

# Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3<sup>rd</sup> Wednesday of the Month

Special Meetings Scheduled As Needed

## Attend in Person:

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

## Attend Virtually:

<https://smc-edu.zoom.us/j/89802168458?pwd=YUI4TUV6dkF1MnUzWlRNRnhYMWpTUT09>

## Call In:

One tap mobile :

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

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

Telephone:

Webinar ID: 898 0216 8458

Passcode: 170714

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

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## PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

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

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

- Generally, three minutes is allotted to each speaker per topic for general public comments or per agenda item.
- Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.
- Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.
- Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.

Exceptions:

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

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

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

### **Instructions for Submitting a Request to Speak at In-Person Meeting**

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

### **General Public Comments and Consent Agenda**

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

### **Instructions for Submitting a Request to Speak at Zoom Webinar**

The Zoom webinar format used by the Personnel Commission Zoom meetings ensure public participation and provide an opportunity for the public to directly address the legislative body.

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

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

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

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

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

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

### **Instructions for Submitting Written Comments**

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

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

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

<p>DEPARTMENTS: PLEASE POST          Academic Affairs: Sharon Thomas          Accounts Payable: Cherry Aquino          Admissions &amp; Records: Jackson Edwards          African American Center: Sherri Bradford          Athletics: Theresa Tang          Auxiliary Services: Ofelia Meza          Bundy: Beverly Redd-Walker          Business Department: Peter Murray          Campus Police Office: Jennifer Jones          Campus Store: Elease Juarez          Career Services: Carolina Trejo          Cashier's Office: Veronica Romo          Center for Media &amp; Design: Angela Valentine          Community &amp; Academic Relations: Christina Marcial          Community Education:          Counseling Office: Allison Kosich          Custodian Time Clock: Anthony Williams          Disabled Students Center: Nathalie Laille          Early Childhood Ed.: L. Manson          Emeritus Department: V. Rankin-Scales          English Dept.: Martha Hall          EOP&amp;S: Gina Brunell          ESL Office: Jocelyn Alex          Events Office: Vinnessa Cook          Faculty Association: Peter Morse          Financial Aid Office: Sandra Hernandez          Health Sciences: Clarenda Stephens          Health Office: Nancy Alfaro          Human Resources: Yesenia Penate &amp; Delia Padilla          HSS: Carolyn Baugh          Institutional Research:          International Education Center: Ana Jara          KCRW:          Latino Center: Maria Martinez          Madison: Gail Johnson          Maintenance/Operations: Kasey Garland          Malibu: Angela Bice          Math Village: Kristina Fukuda          Media Center:          Modern Language: Travis Grant          Music: Lori Geller          Outreach &amp; Recruitment: Giselle Gradilla          Payroll: Ian Fraser          Science: Ingrid Cardwell          Student Life: Amelia Trejo          Superintendent/Presidents Office: L. Kilian          STEM: Vanan Yahnian          Theater Arts:          W&amp; ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS          Emeritus: Guadalupe Salgado          Noncredit Programs:          Scott Silverman          HR: Tre'Shawn Hall-Baker          Info Tech: Calvin Madlock          IEC: N. Pressian          Instructional Technology:          Maintenance:          Terry Kamibayashi          Operations:          Dennis Biddle          Darryl Gray          Felicia Hudson          Emily Raby          Robert Villanueva          Receiving: Lisa Davis          Supplemental          Instruction:          Wendi DeMorst          SMCPA: Susan Hudelson</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF          Superintendent/President: Kathryn Jeffery          Executive VP:          VP Academic Affairs: Jason Beardsley          VP Business/Admin: Chris Bonvenuto          VP Enroll. Services: T. Rodriguez          VP Human Resources: Sherri Lee-Lewis          VP Student Affairs: M. Tuitasi          Senior Director Government Relations &amp; Institutional Communications: Don Girard          Community Relations: Kiersten Elliott          Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION          Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p>EMPLOYEE ORGANIZATIONS          CSEA Labor Rep.: Derek Eckstein          CSEA Chapter Pres.: Cindy Ordaz          CSEA Chapter 1st V.P.: Martha Romano          CSEA Chapter 2nd V.P.: Kennisha Green          CSEA Chief Job Steward: Jonathan Rosas          CSEA Treasurer: Dagmar Gorman          CSEA Secretary: Judith Mosher          CSEA Chief Development Officer:          Luis Martin          CSEA Communications Officer: David Mendoza          SMC POA President: Officer Cadena          Management Association: Scott Silverman</p> <p>IF YOU NEED AN ACCOMMODATION          Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p> <p>Revised 8/15/2024</p>
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Public Session: 12:00 p.m.

A. Organizational Functions

- 1. Call to Order
- 2. Roll Call

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

B. Director's Report

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

- 1. Longevity-September 2024

**5 YEARS**

Sang Hee Cho, Accompanist-Music Performance, Music  
Hector Gutierrez, Grounds Equipment Operator, Grounds  
Salomon Morales Martinez, Grounds Worker, Grounds  
Armando Santos Olivera, Grounds Equipment Operator, Grounds

**10 YEARS**

Connie Chen, Financial Aid and Scholarships Specialist, Financial Aid

**15 YEARS**

Aaron French, Alternate Media Specialist, Center for Students with Disabilities

**20 YEARS**

Veronica Diaz, Director of Budget, Fiscal Services

**25 YEARS**

Vinnesa Cook, Administrative Assistant I, Facilities Programming

**35 YEARS**

Warren Cancilla, Senior Reprographics Technician, Reprographics

**40 YEARS**

Charlie Yen, Director of Facilities Planning and Construction, Facilities Planning

- D. Comments from the Vice President of Human Resources
- E. Comments from the President of CSEA
- F. Comments from the President of Management Association
- G. Comments from Personnel Commission Staff
- H. Comments from the Personnel Commissioners

I. Agenda Reports: Major Items of Business

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J. Consent Agenda

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K. Adjournment

Agenda Report Number	1
Subject	Annual Report of the Personnel Commission for Fiscal Year 2023-2024
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Attached for your review is the proposed Personnel Commission Annual Report for Fiscal Year 2023-2024.

The Director of the Personnel Commission is required by Education Code Section 88086 to prepare an annual report of the Commission’s activities for approval by the Commission.

**RECOMMENDATION**

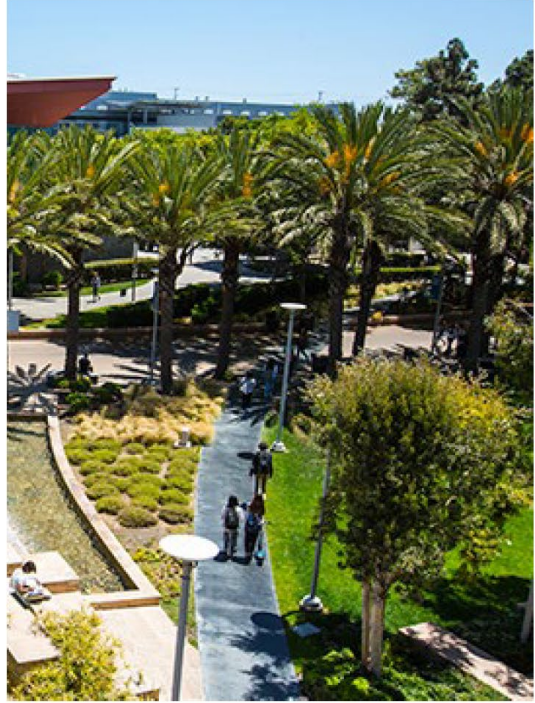
It is recommended that the Personnel Commission approve the proposed Annual Report for Fiscal Year 2023-2024.

