains an adequate supply of repair equipment and materials.

Uses and operates various hand and electric tools and equipment used in plumbing and pipefitting, such as pipe threaders and soldering torches.

Makes rough sketches of pipe and sprinkler systems layout and installations or reads from blueprints, plans or specifications.

Estimates time and supplies needed to complete assignments; determines and procures tools, equipment, and labor needed for jobs as requested.

Schedules and submits reports on daily preventive maintenance of all irrigation systems as required.

Cleans, maintains, and organizes work areas, tools, and equipment; orders and maintains inventory of materials and supplies; prepares routine reports for inventory and procurement; maintains necessary work records.

Uses tools, techniques and compounds to install and repair pipe, including copper pipe, hot solder, joint copper fittings and bronze solder joint fittings.

Performs the more complex maintenance and repair of tools, machinery, and equipment used in performing the essential duties.

Responds to emergency calls on a 24-hour basis and troubleshoots to locate the problem if not readily apparent.

May operate a motor vehicle to transport materials and equipment related to the position.

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:**

Supervision is received from the Grounds ~~Supervisor~~Manager.

**Level of Supervision Exercised:**

This position does not supervise classified employees. May provide work direction to grounds staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

Methods, materials, tools, equipment, and terms used in the trade

Associated codes, rules, and regulations

Methods and techniques in pipefitting and sprinkler systems

Geometric angles used in laying out pipe and sprinklers

Types and proper usage of various plumbing and piping and sprinkler system materials

Safe work practices including proper usage and handling of power tools, cutting machines and torches

Hydraulics such as: static and dynamic water pressure, pressure and friction loss and flow velocity

Methods, materials, terms, tools and equipment used in the installation, maintenance of automatic sprinkler systems; pipe fitting as applied to irrigation system installation

**Skills & Abilities:**

Thread pipe, solder water lines, and install all piping related to the trade

Diagnose and repair pipe and sprinkler system problems, install or repair pipes and sprinkler systems; make rough sketches of installations; estimate materials and time needed to complete assignments;

Read blueprints and diagrams as they relate to pipe and sprinkler system installations

Apply effective reasoning to identify problems, apply sound judgment, and solve practical problems

Adapt or modify existing systems, procedures, or methods to new situations and find alternative solutions by weighing alternatives and developing action plans

Interpret and follow oral and written instructions

Read and write in English at a level necessary to perform essential duties

Maintain accurate records

Stay ~~abreast of~~ updated on technology changes and adapt to new technologies

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

Complete work order forms and other required documents

~~Maintain a positive, helpful, constructive attitude and work relationship with their supervisor, college staff, students, and the community~~

Role model exceptional internal and external customer service

Communicate effectively, both orally and in writing

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 diploma or GED~~ equivalent.

**Experience Requirement:**

Three ~~(3)~~ years experience in the installation and repair of automatic sprinkler systems including the installation of backflow protection devices.

**Education/Experience Equivalency:**

~~One year of experience as a Grounds Equipment Operator may be substituted for one year of the required experience.~~

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

**Licensure and/or Certification:**

A valid driver's license.

**Special Requirement:**

Must be available to respond to emergency calls after normally scheduled working hours as needed.

**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.

**Normal ~~Work~~Office Environment:**

While performing the duties of this job, the employee frequently works ~~indoors~~outdoors and is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead. Incumbents perform physical labor for extended periods requiring physical strength and endurance and ~~use~~operate a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices.

Incumbents may be exposed to chemicals, solvents, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places, or Polychlorinated Biphenyls (PCBs), and is at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

**Job Family:**

Facilities, Trades & Maintenance

**FLSA Status:**

Non-exempt

**Personnel Commission Approval Date:**

12/7/06 5/82

**Class History:**

Pipe Fitter – Sprinkler Systems, Journeyman

Trade/Pipefitter – Irrigation Systems

**Revision Date(s):**

May, 1982, Hay Study, 12/7/06, 12/19/07, 3/20/19, 5/21/2025

**Santa Monica Community College District  
Personnel Commission**

**Irrigation Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, this position performs journey level tasks associated with pipefitting and sprinkler systems. Incumbents work from plat plans and blue prints installing new automatic irrigation systems to design and plot out the refurbishing of existing irrigation systems, inspect and maintain irrigation controllers and sprinkler systems at regular scheduled intervals and schedule time for repairs and replacement of sprinklers, valves and pipes as needed.

