Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3rd Wednesday of the Month

Special Meetings Scheduled As Needed

Attend in Person:

1900 Pico Blvd, Business Room 117, Santa Monica Ca 90405

Attend Virtually:

https://smc-edu.zoom.us/j/89802168458?pwd=YUl4TUV6dkF1MnUzWlRNRnhYMWpTUT09

Call In:

One tap mobile :

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

+13462487799,,89802168458#,,,,*170714# US (Houston)

Telephone:

Webinar ID: 898 0216 8458

Passcode: 170714

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

International numbers available: https://smc-edu.zoom.us/u/k5RqknxWU

PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

Members of the public may address the Commission by oral presentation concerning any subject that lies within the jurisdiction of the Personnel Commission provided the requirements and procedures herein set forth are observed.

All public comments will be subject to the general rules set forth below.

• Generally, three minutes is allotted to each speaker per topic for general public comments or per agenda item.

• Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

• Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

• Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.

Exceptions:
This time allotment does not apply to individuals who address the Commission at the invitation or request of the Commission.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Commission, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Instructions for Submitting a Request to Speak at In-Person Meeting
Individuals wishing to speak to the Commissioners during the Personnel Commission meeting during Public Comments or regarding item(s) on the agenda must complete a request card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

General Public Comments and Consent Agenda

• The request card to speak must be submitted to Tatiana Morrison, Personnel Technician, at the meeting before the Commission reaches the applicable section in the agenda.

Instructions for Submitting a Request to Speak at Zoom Webinar
The Zoom webinar format used by the Personnel Commission Zoom meetings ensure public participation and provide an opportunity for the public to directly address the legislative body.

Public participation can occur in one of two ways. Members of the public may speak during the public meeting, or they can submit written comments to be read during the public meeting.

Individuals wishing to speak directly to the Commission can do so in one of several ways:

It is recommended that individuals wishing to speak at the Personnel Commission meeting send an email to morrison_tatiana@smc.edu by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the subject line "Commission Meeting Comments" and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item: General Public Comments or Consent Agenda (indicate number/subject)

Alternatively, during the meeting and before public comments have ended, individuals may use the Q&A feature of the Zoom webinar to request to speak.

When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated.   A speaker's Zoom Profile should match the name used to request to speak to expedite this process. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Instructions for Submitting Written Comments

Individuals wishing to submit written comments to be read at the Personnel Commission Meeting should send an email to morrison_tatiana@smc.edu by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the following information:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII); for other items indicate the topic or specific item number
- Comment to be read

Reference: Commission Policy Section 2350
Education Code Section 72121.5
Government Code Sections 54950 et seq

DEPARTMENTS: PLEASE POST	ADMINISTRATORS AND MANAGERS	SUPERINTENDENT/PRESIDENT AND SENIOR STAFF
Academic Affairs:	Emeritus: Guadalupe Salgado	Superintendent/President: Kathryn Jeffery
Accounts Payable: Cherry Aquino	Noncredit Programs: Scott Silverman	Executive VP:
Admissions & Records: Jackson Edwards	HR: Tre'Shawn Hall-Baker	VP Academic Affairs: Jason Beardsley
African American Center: Sherri Bradford	Info Tech: Calvin Madlock	VP Business/Admin: Chris Bonvenuto
Athletics:	IEC: N. Pressian	VP Enroll. Services: T. Rodriguez
Auxiliary Services: Ofelia Meza	Instructional Technology:	VP Human Resources: Sherri Lee-Lewis
Broad Stage/Madison: Gail Johnson	Maintenance:	VP Student Affairs: M. Tuitasi
Bundy: Beverly Redd-Walker	Terry Kamibayashi	Senior Director Government Relations & Institutional Communications: Don Girard
Business Department: Peter Murray	Operations:	Community Relations: Kiersten Elliott
Campus Police Office: Jennifer Jones	Dennis Biddle	Public Information: Grace Smith
Campus Store: Elease Juarez	Darryl Gray	
Career Services: Carolina Trejo	Emily Raby	PUBLIC POSTING LOCATION
Cashier's Office: Veronica Romo	Robert Villanueva	Online: www.smc.edu
Center for Media & Design: Angela Valentine	Receiving: Lisa Davis	
Community & Academic Relations: Christina Marcial	Supplemental Instruction:	EMPLOYEE ORGANIZATIONS
Community Education: Ashley Price	Wendi DeMorst	CSEA Labor Rep.: Derek Eckstein
Counseling Office: Allison Kosich	SMCPA: Susan Hudelson	CSEA Chapter Pres.: Cindy Ordaz
Custodian Time Clock: Anthony Williams		CSEA Chapter 1st V.P.: Martha Romano
Disabled Students Center: Nathalie Laille		CSEA Chapter 2nd V.P.: Kennisha Green
Early Childhood Ed.: L. Manson		CSEA Chief Job Steward: Jonathan Rosas
Emeritus Department: V. Rankin-Scales		CSEA Treasurer: Dagmar Gorman
English Dept.: Martha Hall		CSEA Secretary:
EOP&S: Gina Brunell		CSEA Chief Development Officer:
ESL Office: Jocelyn Alex		Luis Martin
Events Office: Vinnessa Cook		CSEA Communications Officer: David Mendoza
Faculty Association: Peter Morse		SMC POA President: Officer Cadena
Financial Aid Office: Robyn Rouzan		Management Association: Scott Silverman
Health Sciences: Clarenda Stephens		
Health Office: Nancy Alfaro		IF YOU NEED AN ACCOMMODATION
Human Resources: Delia Padilla & Dawn Noguera		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.
HSS: Carolyn Baugh		
Institutional Research:		
International Education Center: Ana Jara		
KCRW:		
Latino Center: Maria Martinez		
Maintenance/Operations: Kasey Garland		Revised 6/13/2025
Malibu: Angela Bice		
Math Village: Kristina Fukuda		
Media Center:		
Modern Language: Travis Grant		
Music: Lori Geller		
Outreach & Recruitment: Giselle Gradilla		
Payroll: Ian Fraser		
Science: Ingrid Cardwell		
Student Life: Amelia Trejo		
Superintendent/Presidents Office: L. Kilian		
STEM: Vanan Yahnian		
Theater Arts: Lindsay Lefler		
W& ED/Bundy: Tricia Ramos		

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

<u>May 2025</u>

<u>5 YEARS</u>
Janice Tovar, Community College Police Dispatcher, SMC Police Department
<u>10 YEARS</u>
Jorge Valadez, Campus Store Operations Assistant, Campus Store
<u>15 YEARS</u>
Jo Popadynetz, Course Materials Buyer, Campus Store
Joy Watson-Orenstein, Customer Service Assistant, Campus Store
<u>20 YEARS</u>
Renay Garcia, Student Services Assistant, Admissions & Records
<u>35 YEARS</u>
Ofelia Meza, Administrative Assistant II, Auxiliary Services

<u>June 2025</u>

<u>5 YEARS</u>
Hibatullah Lachgar, Campus Safety Officer, Santa Monica College Police Department
Michael McCann, Campus Safety Officer, Santa Monica College Police Department
<u>10 YEARS</u>
Janet Tercero, Student Services Specialist, Latino Center
<u>15 YEARS</u>
Rosa Albano, Accounting Technician, Auxiliary Services
Irma Haro, Controller, Fiscal Services
Robert Hnilo, Painter, Maintenance
<u>25 YEARS</u>
Johnny Kurokawa, Lead Laboratory Technician-Life Science, Life Science

B. Comments from the Vice President of Human Resources
C. Comments from the President of CSEA
D. Comments from the President of Management Association
E. Comments from Personnel Commission Staff
F. Comments from the Personnel Commissioners

IV.Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	First Reading of Amendment to Rules and Regulations of the Classified Service: Merit Rule 6.3.10-6.3.13 **No Action To Be Taken**	4
2	Classification Description Revisions: Human Resources Specialist	6
3	Salary Reallocation: Senior Career Services Advisor	15
4	Retitle and Classification Description Revisions: Network Communications Technician III to Senior IT Infrastructure Technician	18
5	Retitle and Classification Description Revisions: Network Communications Technician II to IT Infrastructure Technician II	29
6	Retitle and Classification Description Revisions: Network Communications Technician I to IT Infrastructure Technician I	40
7	Classification Abolishment: Network Analyst & Network Services Manager	50
8	Classification Description Revisions and Salary Reallocation: Information Systems Engineer	52
9	Classification Description Revisions and Salary Reallocation: Network Administrator	64
10	Classification Description Revisions: Information Systems Administrator	75
11	Classification Description Revisions: Network Engineer	85
12	New Classification Description and Salary Allocation: Budget Technician	96

V.Consent Agenda

Report Number	Subject	Page Number
13	Examination Schedule	103
14	Ratification of Eligibility Lists	104
15	Extension of Eligibility Lists	105
16	Ratification of Working Out of Class and Internal Limited Term Assignments	106
17	Ratification of Meeting Minutes	108
18	Personnel Commission Project Tracking	109

VI. Closed Session
Pursuant to GC 54957 –
Public employee appointment, employment, evaluation of performance, discipline, or dismissal
VII.Adjournment

Agenda Report Number	1
Subject	First Reading of Amendment to Rules and Regulations of the Classified Service: Merit Rule 6.3.10-6.3.13 **No Action To Be Taken**
Date	June 25, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Merit Rule 6.3.10 to 6.3.13 are attached for a First Reading. Recommendations were developed with input from the Merit Rules Advisory Committee. The goals of these changes include updating and clarifying processes, and ensuring language is in compliance with relevant laws and applicable bargaining agreements.

6.3.10 FINAL SELECTION INTERVIEW

A. Certification of eligibles to be interviewed for a vacancy in a class with a newly established eligibility list may be made after completion of notification requirements as specified in Rules 5.2.17 and 5.2.21.

B. The final selection interview shall be conducted in a fair and impartial manner and all eligibles shall be given an equal opportunity to present their qualifications for the vacant position. All questions asked shall be job-related, and all eligibles shall be asked the same basic questions and shall be given sufficient time to respond. The candidate may be asked follow up or clarifying questions.

C. Following the completion of the interviews, a final selection report shall be completed by all interviewers in the final selection interview. The report shall provide a specific appraisal of the relative qualifications of each of the candidates.

D. Candidates on an eligibility list are entitled to one final selection interview with the immediate supervisor of the position.

E. The supervisor shall notify the Director of the Personnel Commission of their selection decision within five working days after the completion of the interviews.

A. The immediate supervisor, accompanied by their supervisor or such other persons as may be designated by the hiring manager or the Director of Classified Personnel, shall interview review all persons certified for the vacant position. This interview shall be designated as the final selection interview.

B. The final selection interview shall be conducted in a fair and impartial manner and all eligibles shall be given an equal opportunity to present their qualifications for the vacant position. All questions asked shall be job-related, and all eligibles shall be asked the same basic questions and shall be given sufficient time to respond.

C. Following the completion of the interviews, a final selection report shall be completed by all interviewers in the final selection interview. The report shall provide a specific appraisal of the relative qualifications of each of the candidates.

6.3.11 TIMELINES FOR THE FINAL SELECTION INTERVIEW

A.   Certification of eligibles to be interviewed for a vacancy in a class with an existing eligibility list shall normally be made within two weeks after job posting and other contractual requirements have been met.

BA. Certification of eligibles to be interviewed for a vacancy in a class with a newly established eligibility list may be made after completion of notification requirements as specified in Rules 5.2.16 and 5.2.20.

~~C~~B.   ~~The supervisor shall notify the Director of Classified Personnel of his/her selection decision within five days after the completion of the interviews.~~

6.3.~~12~~11 PROCEDURE FOR REQUEST AND CERTIFICATION OF ADDITIONAL ELIGIBLES

A.   If an eligible who has been certified~~,~~ declines an interview, ~~refuses appointment or~~ fails to report for an interview, or does not accept an appointment to the position, the appointing authority may fill the vacancy from the remaining certified eligibles ~~or may~~ or may ~~may~~ request additional eligibles for certification.

B.   When a request for additional eligibles is made, the Director of ~~Classified~~ the Personnel Commission may:

1. Certify the next rank of additional eligibles for the vacant position, ~~as required~~ as long as the total number of eligibles certified does not exceed three ranks.
2. ~~Remove the names of eligibles who have refused appointment or have failed to report for a scheduled interview without notification.~~
3. ~~Investigate the matter at his/her discretion to determine that any refusal is, in fact, voluntary.~~

~~2.~~~~Request authorization from the Personnel Commission to refuse~~ Refuse further certification should ~~it be determined by the Director of the Personnel Commission the investigation determine that refusal of appointment by an eligible is, in fact, not voluntary.~~ that an eligible who has been certified did not voluntarily decline an interview, fail to report for an interview, or decline an appointment to the position.

6.3.~~13~~12 USE OF ALTERNATE ELIGIBILITY LISTS

A.   If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:

1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.

2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

.

6.3.~~14~~13 SELECTIVE CERTIFICATION FOR POSITIONS WITH LANGUAGE REQUIREMENTS (EDUCATION CODE SECTION 88096)

A.   If a position requires the use of a language in addition to English, the appointing authority shall so indicate to the Director of ~~Classified~~ the Personnel Commission when requesting certification of eligibles to fill the vacancy.

B.   The Director of ~~Classified~~ the Personnel Commission shall determine which eligibles possess the required language skills and shall certify the names of the top three (3) ranks of eligibles who meet the special requirements.

C.   The recruitment bulletin announcing the examination shall indicate the special requirements which may be necessary for filling one or more of the positions in the class.

Agenda Report Number	2
Subject	Classification Description Revisions: Human Resources Specialist Ad-Hoc Study
Date	June 25, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

BACKGROUND

Attached for your approval is a revised classification description for Human Resources Specialist. This classification was created in June 2014 and was last revised as part of the cyclical classification study in May 2021. The Personnel Commission will be recruiting to fill one vacancy for this classification. The Department requested changes to clarify the duties and scope of responsibility for this role. This study is not part of the cyclical review process. Further review of this classification will be conducted once the Human Resources job discipline is scheduled on the cyclical review calendar. There are currently no permanent incumbents in this classification.

METHODOLOGY

Personnel Commission staff met with Dr. Tre'Shawn Hall Baker, Dean of Human Resources, to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

RESULTS

Revisions to job duties, concept of the classification, and knowledge, skills and abilities are being recommended to refine the scope of work performed by this role. Description changes will not warrant salary reallocation. The proposal for class description revisions was sent for review to Department leadership, CSEA, Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the attached revisions to the classification description for Human Resources Specialist.

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

<table>
<tr><td>

**Santa Monica Community College District
Personnel Commission**

Human Resources Specialist

</td></tr>
</table>

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform complex technical clerical duties to support Human Resources functions related to employment transactions and records, processing and onboarding of all employees, and academic recruitment, retirement, and wage administration. Positions in this classification perform ~~predominantly~~ complex work entering data and maintaining the human resource ~~information~~ systems and related databases.

DISTINGUISHING CHARACTERISTICS

The Human Resources Specialist performs journey level technical clerical Human Resources duties ~~to support Human Resources functions~~ related to employment transactions and records, processing and onboarding of all employees, and academic recruitment, retirement, and wage administration.

The Human Resources Technician performs advanced journey level technical duties to support assigned Human Resources functions related to employment transactions and records, processing and onboarding all employees, and academic recruitment, retirement, and wage administration, and provides lead direction to assigned staff.

ESSENTIAL DUTIES

Performs ~~basic~~ research and obtains supporting documentation to initiate, verify or complete ~~assignments~~ Human Resources processes including set up and maintenance of electronic and physical file systems containing employment documents and forms, statistical files and charts on salaries and other information for use in preparation of federal, state, accreditation, and internal reports; compiles data from personnel records and prepares reports for classified, academic and student employees.

Performs full-cycle recruitments for academic positions, including preparing job bulletins, placing ads, ~~conducting mass mailings, inputting incoming applications in the Applicant Tracking System, closing positions and sending notification letters. Review and~~ verif~~ying~~ies minimum qualifications and equivalency eligibility of incoming applications, and sending correspondence ~~for academic personnel~~; schedules interviews, prepares interview packets~~, and sends correspondence~~; evaluates and analyzes transcripts and verifies previous training and experiences to determine proper placement on salary schedules for classified and academic employees.

Conducts new hire orientations and processes employee assignments, ensuring that all ~~new~~ personnel comply with pre-employment and employment requirements and documents; serves as a resource to employees, administration and various department ~~in~~ with all Human Resources functions ~~the hiring process~~ and follows up as needed.

~~Conducts new employee orientation and processes new and reactivated employee's assignments.~~

~~Provides a variety of technical and clerical duties and r~~Responds to various ~~technical~~ inquiries from employees, departments and the public regarding human resources policies, rules, and regulations, procedures, and general employment information.

Participates in gathering, reviewing and organizing data for external and internal audits.

Verifies~~, enters,~~ and processes changes in employee assignments such as employment authorization, ~~and~~ Human Resource systems changes, District communications, and updates to the personnel files in compliance with related rules, laws and regulations.

~~personnel actions, in related human resources systems, ensuring accurate input and compliance with related rules, laws and regulations.~~

~~Verifies, processes, enters, reviews, and m~~Maintains employee information and confidential files ~~such as~~

containing personal data, employment and position data, recruitment, compensation, performance evaluations, retirement and separation data in related human resource systems.

Provides information to payroll, Personnel Commission, and other appropriate individuals or groups; examines employee files to answer inquiries and provides information to authorized persons.

Processes Completes employment verifications for classified, academic and student employees.

Assures Audits required credentials, licenses, and tests are obtained and maintained required of by employees whose positions require these as a condition of employment; tracks renewal deadlines and updates credentials, licenses and/or tests in a timely manner in the data system.

Communicates with retirement systems to verify status, salary and stipend inquiries. address Addresses concerns and questions related to the rules and changes of the retirement systems by critical changes; participates participating in related training to geton the latest changes and updates.

Computes wages and records data for use in payroll processing, employment contract, and letter-of-appointment generation for classified and academic employees.

Distributes forms and receives completed probationary, annual, student and peer evaluations for management, classified and academic employees; checks all disciplinary action notices on request of department supervisor; checks all Human Resources related forms for completeness, timeliness and required signatures; follows-up with deans, department chairs, and department supervisors managers to ensure evaluations are returned.

Discusses and answers questions for potential, current, and former employees on Human Resources functions retirement system; update payroll system to reflect correct retirement data.

Sets up and maintains electronic and physical file systems for the department; prepares reports for classified, academic, management, and student employees.

Composes original correspondence, documents, and reports regarding employment or other human resources matters.

Maintains current position control and FTE files inputting processing additions, deletions and changes of position and employee status into computer database.

Checks retirement systems to confirm membership status and/or eligibility, ensuring all required membership forms are completed accurately.

Prepares monthly Board of Trustees agenda reports for approval on appointment, separations and position changes.

Performs other related duties as requested or assigned.

Essential duty statements are descriptive and not restrictive in nature, and are generally listed in descending order or importance.

SUPERVISION

Level of Supervision Received:
Positions in this classification receive supervision from the Dean, Human Resources and may receive direction and training from a Human Resources Technician.