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

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# Annual Report 2023-2024

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**September 18, 2024**

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**Santa Monica College  
Personnel Commission**





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## Personnel Commission

### Commissioners

**Dr. Joseph P. Metoyer, Jr., Chair and Board of Trustees Appointee**

**Joy Abbott, Vice Chair and Board of Trustees Appointee**

**Barbara Greenstein, CSEA Appointee**

**Deborah Jansen, CSEA Appointee**

**Lawrence Leone, Commission Appointee**

### Staff

Carol Long, Director of the Personnel Commission

Amy Gurjian, Classification and Compensation Manager

John Linke, Supervising Personnel Analyst

Julia Avichouser, Personnel Analyst (Provisional)

August Faustino, Personnel Analyst

Jose Guzman, Personnel Analyst

Olga Gorman Vasquez, Personnel Analyst

Tatiana Morrison, Personnel Technician

Brent Heximer, Administrative Assistant II

**2714 Pico Blvd, 2<sup>nd</sup> Floor**

**Santa Monica, CA 90405**

**(310) 434-4410**

[www.smc.edu/classifiedjobs](http://www.smc.edu/classifiedjobs)

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## Annual Review

Personnel Commission staff is happy to present our Annual Report for Fiscal Year 2023-2024. During Fiscal Year 2023-24, we have experienced an overall decline in the number of both new hires and promotions partially due to the hiring freeze which was imposed this past Spring. Talent shortages have been problematic, particularly with Campus Safety positions, but we are now seeing a rise in the number of qualified candidates at all levels. We have also experienced a significant increase in requests for classification studies that are outside of our annual calendar of reviews. We plan to implement some procedural changes and prioritization guides prior to the start of our next round of reviews to address workload and cycle time concerns. We anticipate completing our first round of reviews in October.

### Cyclical Classification Reviews – Round 2

The Personnel Commission is required to review classifications on an ongoing basis. The primary purpose of these reviews is to determine if job duties listed in all 287 class descriptions are an accurate reflection of the work assigned, and knowledge and abilities required for each job can be linked to the essential duties. In preparation for our second round of reviews, we have conducted multiple meetings with senior staff and CSEA to review current processes for classification and salary reviews, level of transparency, comparable agencies used in market surveys, and our upcoming calendars. Further information is provided in a subsequent report in this agenda.

### Our Commitment to Diversity, Equity, and Inclusion (DEI)

In support of the District's DEI goals, our department is committed to ensuring hiring decisions are based solely on job-related factors. As a standard practice, we conduct targeted recruitment efforts to facilitate candidate pool diversity, and we utilize a content validation process outlined by the EEOC to link test and interview content and scoring standards to the most critical job requirements. In addition, we monitor hiring committee outcomes to ensure decision criteria are job-related, driven by evidence, and not based on potential explicit or implicit biases. We develop minimum qualifications for each job that are based on job analysis data to ensure that these requirements are relevant to the type and level of the job and do not unduly restrict candidate pool diversity. In addition, we utilize a position study process as a remedy to address complaints related to pay equity within an occupational series.

### About Santa Monica College

A two-year community college accredited by the Western Association of Schools and Colleges – what opened in 1929 with just 153 students is now a thriving campus with more than 23,000 students and offerings in over 100 fields of study. The leader among the state's 116 community colleges in transfers to the University of California, University of Southern California, Loyola Marymount University, and other four-year colleges.

### Personnel Commission Meetings

Action	2023-2024	2023-2022	2021-22
Exams Announced	40	68	82
Total # of applicants	2515	3041	2105
# of Eligibility Lists	40	55	60
# of Eligibles on Lists	253	367	389
New Class Descriptions	3	14	7
Revised Class Descriptions	47	38	28
Position Reclassification Requests Received	26		
Position Reclassifications Granted	5	2	4
# of Seniority Lists Established	6	8	4
# of Merit Rule Updates	16	12	33
Reinstatement Lists	2	6	7
Working Out of Class	19	20	31
Internal Limited Term Assignments	7	15	11
Limited Term Appointments	50	100	101
New Hires	34	71	40
Promotional Appointments	18	28	36
Provisional Appointments	152	154	159

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## Longevity Awardees

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### 5 YEARS

Abigail Orosz, International Student Services Specialist, International Education Center  
Alvaro De La Cruz, Laboratory Technician-Life Science, Life Science  
Ana Sanchez, Accounting Specialist, Fiscal Services  
Angela Valentine, Administrative Assistant II, Center for Media and Design  
Daniel Phillips, Director of Safety and Risk Management, Risk Management  
Davon Dean, Custodian, Operations  
Dawn Noguera, Human Resources Specialist, Human Resources  
Edgar Hernandez Solis, Accounting Specialist, Campus Store  
Eric Esparza, Custodian, Operations  
Erin Gipson, Enrollment Services Specialist, Admissions & Records  
Getahun Deresse, Instructional Assistant-Math, Supplemental Instruction  
Gilbert Luna, Skilled Maintenance Worker II, Maintenance  
Gustavo Kalinec, Enterprise Business Supervisor, Auxiliary Services  
Isaac Benavidez, Library Assistant, Library  
James Stevenson, Jr., Outreach & Recruitment Specialist, Outreach, Onboarding & Student Engagement  
Jazmin Guzman, Administrative Assistant II, Workforce & Economic Development  
Jonathan Bice, Lead Receiving, Stockroom & Delivery Worker, Warehouse & Mail Services  
Jose G. Hernandez, Admissions & Records Supervisor, Admissions & Records  
Jose Tostado, Construction Maintenance Supervisor, Maintenance  
Kasey Garland, Administrative Assistant II, Facilities Maintenance & Operations  
Lanzrea Boullard, Custodian, Operations  
Marco Godinez, Custodian, Operations  
Mario Samano, HVAC Mechanic, Maintenance  
Omar Chaidez, Plumber, Maintenance  
Patrick Connor, Laboratory Technician-Photography, Academic Affairs  
Rebecca Yilma Kassaye, Accountant, Fiscal Services  
Sara Eazell, Class Scheduling Specialist, Academic Affairs  
Wen-Hsin Vera Cheng, Budget Analyst, Fiscal Services  
Yesenia Penate, Human Resources Specialist, Human Resources  
Zhan Que, Instructional Assistant-Math, Supplemental Instruction

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### 10 YEARS

Ann Marie Leahy, Senior Career Services Advisor, Career Services Center  
Blanca Moreno Hernandez, Lead Laboratory Technician-Chemistry, Physical Science  
Center for Students with Disabilities  
Christine Go, Tutoring Coordinator-Learning Disabilities,  
Drew Davis, Film Production Coordinator, Communications  
Erin O'Neill, Administrative Assistant II, SMCPD