**DISTINGUISHING CHARACTERISTICS**

The **Irrigation Specialist** position is responsible for performing technical work in installing, maintaining and repairing sprinklers and other irrigation systems.

The **Grounds Equipment Operator** performs landscape maintenance duties that require the use of medium grounds maintenance power equipment. Gardening responsibilities require the application of fertilizers, herbicides, growth retardants, and insecticides.

**ESSENTIAL DUTIES**

Measures and sizes, cuts, threads, brazes, solders, bends and installs various types of pipes (e.g., metal, copper, threaded, and plastic), valves, pumps, containment tanks, gauges and insulation for both underground and above ground components.

Assembles, installs and repairs a variety of metal and nonmetal pipes, tubes, and fittings, including iron, steel, copper, and plastic.

Secures pipes to structures with brackets, clamps, and hangers, using hand tools and power tools.

Cuts, solvent welds, installs and repairs pipe and fittings.

Measures and sizes, cuts, and installs backflow prevention devices.

Repairs, replaces and installs manual gate valves and remote control automatic valves according to standard and city specifications.

Wires automatic controllers making waterproof connections using Versatile Link (VL) approved connectors and sealants; tests and inspects controllers for proper programming and operation; program controllers for events and landscape maintenance; utilizes hand held remote controllers.

Inspects and notes adjustments required for maximum irrigation coverage; excavates and backfills trenches for installation of irrigation systems using shovels, ditch-witch and power drills.

Makes "as built" changes in systems as necessary; designs and plots out refurbishing of existing irrigation systems; maintains an adequate supply of repair equipment and materials.

Uses and operates various hand and electric tools and equipment used in plumbing and pipefitting, such as pipe threaders and soldering torches.

Makes rough sketches of pipe and sprinkler systems layout and installations or reads from blueprints, plans or specifications.

Estimates time and supplies needed to complete assignments; determines and procures tools, equipment, and labor needed for jobs as requested.

Schedules and submits reports on daily preventive maintenance of all irrigation systems as required.

Cleans, maintains, and organizes work areas, tools, and equipment; orders and maintains inventory of materials and supplies; prepares routine reports for inventory and procurement; maintains necessary work records.

Uses tools, techniques and compounds to install and repair pipe, including copper pipe, hot solder, joint copper fittings and bronze solder joint fittings.

Performs the more complex maintenance and repair of tools, machinery, and equipment used in performing the essential duties.

Responds to emergency calls on a 24-hour basis and troubleshoots to locate the problem if not readily apparent.

May operate a motor vehicle to transport materials and equipment related to the position.

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:**

Supervision is received from the Grounds Manager.

**Level of Supervision Exercised:**

This position does not supervise classified employees. May provide work direction to grounds staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

Methods, materials, tools, equipment, and terms used in the trade

Associated codes, rules, and regulations

Methods and techniques in pipefitting and sprinkler systems

Geometric angles used in laying out pipe and sprinklers

Types and proper usage of various plumbing and piping and sprinkler system materials

Safe work practices including proper usage and handling of power tools, cutting machines and torches

Hydraulics such as: static and dynamic water pressure, pressure and friction loss and flow velocity

Methods, materials, terms, tools and equipment used in the installation, maintenance of automatic sprinkler systems; pipe fitting as applied to irrigation system installation

**Skills & Abilities:**

Thread pipe, solder water lines, and install all piping related to the trade

Diagnose and repair pipe and sprinkler system problems, install or repair pipes and sprinkler systems; make rough sketches of installations; estimate materials and time needed to complete assignments;