Level of Supervision Exercised:
Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Generally accepted human resources principles and practices

District human resources policies and Education Code requirements as they apply to academic and classified personnel systems

Modern office practices and procedures, including records maintenance, document processing, filing systems, public reception and data-gathering techniques

Modern business English appropriate for writing and formatting reports and correspondence

Time reporting and pay procedures

Software programs, HR systems, spreadsheets, and data management

Skills & Abilities:

Read and interpret policy and procedure manuals, rules, and regulations

Write instructions, reports, other routine correspondence, and memorandums

Communicate well both orally and in writing

Calculate figures and amounts using fractions, decimals, percentages

Accurately analyze situations, identify problems, apply sound judgment and formulate effective solutions

Simultaneously attend to and complete multiple tasks and duties

Understand and carry out oral and written instructions independently

Use general office equipment

Learn specialized computer applications used by the department

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Maintain confidentiality regarding information contained in employee records and personnel file

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. Courses in personnel administration, office management, and computer applications are desirable.

Experience Requirement:
Three (3) years of clerical experience in interpreting and analyzing data, rules and regulations to provide direct services to customers using related information systems. One year of this experience must involve performing human resources-related functions. Experience in applicant screening, orientations, and employment assignments in the District a Human Resources office or comparable organization area with heavy public contact 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:
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 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 noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Human Resources

FLSA Status: Non-exempt

Personnel Commission Approval Date: 11/02/06; 07/18/18; 8/31/18

Class History: Personnel Specialist I, 12/5/84

Revision Date: 11/02/06 Hay Study; 8/31/18

<div style="border:1px solid black;">

Santa Monica Community College District
Personnel Commission

Human Resources Specialist

</div>

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform complex technical clerical duties to support Human Resources functions related to employment transactions and records, processing and onboarding of all employees, and academic recruitment, retirement, and wage administration. Positions in this classification perform complex work entering data and maintaining the human resource systems and related databases.

DISTINGUISHING CHARACTERISTICS

The Human Resources Specialist performs journey level technical clerical Human Resources duties related to employment transactions and records, processing and onboarding of all employees, and academic recruitment, retirement, and wage administration.

The Human Resources Technician performs advanced journey level technical duties to support assigned Human Resources functions related to employment transactions and records, processing and onboarding all employees, and academic recruitment, retirement, and wage administration, and provides lead direction to assigned staff.

ESSENTIAL DUTIES

Performs research and obtains supporting documentation to initiate, verify or complete Human Resources processes including set up and maintenance of electronic and physical file systems containing employment documents and forms, statistical files and charts on salaries and other information for use in preparation of federal, state, accreditation, and internal reports; compiles data from personnel records and prepares reports for classified, academic and student employees.

Performs full-cycle recruitments for academic positions, including preparing job bulletins, placing ads, verifying minimum qualifications and equivalency eligibility of incoming applications, and sending correspondence; schedules interviews, prepares interview packets; evaluates and analyzes transcripts and verifies previous training and experiences to determine proper placement on salary schedules for classified and academic employees.

Conducts new hire orientations and processes employee assignments, ensuring that all personnel comply with pre-employment and employment requirements and documents; serves as a resource to employees, administration and various departments with all Human Resources functions and follows up as needed.

Responds to various inquiries from employees, departments and the public regarding human resources policies, rules, and regulations, procedures, and general employment information.

Participates in gathering, reviewing and organizing data for external and internal audits.

Verifies and processes changes in employee assignments such as employment authorization, Human Resource systems changes, District communications, and updates to the personnel files in compliance with related rules, laws and regulations.

Maintains employee information and confidential files containing personal data, employment and position data, recruitment, compensation, performance evaluations, retirement and separation data in related human resource systems.

Provides information to payroll, Personnel Commission, and other appropriate individuals or groups; examines employee files to answer inquiries and provides information to authorized persons.

Completes employment verifications for classified, academic and student employees.

Audits required credentials, licenses, and tests required of employees whose positions require these as a

condition of employment; tracks renewal deadlines and updates credentials, licenses and/or tests in a timely manner in the data system.

Communicates with retirement systems to verify status, salary and stipend inquiries. Addresses concerns and questions related to the rules and changes of the retirement systems by participating in related training on the latest changes and updates.

Computes wages and records data for use in payroll processing, employment contract, and letter-of-appointment generation for classified and academic employees.

Distributes forms and receives completed probationary, annual, student and peer evaluations for management, classified and academic employees; checks Human Resources related forms for completeness, timeliness and required signatures; follows-up with deans, department chairs, and managers to ensure evaluations are returned.

Discusses and answers questions for potential, current, and former employees on Human Resources functions; update payroll system to reflect correct data.

Sets up and maintains electronic and physical file systems for the department; prepares reports for classified, academic, management, and student employees.

Composes original correspondence, documents, and reports regarding employment or other human resources matters.

Maintains current position control and FTE files processing additions, deletions and changes of position and employee status into computer database.

Checks retirement systems to confirm membership status and/or eligibility, ensuring all required membership forms are completed accurately.

Prepares monthly Board of Trustees agenda reports for approval on appointment, separations and position changes.

Performs other related duties as requested or assigned.

Essential duty statements are descriptive and not restrictive in nature, and are generally listed in descending order or importance.

SUPERVISION

Level of Supervision Received:
Positions in this classification receive supervision from the Dean, Human Resources and may receive direction and training from a Human Resources Technician.

Level of Supervision Exercised:
Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Generally accepted human resources principles and practices

District human resources policies and Education Code requirements as they apply to academic and classified personnel systems

Modern office practices and procedures, including records maintenance, document processing, filing systems, public reception and data-gathering techniques

Modern business English appropriate for writing and formatting reports and correspondence

Time reporting and pay procedures

Software programs, HR systems, spreadsheets, and data management

Skills & Abilities:

Read and interpret policy and procedure manuals, rules, and regulations

Write instructions, reports, other routine correspondence, and memorandums

Communicate well both orally and in writing

Calculate figures and amounts using fractions, decimals, percentages

Accurately analyze situations, identify problems, apply sound judgment and formulate effective solutions

Simultaneously attend to and complete multiple tasks and duties

Understand and carry out oral and written instructions independently

Use general office equipment

Learn specialized computer applications used by the department

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

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Maintain confidentiality regarding information contained in employee records and personnel file

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. Courses in personnel administration, office management, and computer applications are desirable.

Experience Requirement:
Three years of clerical experience in interpreting and analyzing data, rules and regulations to provide direct services to customers using related information systems. One year of this experience must involve performing human resources-related functions. Experience in applicant screening, orientations, and employment assignments in a Human Resources office or comparable area with heavy public contact 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:
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 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 noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Human Resources

FLSA Status: Non-exempt

Personnel Commission Approval Date: 11/02/06; 07/18/18; 8/31/18

Class History: Personnel Specialist I, 12/5/84

Revision Date: 11/02/06 Hay Study; 8/31/18, 6/25/25

Agenda Report Number	3
Subject	Salary Reallocation: Senior Career Services Advisor Ad-Hoc Study
Date	June 25, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval is the salary reallocation for **Senior Career Services Advisor**.

The Personnel Commission received an ad-hoc study request to review the current salary allocated to the Senior Career Services Advisor. Ad-hoc studies are requests made outside of the cyclical review calendar. This request was approved by senior management before a salary study was initiated.

The Senior Career Services Advisor leads, develops, and delivers comprehensive student employment and cooperative work experience opportunities for the District's Career Services Center. The classification was established in January 1985. This classification has been revised four times since its establishment. The most recent revision was approved in December 2021 as part of cyclical review. There are currently three permanent incumbents in this classification.

METHODOLOGY

Personnel Commission staff conducted a comprehensive salary survey of comparable public agencies with positions that have comparable duties and responsibilities. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Senior Career Services Advisor	$6,975	$8,479	$7,727
Mount San Antonio College	Coordinator, Career Services Projects	$7,370	$9,406	$8,388
North Orange County CCD	Career Center Coordinator II	$6,653	$8,032	$7,343
College of the Canyons (Santa Clarita)	Student Services Coordinator II (Cooperative Work Experience Education)	$5,936	$10,014	$7,975
State Center CCD	Job Placement Coordinator	$6,887	$8,470	$7,679
Ventura County CCD	Placement Project Specialist	$6,334	$8,732	$7,533
	Average	$6,636	$8,931	$7,783
	25th Percentile	$6,334	$8,470	$7,533
	50th Percentile	$6,653	$8,732	$7,679
	75th Percentile	$6,887	$9,406	$7,975
	80th Percentile	$6,984	$9,528	$8,058
	90th Percentile	$7,177	$9,771	$8,223
	SMC % RANK	79.5%	25.8%	54.0%
	SMC Difference From AVG	4.9%	-5.3%	-0.7%
	SMC Difference From MED	4.6%	-3.0%	0.6%

The current salary range for Senior Career Services Advisor is Range 41 on the Classified Employee Salary Schedule ($6,975 to $8,479 per month). In this survey, SMC is at the 54% median percentile when compared to market median.

SALARY REALLOACTION
It is recommended that the salary for Senior Career Services Advisor be reallocated from Range 41 of the Classified Employee Salary Schedule ($6,975 to $8,479 per month) to Range 42 ($7,143 to $8,682 per month), a 2.5% increase. The proposed increase would place the median salary for this classification at the 70th percentile compared to the market, which meets the District's goal to target the 70th percentile and will facilitate the College in attracting and retaining qualified candidates. The salary proposal for this classification has been sent for review to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

Below is a chart of related classifications within the job discipline and current salary allocation for each classification.

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Senior Career Services Advisor (Proposed)	*Interim Dean of Counseling*	*42*	*$7,143*	*$8,682*	*5.00%*
Career Education Specialist	Associate Dean for Center of Media & Design	40	$6,803	$8,269	10.26%
Career Services Advisor	Interim Dean of Counseling	36	$6,170	$7,500	

RECOMMENDATION

It is recommended that the Commission approve the proposed salary reallocation for Senior Career Services Advisor.

FROM: Classified Employee Salary Schedule, Range 41
TO: Classified Employee Salary Schedule, Range 42

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

Agenda Report Number	4
Subject	Retitle and Classification Description Revisions: Network Communications Technician III to Senior IT Infrastructure Technician Cyclical Review
Date	June 25, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Network Communications Technician III**.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology consists of multiple specialized units including network services, management information systems, IT infrastructure, and end user support, and is responsible for developing and implementing effective technology solutions to support Santa Monica College's overall institutional mission and goals.

The Network Communications Technician III classification was established in November 2015. 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 Information Technology classifications and CSEA were invited to participate in a study orientation on February 5, 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 25, 2025.

Personnel Commission staff consulted with Matthew Kiaman, Director of Network Services, 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 being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, supervision, knowledge, skills and abilities, and minimum qualifications to more accurately reflect the nature and scope of the work performed.

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, description revisions are being proposed to clarify the essential duties performed, the concept of the class, distinguishing characteristics, supervision, knowledge, skills and abilities, 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 utilized roles that have broad responsibility for system and network administration, and/or desktop support and computer repair, in addition to IT infrastructure support. As a result, salary review is based on internal alignment with other classifications in the Network Communications Technician series. The Network Communications Technician III is internally aligned with the lower-level Network Communications Technician II by the level of knowledge required and complexity of work performed. Because no internal alignment issues exist and there is an adequate salary difference between the classifications in this job series, it is recommended that the salary placement for this role remain at range 49 on the Classified Employee salary schedule. The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
IT Infrastructure Manager	M29	$10,670	$12,969	25.84%
Senior IT Infrastructure Technician	49	$8,479	$10,306	10.26%
IT Infrastructure Technician II*	45	$7,690	$9,348	10.25%
IT Infrastructure Technician I*	41	$6,975	$8,479	

Proposed retitle in subsequent reports.

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 for Network Communications Technician III.

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

Santa Monica Community College District
Personnel Commission
~~Network Communications~~Senior IT Infrastructure **Technician** ~~III~~

CONCEPT OF THE CLASS

Under general supervision, ~~P~~positions in this classification perform advanced journey-level technical work to ensure secure, efficient and reliable access to District supported voice and data devices and services. Incumbents perform highly specialized and responsible duties by designing, coordinating, planning, ~~and~~ leading, ~~voice and data communication infrastructure installations,~~ repair~~ings~~, configur~~ing~~ations, and maint~~aining~~enance voice and data communication infrastructure installations.

DISTINGUISHING CHARACTERISTICS

The **Senior IT Infrastructure Technician** ~~Network Communications Technician IIIs~~ handle~~s~~ the most complex tasks requiring highly specialized technical knowledge or skills in implementing voice and data infrastructure installations, repairs and upgrades. Work performed requires advanced journey-level knowledge in a variety of related systems and protocols, in addition to substantial design and lead responsibilities implementing large and complex technology infrastructure projects.

The **IT Infrastructure Technician II** ~~Network Communications Technician IIs~~ perform~~s~~ journey-level work and handle~~s~~ a full range of moderate to complex duties related to installation and maintenance projects. Incumbents may plan, coordinate and guide less complex installation, repair, and maintenance projects, and may provide lead direction to lower classifications; however, the work is done with substantial independence and specialized technical knowledge. Incumbents in this classification may be required to work with confidential police systems and terminals.

The **Infrastructure Technician I** ~~Network Communications Technician Is~~ provide~~s~~ specialized technical support of moderate complexity and scope, with independent judgement in solving technical problems related to installation, maintenance and upgrade of data and voice systems.

The **IT Infrastructure Manager** coordinates, manages and oversees the installation, and maintenance of the District's information technology infrastructure, physical security, audio visual systems, and communications systems.

ESSENTIAL DUTIES

Assists management by assigning and reviewing ~~with~~ work for technical staff~~request assignments~~; develops and hosts ~~reviews work and~~ train~~ings~~ sessions for department ~~technical~~ staff.

Drives to District sites and ~~Plans and coordinates~~leads complex IT infrastructure projects, including those ~~with vendors and contractors to design and implement network systems~~ for new ~~and/or renovated~~ District buildings, to deliver secure, reliable, and efficient data and voice networks district-wide; this includes overseeing all project phases from planning and design to execution, and coordinating and reviewing the work of vendors, contractors, and District staff for accuracy and compatibility with District standards.

Coordinates and performs highly complex tasks related to ~~participates in~~ the design, installation, maintenance, end user support, troubleshooting, ~~coordination, installation, termination,~~ test~~ing~~, and repair of voice and data communication ~~infrastructure~~systems, including network equipment (e.g., switches, access points), distribution frames, ~~F~~fiber-optic, and copper cabling, ~~network~~ connectors, ~~and~~ wireless ~~equipment~~devices, and voice-messaging systems, following best practices and change control procedures; makes recommendations for upgrades or improvements to physical infrastructure.

~~Performs~~ Provides advanced technical assistance related to the installation, update, and maintenance of campus safety technology devices, such as video surveillance systems, entry access systems, and two way radios.

Coordinates and participates in ~~the~~ updating and maintaining asset inventory, service records, and other job-related technical documentation such as, proper labeling of cables and configuration diagrams, customer support reports, knowledge-base, and other administrative processes and procedures as needed.

Perform ad-hoc network switch port configuration changes to install devices such as wireless access points, phones, and security cameras.

Performs high-level technical support tasks related to the installation, repair, testing, update, and maintenance of computer hardware and software, including peripheral devices, software applications and various networked and mobile devices.

Determines appropriate methodology and ~~U~~utilizes current technology tools, system scripting, and best practices to ~~determine the appropriate methodology to~~ install/maintain/update operating systems and other software to various networked end-point devices.

Updates technical skills and knowledge by participating in training opportunities and keeping current on related technical publications.

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.

~~Performs resource estimates, task analysis, and operational coordination for assigned projects.~~

~~Plans, coordinates and leads highly complex and specialized projects to ensure reliable, secure, and efficient data and voice networks district-wide.~~

~~Performs high-level tasks related to the installation, repair, testing, update and maintenance of networking equipment, including wired and wireless voice and data communication end point devices, as well as voice-messaging systems.~~

~~Coordinates and participates in the installation and maintenance tasks related to voice and data communications systems, with best practices and proper change control methodology.~~

~~Provides end user support by servicing difficult problems related to voice and data connections, installation, configuration, troubleshooting, repair and adjustment.~~

SUPERVISION

Supervision Received:

Positions in this class receive general supervision from the IT Infrastructure Manager ~~Telecommunications Supervisor~~.

Supervision Exercised:

Positions in this classification do not supervise others, however they serve as lead workers to lower-level technical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

~~Knowledge of p~~Project ~~coordination~~ management and training principles

~~Advanced knowledge of c~~Complex computer and network concepts

~~Advanced knowledge of i~~Industry standards, principles and protocols relating to the installation/maintenance of data/voice communication infrastructure

~~Advanced knowledge of w~~Wide and local area network standards, principles, and protocols

~~Advanced knowledge of w~~Wired and wireless network technology

~~Advanced knowledge of d~~Domain and directory services

~~Advanced knowledge of c~~Current Windows, Linux and Macintosh computer hardware, operating systems, installations, updates, and maintenance

~~Advanced knowledge of c~~Computer programming languages, software applications, internet applications, web services and browsers

~~Advanced knowledge of d~~Design and installation of ~~local and wide area~~physical network~~s~~ infrastructure

~~Advanced knowledge of c~~Copper and fiber-optic cabling and cable management standards

~~Advanced knowledge of c~~Current developments and trends in Information Technology

~~Advanced knowledge of s~~Server and client virtualization technology

~~Knowledge of s~~Safe and correct use of tools and equipment used in the installation, repair, and maintenance of telecommunications, computer, and electronic systems

Mathematical principles relevant to the design and implementation of physical network infrastructure

Skills & Abilities:

Provide lead direction to staff, which includes coordinating, training, delegating, monitoring, and directing work orders and project tasks

Plan and manage complex projects by applying project management principles

Identify, analyze and critically think through highly complex infrastructure and computer issues, devise alternative solutions, and make effective decisions.

Stay updated on technology changes and recommends upgrades to physical infrastructure

Attend to highly detailed information such as infrastructure documentation and diagrams, and switch port configurations

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Role model exceptional internal and external customer service

Apply and explain applicable laws and regulations, and District policies and procedures

Organize and maintain specialized files and confidentiality of employee and student information

Apply mathematical reasoning and principles to complete tasks

Install, configure, diagnose, and repair a variety of highly complex computer network hardware and software

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

~~Analyze and trouble-shoot highly complex technical problems~~

~~Perform multiple complex tasks while practicing effective time management~~

~~Analyze and resolve problems independently, and to escalate to supervisor when appropriate~~

~~Perform difficult tasks efficiently and methodically~~

~~Document standard operating procedures and practices~~

~~Adapt to changes and keep abreast with updated technology~~

~~Adjust to high workload and varied schedules~~

Maintain accurate records of equipment and repairs

Maintain effective working relationships with administrators, managers, faculty, staff, student workers and outside vendors

Evaluate alternatives, maximize available resources, and develop sound conclusions and recommendations

Exercise tact and diplomacy in dealing with sensitive issues and situations

Work effectively independently and on teams

Communicate effectively, both orally and in writing, in order to provide support and technical assistance to users over the phone and via e-mail

Coordinate, lead and organize relatively complex projects and resources that are interdepartmental in scope

Train and provide work direction to others

Troubleshoot hardware, software and peripheral equipment malfunctions in a network and stand-alone environment utilizing various operating systems.

Read, understand, edit and comment on architectural and electrical drawings related to computer network infrastructure and installation

MINIMUM QUALIFICATIONS

Education:

Associates degree, or equivalent, in Computer Science information technology, telecommunications technology, or a closely related field, or completion of trade school in Computer Technology including internetworking technology, protocols and voice/data communication infrastructure installation, termination and repair, or a closely related field.

Experience:

Five years of experience providing technical and end user support in the installingation, repair and maintenance of personal computer systems, computer peripheral devices, troubleshooting IT infrastructure, including cabling and network equipment, in a multi-building environment with at least 500 network nodeslocal and wide area network environment, including at least two years of designing, integrating and implementing data and voice networks.