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Frank Orozco, Custodian, Operations  
Jaime Luis, Locksmith, Maintenance  
Jaime Recinos, Campus Store Assistant Manager, Campus Store  
Jennifer Landa, Workforce & Economic Development Specialist, Workforce & Economic Development  
Johnny Jimenez, Custodian, Operations  
Kristina Fukuda, Administrative Assistant I, Math  
Lugina Rogers, Human Resources Analyst-Leaves & Benefits, Human Resources  
Maria Barragan, Accounting Specialist, Auxiliary Services  
Mario Franco, Workforce & Economic Development Specialist, Workforce & Economic Development  
Nancy Alfaro, Administrative Assistant I, Health Services  
Paige Glaves, Administrative Assistant II, Equity, Pathways, and Inclusion  
Ruth Casillas, Program Coordinator-Workforce & Economic Development, Workforce & Economic Development  
Samwel Osewe, Custodian, Operations  
Sean Gordon, Community College Police Officer, SMC Police Department

**15 YEARS**

Andres Munoz, Outreach and Recruitment Specialist, Outreach & Onboarding  
Anthony Williams, Jr., Lead Custodian, Operations  
Clarence Warren, Jr, Academic Records Evaluator, Admissions & Records  
Dena Sussman-Schechter, Sign Language interpreter III, Center for Students with Disabilities  
Estela Ruezga, Outreach and Recruitment Specialist, Outreach & Onboarding  
Grace Smith, Director of Public Information, Superintendent/President's Office  
Jorge Jimenez, Grounds Equipment Operator, Grounds  
Joy Bice, Lead Theater Technician, Campus Events  
Kennisha Green, DSPS Specialist, Center for Students with Disabilities  
Larisa Grigoryan, Accountant, Fiscal Services  
Maria Ong, Financial Aid & Scholarship Specialist, Financial Aid  
Mark Litver, Accompanist-Dance Performance, Dance  
Marvlynn Frazier, Custodian, Operations  
Michele Harrison, Administrative Assistant I, Student Life  
Nichelle Monroe, Administrative Clerk, Learning Resources Center  
Simon Levin, Community College Police Dispatcher, SMCPD  
Star Barboza, Custodian, Operations  
Tonya Tyus, Accounting Specialist, Fiscal Services  
Torrance Williams, Financial Aid & Scholarship Specialist, Financial Aid

**20 YEARS**

Joshua Casillas, Student Onboarding Specialist, Welcome Center  
Stacy Neal, Director of Financial Aid and Scholarships, Financial Aid

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**25 YEARS**

Cherie Pena, Academic Computing Instructional Specialist, Instructional Computing  
Jung Lee, Information Systems Engineer, Management Information Services  
Karen Monzon, Personnel Analyst, Personnel Commission  
Kenneth Cardwell, Laboratory Technician-Art, Art  
Maria Bonin, Transfer and Articulation Specialist, Counseling  
Romano Vasquez, Information Technology Support Specialist, Academic Computing  
Ronald Hernandez, Grounds Equipment Operator, Grounds  
Shelley Williams, Payroll Specialist, Fiscal Services  
Valente Torres, Network Communications Technician II, Telecomm  
Waleed Nasr, Senior Technology User Support Specialist, Academic Computing  
Wendy Liu, Director of Management Information Systems, MIS

**30 YEARS**

Donald Roberts, Community College Police Dispatcher, SMCPD

**35 YEARS**

Ann Mirsky, Media Resources Assistant, LRC  
Kerry Dawson, Athletic and Kinesiology Equipment Specialist, Athletics & Kinesiology  
Kham Ha, Laboratory Technician-Physics, Physical Science

**Thank you**

Agenda Report Number	2
Subject	Cyclical Classification Studies: Proposed Annual Calendar 2024-2025
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission & Amy Gurjian, Classification and Compensation Manager

Personnel Commission staff is preparing to begin our second round of cyclical classification studies. Attached for your review is the proposed annual calendar for anticipated classification review projects for 2024-2025.

The following factors were used in determining the most immediate priorities:

- Previous schedule of studies from the first round of cyclical reviews to ensure, as much as possible, that reviews scheduled first represent classifications that have gone the longest without a full review
- Major changes or inaccuracies in job duties or in the role of the classification as identified by Personnel Commission staff, District management, or union representatives
- Ongoing or anticipated turnover rates, or other recruitment challenges
- Previous applicable studies conducted of other related jobs within the occupational group, leading to potential inequities within an occupational series
- Scope of resources required to carry out classification description reviews

The attached calendar was reviewed with CSEA and senior staff.

### **BACKGROUND**

Merit Rule 3.2.9 requires the Personnel Commission to maintain a system of continuous classification review. Merit Rule 3.2.9 states: "Each year, the Director of Classified Personnel shall prepare a schedule of anticipated review projects and present it for approval to the Personnel Commission".

All classified positions at Santa Monica College are allocated to specific classifications, which are then allocated to salary ranges. Personnel Commission staff allocates new positions to existing classifications, creates new classifications and descriptions as needed, ensures classification descriptions accurately reflect current job duties and qualifications, reviews minimum requirements on classification descriptions to ensure they are appropriate and not unduly restrictive, establishes and maintains a plan for continuous review and update of class descriptions and salary allocations, conducts external and internal salary studies and recommends appropriate salary ranges for all job classifications based upon the principle of like pay for like work. **(Merit Rules, Chapter III; Education Code Sections 88004, 88009, 88076, 88081, 88095, 88104, 88104.5)**

## REVIEW PROCESS

We have attached a copy of our process chart for this next round of reviews. Each cyclical study will start with an orientation and an initial review of class descriptions falling within the job discipline which is being studied. The primary purpose of this review will be to determine if the job duties listed in each class description are an accurate reflection of the work assigned. Both management and employees can request individual position studies at this time to determine if work performed is outside the scope of the assigned classification. Following an analysis of all relevant information, recommendations will be provided for review to management staff, senior staff, incumbents, and union representatives prior to presenting to the Personnel Commission and Board of Trustees for final approval.

## PROCESS UPDATES

The following process changes are being proposed for this second round of cyclical reviews:

- All managers overseeing classified staff associated with current year cyclical reviews will be contacted prior to the start of our reviews to confirm whether our proposed calendar conflicts with any department block-out dates or other parts of the calendar year when workload is particularly high.
- Comparable agencies have been updated for the 2024 through 2029 cycles. The City of Santa Monica and LACOE have been removed due to limited use, and Santa Clarita College has been added as a new comparable agency.
- Communication about review periods will be revised to facilitate tracking of projects placed on hold or otherwise not currently in active status.
- Cyclical classification studies will automatically take priority over requests for Ad Hoc Studies (requests which are not part of the current fiscal year's calendar).

Decisions for prioritization of Ad Hoc Studies will be recommended by the Director of the Personnel Commission based on the type of study requested; current staff workload; connection of request to an upcoming recruitment, reorganization, or new mandate; and the number of employees potentially impacted by the request.