Read blueprints and diagrams as they relate to pipe and sprinkler system installations

Apply effective reasoning to identify problems, apply sound judgment, and solve practical problems

Adapt or modify existing systems, procedures, or methods to new situations and find alternative solutions by weighing alternatives and developing action plans

Maintain accurate records

Stay updated on technology changes and adapt to new technologies

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

Complete work order forms and other required documents

Role model exceptional internal and external customer service

Communicate effectively, both orally and in writing

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:**

Three years experience in the installation and repair of automatic sprinkler systems including the installation of backflow protection devices.



**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

A valid driver's license.

**Special Requirement:**

Must be available to respond to emergency calls after normally scheduled working hours as needed.

**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.

**Normal Office Environment:**

While performing the duties of this job, the employee frequently works outdoors and is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead. Incumbents perform physical labor for extended periods requiring physical strength and endurance and operate a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices.

Incumbents may be exposed to chemicals, solvents, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places, or Polychlorinated Biphenyls (PCBs), and is at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	5/82
<b>Class History:</b>	Pipe Fitter – Sprinkler Systems, Journeyman Trade/Pipefitter – Irrigation Systems
<b>Revision Date(s):</b>	12/7/06, 12/19/07, 3/20/19, 5/21/2025

Agenda Report Number	19
Subject	Request for Approval of Abolishing Classification: Grounds Supervisor Cyclical Review
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

As scheduled on the annual cyclical study calendar, Commission staff has conducted a review of the classifications in the Facilities Operations job discipline which includes the **Grounds Supervisor**. During the process Commission staff noted the following:

- This classification has been vacant since 11/2/2023.
- Duties related to supervising, coordinating and evaluating staff have been absorbed into the recently created Grounds Manager classification.
- The Grounds Manager classification was created as part of the Facilities reorganization project to replace and expand the scope of the Grounds Supervisor.

There are currently no eligibility lists or reemployment lists for this classification. A recommendation to abolish this classification was sent for review to Department leadership, Business Services, Human Resources, and the College Superintendent/President.

### **RECOMMENDATION**

It is recommended that the Personnel Commission approve abolishing the Grounds Supervisor classification.

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

Agenda Report Number	20
Subject	Personnel Commission Meeting Dates
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The date for the Personnel Commission Meeting in June has been changed from June 18, 2025 to June 25, 2025.

Commission Staff is presenting the meeting calendar for Fiscal Year 2025-2026 for review.

Month	Day	Year	Time	Meeting Location
July	16	2025	12:00 PM	1900 Pico Blvd Business Rm 117
August	20	2025	12:00 PM	1900 Pico Blvd Business Rm 117
September	17	2025	12:00 PM	1900 Pico Blvd Business Rm 117
October	15	2025	12:00 PM	1900 Pico Blvd Business Rm 117
November	19	2025	12:00 PM	1900 Pico Blvd Business Rm 117
December	17	2025	12:00 PM	1900 Pico Blvd Business Rm 117
January	21	2026	12:00 PM	1900 Pico Blvd Business Rm 117
February	18	2026	12:00 PM	1900 Pico Blvd Business Rm 117
March	18	2026	12:00 PM	1900 Pico Blvd Business Rm 117
April	15	2026	12:00 PM	1900 Pico Blvd Business Rm 117
May	20	2026	12:00 PM	1900 Pico Blvd Business Rm 117
June	17	2026	12:00 PM	1900 Pico Blvd Business Rm 117



V.Consent Agenda

Report Number	Subject	Page Number
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28	Personnel Commission Project Tracking	145