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 for up to two (2) years.

Licensure and/or Certification:

Class "C" California Valid Driver's License

Special Requirement:

Must be available and willing to respond to emergency calls after normally scheduled working hours as needed. Willingness and ability to work varied hours and/or be on call.

Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System).

Any industry technology certification is desirable, such as Network+, Cisco Certified Network Associate (CCNA) MSCE, A+, CompTIA, or BICSI, MSCE, CCNP.

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.

Work Environment:

While performing the duties of this job the employee is required to stand, walk, and travel around the main campus or satellite locations to perform fieldwork. The employee is frequently required to lift, carry, push or pull up to 50 pounds. While performing the duties of this job, the employee is regularly required to stoop, bend, and crouch in small spaces, such as under a desk, and is occasionally required to climb a ladder and crawl through attic or crawl spaces under buildings and is occasionally exposed to chemicals used for equipment maintenance.

CLASS DETAIL	
Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/18/2015
Class History:	Network Communications Technician III
Revision Date(s):	~~None~~ 6/25/25

<div style="border:1px solid black; text-align:center">

Santa Monica Community College District
Personnel Commission

Senior IT Infrastructure Technician

</div>

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform advanced journey-level technical work to ensure secure, efficient and reliable access to District supported voice and data devices and services. Incumbents perform highly specialized and responsible duties by designing, coordinating, planning, leading, repairing, configuring, and maintaining voice and data communication infrastructure installations.

DISTINGUISHING CHARACTERISTICS

The **Senior IT Infrastructure Technician** handles the most complex tasks requiring highly specialized technical knowledge or skills in implementing voice and data infrastructure installations, repairs and upgrades. Work performed requires advanced journey-level knowledge in a variety of related systems and protocols, in addition to substantial design and lead responsibilities implementing large and complex technology infrastructure projects.

The **IT Infrastructure Technician II** performs journey-level work and handles a full range of moderate to complex duties related to installation and maintenance projects. Incumbents may plan, coordinate and guide less complex installation, repair, and maintenance projects, and may provide lead direction to lower classifications; however, the work is done with substantial independence and specialized technical knowledge. Incumbents in this classification may be required to work with confidential police systems and terminals.

The **Infrastructure Technician I** provides specialized technical support of moderate complexity and scope, with independent judgement in solving technical problems related to installation, maintenance and upgrade of data and voice systems.

The **IT Infrastructure Manager** coordinates, manages and oversees the installation, and maintenance of the District's information technology infrastructure, physical security, audio visual systems, and communications systems.

ESSENTIAL DUTIES

Assists management by assigning and reviewing work for technical staff; develops and hosts training sessions for department staff.

Drives to District sites and leads complex IT infrastructure projects, including those for new District buildings, to deliver secure, reliable, and efficient data and voice networks district-wide; this includes overseeing all project phases from planning and design to execution, and coordinating and reviewing the work of vendors, contractors, and District staff for accuracy and compatibility with District standards.

Coordinates and performs highly complex tasks related to the design, installation, maintenance, end user support, troubleshooting, testing, and repair of voice and data communication systems, including network equipment (e.g., switches, access points), distribution frames, fiber-optic and copper cabling, connectors, wireless devices, and voice-messaging systems, following best practices and change control procedures; makes recommendations for upgrades or improvements to physical infrastructure.

Provides advanced technical assistance related to the installation, update, and maintenance of campus safety technology devices, such as video surveillance systems, entry access systems, and two way radios.

Coordinates and participates in updating and maintaining asset inventory, service records, and other job-related technical documentation such as, proper labeling of cables and configuration

diagrams, customer support reports, knowledge-base, and other administrative processes and procedures as needed.

Perform ad-hoc network switch port configuration changes to install devices such as wireless access points, phones, and security cameras.

Performs high-level technical support tasks related to the installation, repair, testing, update, and maintenance of computer hardware and software, including peripheral devices, software applications and various networked and mobile devices.

Determines appropriate methodology and utilizes current technology tools, system scripting, and best practices to install/maintain/update operating systems and other software to various networked end-point devices.

Updates technical skills and knowledge by participating in training opportunities and keeping current on related technical publications.

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 class receive general supervision from the IT Infrastructure Manager .

Supervision Exercised:

Positions in this classification do not supervise others, however they serve as lead workers to lower-level technical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Project management and training principles

Complex computer and network concepts

Industry standards, principles and protocols relating to the installation/maintenance of data/voice communication infrastructure

Wide and local area network standards, principles, and protocols

Wired and wireless network technology

Domain and directory services

Current Windows, Linux and Macintosh computer hardware, operating systems, installations, updates, and maintenance

Computer programming languages, software applications, internet applications, web services and browsers

Design and installation of physical network infrastructure

Copper and fiber-optic cabling and cable management standards

Current developments and trends in Information Technology

Server and client virtualization technology

Safe and correct use of tools and equipment used in the installation, repair, and maintenance of telecommunications, computer, and electronic systems

Mathematical principles relevant to the design and implementation of physical network infrastructure

Skills & Abilities:

Provide lead direction to staff, which includes coordinating, training, delegating, monitoring, and directing work orders and project tasks

Plan and manage complex projects by applying project management principles

Identify, analyze and critically think through highly complex infrastructure and computer issues, devise alternative solutions, and make effective decisions.

Stay updated on technology changes and recommends upgrades to physical infrastructure

Attend to highly detailed information such as infrastructure documentation and diagrams, and switch port configurations

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Role model exceptional internal and external customer service

Apply and explain applicable laws and regulations, and District policies and procedures

Organize and maintain specialized files and confidentiality of employee and student information

Apply mathematical reasoning and principles to complete tasks

Install, configure, diagnose, and repair a variety of highly complex computer network hardware and software

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:

Associates degree or equivalent in information technology, telecommunications technology, or a related field.

Experience:

Five years of experience installing and troubleshooting IT infrastructure, including cabling and network equipment, in a multi-building environment with at least 500 network nodes.

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:

Valid Driver License

Special Requirement:

Willingness and ability to work varied hours and/or be on call. Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System).

Any industry technology certification is desirable, such as Network+, Cisco Certified Network Associate (CCNA) A+, or BICSI,

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.

Work Environment:

While performing the duties of this job the employee is required to stand, walk, and travel around the main campus or satellite locations to perform fieldwork. The employee is frequently required to lift, carry, push or pull up to 50 pounds. While performing the duties of this job, the employee is regularly required to stoop, bend, and crouch in small spaces, such as under a desk, and is occasionally required to climb a ladder and crawl through attic or crawl spaces under buildings and is occasionally exposed to chemicals used for equipment maintenance.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/18/2015
Class History:	Network Communications Technician III
Revision Date(s):	6/25/25

Agenda Report Number	5
Subject	Retitle and Classification Description Revisions: Network Communications Technician II to IT Infrastructure Technician II Cyclical Review
Date	June 25, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Network Communications Technician II**.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology consists of multiple specialized units including network services, management information systems, IT infrastructure, and end user support, and is responsible for developing and implementing effective technology solutions to support Santa Monica College's overall institutional mission and goals.

The Network Communications Technician II classification was established in November 2006. This classification has been revised three times since its establishment. The most recent revision was approved in November 2015 as part of the cyclical review process, which resulted in changes to the classification title, concept of the class, distinguishing characteristics, essential duties, supervision, knowledge, skills and abilities, and minimum qualifications. 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 Information Technology classifications and CSEA were invited to participate in a study orientation on February 5, 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 25, 2025.

Personnel Commission staff consulted with Matthew Kiaman, Director of Network Services, 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 clarify the concept of the class, distinguishing characteristics, duties assigned, supervision, knowledge, skills and abilities, and minimum qualifications to more accurately reflect the nature and scope of the work performed.

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, description revisions are being proposed to clarify the essential duties performed, the concept of the class, distinguishing characteristics, supervision, knowledge, skills and abilities, 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 utilized roles that have broad responsibility for system and network administration, and/or desktop support and computer repair, in addition to IT infrastructure support. As a result, salary review is based internal alignment with other classifications in the Network Communications Technician series. The Network Communications Technician II is internally aligned with the higher-level Network Communications Technician III by the level of knowledge required and complexity of work performed. Similarly, it is distinguished from the lower-level Network Communications Technician I by the level of knowledge required to perform the full scope of journey-level IT infrastructure work. Because no internal alignment issues exist and there is an adequate salary difference between the classifications in this job series, it is recommended that the salary placement for this role remain at range 45 on the Classified Employee salary schedule.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
IT Infrastructure Manager	M29	$10,670	$12,969	25.84%
Senior IT Infrastructure Technician**	49	$8,479	$10,306	10.26%
IT Infrastructure Technician II	45	$7,690	$9,348	10.25%
IT Infrastructure Technician I*	41	$6,975	$8,479	

*Proposed retitle in subsequent report.   **Retitled in previous report.*

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 for Network Communications Technician II.

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

**Santa Monica Community College District
Personnel Commission**

~~Network Communications~~IT Infrastructure **Technician II**

CONCEPT OF THE CLASS

Under general supervision, ~~P~~positions in this classification perform journey-level work to ensure the end users effectively and securely access District supported technology infrastructure resources. Incumbents install, repair, configure, test and maintain data communication infrastructure, wireless access points, uninterruptable power supplies, two-way radios, campus safety technology, multi-platform computer hardware and software, computer peripherals, network, and telecommunications infrastructure and other information technology equipment. In addition, incumbents respond to technical support requests from end users and technology support staff. Incumbents in this classification may be required to work with confidential police systems and terminals. Incumbents may provide lead direction to lower classifications.

DISTINGUISHING CHARACTERISTICS

The **IT Infrastructure Technician II** ~~Network Communications Technician II~~ performs journey-level work and handles a full range of moderate to complex duties related to installation and maintenance projects. Incumbents may plan, coordinate and guide less complex installation, repair, and maintenance projects, and may provide lead direction to lower classifications; however, the work is done with substantial independence and specialized technical knowledge. Incumbents in this classification may be required to work with confidential police systems and terminals.

The **Senior IT Infrastructure Technician** ~~Network Communications Technician III~~ handles the most complex tasks requiring highly specialized technical knowledge or skills in implementing voice and data infrastructure installations, repairs and upgrades. Work performed requires advanced journey-level knowledge in a variety of related systems and protocols, in addition to substantial design and lead responsibilities implementing large and complex technology infrastructure projects.

The **Infrastructure Technician I** ~~Network Communications Technician I~~ provides specialized technical support of moderate complexity and scope, with independent judgement in solving technical problems related to installation, maintenance and upgrade of data and voice systems.

The **IT Infrastructure Manager** coordinates, manages and oversees the installation, and maintenance of the District's information technology infrastructure, physical security, audio visual systems, and communications systems.

ESSENTIAL DUTIES

Drives to District sites to ~~P~~performs ~~routine~~ moderate to ~~high-level~~complex tasks related to the installation, maintenance, end user support, troubleshooting, ~~repair,~~ testing, and repair ~~update, and maintenance~~ of ~~networking equipment, including wired and wireless~~ voice and data communication systems, including network equipment (e.g., switches, access points), distribution frames, fiber-optic and copper cabling, connectors, wireless devices, ~~end point devices,~~ and voice-messaging systems, following best practices and change control procedures; makes recommendations for upgrades or improvements to physical infrastructure.

~~Performs~~ Provides technical assistance related to the installation, update, and maintenance of campus safety technology devices, such as video surveillance systems, entry access systems, ~~and~~ two way radios, and/or other network endpoint devices.

Provides end user support related to computers and telecommunications by responding to user requests, troubleshooting and diagnosing the problem, and performing the necessary repair and adjustment.

Performs routine to high-level support tasks related to the set-up, installation, repair, testing, updatinge, and maintenance of computer hardware and software, including peripheral devices, software applications and various networked and mobile devices.

Updates and maintains asset inventory, service records, and other job-related technical documentation such as, proper labeling of cables and configuration diagrams, customer support reports, knowledge-base, and other administrative, processes and procedures as needed.

May coordinate and design less complex projects, which may involve coordinating schedules and project activities, estimating resources, performing task analysis, and providing direction and training to lower-level technical staffand manage related timelines and scheduling.

Utilizes current technology tools, system scripting, and best practices to determine the appropriate methodology to install/maintain/update operating systems and other software to various networked end-point devices.

Updates technical skills and knowledge by participating in training opportunities and self-studying technical publications.

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.

Installs, terminates, tests, and repairs voice and data communication infrastructure, including network equipment, distribution frames, Fiber optic and copper cabling, network connectors, and wireless equipment.

Performs installation and maintenance of voice and data communications systems, with best practices and proper control methodology.

May performs resource estimates, task analysis, and operational coordination for assigned projects.

May provide lead direction and training to lower level technical personnel.

SUPERVISION

Supervision Received:

Positions in this class receive general supervision from the IT Infrastructure Manager Telecommunications Supervisor.

Supervision Exercised:

Positions in this classification do not supervise others, however they may serve as lead workers to lower level technical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Complex computer and network concepts

Industry standards, principles and protocols relating to the installation/maintenance of data/voice communication infrastructure

Wide and local area network standards, principles, and protocols

Wired and wireless network technology

Domain and directory services

Current Windows, Linux and Macintosh computer hardware, operating systems, installations, updates, and maintenance

Computer programming languages, software applications, internet applications, web services, and browsers

Design and installation of local and wide areaphysical networks infrastructure

Copper and fiber-optic cabling and cable management standards

Current developments and trends in Information Technology

Server and client virtualization technology

Basic principles of project management

Safe and correct use of tools and equipment used in the installation, repair, and maintenance of telecommunications, computer, and electronic systems

Skills & Abilities:

Identify, analyze and critically think through complex infrastructure and computer issues, devise alternative solutions, and make effective decisions.

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

Stay updated on technology changes and adapt to new technologies

Attend to highly detailed information such as infrastructure documentation and diagrams,

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Role model exceptional internal and external customer service

Apply and explain applicable laws and regulations, and District policies and procedures

Organize and maintain specialized files and confidentiality of employee and student information

Apply mathematical reasoning and principles to complete tasks

Plan and manage projects by applying basic project management principles

Install, configure, diagnose, and repair a variety of computer network hardware and software.

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

~~Apply sound judgment to maximize available resources and escalate request direction when needed~~

~~Adjust to high workload and varied schedules~~

~~Provide outstanding customer service~~

~~Analyze and trouble-shoot complex technical problems~~

~~Perform multiple tasks while practicing effective time management~~

~~Analyze and resolve a situation independently, and to escalate to lead worker and/or supervisor when appropriate~~

~~Perform tasks efficiently and methodically~~

~~Coordinate projects and plan resources~~

~~Document standard operating procedures and practices~~

~~Adapt to changes and keep abreast with updated technology~~

~~Maintain effective working relationships with administrators, managers, faculty, staff, student workers and outside vendors~~

~~Communicate effectively, both orally and in writing, in order to provide support and technical assistance to users over the phone and via e-mail~~

Troubleshoot hardware, software and peripheral equipment malfunctions in a network and stand-alone environment utilizing various operating systems

Maintain accurate records of equipment and repairs

Read and understand architectural and electrical drawings related to computer network infrastructure and installation

MINIMUM QUALIFICATIONS

Education:

Associate's degree or equivalent in Computer Science information technology, telecommunications technology, or a closely related field, or completion of trade school in Computer Technology including internetworking technology, protocols and voice/data communication infrastructure installation, termination and repair, or a closely related field.

Experience:

Five (5)Three years of experience providing technical and end user support in the installingation, repair and maintenance of personal computer systems, computer peripheral devices, troubleshooting IT infrastructure, including cabling and network equipment, in an environment with at least 250 network nodeslocal and wide area network environment, including performing moves, adds and changes and cable installation, termination and repair.

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 for up to two (2) years.

Licensure and/or Certification:

Class "C" CaliforniaValid Driver's License

Any industry technology certification is desirable, such as Network+, Cisco Certified Network Associate (CCNA) MSCE, A+, CompTIA, or BICSI, MSCE, CCNP.

Special Requirement:

Must be available and willing to respond to emergency calls after normally scheduled working hours as needed.Willingness and ability to work varied hours and/or be on call.

Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System)

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.

Work Environment:

While performing the duties of this job the employee is required to stand, walk, and travel around the main campus or satellite locations to perform fieldwork. The employee is frequently required to lift, carry, push or pull up to 50 pounds. While performing the duties of this job, the employee is regularly required to stoop, bend, and crouch in small spaces, such as under a desk, and is occasionally required to climb a ladder and crawl through attic or crawl spaces under buildings and is occasionally exposed to chemicals used for equipment maintenance.

CLASS DETAIL

Job Family: Information Technology

FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/30/06
Class History:	Telecommunication Technician II; Network Communications Technician II
Revision Date(s):	11/30/06; 12/17/08; 1/21/09; 11/18/15; 6/25/25

<div style="border:1px solid black;">

Santa Monica Community College District
Personnel Commission

IT Infrastructure Technician II

</div>

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform journey-level work to ensure the end users effectively and securely access District supported technology infrastructure resources. Incumbents install, repair, configure, test and maintain data communication infrastructure, wireless access points, uninterruptable power supplies, two-way radios, campus safety technology, multi-platform computer hardware and software, computer peripherals, network and telecommunications infrastructure and other information technology equipment. In addition, incumbents respond to technical support requests from end users and technology support staff. Incumbents in this classification may be required to work with confidential police systems and terminals. Incumbents may provide lead direction to lower classifications.

DISTINGUISHING CHARACTERISTICS

The **IT Infrastructure Technician II** performs journey-level work and handles a full range of moderate to complex duties related to installation and maintenance projects. Incumbents may plan, coordinate and guide less complex installation, repair, and maintenance projects, and may provide lead direction to lower classifications; however, the work is done with substantial independence and specialized technical knowledge. Incumbents in this classification may be required to work with confidential police systems and terminals.

The **Senior IT Infrastructure Technician** handles the most complex tasks requiring highly specialized technical knowledge or skills in implementing voice and data infrastructure installations, repairs and upgrades. Work performed requires advanced journey-level knowledge in a variety of related systems and protocols, in addition to substantial design and lead responsibilities implementing large and complex technology infrastructure projects.

The **Infrastructure Technician I** provides specialized technical support of moderate complexity and scope, with independent judgement in solving technical problems related to installation, maintenance and upgrade of data and voice systems.

The **IT Infrastructure Manager** coordinates, manages and oversees the installation, and maintenance of the District's information technology infrastructure, physical security, audio visual systems, and communications systems.

ESSENTIAL DUTIES

Drives to District sites to perform moderate to complex tasks related to the installation, maintenance, end user support, troubleshooting, testing, and repair of voice and data communication systems, including network equipment (e.g., switches, access points), distribution frames, fiber-optic and copper cabling, connectors, wireless devices, and voice-messaging systems, following best practices and change control procedures; makes recommendations for upgrades or improvements to physical infrastructure.

Provides technical assistance related to the installation, update, and maintenance of campus safety technology devices, such as video surveillance systems, entry access systems, two way radios, and/or other network endpoint devices.

Provides end user support related to computers and telecommunications by responding to user requests, troubleshooting and diagnosing the problem, and performing the necessary repair and adjustment.

Performs routine to high-level support tasks related to the set-up, installation, repair, testing, updating, and maintenance of computer hardware and software, including peripheral devices, software applications and various networked and mobile devices.

Updates and maintains asset inventory, service records, and other job-related technical documentation such as, proper labeling of cables and configuration diagrams, customer support reports, knowledge-base, and other administrative, processes and procedures as needed.