General prioritization of all classification studies will be as follows:

- Priority 1: Calendared cyclical reviews
- Priority 2: Class description revisions in preparation for opening recruitment, or to comply with new legal mandates or other policy changes
- Priority 3: Position reclassification reviews into an existing classification
- Priority 4: Requests for new classifications, and requests for position reclassification into a new classification
- Priority 5: Salary reallocation, under all of the following conditions:
  - Senior staff approval for the estimated difference in salary
  - Salary has not been reviewed in the past two years
  - Salary is not scheduled for review within the next year



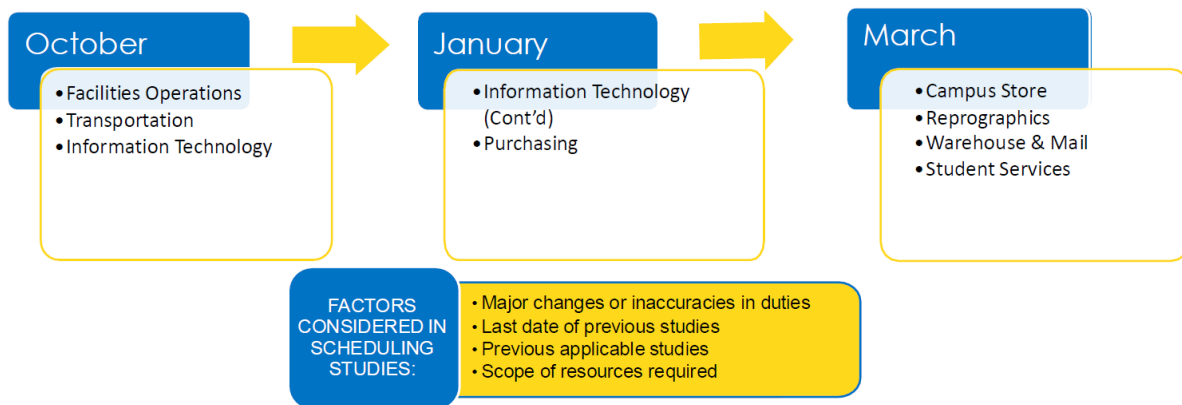
**RECOMMENDATIONS**

It is recommended that the Personnel Commission approve the proposed annual calendar of classification/compensation studies for Fiscal Year 2024 – 2025, along with the process changes listed above, and the manner in which all requests for classification studies will be prioritized.

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

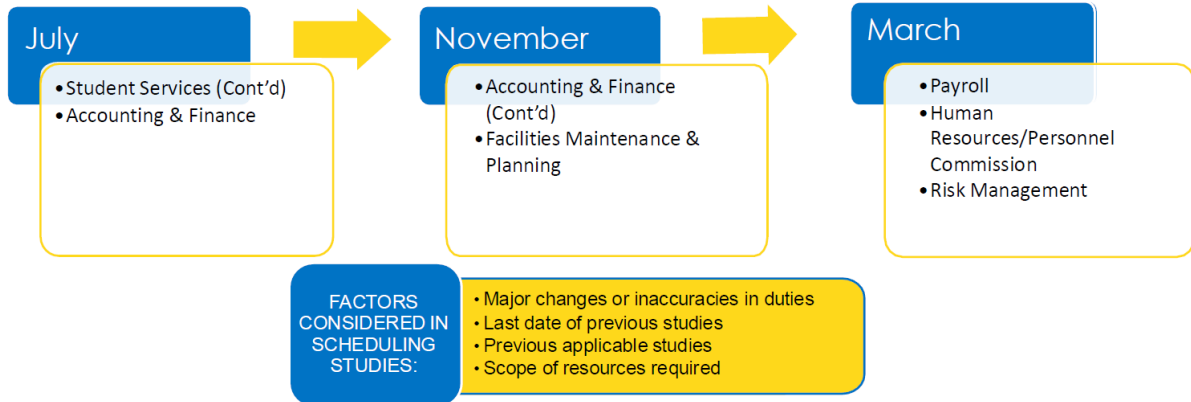
## Classification Review Timeline by Job Discipline

2024-25 Proposed



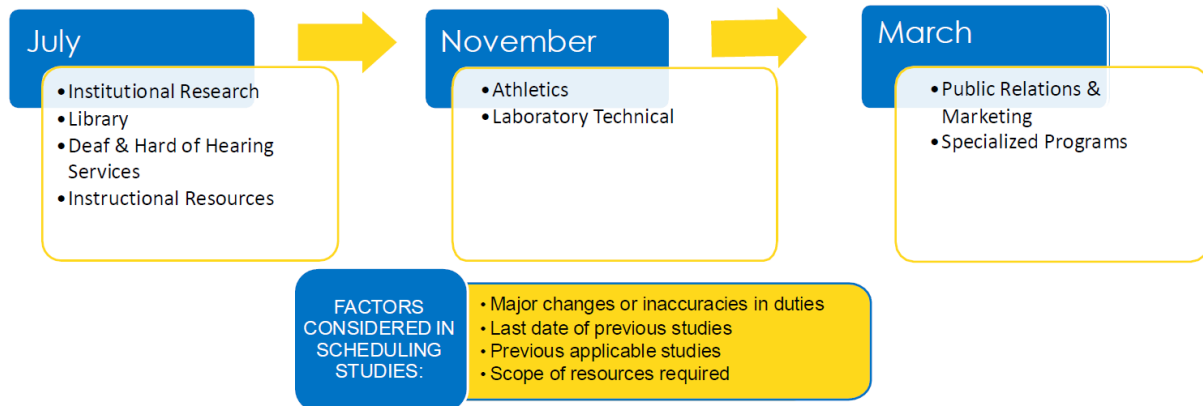
# Classification Review Timeline by Job Discipline

2025-26 Proposed



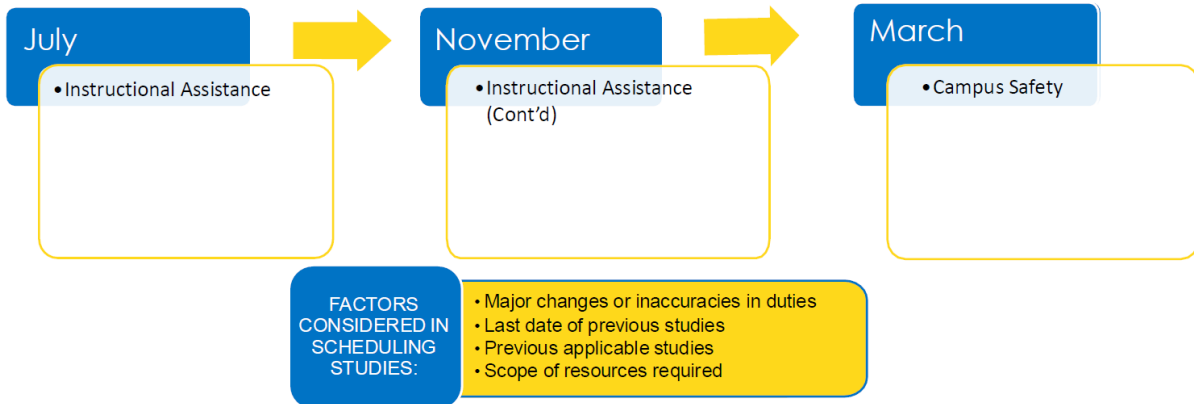
# Classification Review Timeline by Job Discipline

2026-27 Proposed



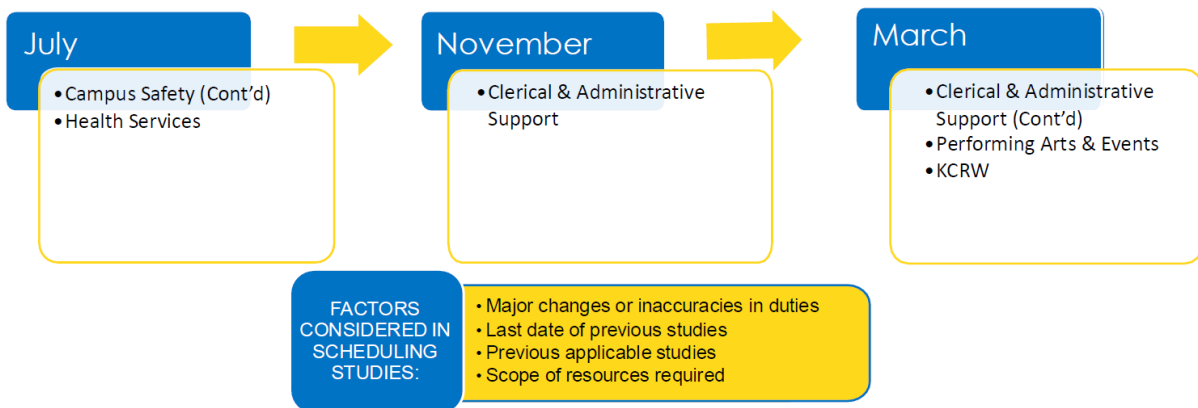
# Classification Review Timeline by Job Discipline