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

Agenda Report Number	21
Subject	Advisory Item: Classification Study List
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Job Discipline	Title	Type	Start Date	Actual Start Date	Requested Extension	Date Completed	Progress	Agenda Date
KCRW	KCRW Radio Media and Public Relations Officer	Cyclical Review	June 2024	6/7/2024		4/24/2025	Stakeholder Review	
KCRW	KCRW Radio Programming Assistant	Cyclical Review	June 2024	6/7/2024		4/1/2025	Stakeholder Review	
KCRW	KCRW Radio Programming Technician	Cyclical Review	June 2024	6/7/2024		4/24/2025	Stakeholder Review	
KCRW	KCRW Radio Services Assistant	Cyclical Review	June 2024	6/7/2024		4/24/2025	Stakeholder Review	
KCRW	KCRW Radio Station Assistant Director	Cyclical Review	June 2024	6/7/2024		4/24/2025	Stakeholder Review	
KCRW	KCRW Radio Station Assistant Engineer	Cyclical Review	June 2024	6/7/2024		4/24/2025	Stakeholder Review	
KCRW	KCRW Radio Station Director	Cyclical Review	June 2024	6/7/2024		4/1/2025	Stakeholder Review	
KCRW	KCRW Radio Station Engineer	Cyclical Review	June 2024	6/7/2024		4/24/2025	Stakeholder Review	
KCRW	KCRW Radio Station Operations Manager	Cyclical Review	June 2024	6/7/2024		4/1/2025	Stakeholder Review	
KCRW	KCRW Radio Station Recording Engineer	Cyclical Review	June 2024	6/7/2024		4/1/2025	Stakeholder Review	
KCRW	KCRW Radio Subscription Services Senior Specialist	Cyclical Review	June 2024	6/7/2024		4/24/2025	Stakeholder Review	
KCRW	KCRW Radio Website News Producer	Cyclical Review	June 2024	6/7/2024		4/24/2025	Stakeholder Review	
KCRW	Radio Engineer Manager	Cyclical Review	June 2024	6/7/2024			Research & Planning	
Facilities Operations	Director of Facilities Operations	Cyclical Review	October 2024	2/25/2025			Stakeholder Review	

Job Discipline	Title	Type	Start Date	Actual Start Date	Requested Extension	Date Completed	Progress	Agenda Date
Facilities Operations	Grounds Equipment Operator	Cyclical Review	October 2024	12/4/2024		4/1/2025	Stakeholder Review	
Facilities Operations	Grounds Manager	Cyclical Review	October 2024	12/4/2024			Stakeholder Review	
Facilities Operations	Grounds Supervisor	Cyclical Review	October 2024	12/4/2024			Stakeholder Review	
Facilities Operations	Grounds Worker	Cyclical Review	October 2024	12/4/2024		4/1/2025	Stakeholder Review	
Facilities Operations	Irrigation Systems Specialist	Cyclical Review	October 2024	12/4/2024		4/1/2025	Stakeholder Review	
Facilities Operations	Recycling Program Specialist	Cyclical Review	October 2024				Stakeholder Review	
Facilities Operations	Senior Grounds Equipment Operator	Cyclical Review	October 2024	12/4/2024		4/1/2025	Stakeholder Review	
Transportation	Shuttle Driver	Cyclical Review	October 2024	11/15/2024		2/13/2025	Post Approval	4/23/2025
Transportation	Transportation Operations Coordinator	Cyclical Review	October 2024	11/15/2024		2/13/2025	PC Agenda	5/21/2025
Warehouse & Mail	Lead Receiving, Stockroom & Delivery Worker	Cyclical Review	October 2024	11/13/2024		2/13/2025	PC Agenda	5/21/2025
Warehouse & Mail	Receiving, Stockroom & Delivery Worker	Cyclical Review	October 2024	11/13/2024		2/13/2025	PC Agenda	5/21/2025
Campus Store	Bookstore Clerk/Cashier	Cyclical Review	January 2025	2/19/2025	3/17/2025		Stakeholder Review	
Campus Store	Campus Store Assistant Manager	Cyclical Review	January 2025	2/19/2025	3/17/2025		Stakeholder Review	
Campus Store	Campus Store Manager	Cyclical Review	January 2025	2/19/2025	3/17/2025		Stakeholder Review	
Campus Store	Campus Store Operations Assistant	Cyclical Review	January 2025	2/19/2025	3/17/2025		Stakeholder Review	
Campus Store	Campus Store Operations Coordinator	Cyclical Review	January 2025	2/19/2025	3/17/2025		Stakeholder Review	
Campus Store	Course Materials Buyer	Cyclical Review	January 2025	2/19/2025	3/17/2025		Stakeholder Review	
Campus Store	Customer Services Assistant	Cyclical Review	January 2025	2/19/2025	3/17/2025		Stakeholder Review	
Campus Store	Merchandising Buyer	Cyclical Review	January 2025	2/19/2025	3/17/2025		Stakeholder Review	
Facilities Operations	Assistant Director of Facilities Operations	Cyclical Review	January 2025	2/25/2025			Research & Planning	