May coordinate and design less complex projects, which may involve coordinating schedules and project activities, estimating resources, performing task analysis, and providing direction and training to lower-level technical staff.

Utilizes current technology tools, system scripting, and best practices to determine the appropriate methodology to install/maintain/update operating systems and other software to various networked end-point devices.

Updates technical skills and knowledge by participating in training opportunities and self-studying technical publications.

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 class receive general supervision from the IT Infrastructure Manager .

Supervision Exercised:

Positions in this classification do not supervise others, however they may serve as lead workers to lower level technical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Complex computer and network concepts

Industry standards, principles and protocols relating to the installation/maintenance of data/voice communication infrastructure

Wide and local area network standards, principles, and protocols

Wired and wireless network technology

Domain and directory services

Current Windows, Linux and Macintosh computer hardware, operating systems, installations, updates, and maintenance

Computer programming languages, software applications, internet applications, web services, and browsers

Design and installation of physical network infrastructure

Copper and fiber-optic cabling and cable management standards

Current developments and trends in Information Technology

Server and client virtualization technology

Basic principles of project management

Safe and correct use of tools and equipment used in the installation, repair, and maintenance of telecommunications, computer, and electronic systems

Skills & Abilities:

Identify, analyze and critically think through complex infrastructure and computer issues, devise alternative solutions, and make effective decisions.

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

Stay updated on technology changes and adapt to new technologies

Attend to highly detailed information such as infrastructure documentation and diagrams,

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Role model exceptional internal and external customer service

Apply and explain applicable laws and regulations, and District policies and procedures

Organize and maintain specialized files and confidentiality of employee and student information

Apply mathematical reasoning and principles to complete tasks

Plan and manage projects by applying basic project management principles

Install, configure, diagnose, and repair a variety of computer network hardware and software.

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:

Associate's degree or equivalent in information technology, telecommunications technology, or a related field.

Experience:

Three years of experience installing and troubleshooting IT infrastructure, including cabling and network equipment, in an environment with at least 250 network nodes.

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:

Valid Driver License

Any industry technology certification is desirable, such as Network+, Cisco Certified Network Associate (CCNA), A+, or BICSI,.

Special Requirement:

Willingness and ability to work varied hours and/or be on call.

Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System)

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.

Work Environment:

While performing the duties of this job the employee is required to stand, walk, and travel around the main campus or satellite locations to perform fieldwork. The employee is frequently required to lift, carry, push or pull up to 50 pounds. While performing the duties of this job, the employee is regularly required to stoop, bend, and crouch in small spaces, such as under a desk, and is occasionally required to climb a ladder and crawl through attic or crawl spaces under buildings and is occasionally exposed to chemicals used for equipment maintenance.

CLASS DETAIL	
Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/30/06
Class History:	Telecommunication Technician II; Network Communications Technician II
Revision Date(s):	11/30/06; 12/17/08; 1/21/09; 11/18/15; 6/25/25

Agenda Report Number	6
Subject	Retitle and Classification Description Revisions: Network Communications Technician I to IT Infrastructure Technician I Cyclical Review
Date	June 25, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Network Communications Technician I**.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology consists of multiple specialized units including network services, management information systems, IT infrastructure, and end user support, and is responsible for developing and implementing effective technology solutions to support Santa Monica College's overall institutional mission and goals.

The Network Communications Technician I classification was established in March 1987. This classification has been revised six times since its establishment. The most recent revision was approved in November 2015 as part of the cyclical review process, which resulted in changes to the classification title, concept of the class, distinguishing characteristics, essential duties, supervision, knowledge, skills and abilities, and minimum qualifications. 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 Information Technology classifications and CSEA were invited to participate in a study orientation on February 5, 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 25, 2025.

Personnel Commission staff consulted with Matthew Kiaman, Director of Network Services, 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 being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, supervision, knowledge, skills and abilities, and minimum qualifications to more accurately reflect the nature and scope of the work performed.

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, description revisions are being proposed to clarify the essential duties performed, the concept of the class, distinguishing characteristics, supervision, knowledge, skills and abilities, 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 utilized roles that have broad responsibility for system and network administration, and/or desktop support and computer repair in addition to IT infrastructure support, or that operated at a higher journey or advanced journey level. As a result, salary review is based internal alignment with other classifications in the Network Communications Technician series. The Network Communications Technician I is internally aligned with the higher-level Network Communications Technician II by the level of knowledge required, as the higher-level role independently performs the full scope of journey-level IT infrastructure work. Because no internal alignment issues exist and there is an adequate salary difference between the classifications in this job series, it is recommended that the salary placement for this role remain at range 41 on the Classified Employee salary schedule.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
IT Infrastructure Manager	M29	$10,670	$12,969	25.84%
Senior IT Infrastructure Technician*	49	$8,479	$10,306	10.26%
IT Infrastructure Technician II*	45	$7,690	$9,348	10.25%
IT Infrastructure Technician I	41	$6,975	$8,479	

   *Proposed retitle in previous reports.

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 for Network Communications Technician I.

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

**Santa Monica Community College District
Personnel Commission**

IT Infrastructure ~~Network Communications~~ Technician I

CONCEPT OF THE CLASS

Under general supervision, ~~Pp~~ositions in this classification ensure that end users effectively and securely access District supported technology infrastructure resources. Incumbents install, repair, configure, troubleshoot, test and maintain data communication infrastructure, wireless access points, uninterruptable power supplies, two-way radios, campus safety technology, multi-platform computer hardware and software, computer peripherals, network, and telecommunications infrastructure and other information technology equipment. In addition, incumbents respond to technical support requests from end users and/or other technology support staff.

DISTINGUISHING CHARACTERISTICS

The **IT Infrastructure Technician I** ~~Network Communications Technician Is~~ provides specialized technical support of moderate complexity and scope, with independent judgement in solving technical problems related to installation, maintenance and upgrade of data and voice systems.

The **IT Infrastructure Technician II** ~~Network Communications Technician IIs~~ performs journey-level work and handles a full range of moderate to complex duties related to installation and maintenance projects. Incumbents may plan, coordinate and guide less complex installation, repair, and maintenance projects, and may provide lead direction to lower classifications; however, the work is done with substantial independence and specialized technical knowledge. Incumbents in this classification may be required to work with confidential police systems and terminals.

The **Senior IT Infrastructure Technician** ~~Network Communications Technician IIIs~~ handles the most complex tasks requiring highly specialized technical knowledge or skills in implementing voice and data infrastructure installations, repairs and upgrades. Work performed requires advanced journey-level knowledge in a variety of related systems and protocols, in addition to substantial design and lead responsibilities implementing large and complex technology infrastructure projects.

The **IT Infrastructure Manager** coordinates, manages and oversees the installation, and maintenance of the District's information technology infrastructure, physical security, audio visual systems, and communications systems.

ESSENTIAL DUTIES

Drives to District sites to ~~Pp~~erforms routine to moderately complex tasks related to the installation, maintenance, end user support, troubleshooting, testing, and repair ~~, testing, update, and maintenance~~ of ~~networking equipment, including wired and wireless~~ voice and data communication ~~end point devices, and voice-messaging~~ systems, including network equipment (e.g., switches, access points), distribution frames, fiber-optic and copper cabling, connectors, wireless devices, and voice-messaging systems, following best practices and change control procedures.

Provides end user support related to computers and telecommunications by responding to user requests, troubleshooting and diagnosing the problem, and performing the necessary repair and adjustment.

Performs routine to moderately complex technical support tasks related to the set-up, installation, repair, testing, updat~~es~~ing, and maintenance of computer hardware and software, including peripheral devices, software applications and various networked and mobile devices.

Updates and maintains asset inventory, service records, and other job-related technical documentation, such as proper labeling of cables and configuration diagrams, customer support reports, knowledge-base, and other administrative processes and procedures as needed.

~~Performs~~ Provides technical assistance related to the installation, update and maintenance of campus safety technology devices, such as video surveillance systems, entry access systems, two-way radios, and/or other network endpoint devices.

Utilizes current technology tools, system scripting, and best practices to determine the appropriate methodology to install, maintain and update operating systems and other software to various networked end-point devices.

Updates technical skills and knowledge by participating in training opportunities and self-studying technical publications.

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.

~~Installs, terminates, tests, and repairs voice and data communication infrastructure, including network equipment, distribution frames, Fiber-optic and copper cabling, network connectors, and wireless equipment.~~

~~Performs installation and maintenance of voice and data communications systems, with best practices and proper change control methodology.~~

SUPERVISION

Supervision Received:

Positions in this classification receive general supervision from the IT Infrastructure Manager~~Telecommunications Supervisor~~.

Supervision Exercised:

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Basic computer and network concepts

Industry standards, principals and protocols relating to the installation/maintenance of data/voice communication infrastructure

Wide and local area network standards, principles, and protocols

Wired and wireless network technology

Domain and directory services

Current Windows, Linux and Macintosh computer hardware, operating systems, installations, updates, and maintenance

Computer programming languages, software applications, internet applications, web services and browsers.

Design and installation of ~~local and wide area~~ physical network~~s~~ infrastructure

Copper and fiber-optic cabling and cable management standards

Current developments and trends in Information Technology

Server and client virtualization technology

Safe and correct use of tools and equipment used in the installation, repair, and maintenance of telecommunications, computer, and electronic systems

Basic principles of project management

Skills & Abilities:

Identify, analyze and critically think through infrastructure and computer issues, devise alternative solutions, and make effective decisions.

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

Stay updated on technology changes and adapt to new technologies

Attend to highly detailed information such as infrastructure documentation and diagrams,

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Role model exceptional internal and external customer service

Apply and explain applicable laws and regulations, and District policies and procedures

Organize and maintain specialized files and confidentiality of employee and student information

Apply mathematical reasoning and principles to complete tasks

Install, configure, diagnose, and repair a variety of computer network hardware and software

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

Provide outstanding customer service

Analyze and trouble-shoot complex technical problems

Perform multiple tasks while practicing effective time management

Analyze and resolve a situation independently, and to escalate to supervisor when appropriate

Perform tasks efficiently and methodically

Adapt to changes and keep abreast with updated technology

Adjust to a high workload and varied schedules

Maintain effective working relationships with administrators, managers, faculty, staff, student workers and outside vendors

Communicate effectively, both orally and in writing, in order to provide support and technical assistance to users over the phone and via e-mail

Troubleshoot hardware, software and peripheral equipment malfunctions in a network and stand-alone environment utilizing various operating systems

Maintain accurate records of equipment and repairs

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's of Arts Ddegree or completion of a trade schoolequivalent in Computer Technology information technology, telecommunications technology, including internetworking technology, protocols and voice/data communication infrastructure installation, termination and repair, or a closely related field is desirable.

Experience Requirement:

Three (3)Two years of experience installing and maintaining computer hardware, software and peripherals in a multi-user, networked environment with at least 50 users, or two years of experience providing technical and end user support in the installngation, repair and maintenance of personal computer systems, computer peripheral devices, and troubleshooting IT infrastructure, including cabling and network equipment, in an environment with at least 50 network nodeslocal and wide area network environment, including performing moves, adds and changes and cable installation, termination and repair.

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 for up to two (2) years.

Licensure and/or Certification:

Class "C" CaliforniaValid Driver's License.

Any industry technology certification is desirable, such as MSCE,Network+, Cisco Certified Network Associate (CCNA), A+, CompTIA, or BICSI, MSCE, CCNP.

Special Requirement:

May be required to work outside of regularly scheduled work hours in emergency situations.Willingness and ability to work varied hours and/or be on call.

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.

Work Environment:

While performing the duties of this job the employee is required to stand, walk, and travel around the main campus or satellite locations to perform fieldwork. The employee is frequently required to lift, carry, push or pull up to 50 pounds. While performing the duties of this job, the employee is regularly required to stoop, bend, and crouch in small spaces, such as under a desk, and is occasionally required to climb a ladder and crawl through attic or crawl spaces under buildings and is occasionally exposed to chemicals used for equipment maintenance.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	03/18/87
Class History:	Telecommunication Technician I; Network Communications Technician I
Revision Date(s):	01/30/91; 1/13/93; 01/04; 03/28/05; 12/17/08; 11/18/15; 6/25/25

> **Santa Monica Community College District**
> **Personnel Commission**
>
> **IT Infrastructure Technician I**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification ensure that end users effectively and securely access District supported technology infrastructure resources. Incumbents install, repair, configure, troubleshoot, test and maintain data communication infrastructure, wireless access points, uninterruptable power supplies, two-way radios, campus safety technology, multi-platform computer hardware and software, computer peripherals, network and telecommunications infrastructure and other information technology equipment. In addition, incumbents respond to technical support requests from end users and/or other technology support staff.

DISTINGUISHING CHARACTERISTICS

The **IT Infrastructure Technician I** provides specialized technical support of moderate complexity and scope, with independent judgement in solving technical problems related to installation, maintenance and upgrade of data and voice systems.

The **IT Infrastructure Technician II** performs journey-level work and handles a full range of moderate to complex duties related to installation and maintenance projects. Incumbents may plan, coordinate and guide less complex installation, repair, and maintenance projects, and may provide lead direction to lower classifications; however, the work is done with substantial independence and specialized technical knowledge. Incumbents in this classification may be required to work with confidential police systems and terminals.

The **Senior IT Infrastructure Technician handles** the most complex tasks requiring highly specialized technical knowledge or skills in implementing voice and data infrastructure installations, repairs and upgrades. Work performed requires advanced journey-level knowledge in a variety of related systems and protocols, in addition to substantial design and lead responsibilities implementing large and complex technology infrastructure projects.

The **IT Infrastructure Manager** coordinates, manages and oversees the installation, and maintenance of the District's information technology infrastructure, physical security, audio visual systems, and communications systems.

ESSENTIAL DUTIES

Drives to District sites to perform routine to moderately complex tasks related to the installation, maintenance, end user support, troubleshooting, testing, and repair of voice and data communication systems, including network equipment (e.g., switches, access points), distribution frames, fiber-optic and copper cabling, connectors, wireless devices, and voice-messaging systems, following best practices and change control procedures.

Provides end user support related to computers and telecommunications by responding to user requests, troubleshooting and diagnosing the problem, and performing the necessary repair and adjustment.

Performs routine to moderately complex technical support tasks related to the set-up, installation, repair, testing, updating, and maintenance of computer hardware and software, including peripheral devices, software applications and various networked and mobile devices.

Updates and maintains asset inventory, service records, and other job-related technical documentation, such as proper labeling of cables and configuration diagrams, customer support reports, knowledge-base, and other administrative processes and procedures as needed.

Provides technical assistance related to the installation, update and maintenance of campus safety technology devices, such as video surveillance systems, entry access systems, two-way radios, and/or other network endpoint devices.

Utilizes current technology tools, system scripting, and best practices to determine the appropriate methodology to install, maintain and update operating systems and other software to various networked end-point devices.

Updates technical skills and knowledge by participating in training opportunities and self-studying technical publications.

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 general supervision from the IT Infrastructure Manager.

Supervision Exercised:

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Basic computer and network concepts

Industry standards, principals and protocols relating to the installation/maintenance of data/voice communication infrastructure

Wide and local area network standards, principles, and protocols

Wired and wireless network technology

Domain and directory services

Current Windows, Linux and Macintosh computer hardware, operating systems, installations, updates, and maintenance

Computer programming languages, software applications, internet applications, web services and browsers.

Design and installation of physical network infrastructure

Copper and fiber-optic cabling and cable management standards

Current developments and trends in Information Technology

Server and client virtualization technology

Safe and correct use of tools and equipment used in the installation, repair, and maintenance of telecommunications, computer, and electronic systems

Basic principles of project management

Skills & Abilities:

Identify, analyze and critically think through infrastructure and computer issues, devise alternative solutions, and make effective decisions.

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

Stay updated on technology changes and adapt to new technologies

Attend to highly detailed information such as infrastructure documentation and diagrams,

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Role model exceptional internal and external customer service

Apply and explain applicable laws and regulations, and District policies and procedures

Organize and maintain specialized files and confidentiality of employee and student information

Apply mathematical reasoning and principles to complete tasks

Install, configure, diagnose, and repair a variety of computer network hardware and software

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 in information technology, telecommunications technology, or a related field.

Experience Requirement:

Two years of experience installing and maintaining computer hardware, software and peripherals in a multi-user, networked environment with at least 50 users, or two years of experience installing and troubleshooting IT infrastructure, including cabling and network equipment, in an environment with at least 50 network nodes.

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:

Valid Driver License.

Any industry technology certification is desirable, such as Network+, Cisco Certified Network Associate (CCNA), A+, or BICSI,

Special Requirement:

Willingness and ability to work varied hours and/or be on call.

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.

Work Environment:

While performing the duties of this job the employee is required to stand, walk, and travel around the main campus or satellite locations to perform fieldwork. The employee is frequently required to lift, carry, push or pull up to 50 pounds. While performing the duties of this job, the employee is regularly required to stoop, bend, and crouch in small spaces, such as under a desk, and is occasionally required to climb a ladder and crawl through attic or crawl spaces under buildings and is occasionally exposed to chemicals used for equipment maintenance.

CLASS DETAIL	
Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	03/18/87
Class History:	Telecommunication Technician I; Network Communications Technician I
Revision Date(s):	01/30/91; 1/13/93; 01/04; 03/28/05; 12/17/08; 11/18/15; 6/25/25

Agenda Report Number	7
Subject	Classification Abolishment: Network Analyst Network Services Manager Cyclical Review
Date	June 25, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a request to abolish the **Network Analyst** and **Network Services Manager** classifications.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology consists of multiple specialized units including network services, management information systems, IT infrastructure, and end user support, and is responsible for developing and implementing effective technology solutions to support Santa Monica College's overall institutional mission and goals.

During the cyclical review process, IT management indicated that they no longer need these classifications, as relevant functions have been absorbed by other classifications. Specifically:

- Duties of the Network Analyst are currently being performed by the existing Information Systems Administrator/Engineer and the Network Administrator/Engineer.
- Management duties of the Network Services Manager have been absorbed by the Director of Network Services and non-management, and technical duties are being performed by the Network Engineer and Information Systems Engineer classifications, which perform the most complex, advanced-journey functions in their respective areas.

The Network Analyst became vacant in November 2006, and the Network Services Manager became vacant in June 2019.

The chart below shows classifications within the Network Services group:

CLASS TITLE	RANGE	MIN	MAX
Director of Network and Technology Services**	A15	$14,656	$16,158
Network Services Manager (proposed for abolishment)	M28	$10,415	$12,660
Information Systems Engineer*	56	$10,051	$12,218
Network Engineer*	55	$9,815	$11,930
Network Administrator*	54	$9,572	$11,636
Information Systems Administrator*	52	$9,116	$11,082
Network Analyst (proposed for abolishment)	47	$8,075	$9,815

*See separate agenda report
**Under review

There are no current eligibility lists or reemployment lists for these classifications. This proposal was sent for review to CSEA for the represented classification, Department Management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION
It is recommended that the Commission approve the abolishment of the Network Analyst and Network Services Manager classifications.

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

Agenda Report Number	8
Subject	Classification Description Revisions and Salary Reallocation: Information Systems Engineer Cyclical Review
Date	June 25, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Information Systems Engineer**.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology consists of multiple specialized units including network services, management information systems, IT infrastructure, and end user support, and is responsible for developing and implementing effective technology solutions to support Santa Monica College's overall institutional mission and goals.

The Information Systems Engineer classification was established in October 2015. This classification has not been revised since its establishment. 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 Information Technology classifications and CSEA were invited to participate in a study orientation on February 5, 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 25, 2025.