2027-28 Proposed

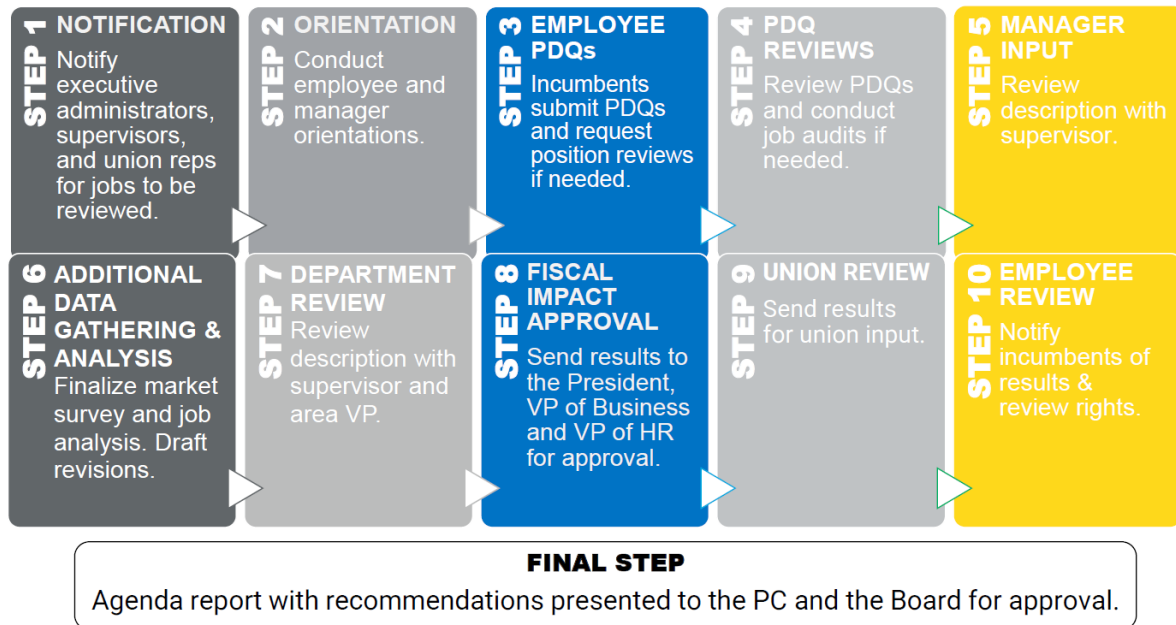


# Classification Review Timeline by Job Discipline

2028-29 Proposed



## Cyclical Review Process



Agenda Report Number	3
Subject	Classification Description Revisions and Retitle: Registered Nurse – Health Services to Registered Nurse Cyclical Review
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Registered Nurse – Health Services**.

As part of the cyclical review process, we are reviewing classifications in the Health Services job discipline. The Health Services Center provides health services to currently enrolled Santa Monica College students with a focus on health promotion, prevention of illness, treatment of acute illness, and health education within the college community.

The Registered Nurse – Health Services classification was established in 1982. This classification has been revised three times since its establishment. The most recent revision was approved in October 2015, where revisions were made to the duties, minimum qualifications, knowledge, skills and abilities in preparation of a recruitment. There are currently two permanent incumbents in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2023-24. The incumbents in the Health Services classifications, as well as CSEA, were invited to participate in a class study orientation on February 7, 2024, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by March 5, 2024.

Personnel Commission staff consulted with Susan Fila, Dean of Health & Wellbeing, to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions were proposed to clarify duties assigned and distinguishing characteristics.

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

**RESULTS**

Based on data gathered, class description revisions are being proposed to the title, distinguished characteristics, knowledge, skills and abilities.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current 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. Notably, several of the Registered Nurses in the salary survey included additional duties related to the coordination of day-to-day operations and activities of the health center or clinic, which our Registered Nurses are not required to perform.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Registered Nurse - Health Services	\$8,269	\$10,051	\$9,160
Cerritos College	Registered Nurse	\$9,148	\$11,040	\$10,094
Glendale College	Nurse Associate	\$5,838	\$7,451	\$6,645
Long Beach City College	Nurse	\$9,162	\$11,324	\$10,243
Mt. San Antonio College	Staff Nurse	\$7,083	\$9,040	\$8,061
North Orange County CCD	Health Services Specialist (RN)	\$7,302	\$8,834	\$8,068
Pasadena City College	Registered Nurse Specialist	\$8,352	\$10,659	\$9,506
Riverside CCD	College Health Registered Nurse	\$7,995	\$8,117	\$8,056
Santa Barbara City College	Wellness Program Nurse	\$7,076	\$8,619	\$7,848
Ventura County CCD	College Nurse	\$7,100	\$9,800	\$8,450
	Average	\$7,673	\$9,432	\$8,552
	25th Percentile	\$7,083	\$8,619	\$8,056
	50th Percentile	\$7,302	\$9,040	\$8,068
	75th Percentile	\$8,352	\$10,659	\$9,506
	80th Percentile	\$8,670	\$10,812	\$9,741
	90th Percentile	\$9,151	\$11,097	\$10,124
	<b>SMC % RANK</b>	<b>72.0%</b>	<b>66.1%</b>	<b>70.9%</b>
	SMC Difference From AVG	7.2%	6.2%	6.6%
	SMC Difference From MED	11.7%	10.1%	11.9%

**SALARY ALLOCATION**

The current salary range for Registered Nurse is Range 48 on the Classified Salary Schedule. In the survey, SMC is in the 71% median percentile compared to all benchmark agencies with comparable classifications; that is 29% of market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 71<sup>st</sup> percentile, salary reallocation is not recommended given current salary meets the District’s goal to target the 70<sup>th</sup> percentile.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Health Center Supervisor <sup>1</sup>	M37	\$12,969	\$15,764	6.15%
Nurse Practitioner <sup>1</sup>	64	\$12,218	\$14,851	47.76%
<b><i>Registered Nurse (Retitled)</i></b>	<b>48</b>	<b>\$8,269</b>	<b>\$10,051</b>	<b>71.06%</b>
Health Assistant <sup>1</sup>	26	\$4,834	\$5,876	0.00%

<sup>1</sup>Addressed in separate agenda 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 from Registered Nurse-Health Services to Registered Nurse.

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

**Santa Monica Community College District  
Personnel Commission**  
  
Registered Nurse—~~Health Services~~

**CONCEPT OF THE CLASS**

Under general direction, Positions in this classification provide confidential primary health care services to currently enrolled students and college employees, including health promotion, illness prevention, and health education.