Job Discipline	Title	Type	Start Date	Actual Start Date	Requested Extension	Date Completed	Progress	Agenda Date
Facilities Operations	Custodial Operations Manager	Cyclical Review	January 2025	2/25/2025			Research & Planning	
Facilities Operations	Custodial Operations Supervisor	Cyclical Review	January 2025	2/25/2025			Research & Planning	
Facilities Operations	Custodian	Cyclical Review	January 2025	2/25/2025	3/19/2025		Research & Planning	
Facilities Operations	Lead Custodian	Cyclical Review	January 2025	2/25/2025	3/19/2025		Research & Planning	
IT Infrastructure	Network Communications Technician I	Cyclical Review	January 2025	2/25/2025			Research & Planning	
IT Infrastructure	Network Communications Technician II	Cyclical Review	January 2025	2/25/2025			Research & Planning	
IT Infrastructure	Network Communications Technician III	Cyclical Review	January 2025	2/25/2025			Research & Planning	
IT Network Services	Director of Network Services	Cyclical Review	January 2025	2/25/2025			Research & Planning	
IT Network Services	Information Systems Administrator	Cyclical Review	January 2025	2/19/2025			Research & Planning	
IT Network Services	Information Systems Engineer	Cyclical Review	January 2025	2/19/2025	3/3/2025		Research & Planning	
IT Network Services	Media Resources Assistant	Cyclical Review	January 2025				Upcoming	
IT Network Services	Network Administrator	Cyclical Review	January 2025	2/19/2025			Research & Planning	
IT Network Services	Network Analyst	Cyclical Review	January 2025	2/19/2025			Research & Planning	
IT Network Services	Network Engineer	Cyclical Review	January 2025	2/19/2025			Research & Planning	
IT Network Services	Network Services Manager	Cyclical Review	January 2025	2/25/2025			Research & Planning	
Purchasing	Asset Manager	Cyclical Review	January 2025	1/30/2025		5/2/2025	PC Agenda	5/21/2025
Purchasing	Buyer I	Cyclical Review	January 2025	1/30/2025		5/2/2025	PC Agenda	5/21/2025
Purchasing	Buyer II	Cyclical Review	January 2025	1/30/2025	2/25/2025	5/2/2025	PC Agenda	5/21/2025
Purchasing	Director of Procurement, Contracts & Logistics	Cyclical Review	January 2025	1/30/2025		5/2/2025	Stakeholder Review	