Personnel Commission staff consulted with Matthew Kiaman, Director of Network Services, 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 being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, supervision, knowledge, skills and abilities, the minimum qualifications and working environment to more accurately reflect the nature and scope of the work performed.

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, description revisions are being proposed to clarify the essential duties performed, the concept of the class, distinguishing characteristics, supervision, knowledge, skills and abilities, the minimum qualifications and working environment.

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	Information Systems Engineer	$9,815	$11,930	$10,873	26,748
Foothill De Anza CCD	Systems Analyst, Senior	$10,638	$14,258	$12,448	31,134
Glendale College	Information Systems Administrator	$7,661	$9,777	$8,719	15,885
Riverside CCD	Systems Administrator	$9,975	$12,145	$11,060	42,274
Santa Clarita College	Systems Administrator III	$7,824	$10,645	$9,235	21,778
Ventura County CCD	Systems Administrator	$8,969	$12,384	$10,677	32,977
	Average	$9,013	$11,842	$10,428	
	25th Percentile	$7,824	$10,645	$9,235	
	50th Percentile	$8,969	$12,145	$10,677	
	70th Percentile	$9,774	$12,336	$10,983	
	80th Percentile	$10,108	$12,759	$11,338	
	90th Percentile	$10,373	$13,509	$11,893	
	SMC % RANK	71.0%	46.4%	**62.7%**	
	SMC Difference From AVG	8.2%	0.7%	4.1%	
	SMC Difference From MED	8.6%	-1.8%	1.8%	

The current salary range for Information Systems Engineer is range 55 on the Classified employee salary schedule. In this survey, SMC is in the 63rd median percentile compared to all benchmark agencies with comparable classifications; that is, 37% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that the salary for Information Systems Engineer be reallocated from Range 55 to Range 56 on the Classified Employee Salary Schedule, a 2.5% increase. The proposed increase would place the median salary for this classification at the 76th percentile compared to the market median, which satisfies the District's 70th percentile target.

The following charts show related classifications in this job discipline and salary allocation for each classification:

CURRENT

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Network and Technology Services*	Chief Director of Information Technology	A15	$14,656	$16,158	40.72%
Network Services Manager**	Director of Network and Technology Services	M 28	$10,415	$12,660	6.11%
Network Engineer	Director of Network and Technology Services	55	$9,815	$11,930	0.00%
Information Systems Engineer	Director of Network and Technology Services	55	$9,815	$11,930	7.67%
Information Systems Administrator	Director of Network and Technology Services	52	$9,116	$11,082	0.00%
Network Administrator	Director of Network and Technology Services	52	$9,116	$11,082	18.54%
Network Analyst**	Director of Network and Technology Services	47	$8,075	$9,815	5.01%

*Under review.
**Proposed to be abolished.

PROPOSED

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Network and Technology Services*	Chief Director of Information Technology	A15	$14,656	$16,158	45.82%
Information Systems Engineer	Director of Network and Technology Services	56	$10,051	$12,218	2.40%
Network Engineer	Director of Network and Technology Services	55	$9,815	$11,930	2.54%
Network Administrator	Director of Network and Technology Services	54	$9,572	$11,636	5.00%
Information Systems Administrator	Director of Network and Technology Services	52	$9,116	$11,082	

Under review.

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

RECOMMENDATION
It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Information Systems Engineer.

FROM: Classified Employee Salary Schedule, Range 55
TO: Classified Employee Salary Schedule, Range 56

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

Santa Monica Community College District
Personnel Commission

Information Systems Engineer

CONCEPT OF THE CLASS

Under general supervision, Ppositions in this classification perform advanced professional level work leading and administering complex, highly specialized and technical project activities including designing, architecting, planning, configuring, securing, to analyze, develop, configure, and administer various computer and information systems and services to ensure the operation, performance, security and maintenance of mission-critical enterprise servers, and storage systems and infrastructure are optimized and highly availableto ensure optimized performance and high availability. The Information System Engineer is expected to plans, researches and develops optimal and up-to-date technical solutions, as well as standard operations procedures, change management, and maintenance plans for the technology infrastructure that hosts significant campus District functions.

DISTINGUISHING CHARACTERISTICS

The **Information Systems Engineers** performs advanced professional level project lead work administering highly complex technical projects related to designing, architecting, planning, analyzing, developing, configuring and administering various computer and information systems and services.

The **Network Engineer** performs advanced professional level project lead work administering highly complex technical projects related to design, configuration, installation, maintenance and support for the District's network services, equipment and devices to ensure the operation, performance, and maintenance of the enterprise wide network.

The **Information Systems Administrators** performs complex, highly specialized and technical activities to analyze, develop, configure, and administer information systems, and network services to ensure the operation, performance, and maintenance of mission-critical enterprise.

The **IT User Systems Administrator** facilitates end user access to IT resources by planning, analyzing, implementing, and monitoring system capacity and resource allocation in physical and virtual infrastructure with full awareness of network, server, and storage infrastructure impacts on client computing deployment strategy. This position serves in a lead capacity to assigned user support staff in the Information Technology department.

The **Director of Network and Technology Services** plans and manages core technology programs related to operating system and server administration, network design and maintenance, physical IT infrastructure, and end user support services.

The **Network Services Manager** manages the campus-wide computer and networking functions. Provides leadership, coordination, and hands-on experience to manage a large scaled enterprise LAN/WAN network computing environment. Responsibilities include network infrastructure, server architecture, and enterprise network services.

The **Director of Management Information Systems** directs and manages the integration and implementation of the College's information systems and databases.

ESSENTIAL DUTIES

Performs highly complex duties with project lead responsibility in for designing, planning and implementing large system installation or migration/update upgrade projects and coordinatinge the effort among various relevant partiesinternal IT staff, stakeholders, and vendors and ensures that work is completed correctly; evaluates outcomes to ensure successful implementation; assists the Director of Network and Technology Services in long term systems planning to balance cost, performance and risk.

Designs, develops, implements, and operates, in consultation with IT management, the technical solutions and procedures of mission critical systems including business continuity, disaster recovery, and backup restoration.

Plans and analyzes domain configurations, directory structures, system resource provisioning, systems security policiesconfigurations, and user authentication mechanisms; collaborates with IT security staff to identify security vulnerabilities and take corrective actions.

Evaluates present system capacity against projected future needs; plans and recommends system and internetworking equipment solutions and improvements.

Oversees, maintains and troubleshoots mission critical ~~College~~ District technology services, such as Active Directory, e-mail, DHCP, DNS, authentication systems, remote access gateways, websites, ~~departmental application services~~, and/or ERP systems.

Coordinates with technical staff in multi-tiered technology environment to establish and update system installation and operation procedures, change control procedures, capacity planning, systems documentation, and update plans.

Perform complex system administration, including monitoring, securing, installing, configuring, upgrading, and patching systems to facilitate ongoing operation and performance; maintains physical and virtual servers, storage, and core infrastructure (e.g., domains, directories, security); and optimizes system performance using scripts and tools.

~~Oversees~~ Coordinates efforts and communication for client department information systems projects, providing technical, procedural and analytical ~~assistance related to~~ support for systems and network administration.

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.

~~Performs operating systems administration that involves maintenance and improvement of system operation and performance, including system installation, configuration, upgrade, customization, and patching of the College's major system/network migration, and/or new services projects.~~

~~Plans, analyzes, implements and performs maintenance tasks for core technology infrastructure including virtual server and networked storage technology~~

~~Performs server and network administration tasks and ensures system security and integrity.~~

~~Monitors and tune system performance utilizing scripts and vendor tools.~~

SUPERVISION

Level of Supervision Received

Positions in this classification receive general supervision from the ~~Network Services Manager or the Director of Management Information Systems.~~ Director of Network and Technology Services.

Level of Supervision Exercised

Positions in this classification do not supervise other classified positions. Incumbents may provide lead direction to Information Systems Administrators and/or other technical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Systems ~~engineering~~ design~~s~~ and ~~administrations~~ architecture best practices to ensure performance, efficiency, high availability and security.

Principles, practices and methods of project management as they apply to information technology projects

Authentication protocols including SAML, OAuth, LDAP, CAS, Kerberos

Operating systems, networking, and programming

Virtual Server technologies

Licensing for systems and infrastructure.

Design knowledge of cloud computing architecture from major providers such as Amazon Web Services and Microsoft Azure.

Network storage technologies

System sizing and load measurement tools such as Live Optics

Principles and procedures for information systems administration

Principles and procedures related to system audit and security

Client/server theory and practices

Systems application and Internet security, privacy techniques

Rack mount, blade servers, personal computer, wired and wireless LANs and WANs solutions, architecture, physical design concepts, and implementation

Data communication concept, protocols, devices, and ~~network~~ system monitor tools

Network interfaces, such as Fiber Interconnects and Ethernet knowledge of multi-tiers internet/intranet computing environment

Multi-tiers internet/intranet computing environment

Virtual server and client infrastructure

Containerization such as Kubernetes and Docker

Storage area network infrastructure

Various ~~computer~~server/network hardware and accessories

Copper and fiber cables and cable management

Current developments and trends in Information Technology

Domain and directory services.

Database server environment ~~is a plus~~.

Mathematical principles relevant to systems design and administration

Skills & Abilities:

Provide lead direction to staff, which includes coordinating, training, delegating, monitoring, and directing work orders and project tasks

Plan and ~~M~~manage projects effectively by applying project management principles~~and lead technical team to achieve common goals~~

Identify, analyze, and critically and creatively think through highly complex, large-scale systems issues, devise alternative solutions, apply deductive and inductive reasoning, and make effective decisions

Stay ~~abreast of~~updated on technology changes and recommend upgrades and acquisitions of new hardware and software ~~to support the College's Information Technology needs~~

Anticipate and proactively address potential system issues ~~and proactively address~~

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Role model exceptional internal and external customer service

Attend to highly detailed information such as systems documentation, logs, and configurations

Apply mathematical reasoning and principles to complete tasks

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

Organize and maintain specialized files and confidentiality of employee and student information

Document system configurations and operational procedures

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 methodical approach to resolve complex systems issues~~

~~Plan and analyze to maintain optimal system performance~~

~~Develop operational standards and change control methods~~

~~Analyze, evaluate, and apply good judgment on action plans~~

~~Conceive and develop a variety of solutions to functional information system and network problems and transform abstract ideas to easily understood procedures~~

~~Perform system and network administration tasks in a complex high availability environment~~

~~Relate and integrate technical solutions for various campus departments.~~

~~Anticipate system and network problems, develop solutions, implement a plan of action; reason both logically and creatively~~

~~Work independently in the area of expertise and maintain cooperative working relations with others~~

Communicate complex technology applications issues clearly to non-technical parties orally or in writing; communicate effectively with external vendors

Receive information from users regarding problems and needs and translate information into processable terms

Coordinate, monitor and direct the tasks associated with major project development

Exercise independent action and judgment within established guidelines

MINIMUM QUALIFICATIONS

Education Requirement:

A Bachelor's degree from an accredited college or university in computer science, information systems, Data Communicationsinformation technology or a close-related field. Additional qualifying experience may be substituted for the required education on a year for year basis for up to two years.

Experience Requirement:

At least fFive years of recent progressively responsible information technology experience in systems and network administration experience in an complex, large scale (3000 nodes on the LAN/WAN network), high availability environment that employed both physical and virtual servers/storage environment. Experience must have included assisting with the design of new servers or infrastructure technologies and supporting at least 2500 users or 25 servers. Experience working in a multi-tiers internet/intranet computing environment and/or database server environment 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 Class "C" California Driver's License required.

Preferred certification include but are not limited to Microsoft 365 Certified Enterprise Administrator ExpertMicrosoft Certified Systems Engineer (MCSE), VMware Certified Professional (VCP), and Cisco Certified Network Professional Data Center (CCNP Data Center), Amazon Web Services (AWS) Solutions Architect certifications are highly desirable. HP Accredited Technical Professional (HP ATP – Storage Solutions).

Special Requirement:

Willingness and ability to work varied hours and/or be on call.

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 and walk. The employee is regularly required to lift, carry, push, or pull up to 50 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet. The employee may be required to drive to District facilities.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	10/02/2015
Class History:	None
Revision Date(s):	None6/25/25

Santa Monica Community College District
Personnel Commission
Information Systems Engineer

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform advanced professional level work leading and administering complex, highly specialized technical project activities including designing, architecting, planning, configuring, securing, and maintenance of mission-critical enterprise servers, storage systems and infrastructure to ensure optimized performance and high availability. The Information System Engineer plans, researches and develops optimal and up-to-date technical solutions, as well as standard operations procedures, change management, and maintenance plans for the technology infrastructure that hosts significant District functions.

DISTINGUISHING CHARACTERISTICS

The **Information Systems Engineer** performs advanced professional level project lead work administering highly complex technical projects related to designing, architecting, planning, analyzing, developing, configuring and administering various computer and information systems and services.

The **Network Engineer** performs advanced professional level project lead work administering highly complex technical projects related to design, configuration, installation, maintenance and support for the District's network services, equipment and devices to ensure the operation, performance, and maintenance of the enterprise-wide network.

The **Information Systems Administrator** performs complex, highly specialized and technical activities to analyze, develop, configure, and administer information systems, and network services to ensure the operation, performance, and maintenance of mission-critical enterprise.

The **IT User Systems Administrator** facilitates end user access to IT resources by planning, analyzing, implementing, and monitoring system capacity and resource allocation in physical and virtual infrastructure with full awareness of network, server, and storage infrastructure impacts on client computing deployment strategy. This position serves in a lead capacity to assigned user support staff in the Information Technology department.

The **Director of Network and Technology Services** plans and manages core technology programs related to operating system and server administration, network design and maintenance, physical IT infrastructure, and end user support services.

ESSENTIAL DUTIES

Performs highly complex duties with project lead responsibility for designing, planning and implementing large system installation or migration/upgrade projects and coordinating the effort among internal IT staff, stakeholders, and vendors and ensures that work is completed correctly; evaluates outcomes to ensure successful implementation; assists the Director of Network and Technology Services in long term systems planning to balance cost, performance and risk.

Designs, develops, implements, and operates, in consultation with IT management, the technical solutions and procedures of mission critical systems including business continuity, disaster recovery, and backup restoration.

Plans and analyzes domain configurations, directory structures, system resource provisioning, systems security configurations, and user authentication mechanisms; collaborates with IT security staff to identify security vulnerabilities and take corrective actions.

Evaluates present system capacity against projected future needs; plans and recommends system and internetworking equipment solutions and improvements.

Oversees, maintains and troubleshoots mission critical District technology services, such as Active Directory, e-mail, DHCP, DNS, authentication systems, remote access gateways, websites, , and/or ERP systems.

Coordinates with technical staff in multi-tiered technology environment to establish and update system installation and operation procedures, change control procedures, capacity planning, systems documentation, and update plans.

Perform complex system administration, including monitoring, securing, installing, configuring, upgrading, and patching systems to facilitate ongoing operation and performance; maintains physical and virtual servers, storage, and core infrastructure (e.g., domains, directories, security); and optimizes system performance using scripts and tools.

Coordinates efforts and communication for client department information systems projects, providing technical, procedural and analytical support for systems and network administration.

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 general supervision from the Director of Network and Technology Services.

Level of Supervision Exercised

Positions in this classification do not supervise other classified positions. Incumbents may provide lead direction to Information Systems Administrators and/or other technical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Systems design and architecture best practices to ensure performance, efficiency, high availability and security.

Principles, practices and methods of project management as they apply to information technology projects

Authentication protocols including SAML, OAuth, LDAP, CAS, Kerberos

Operating systems, networking, and programming

Virtual Server technologies

Licensing for systems and infrastructure.

Design knowledge of cloud computing architecture from major providers such as Amazon Web Services and Microsoft Azure.

Network storage technologies

System sizing and load measurement tools such as Live Optics

Principles and procedures for information systems administration

Principles and procedures related to system audit and security

Client/server theory and practices

Systems application and Internet security, privacy techniques

Rack mount, blade servers, personal computer, wired and wireless LANs and WANs solutions, architecture, physical design concepts, and implementation

Data communication concept, protocols, devices, and system monitor tools

Network interfaces, such as Fiber Interconnects and Ethernet knowledge of multi-tiers internet/intranet computing environment

Multi-tiers internet/intranet computing environment

Virtual server and client infrastructure

Containerization such as Kubernetes and Docker

Storage area network infrastructure

Various server/network hardware and accessories

Copper and fiber cables and cable management

Current developments and trends in Information Technology

Domain and directory services.

Database server environment.

Mathematical principles relevant to systems design and administration

Skills & Abilities:

Provide lead direction to staff, which includes coordinating, training, delegating, monitoring, and directing work orders and project tasks

Plan and manage projects effectively by applying project management principles

Identify, analyze, and critically and creatively think through highly complex, large-scale systems issues, devise alternative solutions, apply deductive and inductive reasoning, and make effective decisions

Stay updated on technology changes and recommend upgrades and acquisitions of new hardware and software

Anticipate and proactively address potential system issues

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Role model exceptional internal and external customer service

Attend to highly detailed information such as systems documentation, logs, and configurations

Apply mathematical reasoning and principles to complete tasks

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

Organize and maintain specialized files and confidentiality of employee and student information

Document system configurations and operational procedures

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 computer science, information systems, information technology or a related field.

Experience Requirement:

Five years of systems administration experience in an environment that employed both physical and virtual servers/storage. Experience must have included assisting with the design of new servers or infrastructure technologies and supporting at least 2500 users or 25 servers. Experience working in a multi-tiers internet/intranet computing environment and/or database server environment 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:

Microsoft 365 Certified Enterprise Administrator Expert, VMware Certified Professional (VCP), and Amazon Web Services (AWS) Solutions Architect certifications are highly desirable..

Special Requirement:

Willingness and ability to work varied hours and/or be on call.

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 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 noise level in the work environment is usually quiet. The employee may be required to drive to District facilities.

CLASS DETAIL	

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	10/02/2015
Class History:	None
Revision Date(s):	6/25/25

Agenda Report Number	9
Subject	Classification Description Revisions and Salary Reallocation: Network Administrator Cyclical Review
Date	June 25, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Network Administrator**.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology consists of multiple specialized units including network services, management information systems, IT infrastructure, and end user support, and is responsible for developing and implementing effective technology solutions to support Santa Monica College's overall institutional mission and goals.

The Network Administrator classification was established in July 2008. This classification has been revised one time since its establishment. The most recent revision involved adding a fingerprinting and/or background check requirement needed to work with confidential police systems and was approved in January 2009. This classification is currently vacant.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Information Technology classifications and CSEA were invited to participate in a study orientation on February 5, 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 25, 2025.

Personnel Commission staff consulted with Matthew Kiaman, Director of Network Services, 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 being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, supervision, knowledge, skills and abilities, the minimum qualifications and working environment to more accurately reflect the nature and scope of the work performed.

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, description revisions are being proposed to clarify the essential duties performed, the concept of the class, distinguishing characteristics, supervision, knowledge, skills and abilities, the minimum qualifications and working environment.