**DISTINGUISHING CHARACTERISTICS**

The Registered Nurse provides medical assessments, nursing diagnoses, interventions, and outcome evaluations of clients within the scope of the California Nursing Practice Act, and in accordance with College policies and procedures.

The Nurse Practitioner provides professional clinical services to District students including, but not limited to physical examinations, diagnosis and treatment of acute conditions, ordering and interpreting diagnostic tests, and prescribing medications.

The Student Health and Education Assistant performs moderately difficult clerical duties and performs basic first aid under nursing or medical supervision in the Health Center where pre-employment, student, or employee health examinations are administered and health records are maintained.

**ESSENTIAL DUTIES**

- Provides triage and administers first aid treatment to students and staff.
  - Maintains Standard Precautions and ensures safety standards are maintained at all times.
  - Ensures ~~patient~~ client confidentiality and adheres to HIPAA and FERPA requirements.
  - Provides medical assessments, nursing diagnoses, interventions, and outcome evaluations of patients/clients within the scope of the California Nursing Practice Act, and in accordance ~~to Santa Monica~~with College ~~District~~ policies and procedures.
  - Responds to on-campus emergencies and takes appropriate action according to legal guidelines.
  - Evaluates student symptoms and behavior and makes a nursing diagnosis to identify illnesses and determines course of action.
  - Completes required documentation in the current Electronic Medical Records (EMR) system for every patient/client encounter.
  - Assists students in referring them to appropriate resources for health care.
  - Determines need for medical or mental health intervention and calls paramedics and/or campus police as needed.
  - Performs phlebotomy and conducts a variety of laboratory work and other tests including, but not limited to, blood sugar testing, throat cultures, urinalysis, hearing, and vision screening, and measuring blood pressure.
  - Administers medication and vaccines provided by Student Health Services.
  - Administers and reads Mantoux Tuberculosis (TB) tests.
  - Assists the physician and/or nurse practitioner with patient/client assessment and treatment.
  - Assists ~~the Coordinator and/or supervisor~~ in conducting health education programs such as CPR, illness prevention, leading a healthy lifestyle, and general health topics.
  - Uses a computer to create and maintain confidential student and staff health records.
  - Maintains a clean patient/client environment and sterile equipment.
  - Performs other related duties as requested or assigned.
- Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

**SUPERVISION**



**Supervision Received:**

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

**Supervision Exercised:**

Positions in this classification serve in a lead capacity to the Student Health and Education Assistant, following ~~classification: Health Assistant~~

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Registered Nurse ethics and legal boundaries, including the California Nursing Practice Act, and the California Board of Registered Nursing-

~~Knowledge of m~~Medical terminology and equipment-

~~Knowledge of the u~~Uses and effects of medication-

~~Knowledge of p~~Public and community health nursing principles and procedures-

Federal, state and local laws, rules and regulations related to assigned area

~~Knowledge of~~ HIPAA and FERPA requirements-

~~Knowledge of, and adherence to, Santa Monica College~~ District policies and procedures-

~~Knowledge and skill in n~~ursing, and clinical assessments for the treatment of common illnesses including first aid, urgent care, and emergency intervention; ~~prioritizing needs; and using Standard Precautions and safety standards-~~

**Ability to:**

~~t~~riage and prioritize care for each patient/client.

Provide nursing and clinical care using industry practices and safety standards

~~Ability to a~~Apply general and mental health nursing knowledge and techniques-

~~Ability to o~~bserve patients'/clients' signs and symptoms, intervene in a therapeutic manner, and document in accordance with appropriate nursing principles and procedures.

~~Ability to m~~aintain confidentiality of ~~patient's/client's~~ health concerns, treatments, test results, referrals, and documentation-

~~Ability to a~~nalyze a situation accurately and take prompt action-

~~Ability to communicate effectively and work cooperatively with students, staff, faculty and community members in a friendly, respectful, and professional manner embracing a culturally diverse academic environment-~~

~~Ability to use a computer to input, edit, and extract data and information, including the Electronic Medical Records (EMR) system-~~

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

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:**

An ~~Associate's Degree~~ associate's degree in Nursing.

**Experience Requirement:**

Five ~~(5)~~ years of nursing experience, including minimum of three ~~(3)~~ years in an acute nursing and/or community public health setting that required hands on experience. A Bachelor's Degree in Nursing may substitute for up to two years of the general nursing experience.

**Licensure and/or Certification:**

A valid, current California Registered Nurse license and Basic Life Support (BLS) certificate are required. Ongoing, continuing education for Board of Registered Nursing licensure and Basic Life Support certification renewal is required.

**Preferred Qualifications:**

Bachelor of Science in Nursing, an Advanced Cardiovascular Life Support (ACLS) certificate, and a California Public Health Nurse certificate are desirable.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

**Disclosure:**

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

**Environment:**

While performing the duties of this job, the employee is regularly required to stand, walk, and, with assistance, lift, carry, push or pull between 50 to 300 pounds possible exposure to communicable diseases, bodily fluids/spills, contaminated products, syringes and needles, and possibly other environmental hazards.

**CLASS DETAIL**

<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	1982
<b>Class History:</b>	Health Services Technician (Registered Nurse)
<b>Revision Date(s):</b>	<del>Hay Study</del> 11/9/06, 11/16/11, 10/21/15, <u>9/18/24</u>

**Santa Monica Community College District  
Personnel Commission**

**Registered Nurse**

**CONCEPT OF THE CLASS**

Under general direction, positions in this classification provide confidential primary health care services to currently enrolled students and college employees, including health promotion, illness prevention, and health education.

**DISTINGUISHING CHARACTERISTICS**

The **Registered Nurse** provides medical assessments, nursing diagnoses, interventions, and outcome evaluations of clients within the scope of the California Nursing Practice Act, and in accordance with College policies and procedures.

**The Nurse Practitioner** provides professional clinical services to District students including, but not limited to physical examinations, diagnosis and treatment of acute conditions, ordering and interpreting diagnostic tests, and prescribing medications.

The **Student Health and Education Assistant** performs moderately difficult clerical duties and performs basic first aid under nursing or medical supervision in the Health Center where pre-employment, student, or employee health examinations are administered and health records are maintained.

**ESSENTIAL DUTIES**

- Provides triage and administers first aid treatment to students and staff.
  - Maintains Standard Precautions and ensures safety standards are maintained at all times.
  - Ensures client confidentiality and adheres to HIPAA and FERPA requirements.
  - Provides medical assessments, nursing diagnoses, interventions, and outcome evaluations of patients/clients within the scope of the California Nursing Practice Act, and in accordance with College policies and procedures.
  - Responds to on-campus emergencies and takes appropriate action according to legal guidelines.
  - Evaluates student symptoms and behavior and makes a nursing diagnosis to identify illnesses and determines course of action.
  - Completes required documentation in the current Electronic Medical Records (EMR) system for every patient/client encounter.
  - Assists students in referring them to appropriate resources for health care.
  - Determines need for medical or mental health intervention and calls paramedics and/or campus police as needed.
  - Performs phlebotomy and conducts a variety of laboratory work and other tests including, but not limited to, blood sugar testing, throat cultures, urinalysis, hearing, and vision screening, and measuring blood pressure.
  - Administers medication and vaccines provided by Student Health Services.
  - Administers and reads Mantoux Tuberculosis (TB) tests.
  - Assists the physician and/or nurse practitioner with patient/client assessment and treatment.
  - Assists in conducting health education programs such as CPR, illness prevention, leading a healthy lifestyle, and general health topics.
  - Uses a computer to create and maintain confidential student and staff health records.
  - Maintains a clean patient/client environment and sterile equipment.
  - Performs other related duties as requested or assigned.
- Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

**SUPERVISION**

**Supervision Received:**

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

**Supervision Exercised:**

Positions in this classification serve in a lead capacity to the Student Health and Education Assistant.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Registered Nurse ethics and legal boundaries, including the California Nursing Practice Act, and the California Board of Registered Nursing

Medical terminology and equipment

Uses and effects of medication

Public and community health nursing principles and procedures

Federal, state and local laws, rules and regulations related to assigned area

District policies and procedures

Nursing and clinical assessments for the treatment of common illnesses including first aid, urgent care, and emergency intervention

**Ability to:**

Triage and prioritize care for each patient/client.