Job Discipline	Title	Type	Start Date	Actual Start Date	Requested Extension	Date Completed	Progress	Agenda Date
Purchasing	Property Clerk	Cyclical Review	January 2025	1/30/2025		5/2/2025	PC Agenda	5/21/2025
Purchasing	Senior Buyer	Cyclical Review	January 2025	1/30/2025	2/25/2025	5/2/2025	PC Agenda	5/21/2025
IT MIS	Associate Programmer Analyst	Cyclical Review	March 2025				Upcoming	
IT MIS	Chief Director of Information Technology	Cyclical Review	March 2025				Upcoming	
IT MIS	Database Administrator	Cyclical Review	March 2025				Upcoming	
IT MIS	Database Analyst	Cyclical Review	March 2025				Upcoming	
IT MIS	Director of Management Information Systems	Cyclical Review	March 2025				Upcoming	
IT MIS	Entertainment Technology Services Manager	Cyclical Review	March 2025				Upcoming	
IT MIS	Information Systems Security Officer	Cyclical Review	March 2025				Upcoming	
IT MIS	IT Project Analyst	Cyclical Review	March 2025				Upcoming	
IT MIS	Management Information System (MIS) Manager	Cyclical Review	March 2025				Upcoming	
IT MIS	Principal Programmer Analyst	Cyclical Review	March 2025				Upcoming	
IT MIS	Programmer Analyst	Cyclical Review	March 2025				Upcoming	
IT MIS	Senior Programmer Analyst	Cyclical Review	March 2025				Upcoming	
IT User Support	Multimedia Specialist	Cyclical Review	March 2025				Upcoming	
IT User Support	Senior Technology User Support Specialist	Cyclical Review	March 2025	11/3/2023			Upcoming	
Reprographics	Reprographics Supervisor	Cyclical Review	March 2025		5/7/2025		Research & Planning	
Reprographics	Reprographics Technician	Cyclical Review	March 2025		5/7/2025		Research & Planning	
Reprographics	Senior Reprographics Technician	Cyclical Review	March 2025		5/7/2025		Research & Planning	

Job Discipline	Title	Type	Start Date	Actual Start Date	Requested Extension	Date Completed	Progress	Agenda Date
Student Services	Assessment Center Supervisor	Cyclical Review	March 2025	3/31/2025		4/16/2025	PC Agenda	5/21/2025
Student Services	Cosmetology Assistant	Cyclical Review	March 2025	3/31/2025	4/25/2025		Research & Planning	
Student Services	DSPS Manager	Cyclical Review	March 2025	3/31/2025			Research & Planning	
Student Services	EOPS Specialist	Cyclical Review	March 2025	3/31/2025	4/25/2025		Research & Planning	
Student Services	EOPS Supervisor	Cyclical Review	March 2025	3/31/2025	4/25/2025		Research & Planning	
Student Services	Senior EOPS Specialist	Cyclical Review	March 2025	3/31/2025	4/25/2025		Research & Planning	
Student Services	Senior Student Services Specialist - Assessment Services	Cyclical Review	March 2025	3/31/2025		4/16/2025	PC Agenda	5/21/2025
Student Services	Senior Veterans Resource Specialist	Cyclical Review	March 2025	3/31/2025	4/25/2025		Research & Planning	
Student Services	Student Judicial Affairs Specialist	Cyclical Review	March 2025	3/31/2025	5/15/2025		Research & Planning	
Student Services	Student Services Specialist	Cyclical Review	March 2025	3/31/2025	4/25/2025		Research & Planning	
Student Services	Transfer & Articulation Specialist	Cyclical Review	March 2025	3/31/2025	5/2/2025		Research & Planning	
Student Services	Veterans Resource Specialist	Cyclical Review	March 2025	3/31/2025	4/25/2025		Research & Planning	
Accounting & Finance	Budget Technician	New Class					Upcoming	
IT Network Services	Media Resources Assistant	Position Review		3/7/2025		3/31/2025	Post Approval	4/16/2025
Personnel/ Human Resources	Professional Development Coordinator	Position Review					Upcoming	
Specialized Programs	Senior Career Services Advisor	Position Review		6/11/2024	3/17/2025	1/21/2025	Stakeholder Review	
Instructional Resources	Instructional Media Specialist	Salary Reallocation		10/11/2023			Research & Planning	

Agenda Report Number	22
Subject	Examination Schedule
Date	May 21, 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 and Open	3 weeks
Grounds Manager	Promotional	3 weeks
Instructional Tutor – English	Promotional and Open	3 weeks
Mail Services Worker II	Promotional	3 weeks
Programmer Analyst	Promotional	3 weeks
Senior Programmer Analyst	Promotional	3 weeks
Tutoring Coordinator – Math	Promotional and Open	3 weeks