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	Network Administrator	$9,116	$11,082	$10,099	26,748
Foothill De Anza CCD	Network Administrator II	$8,977	$12,023	$10,500	31,134
Long Beach City College	Network Administrator	$7,614	$9,409	$8,511	26,189
Los Angeles CCD	Network Engineer	$9,315	$11,540	$10,427	135,917
Mt. San Antonio College	Enterprise Network Administrator	$9,452	$12,064	$10,758	38,269
Pasadena City College	Network Administrator	$7,839	$10,004	$8,921	26,522
State Center CCD	Network Administrator	$8,057	$9,909	$8,983	49,125
Ventura County CCD	Network Administrator I	$7,242	$9,996	$8,619	32,977
	Average	$8,357	$10,706	$9,531	
	25th Percentile	$7,726	$9,953	$8,770	
	50th Percentile	$8,057	$10,004	$8,983	
	70th Percentile	$9,044	$11,636	$10,442	
	80th Percentile	$9,247	$11,926	$10,485	
	90th Percentile	$9,370	$12,039	$10,603	
	SMC % RANK	73.5%	61.6%	62.8%	
	SMC Difference From AVG	8.3%	3.4%	5.6%	
	SMC Difference From MED	11.6%	9.7%	11.0%	

The current salary range for Network Administrator is range 52 on the Classified employee salary schedule. In this survey, SMC is in the 63rd median percentile compared to all benchmark agencies with comparable classifications; that is, 37% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION
It is recommended that the salary for Network Administrator be reallocated from Range 52 to Range 54 on the Classified Employee Salary Schedule, a 5% increase. The proposed increase would place the median salary for this classification at the 90th percentile compared to the

market median, which satisfies the District's 70th percentile target. Allocating the salary one range lower (range 53) would result in a median salary at the 66th percentile, which is below the District's 70th percentile target.

The following charts show related classifications in this job discipline and salary allocation for each classification:

CURRENT

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Network and Technology Services*	Chief Director of Information Technology	A15	$14,656	$16,158	40.72%
Network Services Manager**	Director of Network and Technology Services	M 28	$10,415	$12,660	6.11%
Network Engineer	Director of Network and Technology Services	55	$9,815	$11,930	0.00%
Information Systems Engineer	Director of Network and Technology Services	55	$9,815	$11,930	7.67%
Information Systems Administrator	Director of Network and Technology Services	52	$9,116	$11,082	0.00%
Network Administrator	Director of Network and Technology Services	52	$9,116	$11,082	18.54%
Network Analyst**	Director of Network and Technology Services	47	$8,075	$9,815	5.01%

*Under review.
**Proposed to be abolished.

PROPOSED

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Network and Technology Services*	Chief Director of Information Technology	A15	$14,656	$16,158	45.82%
Information Systems Engineer	Director of Network and Technology Services	56	$10,051	$12,218	2.40%
Network Engineer	Director of Network and Technology Services	55	$9,815	$11,930	2.54%
Network Administrator	Director of Network and Technology Services	54	$9,572	$11,636	5.00%
Information Systems Administrator	Director of Network and Technology Services	52	$9,116	$11,082	

Under review.

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Network Administrator.

FROM: Classified Employee Salary Schedule, Range 52
TO: Classified Employee Salary Schedule, Range 54

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

<div style="border:1px solid black">

Santa Monica Community College District
Personnel Commission
Network Administrator

</div>

CONCEPT OF THE CLASS

Under general supervision, Ppositions in this classification perform daily operational network administration tasks including design, configuration, installation, maintenance and support for the District's network services, equipment and devices to ensure the secure operation, performance, and maintenance of the mission-critical enterprise. The Network Administrator also assists with the design of new networks and technology infrastructure.

DISTINGUISHING CHARACTERISTICS

The **Network Administrators** performs complex, highly specialized and technical activities related to the design, configuration, installation, maintenance and support of the District's network services, equipment and devices to ensure the secure operation, performance, and maintenance of the mission-critical enterprise.

The **Network Engineers** performs advanced professional level project lead work administering highly complex technical projects related to design, configuration, installation, maintenance and support for the District's network services, equipment and devices to ensure the operation, performance, and maintenance of the enterprise wide network.

The **Information Systems Administrators** performs complex, highly specialized and technical activities related to servers, virtualization, email administration and other related services by analyzing, developing, configuring, and administering network services and systems to ensure the operation, performance, and maintenance of mission-critical enterprise.

The **Senior IT Infrastructure Technician** handles the most complex tasks requiring highly specialized technical knowledge or skills in implementing voice and data infrastructure installations, repairs and upgrades. Work performed requires advanced journey-level knowledge in a variety of related systems and protocols, in addition to substantial design and lead responsibilities implementing large and complex technology infrastructure projects.

The **Network Services Manager** manages the day-to-day activities related to the enterprise data center, network infrastructure and network services. The incumbent leads, coordinates and provides hands-on experience to IT staff responsible for engineering, administration and support of mission critical information systems and networking resources.

ESSENTIAL DUTIES

Responds to user reported problems and service requests related to network services efficiently and effectively.

Drives to District sites to Cconfigures, installs and maintains the College District's network infrastructure and related systems, including but not limited to: routers; switches; firewalls; wireless access controllers; and VoIP infrastructure; ensures the execution of proper operational procedures, change controls and documentation.

Monitors and analyzes network resource utilization and performance to determine and resolve potential network service issues and ensures services are delivered efficiently.

Ensures the execution of proper operational procedures, change controls and documentation. Creates and maintains documentation as it relates to network configuration, network mapping, processes and service records.

Assists the Network Engineer with designing, Pplanninge, analyzinges, and develops implementing network systems installations, configurations the process of deployment, implementation, and maintenance and coordinating the effort among internal IT staff, stakeholders, and vendors; assists with evaluating outcomes to ensure successful implementation of the procedures for the College's District's network projects.

Identifies, tTroubleshoots, documents and resolves issues relating to network outages and performance issues; makes recommendations for upgrades or improvements, and monitors complex hardware and software systems to optimize network performance.

Supports interfaces with servers and other network devices at operating system and application levels to ensure services are provided efficiently.

Recommends, develops, implements, and maintains network security standards and performs administration tasks for various layers of network security levels.

Stays ~~abreast on~~ updated on technology and new developments related to networks and collaborates with internal resources and vendors in the evaluation and acquisition of internetworking equipment, solutions, and new technology.

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.

~~Monitors the performance and stability of multiple hardware and software platforms at the most complex level to maximize network resource through put.~~

~~Provides technical consultation to end users on network service-related requirements. Acts as the primary technical staff to provide network technical expertise to implement various network related projects.~~

SUPERVISION

Level of Supervision Received

Positions in this classification receive general supervision from the ~~Network Services Manager~~Director of Network and Technology Services. May also receive work guidance and direction from the Network Engineer.

Level of Supervision Exercised

Positions in this classification do not supervise other classified positions. Incumbents may provide lead direction to other technical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Wired and wireless LAN/WAN solutions, architecture, design concept and implementation.

Licensing for networked systems and infrastructure.

Data communication concepts, protocols, devices and network monitor tools such as Cisco Switching technology, routing protocols, and network management software.

Network devices operating systems such as Cisco IOS - principles and procedures related to system updates, audit and security.

Cloud networking products from major providers such as Amazon Web Services and Microsoft Azure.

Programming, scripting skills to streamline network administration tasks.

Internet security, secure protocol, firewalls, proxy servers, digital rights, Windows CE Security Services and virtual private network (VPN).

Project management concept and methodology.

Internet application service and services, such as web server and directory services.

Business productivity software such as Microsoft Office and Visio ~~tools~~ software and databases.

Network services management tools.

Servers and workstations operating systems concepts and administration.

Mathematical principles relevant to network administration

Skills & Abilities:

Identify, analyze, and critically and creatively think through complex, large-scale network issues, devise alternative solutions, apply deductive and inductive reasoning, and make effective decisions.

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

Organize and maintain specialized files and confidentiality of employee and student information

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Assist with planning and managing projects by applying project management principles

Troubleshoot and resolve network issues and provide effective solutions in a timely manner.

Coordinate, monitor and direct the tasks associated with ~~major~~ network projects ~~development~~

Apply mathematical reasoning and principles to complete tasks

Attend to highly detailed information such as network logs, performance metrics, and configurations

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

~~Establish and maintain cooperative and effective working relationships with District employees and the public.~~

~~Communicate clearly, effectively and professionally both orally and in writing.~~

~~Work as an effective team member.~~

~~Provide effective customer service.~~

~~Communicate complex technology applications issues clearly to non-technical parties orally or in writing; communicate effectively with external vendors.~~

~~Receive information from users regarding problems and needs~~

~~Stay abreast of technology changes and to recommend upgrades and acquisitions of new network technology, devices or equipment.~~

~~Exercise independent action and judgment within established guidelines.~~

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree in computer science, information systems, electronics engineering, ~~Data Communications~~information technology, or a ~~closely~~-related field ~~from an accredited university or college~~.

Experience Requirement:

Three ~~(3)~~ years of ~~recent progressively responsible information technology~~ experience in network administration ~~and~~ or network services in a~~n~~ multi-building enterprise ~~environment~~ network ~~supporting over~~with at least ~~1500~~ 500 active ports ~~nodes on the LAN/WAN network~~.

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 Class "C" California~~Valid Driver'~~s~~ License ~~is required.~~

Cisco Certified Network Associate (CCNA) and/or Cisco Certified Network Professional (CCNP) certifications are highly desirable.

Special Requirement:

Willingness and ability to work varied hours and/or be on call.

Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System)

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 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet. However, employees will occasionally work in server/network rooms where they will be subject to loud noises and electrical hazards.

CLASS DETAIL

Job Family: Information Technology
FLSA Status: Non-exempt
Personnel Commission Approval Date: 07/16/08
Class History: 1/21/09; 6/25/25
                                                                   Information Systems and Network
Revision Date(s):   Administrator

Santa Monica Community College District
Personnel Commission
Network Administrator

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform daily operational network administration tasks including configuration, installation, maintenance and support for the District's network services, equipment and devices to ensure the secure operation, performance, and maintenance of the mission-critical enterprise. The Network Administrator also assists with the design of new networks and technology infrastructure.

DISTINGUISHING CHARACTERISTICS

The **Network Administrator** performs complex, highly specialized and technical activities related to the design, configuration, installation, maintenance and support of the District's network services, equipment and devices to ensure the secure operation, performance, and maintenance of the mission-critical enterprise.

The **Network Engineer** performs advanced professional level project lead work administering highly complex technical projects related to design, configuration, installation, maintenance and support for the District's network services, equipment and devices to ensure the operation, performance, and maintenance of the enterprise-wide network.

The **Information Systems Administrator** performs complex, highly specialized and technical activities related to servers, virtualization, email administration and other related services by analyzing, developing, configuring, and administering network services and systems to ensure the operation, performance, and maintenance of mission-critical enterprise.

The **Senior IT Infrastructure Technician** handles the most complex tasks requiring highly specialized technical knowledge or skills in implementing voice and data infrastructure installations, repairs and upgrades. Work performed requires advanced journey-level knowledge in a variety of related systems and protocols, in addition to substantial design and lead responsibilities implementing large and complex technology infrastructure projects.

ESSENTIAL DUTIES

Responds to user reported problems and service requests related to network services efficiently and effectively.

Drives to District sites to configure, install and maintain the District's network infrastructure and related systems, including but not limited to: routers; switches; firewalls; wireless access controllers; and VoIP infrastructure; ensures the execution of proper operational procedures, change controls and documentation.

Monitors and analyzes network resource utilization and performance to determine and resolve potential network service issues and ensures services are delivered efficiently.

Creates and maintains documentation as it relates to network configuration, network mapping, processes and service records.

Assists the Network Engineer with designing, planning, analyzing, and implementing network systems installations, configurations and maintenance and coordinating the effort among internal IT staff, stakeholders, and vendors; assists with evaluating outcomes to ensure successful implementation of the District's network projects.

Troubleshoots, documents and resolves network outages and performance issues; recommends improvements, and monitors complex hardware and software systems to optimize network performance

Supports interfaces with servers and other network devices at operating system and application levels to ensure services are provided efficiently.

Recommends, develops, implements, and maintains network security standards and performs administration tasks for various layers of network security levels.

Stays updated on technology and new developments related to networks and collaborates with internal resources and vendors in the evaluation and acquisition of internetworking equipment, solutions, and new technology.

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 general supervision from the Director of Network and Technology Services. May also receive work guidance and direction from the Network Engineer.

Level of Supervision Exercised

Positions in this classification do not supervise other classified positions. Incumbents may provide lead direction to other technical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Wired and wireless LAN/WAN solutions, architecture, design concept and implementation.

Licensing for networked systems and infrastructure.

Data communication concepts, protocols, devices and network monitor tools such as Cisco Switching technology, routing protocols, and network management software.

Network devices operating systems such as Cisco IOS - principles and procedures related to system updates, audit and security.

Cloud networking products from major providers such as Amazon Web Services and Microsoft Azure.

Programming, scripting skills to streamline network administration tasks.

Internet security, secure protocol, firewalls, proxy servers, digital rights, Windows CE Security Services and virtual private network (VPN).

Project management concept and methodology.

Internet application service and services, such as web server and directory services.

Business productivity software such as Microsoft Office and Visio software and databases.

Network services management tools.

Servers and workstations operating systems concepts and administration.

Mathematical principles relevant to network administration

Skills & Abilities:

Identify, analyze, and critically and creatively think through complex, large-scale network issues, devise alternative solutions, apply deductive and inductive reasoning, and make effective decisions.

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

Organize and maintain specialized files and confidentiality of employee and student information

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Assist with planning and managing projects by applying project management principles

Troubleshoot and resolve network issues and provide effective solutions in a timely manner.

Coordinate, monitor and direct the tasks associated with network projects

Apply mathematical reasoning and principles to complete tasks

Attend to highly detailed information such as network logs, performance metrics, and configurations

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 computer science, information systems, electronics engineering, information technology, or a related field.

Experience Requirement:

Three years of experience in network administration or network services in a multi-building enterprise network with at least 500 active ports.

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:

Valid Driver License

Cisco Certified Network Associate (CCNA) and/or Cisco Certified Network Professional (CCNP) certifications are highly desirable.

Special Requirement:

Willingness and ability to work varied hours and/or be on call.

Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System)

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 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet. However, employees will occasionally work in server/network rooms where they will be subject to loud noises and electrical hazards.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	07/16/08
Class History:	1/21/09; 6/25/25
Revision Date(s):	Information Systems and Network Administrator

Agenda Report Number	10
Subject	Classification Description Revisions: Information Systems Administrator Cyclical Review
Date	June 25, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Information Systems Administrator**.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology consists of multiple specialized units including network services, management information systems, IT infrastructure, and end user support, and is responsible for developing and implementing effective technology solutions to support Santa Monica College's overall institutional mission and goals.

The Information Systems Administrator classification was established in December 1997. This classification has been revised three times since its establishment. The most recent revision was approved in October 2015 in response to a salary reallocation request, which also resulted in changes to the essential duties, supervision, and knowledge, skills and abilities. 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 Information Technology classifications and CSEA were invited to participate in a study orientation on February 5, 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 25, 2025.

Personnel Commission staff consulted with Matthew Kiaman, Director of Network Services, 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 being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, supervision, knowledge, skills and abilities, and minimum qualifications to more accurately reflect the nature and scope of the work performed.

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, description revisions are being proposed to clarify the essential duties performed, the concept of the class, distinguishing characteristics, supervision, knowledge, skills and abilities, 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 utilized roles that have significant responsibility for network administration, systems administration, and/or application programming, or that supported a single campus rather than an entire District. As a result, salary review is based on internal comparison of roles within the series, such as the Information Systems Engineer. Salary for the Information Systems Administrator is internally aligned with the Information Systems Engineer, with the latter being allocated to a higher salary range due to the higher level of knowledge and complexity of work performed. Because no internal alignment issues exist, it is recommended that the salary placement for this role remain at range 52 on the Classified Employee salary schedule.

The following charts show related classifications in this job discipline and salary allocation for each classification:

CURRENT

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Network and Technology Services*	Chief Director of Information Technology	A15	$14,656	$16,158	40.72%
Network Services Manager**	Director of Network and Technology Services	M 28	$10,415	$12,660	6.11%
Network Engineer	Director of Network and Technology Services	55	$9,815	$11,930	0.00%
Information Systems Engineer	Director of Network and Technology Services	55	$9,815	$11,930	7.67%
Information Systems Administrator	Director of Network and Technology Services	52	$9,116	$11,082	0.00%
Network Administrator	Director of Network and Technology Services	52	$9,116	$11,082	18.54%
Network Analyst**	Director of Network and Technology Services	47	$8,075	$9,815	5.01%

*Under review. **Proposed to be abolished.*

76

PROPOSED

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Network and Technology Services*	Chief Director of Information Technology	A15	$14,656	$16,158	45.82%
Information Systems Engineer	Director of Network and Technology Services	56	$10,051	$12,218	2.40%
Network Engineer	Director of Network and Technology Services	55	$9,815	$11,930	2.54%
Network Administrator	Director of Network and Technology Services	54	$9,572	$11,636	5.00%
Information Systems Administrator	Director of Network and Technology Services	52	$9,116	$11,082	

Under review.

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 Information Systems Administrator.

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

Santa Monica Community College District
Personnel Commission

Information Systems Administrator

CONCEPT OF THE CLASS

Under general supervision, Ppositions in this classification perform complex, highly specialized and technical activities to analyze, develop, configure, and administer information systems, and network services to ensure the operation, performance, and maintenance of mission-critical enterprise. The Information Systems Administrator also assists with the design of new server and technology infrastructure.

DISTINGUISHING CHARACTERISTICS

The **Information Systems Administrators** performs complex, highly specialized and technical activities to analyze, develop, configure, and administer information systems, and network services to ensure the operation, performance, and maintenance of mission-critical enterprise.

The **Network Administrators** performs ~~design,~~ configuration, installation, maintenance and support for the District's network services, equipment and devices to ensure secure operation, performance, and maintenance of the mission-critical enterprise.

The **Information Systems Engineers** performs advanced professional level project lead work administering highly complex technical projects related to designing, architecting, planning, analyzing, developing, configuring and administering various computer and information systems and services.

The **IT User Systems Administrator** facilitates end user access to IT resources by planning, analyzing, implementing, and monitoring system capacity and resource allocation in physical and virtual infrastructure with full awareness of network, server, and storage infrastructure impacts on client computing deployment strategy. This position serves in a lead capacity to assigned user support staff in the Information Technology department.

~~The **Network Services Manager** manages the campus-wide computer and networking functions. Provides leadership, coordination, and hands on experience to manage a large- scaled enterprise LAN/WAN network computing environment. Responsibilities include network infrastructure, server architecture, and enterprise network services.~~

ESSENTIAL DUTIES

Performs server and network administration tasks including configuration and support of servers, network services, printer services, drivers, client's administration, and other peripherals maintenance.

Provides problem analysis support to diagnose and remedy problems in operating procedures, computer hardware, system software, network, and system application programs.

Performs complex system administration, including monitoring, securing, installing, configuring, upgrading, and patching systems to facilitate ongoing operation and performance; maintains physical and virtual servers, storage, and core infrastructure (e.g., domains, directories, security); and optimizes system performance using scripts and tools.

Coordinates efforts and communication for ~~Manages~~client department information systems projects, providing technical, procedural and analytical ~~assistance related to~~ support for systems and network administration.

Develops and documents system maintenance logs, system performance reports, operational procedures, change control, and system recovery plans.

Ensures system security, availability and integrity including various levels of systems administration and management of user groups and accounts.

~~Develops, implements, and maintains~~Operates and maintains existing system backup/recovery plans, network security standards and administration tasks.

Assists the Information Systems Engineer with designing, planning and implementing large system installation or migration/upgrade projects and coordinating the effort among internal IT staff, stakeholders, and vendors; assists with evaluating outcomes to ensure successful implementation.

Evaluates present system capacity against projected future needs; plans and recommends system and internetworking equipment solutions and improvements.

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.