Provide nursing and clinical care using industry practices and safety standards

Apply general and mental health nursing knowledge and techniques

Observe patients'/clients' signs and symptoms, intervene in a therapeutic manner, and document in accordance with appropriate nursing principles and procedures.

Maintain confidentiality of health concerns, treatments, test results, referrals, and documentation

Analyze a situation accurately and take prompt action

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

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:**

An associate's degree in Nursing.

**Experience Requirement:**

Five years of nursing experience, including minimum of three years in an acute nursing and/or community public health setting that required hands on experience. A Bachelor's Degree in Nursing may substitute for up to two years of the general nursing experience.

**Licensure and/or Certification:**

A valid, current California Registered Nurse license and Basic Life Support (BLS) certificate are required. Ongoing, continuing education for Board of Registered Nursing licensure and Basic Life Support certification renewal is required.

**Preferred Qualifications:**

Bachelor of Science in Nursing, an Advanced Cardiovascular Life Support (ACLS) certificate, and a California Public Health Nurse certificate are desirable.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

**Disclosure:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of

those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Environment:**

While performing the duties of this job, the employee is regularly required to stand, walk, and, with assistance, lift, carry, push or pull between 50 to 300 pounds possible exposure to communicable diseases, bodily fluids/spills, contaminated products, syringes and needles, and possibly other environmental hazards.

**CLASS DETAIL**

<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	1982
<b>Class History:</b>	Health Services Technician (Registered Nurse)
<b>Revision Date(s):</b>	11/9/06, 11/16/11, 10/21/15, 9/18/24

Agenda Report Number	4
Subject	Classification Description Revisions: Nurse Practitioner Cyclical Review
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Nurse Practitioner**.

As part of the cyclical review process, we are reviewing classifications in the Health Services job discipline. The Health Services Center provides health services to currently enrolled Santa Monica College students with a focus on health promotion, prevention of illness, treatment of acute illness, and health education within the college community.

The Nurse Practitioner classification was established in December 2014 and has not been revised since its creation. There is currently one permanent incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2023-24. The incumbents in the Health Services classifications, as well as CSEA, were invited to participate in a class study orientation on February 7, 2024, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbent in this job discipline was requested to complete a Position Description Questionnaire (PDQ) by March 5, 2024.

Personnel Commission staff consulted with Susan Fila, Dean of Health & Wellbeing, to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions were proposed to clarify duties assigned and distinguishing characteristics.

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

**RESULTS**

Based on data gathered, class description revisions are being proposed, to clarify knowledge, skills and abilities, and reporting relationship.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current 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). Commission staff found variation in organizational structure at benchmark agencies that limited appropriate matches. While some organizations did not use a Nurse Practitioner classified role to perform professional nursing care and services, other organizations contracted out this role making matching difficult. As a result, salary review is based on internal comparison of similar roles such as the Registered Nurse. The current salary range for Nurse Practitioner is Range 64 on the Classified Salary Schedule and is appropriately allocated given the salary differential between this role and the lower-level Registered Nurse considering the differences in level of knowledge, complexity and the scope & effect of work required. As such, it is recommended that the salary placement for this role remain at Range 64.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Health Center Supervisor <sup>1</sup>	M37	\$12,969	\$15,764	6.15%
<b>Nurse Practitioner</b>	<b>64</b>	<b>\$12,218</b>	<b>\$14,851</b>	<b>47.76%</b>
Registered Nurse (Retitled) <sup>1</sup>	48	\$8,269	\$10,051	71.06%
Health Assistant <sup>1</sup>	26	\$4,834	\$5,876	0.00%

<sup>1</sup>Addressed in separate agenda report

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions for Nurse Practitioner.

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

**Santa Monica Community College District  
Personnel Commission**

**Nurse Practitioner**

**CONCEPT OF THE CLASS**

Under general direction, positions in this classification provide professional nursing care and health services to currently enrolled District students and college employees. In addition, incumbents in this classification provide comprehensive, health and psycho-social assessments, create differential diagnosis, and prescribe pharmacologic and non-pharmacologic treatments in the management of wellness and direct management of acute conditions/illness.

**DISTINGUISHING CHARACTERISTICS**

**Nurse Practitioner** provides professional clinical services to District students including, but not limited to physical examinations, diagnosis and treatment of acute conditions, ordering and interpreting diagnostic tests, and prescribing medications.

**Registered Nurse —~~Health Services~~** provides confidential primary health care services to District students and limited services to college employees, including health promotion, illness prevention and health education.

**Health Assistant** performs moderately difficult clerical duties and performs basic first aid under nursing or medical supervision in the health office.

**ESSENTIAL DUTIES**

Provides clinical care in the Student Health Services Center including assessment, evaluation, diagnosis and therapeutic treatment plans, utilizing principles of prevention, for a broad variety of wellness conditions, acute/episodic and emergent conditions and/or illnesses, injuries and other health related concerns.

Prescribes medication dosages, routes, and frequencies based on efficacy, safety, and cost as legally authorized, based on patient characteristics such as age and gender.

Administers appropriate injectable and oral medications, therapies or immunizations.

Recommends diagnostic or therapeutic interventions with attention to safety, cost, invasiveness, simplicity, acceptability, adherence, and efficacy.

Analyzes and interprets patients' histories, symptoms, physical findings, or diagnostic information to develop appropriate diagnoses.

Educates patients about self-management of acute or chronic illnesses, tailoring instructions to patients' individual circumstances.

Orders, performs, and/or interprets the results of diagnostic tests, such as complete blood counts (CBCs), electrocardiograms (EKGs), and radiographs (x-rays).

Maintains complete and detailed records of patients' health care plans and prognoses.

Develops treatment plans based on scientific rationale, standards of care, and professional practice guidelines.

Performs independent evaluation and treatment procedures in emergency situations; acts as a first responder in the Student Health Services Center and campus emergency calls.

Communicates professionally, verbally and in writing, with students, staff and college community to provide health promotion, health education, disease prevention and treatment while demonstrating sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities.



Serves as a resource to the Health Services staff and college community on issues of health promotion and disease prevention.

Participates with members of the Student Health Services Center staff and college community in planning student health programs to respond to identified needs, involvement in the implementation of new need-based programs, and monitoring of existing programs for effectiveness.

Acts as a nurse consultant to Student Health Services clinical staff.

Assists with updating and maintaining written health care center policies and clinical practice guidelines.

Assists with the workload of registered nurses as needed.

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

#### SUPERVISION

***Supervision Received:***

General supervision is received by the Dean of [Health and Wellbeing](#). Medical consultation is obtained by accessing the [College's Medical Director](#), [Campus Security](#), [Student Health & Safety](#) and may receive lead work direction from the [Coordinator of Student Health Services](#).