Agenda Report Number	23
Subject	Extension of Eligibility Lists
Date	May 21, 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 I (Promotional)	6/18/2025	6/18/2025	1	1	9/18/2025
Administrative Assistant I (Open)	6/18/2025	6/18/2025	12	5	9/18/2025
EOPS Supervisor (Promotional)	6/10/2025	6/10/2025	1	1	12/10/2025
Human Resources Technician (Promotional)	6/22/2025	6/22/2025	3	3	9/22/2025
Laboratory Technician – Life Science	6/18/2025	6/18/2025	13	7	9/18/2025
Laboratory Technician – Photo	5/25/2025	5/25/2025	11	4	8/25/2025
Production Manager (Promotional)	6/9/2025	6/9/2025	1	1	12/9/2025
Program Coordinator – Workforce and Economic Development (Promotional)	6/22/2025	6/22/2025	2	2	9/22/2025
Supplemental Instruction Coordinator	12/18/2024	6/18/2025	9	6	9/18/2025

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	24
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	May 21, 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
Rafal Karpinski, Information Technology Support Specialist	Senior Information Technology Support Specialist	07/01/2025 to 07/31/2025
Angela Lee, Administrative Assistant I	Human Resources Specialist (Substitute Assignment)	05/16/2025 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
Vina Chin, Human Resources Analyst – Employee and Labor Relations (Confidential)	Director of Human Resources	02/05/2025 to 05/14/2025	02/05/2025 to 04/30/2025
Karen Monzon, Human Resources Analyst – Employee and Labor Relations (Confidential)	Director of Human Resources	05/07/2025 to 06/30/2025	05/01/2025 to 06/30/2025

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

III. Extension to Provisional Working out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment	Extended Dates
Pier Johnson-Bruce, Mail Service Worker II	Shuttle Driver	11/01/2024 to 04/17/2025	04/18/2025 to 05/15/2025

*\*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	25
Subject	Ratification of Limited Term Assignments
Date	May 21, 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
Administrative Assistant I	Academic Affairs	5/8/2025-6/30/2025
Program Specialist	SMC/UCLA STEM INITIATIVE	11/18/2024-6/30/2025

Agenda Report Number	26
Subject	Appointment to Limited Term Assignments
Date	May 21, 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
Jessica Balsam	Administrative Assistant I	Academic Affairs	5/8/2025-6/30/2025
Hannah Kiss	Program Specialist	SMC/UCLA STEM INITIATIVE	11/18/2024-6/30/2025

Agenda Report Number	27
Subject	Ratification of Meeting Minutes
Date	May 21, 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. 4-16-2025 Regular Meeting
2. 4-23-2025 Special Meeting Minutes

Agenda Report Number	28
Subject	Personnel Commission Project Tracking
Date	May 21, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

## Recruitment

Title	Assigned to	Open Date	Close Date
Case Manager	OV	5/8/2025	5/29/2025
Community College Police Officer	JG	10/30/2023	
Custodial Operations Manager	JG		
Custodian	JG		
Database Administrator	JL	4/2/2025	4/23/2025
Director of Human Resources	JL	3/11/2025	4/7/2025
Electrician	AF		
Enrollment Services Specialist	OV		
Events Assistant	TM		6/30/2025
Grounds Manager	JG		
Human Resources Specialist	TM	5/2/2025	5/22/2025
Instructional Tutor-English	TM		
Lead Custodian	TM	2/7/2025	3/3/2025
Mail Services Worker II	AF		
Shuttle Driver	TM	3/10/2025	3/28/2025
Theatre Technical Specialist (Cont.)	TM		6/30/2025
Tutoring Coordinator-Math	TM		

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	June	25	2025	12:00 p.m.	Board Room/Business Bldg. Room 117

As required by law, the agenda for the May 21, 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.