~~Performs operating systems administration that involves maintenance and improvement of systems operation and performance including system installation, configuration, upgrade, customization, and patching of the major system/network migration and/or new services projects.~~

~~Performs maintenance and administration for virtual server infrastructure.~~

~~Performs maintenance for core technology infrastructure including domain configurations, directory structures, system resource provisioning, security and user authentication mechanisms.~~

~~Monitors and tunes system performance utilizing scripts and vendor tools.~~

~~Performs maintenance and administration for network storage infrastructure.~~

~~Analyzes, develops, and codes server and operation systems services related scripts.~~

SUPERVISION

Level of Supervision Received

General supervision is received from the Director of Network and Technology Services. ~~Network services manager or Director of Management Information Systems.~~

Level of Supervision Exercised

Positions in this classification do not supervise other classified positions. Incumbents may provide work direction to lower-level technical staff, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Operating systems, networking, and programming

Principles and procedures for information systems administration

Principles and procedures related to system audit and security

Client/server theory and practices

Systems application and Internet security and privacy techniques

Authentication protocols including SAML, OAuth, LDAP, CAS, Kerberos

Licensing for systems and infrastructure.

Operational knowledge of cloud computing solutions from major providers such as Amazon Web Services and Microsoft Azure.

Rack mount, blade servers, personal computer, wired and wireless LANs and WANs solutions, architecture, physical design concepts, and implementation.

Data communication concept, protocols, ~~devises~~devices, and ~~network~~ system monitor~~ing~~ tools

Network interfaces, such as Fiber Interconnect and Ethernet ~~K~~knowledge of multi-tiers internet/intranet computing environment

Virtual server and client infrastructure

Containerization such as Kubernetes and Docker

Storage area network infrastructure

Various ~~computer~~server/network hardware and accessories

Copper and fiber cables and cable management

Current developments and trends in Information Technology

Domain and directory services.

Database server environment ~~is a plus~~.

Mathematical principles relevant to systems administration

Skills & Abilities:

Identify, analyze, and critically and creatively think through complex, large-scale systems issues, devise alternative solutions, apply deductive and inductive reasoning, and make effective decisions

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

Stay ~~abreast of~~ updated on technology changes and ~~to~~ recommend upgrades and acquisitions of new hardware and software

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Role model exceptional internal and external customer service

Attend to highly detailed information such as systems documentation, logs, and configurations

Apply mathematical reasoning and principles to complete tasks

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

Organize and maintain specialized files and confidentiality of employee and student information

Assist with planning and managing projects by applying project management principles

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

~~Conceive and develop a variety of solutions to functional information system and network problems and transform abstract ideas to easily understood procedures~~

~~Relate and integrate solutions for various campus departments~~

~~Anticipate system and network problems, develop solutions, implement a plan of action; reason both logically and creatively~~

~~Work independently in the area of expertise and maintain cooperative working relations with others~~

~~Communicate complex technology applications issues clearly to non-technical parties orally or in writing; communicate effectively with external vendors~~

~~Receive information from users regarding problems and needs~~

~~Coordinate, monitor and direct the tasks associated with major project development~~

~~Exercise independent action and judgment within established guidelines.~~

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree in computer science, information systems, ~~Data Communications~~ information technology or a ~~closely~~ related field ~~from an accredited university or college~~.

Experience Requirement:

Three ~~(3)~~ years of ~~recent progressively responsible information technology experience in~~ system~~s and network~~ administration experience in a~~n complex, large scale (1500 nodes on the LAN/WAN network), high availability client/server computing~~ environment that employed both physical and virtual servers/storage. Experience must have included supporting at least 2500 users or 25 servers. Experience working in a multi-tiers internet/intranet computing environment or database server environment 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:

Microsoft Certified System Engineer ~~is desirable.~~ (MCSE), Amazon Web Services (AWS) Certified Associate, Azure Administrator or Solutions Architect Associate certifications are highly desirable

Special Requirement:

Willingness and ability to work varied hours and/or be on call.

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 fit, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	12/97
Class History:	Systems Administrator
Revision Date(s):	11/30/06; 07/16/08; 10/02/15; 6/25/25

<div style="border:1px solid black; padding:10px; text-align:center;">

Santa Monica Community College District
Personnel Commission

Information Systems Administrator

</div>

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform complex, highly specialized and technical activities to analyze, develop, configure, and administer information systems, and network services to ensure the operation, performance, and maintenance of mission-critical enterprise. The Information Systems Administrator also assists with the design of new server and technology infrastructure.

DISTINGUISHING CHARACTERISTICS

The **Information Systems Administrator** performs complex, highly specialized and technical activities to analyze, develop, configure, and administer information systems, and network services to ensure the operation, performance, and maintenance of mission-critical enterprise.

The **Network Administrator** performs configuration, installation, maintenance and support for the District's network services, equipment and devices to ensure secure operation, performance, and maintenance of the mission-critical enterprise.

The **Information Systems Engineer** performs advanced professional level project lead work administering highly complex technical projects related to designing, architecting, planning, analyzing, developing, configuring and administering various computer and information systems and services.

The **IT User Systems Administrator** facilitates end user access to IT resources by planning, analyzing, implementing, and monitoring system capacity and resource allocation in physical and virtual infrastructure with full awareness of network, server, and storage infrastructure impacts on client computing deployment strategy. This position serves in a lead capacity to assigned user support staff in the Information Technology department.

ESSENTIAL DUTIES

Performs server and network administration tasks including configuration and support of servers, network services, printer services, drivers, client's administration, and other peripherals maintenance.

Provides problem analysis support to diagnose and remedy problems in operating procedures, computer hardware, system software, network, and system application programs.

Performs complex system administration, including monitoring, securing, installing, configuring, upgrading, and patching systems to facilitate ongoing operation and performance; maintains physical and virtual servers, storage, and core infrastructure (e.g., domains, directories, security); and optimizes system performance using scripts and tools.

Coordinates efforts and communication for client department information systems projects, providing technical, procedural and analytical support for systems and network administration.

Develops and documents system maintenance logs, system performance reports, operational procedures, change control, and system recovery plans.

Ensures system security, availability and integrity including various levels of systems administration and management of user groups and accounts.

Operates and maintains existing system backup/recovery plans, network security standards and administration tasks.

Assists the Information Systems Engineer with designing, planning and implementing large system installation or migration/upgrade projects and coordinating the effort among internal IT staff, stakeholders, and vendors; assists with evaluating outcomes to ensure successful implementation.

Evaluates present system capacity against projected future needs; plans and recommends system and internetworking equipment solutions and improvements.

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

General supervision is received from the Director of Network and Technology Services.

Level of Supervision Exercised

Positions in this classification do not supervise other classified positions. Incumbents may provide work direction to lower-level technical staff, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Operating systems, networking, and programming

Principles and procedures for information systems administration

Principles and procedures related to system audit and security

Client/server theory and practices

Systems application and Internet security and privacy techniques

Authentication protocols including SAML, OAuth, LDAP, CAS, Kerberos

Licensing for systems and infrastructure.

Operational knowledge of cloud computing solutions from major providers such as Amazon Web Services and Microsoft Azure.

Rack mount, blade servers, personal computer, wired and wireless LANs and WANs solutions, architecture, physical design concepts, and implementation.

Data communication concept, protocols, devices, and system monitoring tools

Network interfaces, such as Fiber Interconnect and Ethernet knowledge of multi-tiers internet/intranet computing environment

Virtual server and client infrastructure

Containerization such as Kubernetes and Docker

Storage area network infrastructure

Various server/network hardware and accessories

Copper and fiber cables and cable management

Current developments and trends in Information Technology

Domain and directory services.

Database server environment.

Mathematical principles relevant to systems administration

Skills & Abilities:

Identify, analyze, and critically and creatively think through complex, large-scale systems issues, devise alternative solutions, apply deductive and inductive reasoning, and make effective decisions

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

Stay updated on technology changes and recommend upgrades and acquisitions of new hardware and software

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Role model exceptional internal and external customer service

Attend to highly detailed information such as systems documentation, logs, and configurations

Apply mathematical reasoning and principles to complete tasks

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

Organize and maintain specialized files and confidentiality of employee and student information

Assist with planning and managing projects by applying project management principles

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 computer science, information systems, information technology or a related field.

Experience Requirement:

Three years of systems administration experience in an environment that employed both physical and virtual servers/storage. Experience must have included supporting at least 2500 users or 25 servers. Experience working in a multi-tiers internet/intranet computing environment or database server environment 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:

Microsoft Certified System Engineer (MCSE), Amazon Web Services (AWS) Certified Associate, Azure Administrator or Solutions Architect Associate certifications are highly desirable

Special Requirement:

Willingness and ability to work varied hours and/or be on call.

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 fit, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	12/97
Class History:	Systems Administrator
Revision Date(s):	11/30/06; 07/16/08; 10/02/15; 6/25/25

Agenda Report Number	11
Subject	Classification Description Revisions: Network Engineer Cyclical Review
Date	June 25, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Network Engineer**.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology consists of multiple specialized units including network services, management information systems, IT infrastructure, and end user support, and is responsible for developing and implementing effective technology solutions to support Santa Monica College's overall institutional mission and goals.

The Network Engineer classification was established in February 2016. 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 Information Technology classifications and CSEA were invited to participate in a study orientation on February 5, 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 25, 2025.

Personnel Commission staff consulted with Matthew Kiaman, Director of Network Services, 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 being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, supervision, knowledge, skills and abilities, the minimum qualifications and working environment to more accurately reflect the nature and scope of the work performed.

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, description revisions are being proposed to clarify the essential duties performed, the concept of the class, distinguishing characteristics, supervision, knowledge, skills and abilities, the minimum qualifications and working environment.

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	Network Engineer	$9,815	$11,930	$10,873	26,748
El Camino College	Senior Network System Administrator	$8,791	$11,322	$10,057	49,807
Foothill De Anza CCD	Network Engineer	$10,638	$14,258	$12,448	30,933
Glendale College	Network Administrator	$6,940	$8,858	$7,899	59,046
Long Beach City College	Principal Network Administrator	$9,658	$11,944	$10,801	68,150
Pasadena City College	Network Engineer	$9,550	$12,189	$10,870	60,591
Santa Barbara City College	Network Specialist	$7,621	$9,285	$8,453	16,835
Ventura County CCD	Network Administrator II	$8,969	$12,384	$10,677	32,977
	Average	$8,881	$11,463	$10,172	
	25th Percentile	$8,206	$10,303	$9,255	
	50th Percentile	$8,969	$11,944	$10,677	
	70th Percentile	$9,572	$12,228	$10,815	
	80th Percentile	$9,636	$12,345	$10,856	
	90th Percentile	$10,050	$13,134	$11,501	
	SMC % RANK	86.0%	49.6%	83.3%	
	SMC Difference From AVG	9.5%	3.9%	6.4%	
	SMC Difference From MED	8.6%	-0.1%	1.8%	

The current salary range for Network Engineer is range 55 on the Classified employee salary schedule. In this survey, SMC is at the 83rd median percentile compared to all benchmark agencies with comparable classifications; that is, 17% of market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 83rd percentile, salary reallocation is not recommended given that current salary meets the District's goal to target the 70th percentile.

The following charts show related classifications in this job discipline and salary allocation for each classification:

CURRENT

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Network and Technology Services*	Chief Director of Information Technology	A15	$14,656	$16,158	40.72%
Network Services Manager**	Director of Network and Technology Services	M 28	$10,415	$12,660	6.11%
Network Engineer	Director of Network and Technology Services	55	$9,815	$11,930	0.00%
Information Systems Engineer	Director of Network and Technology Services	55	$9,815	$11,930	7.67%
Information Systems Administrator	Director of Network and Technology Services	52	$9,116	$11,082	0.00%
Network Administrator	Director of Network and Technology Services	52	$9,116	$11,082	18.54%
Network Analyst**	Director of Network and Technology Services	47	$8,075	$9,815	5.01%

*Under review.
**Proposed to be abolished.

PROPOSED

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Network and Technology Services*	Chief Director of Information Technology	A15	$14,656	$16,158	45.82%
Information Systems Engineer	Director of Network and Technology Services	56	$10,051	$12,218	2.40%
Network Engineer	Director of Network and Technology Services	55	$9,815	$11,930	2.54%
Network Administrator	Director of Network and Technology Services	54	$9,572	$11,636	5.00%
Information Systems Administrator	Director of Network and Technology Services	52	$9,116	$11,082	

Under review.
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 Network Engineer.

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

<div style="border:1px solid black; padding:10px;">

Santa Monica Community College District
Personnel Commission

Network Engineer

</div>

CONCEPT OF THE CLASS

Under general supervision, Ppositions in this classification perform advanced professional level work leading and administering complex, highly specialized and technical project activities related to designincluding designing, architecting, planning, configurationconfiguring, installation, securing, maintenance maintaining and supporting for the District's enterprise network services, equipment and devices to ensure secure operation, high performance, and maintenance of the mission-critical enterpriseminimal downtime. The Network Engineer is expected to plan, design, coordinate, and lead network systems integration, configuration and installation.

DISTINGUISHING CHARACTERISTICS

The **Network Engineers** performs advanced professional level project lead work administering and designing highly complex technical projects related to the configuration, installation, maintenance and support for the District's network services, equipment and devices to ensure the operation, performance, and maintenance of the enterprise wide network.

The **Network Administrators** performs complex, professional level and highly specialized technical activities related to the design, configuration, installation, maintenance and support of the District's network services, equipment and devices to ensure the secure operation, performance, and maintenance of the mission-critical enterprise.

The **Information Systems Engineers** performs advanced professional level lead work administering highly complex technical projects related to analyzing, developing, configuring and administering various computer and information systems and services, including servers, virtualization, email provisioning, and other related services.

The **Director of Network and Technology Services** plans and manages core technology programs related to operating system and server administration, network design and maintenance, physical IT infrastructure, and end user support services.

The **Network Services Manager** manages the daily activities related to the enterprise data center, network infrastructure and network services. The incumbent leads, coordinates and provides hands-on experience to IT staff responsible for engineering, administration and support of mission critical information systems and networking resources

ESSENTIAL DUTIES

Drives to District sites and leads complex network projects to deliver secure, reliable, and efficient data and voice networks district-wide; this includes overseeing all project phases from planning and design to execution, and coordinating and reviewing the work of vendors, contractors, and District staff for accuracy and compatibility with District standards.

Provides advanced technical support and guidance on network issues and projects, serving as the primary expert for large-scale network implementations and related IT staff training; responds efficiently to complex user-reported problems and service requests.

Designs, configures, installs and manages the College District's network infrastructure and related systems, including but not limited to: routers, switches, firewalls, wireless access controllers, and VoIP infrastructure.

Troubleshoots, documents, maintains and monitors network performance, including security and stability, to ensure high availability and efficiency; identifies and resolves complex issues, and recommends upgrades to improve service delivery.

Performs highly complex duties in the management and security of enterprise network systems and infrastructure, which includes reviewing and updating the network architecture and design of proposed and existing networks; assists the Director of Network and Technology Services in long term network planning to balance cost, performance and risk.

Implements and Eensures the execution of proper operational procedures, change controls and documentation; creates and maintains documentation as it relates to network configuration, network mapping, processes and service records.

Supports interfaces with servers and other network devices at operating system and application levels to ensure services are provided efficiently.

Recommends, develops, implements, and oversees network security standards and performs administration tasks for various layers of network security levels.

Stays abreast on updated technology and new developments related to networks and collaborates with internal resources and vendors in the evaluation and acquisition of internetworking equipment, solutions, and new technology.

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.

~~Performs in a lead capacity in designing, planning, executing and overseeing network systems installations, configurations and maintenance, including coordinating the effort among various relevant parties to ensure successful implementation.~~

~~Plans, analyzes, and develops, and oversees the process of deployment, implementation, and maintenance procedures for the College's network projects.~~

~~Provides advanced level technical consultation to end users on network service related issues and requirements; acts as the primary technical staff to provide network technical expertise to implement various large scale network related projects.~~

~~Responds to user reported problems and service requests related to advanced level network issues efficiently and effectively.~~

~~Manages the secure performance, configuration, connection, access and stability of District's network infrastructure, resources and services to ensure and maximize network availability, through-put and efficiency.~~

~~Identifies, troubleshoots and resolves highly complex issues relating to network outages and performance; makes recommendations for upgrades or improvements.~~

~~Oversees, monitors and analyzes network resource utilization and performance to identify, troubleshoot and resolve potential network service issues and ensure services are delivered efficiently; make recommendations for upgrades as needed.~~

SUPERVISION

Level of Supervision Received

Positions in this classification receive general supervision from the ~~Network Services Manager~~Director of Network and Technology Services.

Level of Supervision Exercised

Positions in this classification do not supervise other classified positions. Incumbents provide lead direction to Network Administrators and/or other technical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

~~Advanced knowledge of~~Principles and practices of enterprise network architecture, design, configuration and management

Licensing for networked systems and infrastructure.

Cloud networking products from major providers such as Amazon Web Services and Microsoft Azure.

~~Advanced knowledge of c~~Current enterprise networking technology solutions

~~Advanced knowledge of e~~Enterprise network security best practices

~~Advanced knowledge of e~~Enterprise network communication concepts, routing protocols, traffic management and monitoring

~~Advanced knowledge of c~~Current enterprise network operating systems such as Cisco IOS

~~Advanced knowledge of p~~Principles and procedures related to network systems audit and security

~~Knowledge of p~~Programming, and scripting skills to streamline network administration tasks

~~Knowledge of c~~Current internet security standards, protocols and best practice procedures

~~Knowledge of p~~Project management concepts, ~~and~~ methodology, and project-related budgeting

~~Knowledge of i~~Internet application service and services, such as web server and directory services

~~Knowledge of~~ Business productivity software such as Microsoft Office ~~tools~~ and Visio software and databases

~~Knowledge of n~~Network services management tools

~~Knowledge of s~~Servers and workstations operating systems concepts and administration

Mathematical principles relevant to network design and administration

Skills & Abilities:

Provide lead direction to staff, which includes coordinating, training, delegating, monitoring, and directing work orders and project tasks

Plan and manage projects effectively by applying project management principles

Identify, analyze, and critically and creatively think through highly complex, large-scale network issues, devise alternative solutions, apply deductive and inductive reasoning, and make effective decisions.

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

Organize and maintain specialized files and confidentiality of employee and student information

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Perform high-level complex enterprise-level network configuration tasks

Apply mathematical reasoning and principles to complete tasks

Attend to highly detailed information such as network logs, performance metrics, and configurations

Troubleshoot and resolve enterprise-level network issues and provide effective solutions in a timely manner

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

~~Establish and maintain cooperative and effective working relationships with District employees and the public~~

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

~~Work as an effective team project leader~~

~~Provide effective customer service~~

~~Communicate complex technology applications issues clearly to non-technical parties orally or in writing; communicate effectively with external vendors~~

~~Receive information from users regarding problems and needs~~

~~Coordinate, monitor and direct the tasks associated with major project development~~

~~Stay abreast of technology changes and to recommend upgrades and acquisitions of new network technology, devices or equipment~~

~~Exercise independent action and judgment within established guidelines~~

MINIMUM QUALIFICATIONS

Education Requirement:

~~A~~ Bachelor's degree ~~from an accredited college or university~~ in computer science, information systems, electronics engineering, ~~Data Communications~~information technology, or a ~~close~~-related field.

Experience Requirement:

~~At least f~~Five years of ~~recent progressively responsible information technology~~ network administration experience in a multi-site enterprise network ~~large scale enterprise network design and administration~~with at least 1000 active ports, which included assisting with the design of new networks.

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 Class "C" California~~ Valid Driver~~'s~~ License ~~required~~

Cisco Certified Network Professional (CCNP) or Cisco Certified Internetwork Expert (CCIE) certifications is are highly desirable.

Special Requirement:

Willingness and ability to work varied hours and/or be on call.

Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System).

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 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 noise level in the work environment is usually quiet. However, employees will occasionally work in server/network rooms where they will be subject to loud noises and electrical hazards. The employee may be required to drive to District facilities.

CLASS DETAIL

Job Family: Information Technology
FLSA Status: Non-exempt
Personnel Commission Approval Date: 2/17/2016
Class History: None
Revision Date(s):   None6/25/25

Santa Monica Community College District
Personnel Commission
Network Engineer

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform advanced professional level work leading and administering complex, highly specialized technical project activities including designing, architecting, planning, configuring, securing, maintaining and supporting the District's enterprise network services to ensure secure operation, high performance, and minimal downtime.

DISTINGUISHING CHARACTERISTICS

The **Network Engineer** performs advanced professional level project lead work administering and designing highly complex technical projects related to the configuration, installation, maintenance and support for the District's network services, equipment and devices to ensure the operation, performance, and maintenance of the enterprise-wide network.

The **Network Administrator** performs complex, professional level and highly specialized technical activities related to the design, configuration, installation, maintenance and support of the District's network services, equipment and devices to ensure the secure operation, performance, and maintenance of the mission-critical enterprise.

The **Information Systems Engineer** performs advanced professional level lead work administering highly complex technical projects related to analyzing, developing, configuring and administering various computer and information systems and services, including servers, virtualization, email provisioning, and other related services.

The **Director of Network and Technology Services** plans and manages core technology programs related to operating system and server administration, network design and maintenance, physical IT infrastructure, and end user support services.

ESSENTIAL DUTIES

Drives to District sites and leads complex network projects to deliver secure, reliable, and efficient data and voice networks district-wide; this includes overseeing all project phases from planning and design to execution, and coordinating and reviewing the work of vendors, contractors, and District staff for accuracy and compatibility with District standards.

Provides advanced technical support and guidance on network issues and projects, serving as the primary expert for large-scale network implementations and related IT staff training; responds efficiently to complex user-reported problems and service requests.

Designs, configures, installs and manages the District's network infrastructure and related systems, including but not limited to: routers, switches, firewalls, wireless access controllers, and VoIP infrastructure.

Troubleshoots, documents, maintains and monitors network performance, including security and stability, to ensure high availability and efficiency; identifies and resolves complex issues, and recommends upgrades to improve service delivery.

Performs highly complex duties in the management and security of enterprise network systems and infrastructure, which includes reviewing and updating the network architecture and design of proposed and existing networks; assists the Director of Network and Technology Services in long term network planning to balance cost, performance and risk.

Implements and ensures the execution of proper operational procedures, change controls and documentation; creates and maintains documentation as it relates to network configuration, network mapping, processes and service records.

Supports interfaces with servers and other network devices at operating system and application levels to ensure services are provided efficiently.

Recommends, develops, implements, and oversees network security standards and performs administration tasks for various layers of network security levels.

Stays abreast on updated technology and new developments related to networks and collaborates with internal resources and vendors in the evaluation and acquisition of internetworking equipment, solutions, and new technology.

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 general supervision from the Director of Network and Technology Services.

Level of Supervision Exercised

Positions in this classification do not supervise other classified positions. Incumbents provide lead direction to Network Administrators and/or other technical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Principles and practices of enterprise network architecture, design, configuration and management

Licensing for networked systems and infrastructure.

Cloud networking products from major providers such as Amazon Web Services and Microsoft Azure.

Current enterprise networking technology solutions

Enterprise network security best practices

Enterprise network communication concepts, routing protocols, traffic management and monitoring

Current enterprise network operating systems such as Cisco IOS

Principles and procedures related to network systems audit and security

Programming and scripting skills to streamline network administration tasks

Current internet security standards, protocols and best practice procedures

Project management concepts, methodology, and project-related budgeting

Internet application service and services, such as web server and directory services

Business productivity software such as Microsoft Office and Visio software and databases

Network services management tools

Servers and workstations operating systems concepts and administration

Mathematical principles relevant to network design and administration

Skills & Abilities:

Provide lead direction to staff, which includes coordinating, training, delegating, monitoring, and directing work orders and project tasks

Plan and manage projects effectively by applying project management principles Identify, analyze, and critically and creatively think through highly complex, large-scale network issues, devise alternative solutions, apply deductive and inductive reasoning, and make effective decisions.

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

Organize and maintain specialized files and confidentiality of employee and student information

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Perform high-level complex enterprise-level network configuration tasks

Apply mathematical reasoning and principles to complete tasks Attend to highly detailed information such as network logs, performance metrics, and configurations

Troubleshoot and resolve enterprise-level network issues and provide effective solutions in a timely manner

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 computer science, information systems, electronics engineering, information technology, or a related field.

Experience Requirement:

Five years of network administration experience in a multi-site enterprise network with at least 1000 active ports, which included assisting with the design of new networks.

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:

Valid Driver License

Cisco Certified Network Professional (CCNP) or Cisco Certified Internetwork Expert (CCIE) certifications are highly desirable.

Special Requirement:

Willingness and ability to work varied hours and/or be on call.

Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System).

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 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 noise level in the work environment is usually quiet. However, employees will occasionally work in server/network rooms where they will be subject to loud noises and electrical hazards.

| CLASS DETAIL |
|---|

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	2/17/2016
Class History:	None
Revision Date(s):	6/25/25

Agenda Report Number	12
Subject	New Classification Description and Salary Allocation: Budget Technician
Date	June 25, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval is a new class description and salary allocation for **Budget Technician**.

The Director of Budget recently requested to create this new classified role to perform a variety of technical duties and complex clerical duties related to compiling, organizing, maintaining, and performing financial record keeping duties to support the development and revision of the District budget.
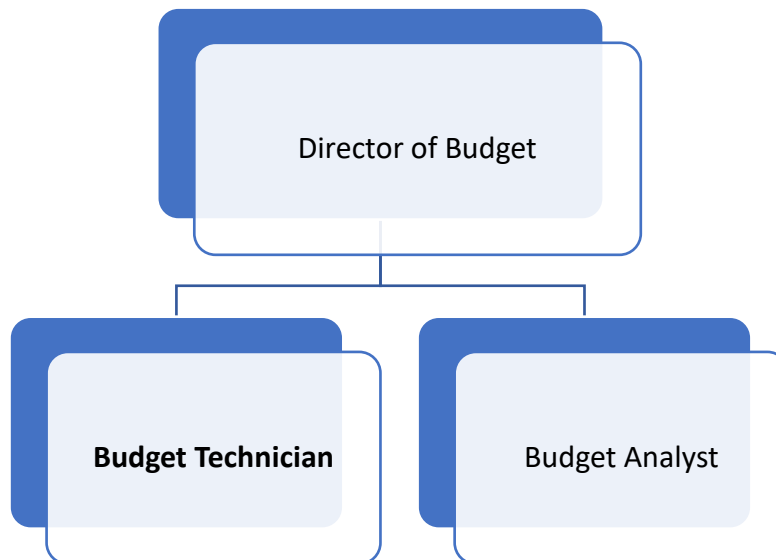
METHODOLOGY

Personnel Commission staff worked with Veronica Diaz, Director of Budget, to develop this new role. Discussions took place to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if a recommendation for a new classification was warranted. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this occupational series.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed in order to ensure that there is proper

alignment within other classifications, and duties were adequately distinguished from other related classifications. Once the duties were finalized, Commission staff prepared the class description and salary proposal and sent recommendations for review to senior leadership and union partners.

Commission staff will conduct further meetings with Department management prior to opening recruitment, in order to gather and analyze documentation for developing a recruitment plan and creating talent assessment content.

RESULTS

Key factors in determining that a new classification should be established involved the scope of responsibilities, knowledge required for the position, scope and effect of work and level of complexity, nature and purpose of contacts in the course of work, and level of decision-making. The individual selected for this position will:

- Assist in coordinating and preparing the District's annual and quarterly budgets by updating budget worksheets and compiling, validating and summarizing budget data from campus departments.
- Reconcile budget entries to identify discrepancies between departmental submissions and financial systems.
- Prepares budget to actual variances and interperiod or comparative variances to support decision making and budgetary compliance.
- Support recurring budget reviews by compiling and organizing financial data for use in variance and trend analyses.
- Update and maintain budget tracking tools and spreadsheets to ensure accurate, organized and accessible financial data.

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 varied how they structured budget positions. Multiple agencies utilized professional-level and/or managerial level positions to perform the full scope of budget duties. Other agencies combined paraprofessional accounting and budget duties into one classification with a broader scope. As a result, salary allocation is recommended based on internal comparison of similar roles such as Accounting Technician.

SALARY ALLOCATION

It is recommended that the salary be allocated to Range 34 on the Classified Employee Salary Schedule. Based on job analysis findings, this job is similar to Accounting Technician in knowledge required for the role, decision making, complexity of essential duties, scope and effect and the nature and purpose of contacts. Higher paid roles require a higher level of complexity and broader scope and effect.

Please see salary data for related jobs in the Accounting and Finance job discipline.

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Budget	VP, Business Administration	M32	$11,483	$13,958	21.55%
Accounting Manager	Chief Director of Business Services	M24	$9,447	$11,483	18.65%
Accounts Payable Supervisor	Chief Director of Business Services	M17	$7,962	$9,678	11.47%
Accountant	Accounting Manager	42	$7,143	$8,682	10.25%
Budget Analyst	Director of Budget	38	$6,479	$7,875	10.26%
Budget Technician (Proposed)	*Director of Budget*	*34*	*$5,876*	*$7,143*	*0.00%*
Accounting Technician	Accounting Supervisor	34	$5,876	$7,143	5.00%
Accounting Specialist	Accounts Payable Supervisor	32	$5,596	$6,803	

The proposal for this new classification was sent for review to CSEA, Department leadership, Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the new classification description and salary allocation for Budget Technician at Range 34 on the Classified Employee Salary Schedule.

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

<div style="border:1px solid black; padding:10px;">

Santa Monica Community College District
Personnel Commission

Budget Technician

</div>

CONCEPT OF THE CLASS

Under supervision, this position performs a variety of technical duties and complex clerical duties related to compiling, organizing, maintaining, and performing financial record keeping duties to support the development and revision of the District budget.

DISTINGUISHING CHARACTERISTICS

A **Budget Technician** performs a broad range of technical and clerical duties in support of budget operations. Responsibilities include compiling, entering and maintaining financial data; organizing and formatting budget submissions and preparing, gathering, distributing, and tracking budget requests and reports in accordance with established procedures.

A **Budget Analyst** performs a broad range of technical budgeting activities, involving the compilation, analysis and maintenance of budget data. This position performs complex and analytical budget calculations and works with District Personnel to interpret financial information and ensure budget accuracy and compliance.

An **Accounting Technician** is responsible for advanced journey level, clerical and technical accounting duties, including accounts payable, accounts receivable, cash register processes, and costs of goods sold.

ESSENTIAL DUTIES

Assists in coordinating and preparing the District's annual and quarterly budgets by updating budget worksheets and compiling, validating and summarizing budget data from campus departments to ensure accuracy.

Updates and maintains budget tracking tools and spreadsheets to ensure accurate, organized and accessible financial data; enters and verifies data into financial systems.

Performs reconciliations of budget entries to identify discrepancies between departmental submissions and financial systems.

Prepares budget to actual variances and interperiod or comparative variances to support decision making and budgetary compliance.

Prepares budget transfers and standard board agendas for approval by the Board of Trustees.

Supports recurring budget reviews by compiling and organizing financial data for use in variance and trend analyses.

Distributes budget reports, provides departments with information on budget, monitors budgets, and answers budget-related questions from departments; refers complex or policy-related inquiries to higher level staff.

Logs, tracks and summarizes budget augmentation requests submitted by departments for approval by Senior Staff.

Participates in reviewing, documenting, and developing changes to improve Budget department procedures.

Tracks internal deadlines for budget submissions, augmentations, and board items, and follows up with departments as needed to ensure timely processing.

Provides administrative support to projects and special assignments that require obtaining information from multiple departments.

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, the employee receives assignments from the Director of Budget and is expected to carry them 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:

Basic principles and terminology of governmental accounting and budgeting as they relate to financial record keeping and budget support functions

Business software applications, including spreadsheet and financial systems used in budgeting tasks

Office practices and procedure related to   organizing, maintaining and retrieving financial and budget records using digital systems and application tools

Applicable provisions of the California Education Code and the California Community Colleges Budget and Accounting Manual related to budget processing and documentation

Basic arithmetic and financial calculations, including computing totals, extensions, percentages and comparisons used in budget tracking and reconciliation

Skills & Abilities:

Review budgetary and financial information while maintaining a high level of attention to detail and accuracy

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

Perform mathematical computations to support budgeting activities

Track and organize a high volume of files and financial data, utilizing standard recordkeeping techniques

Effectively communicate technical and non-technical information verbally, and in writing, to diverse stakeholder groups

Understand and apply applicable rules and procedures from Board of Trustees Rules, provisions of the California Education Code and the California Community College Budget and Accounting Manual as they relate to budget preparation, maintenance and tracking

Learn and apply District budgeting procedures, timelines and approval processes

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree in accounting, or two years of college level coursework, including at least 15 semester units in accounting.

Experience Requirement:

Two years of technical and clerical experience performing financial recordkeeping activities.

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 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

Job Family:	Business Administration & Fiscal Services
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	
Class History:	None
Revision Date(s):	

V.Consent Agenda

Report Number	Subject	Page Number
13	Examination Schedule	103
14	Ratification of Eligibility Lists	104
15	Extension of Eligibility Lists	105
16	Ratification of Working Out of Class and Internal Limited Term Assignments	106
17	Ratification of Meeting Minutes	108
18	Personnel Commission Project Tracking	109

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

Agenda Report Number	13
Subject	Examination Schedule
Date	June 25, 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.

Classification Title	Field of Competition	Time
Laboratory Technician-Physics	Promotional and Open	3 Weeks
Personnel Analyst	Merged Promotional and Open Competitive	3 weeks

Agenda Report Number	14
Subject	Ratification of Eligibility Lists
Date	June 25, 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 lists be ratified.

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Community College Police Officer	0	3	12/15/2025
Director of Human Resources	2	5	11/29/2025

Agenda Report Number	15
Subject	Extension of Eligibility Lists
Date	June 25, 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
Accounting Specialist	10/9/2024	7/9/2025	6	4	10/9/2025
International Student Services Specialist (Promotional)	1/7/2025	7/7/2025	1	1	7/7/2026

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	16
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	June 25, 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
Carla Brown, Media Resource Assistant	Student Services Specialist (50% Assignment)	10/08/2024 to 12/20/2024
Angela Lee, Administrative Assistant I	Human Resources Specialist (Substitute Assignment)	07/01/2025 to 08/29/2025

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

II.   Extension to Provisional Working out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment	Extended Dates
Heriberto Novella, Lead Custodian	Custodial Operations Manager	02/10/2025 to 06/18/2025	06/19/2025 to 08/01/2025

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	17
Subject	Ratification of Meeting Minutes
Date	June 25, 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. 5-21-2025 Regular Meeting
2. 5-28-2025 Special Meeting

Agenda Report Number	18
Subject	Personnel Commission Project Tracking
Date	June 25, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Classification and Compensation

JOB DISCIPLINE	JOB TITLE	PDQ DEADLINE	PDQ EXTENSION	DATE COMPLETED	PROGRESS	AGENDA DATE
Purchasing	Director of Procurement, Contracts & Logistics	1/30/2025		5/2/2025	Stakeholder Review	
IT Network Services	Information Systems Administrator	2/19/2025		5/27/2025	Stakeholder Review	6/25/2025
IT Network Services	Information Systems Engineer	2/19/2025	3/3/2025	5/27/2025	Stakeholder Review	6/25/2025
IT Network Services	Network Administrator	2/19/2025		5/27/2025	Stakeholder Review	6/25/2025
IT Network Services	Network Analyst	2/19/2025		5/27/2025	Stakeholder Review	6/25/2025
IT Network Services	Network Engineer	2/19/2025		5/27/2025	Stakeholder Review	6/25/2025
IT Infrastructure	Network Communications Technician I	2/25/2025		5/27/2025	Stakeholder Review	6/25/2025
IT Infrastructure	Network Communications Technician II	2/25/2025		5/27/2025	Stakeholder Review	6/25/2025
IT Infrastructure	Network Communications Technician III	2/25/2025		5/27/2025	Stakeholder Review	6/25/2025
IT Network Services	Network Services Manager	2/25/2025		5/27/2025	Stakeholder Review	6/25/2025
IT Network Services	Director of Network Services	2/25/2025			Research & Planning	
Student Services	Cosmetology Assistant	3/31/2025	4/25/2025		Research & Planning	
Student Services	DSPS Manager	3/31/2025			Research & Planning	
Student Services	EOPS Specialist	3/31/2025	4/25/2025		Research & Planning	
Student Services	EOPS Supervisor	3/31/2025	4/25/2025		Research & Planning	
Student Services	Senior EOPS Specialist	3/31/2025	4/25/2025		Research & Planning	
Student Services	Senior Veterans Resource Specialist	3/31/2025	4/25/2025		Research & Planning	
Student Services	Student Judicial Affairs Specialist	3/31/2025	5/15/2025		Research & Planning	

JOB DISCIPLINE	JOB TITLE	PDQ DEADLINE	PDQ EXTENSION	DATE COMPLETED	PROGRESS	AGENDA DATE
Student Services	Student Services Specialist	3/31/2025	4/25/2025		Research & Planning	
Student Services	Transfer & Articulation Specialist	3/31/2025	5/2/2025		Research & Planning	
Student Services	Veterans Resource Specialist	3/31/2025	4/25/2025		Research & Planning	
IT MIS	Associate Programmer Analyst	4/23/2025			Research & Planning	
IT MIS	Chief Director of Information Technology	4/23/2025			Research & Planning	
IT MIS	Database Administrator	4/23/2025			Research & Planning	
IT MIS	Database Analyst	4/23/2025			Research & Planning	
IT MIS	Director of Management Information Systems	4/23/2025			Research & Planning	
IT MIS	Information Systems Security Officer	4/23/2025			Research & Planning	
IT MIS	IT Project Analyst	4/23/2025			Research & Planning	
IT MIS	Management Information System (MIS) Manager	4/23/2025			Research & Planning	
IT MIS	Principal Programmer Analyst	4/23/2025			Research & Planning	
IT MIS	Programmer Analyst	4/23/2025			Research & Planning	
IT MIS	Senior Programmer Analyst	4/23/2025			Research & Planning	
IT Network Services	Media Resources Assistant	4/23/2025			Research & Planning	
IT User Support	Senior Technology User Support Specialist	4/23/2025			Research & Planning	
IT User Support	Multimedia Specialist	4/23/2025			Research & Planning	

Recruitment

Title	Assigned to	Open Date	Close Date
Mail Services Worker II	AF	5/27/2025	6/17/2025
Community College Police Officer	JG	10/30/2023	Continuous
Custodial Operations Manager	JG		
Grounds Manager	JG		
Instructional Tutor-English	JG		
Tutoring Coordinator-Math	JG		
Database Administrator	JL	4/2/2025	5/12/2025
Director of Human Resources	JL	3/11/2025	4/7/2025
Human Resources Specialist	TM	5/2/2025	5/22/2025
Case Manager	OV	5/8/2025	5/29/2025

VI. Closed Session Start Time:

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

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

Closed Session End Time:

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

VII. Adjournment

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

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

As required by law, the agenda for the June 25,2025 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.