***Supervision Exercised:***

Positions in this classification may provide lead direction to Health Services staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Principles and procedures in nurse practitioner practice

Federal, state and local laws, codes, rules, regulations applicable to nursing functions for a community college

Medical equipment and instruments to administer patient care

Modern techniques and current practices used in advanced first aid, common emergencies, and cardiopulmonary resuscitation

Symptoms of communicable diseases

Outside health agencies and their services

Common safety hazards and precautions to establish a safe work environment

Appropriate safety precautions and procedures

**Ability to:**

Perform physical exams and clinical procedures within the scope of the nurse practitioner practice

Analyze emergency situations accurately and adopt an effective course of action

React calmly and effectively in emergency situations

Assure compliance with established federal, state and District program performance standards and protocols in areas of assigned responsibility

Interpret lab and radiology results

Communicate clearly and effectively, both orally and in writing

Work in a fast paced student oriented health center with multiple interruptions

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

~~Operate a computer using computer applications, programs and standard office equipment. Use a computer using word processing and other software, including but not limited to EMR (Electronic Medical Record)~~

Maintain confidentiality of District files and records-

Comply with and maintain FERPA and HIPAA regulations

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:**

A ~~b~~Bachelor's degree and a ~~m~~Master's degree in nursing from an accredited college or university.

**Experience Requirement:**

Three years of recent paid work experience as a Registered Nurse in nursing and/or community public health setting requiring hands on experience. Experience as a Family Nurse Practitioner in college health setting preferred.

**Licensure and/or Certification Requirements:**

Valid, current California license as a Registered Nurse and Certified Nurse Practitioner

California Public Health Nurse Certificate

ANCC Board Certification as Family Nurse Practitioner

Current Basic Life Support for Health Care Professionals

Current Advanced Cardiac Life Support Certificate

Valid Furnishing Number from the California Board of Registered Nursing and a current federal Drug Enforcement Administration (DEA) number

**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.

**Environment:**

While performing the duties of this job, the employee is frequently required to stand, walk and lift 25-50 pounds. Possible exposure to communicable diseases, bodily fluids/spills, contaminated products, and syringes and needles and possibly other environmental hazards. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**CLASS DETAIL**

<b>Job Family:</b>	Instructional Support (Student Services/Non-Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	12/17/2014
<b>Class History:</b>	None
<b>Revision Date(s):</b>	<u>9/18/2024</u>

**Santa Monica Community College District  
Personnel Commission**

**Nurse Practitioner**

**CONCEPT OF THE CLASS**

Under general direction, positions in this classification provide professional nursing care and health services to currently enrolled District students and college employees. In addition, incumbents in this classification provide comprehensive, health and psycho-social assessments, create differential diagnosis, and prescribe pharmacologic and non-pharmacologic treatments in the management of wellness and direct management of acute conditions/illness.

**DISTINGUISHING CHARACTERISTICS**

**Nurse Practitioner** provides professional clinical services to District students including, but not limited to physical examinations, diagnosis and treatment of acute conditions, ordering and interpreting diagnostic tests, and prescribing medications.

**Registered Nurse** provides confidential primary health care services to District students and limited services to college employees, including health promotion, illness prevention and health education.

**Health Assistant** performs moderately difficult clerical duties and performs basic first aid under nursing or medical supervision in the health office.

**ESSENTIAL DUTIES**

Provides clinical care in the Student Health Services Center including assessment, evaluation, diagnosis and therapeutic treatment plans, utilizing principles of prevention, for a broad variety of wellness conditions, acute/episodic and emergent conditions and/or illnesses, injuries and other health related concerns.

Prescribes medication dosages, routes, and frequencies based on efficacy, safety, and cost as legally authorized, based on patient characteristics such as age and gender.

Administers appropriate injectable and oral medications, therapies or immunizations.

Recommends diagnostic or therapeutic interventions with attention to safety, cost, invasiveness, simplicity, acceptability, adherence, and efficacy.

Analyzes and interprets patients' histories, symptoms, physical findings, or diagnostic information to develop appropriate diagnoses.

Educates patients about self-management of acute or chronic illnesses, tailoring instructions to patients' individual circumstances.

Orders, performs, and/or interprets the results of diagnostic tests, such as complete blood counts (CBCs), electrocardiograms (EKGs), and radiographs (x-rays).

Maintains complete and detailed records of patients' health care plans and prognoses.

Develops treatment plans based on scientific rationale, standards of care, and professional practice guidelines.

Performs independent evaluation and treatment procedures in emergency situations; acts as a first responder in the Student Health Services Center and campus emergency calls.

Communicates professionally, verbally and in writing, with students, staff and college community to provide health promotion, health education, disease prevention and treatment while demonstrating sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities.

Serves as a resource to the Health Services staff and college community on issues of health promotion and disease prevention.

Participates with members of the Student Health Services Center staff and college community in planning student health programs to respond to identified needs, involvement in the implementation of new need-based programs, and monitoring of existing programs for effectiveness.

Acts as a nurse consultant to Student Health Services clinical staff.

Assists with updating and maintaining written health care center policies and clinical practice guidelines.

Assists with the workload of registered nurses as needed.

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

#### SUPERVISION

**Supervision Received:**

General supervision is received by the Dean of Health and Wellbeing. Medical consultation is obtained by accessing the College's Medical Director.

**Supervision Exercised:**

Positions in this classification may provide lead direction to Health Services staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Principles and procedures in nurse practitioner practice

Federal, state and local laws, codes, rules, regulations applicable to nursing functions for a community college

Medical equipment and instruments to administer patient care

Modern techniques and current practices used in advanced first aid, common emergencies, and cardiopulmonary resuscitation

Symptoms of communicable diseases

Outside health agencies and their services

Common safety hazards and precautions to establish a safe work environment

Appropriate safety precautions and procedures

**Ability to:**

Perform physical exams and clinical procedures within the scope of the nurse practitioner practice

Analyze emergency situations accurately and adopt an effective course of action

React calmly and effectively in emergency situations

Assure compliance with established federal, state and District program performance standards and protocols in areas of assigned responsibility

Interpret lab and radiology results

Communicate clearly and effectively, both orally and in writing

Work in a fast paced student oriented health center with multiple interruptions

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

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

Maintain confidentiality of District files and records

Comply with and maintain FERPA and HIPAA regulations

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:**

A Bachelor's degree and a Master's degree in nursing from an accredited college or university.

**Experience Requirement:**

Three years of recent paid work experience as a Registered Nurse in nursing and/or community public health setting requiring hands on experience. Experience as a Family Nurse Practitioner in college health setting preferred.

**Licensure and/or Certification Requirements:**

Valid, current California license as a Registered Nurse and Certified Nurse Practitioner  
California Public Health Nurse Certificate  
ANCC Board Certification as Family Nurse Practitioner  
Current Basic Life Support for Health Care Professionals  
Current Advanced Cardiac Life Support Certificate  
Valid Furnishing Number from the California Board of Registered Nursing and a current federal Drug Enforcement Administration (DEA) number

**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.

**Environment:**

While performing the duties of this job, the employee is frequently required to stand, walk and lift 25-50 pounds. Possible exposure to communicable diseases, bodily fluids/spills, contaminated products, and syringes and needles and possibly other environmental hazards. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**CLASS DETAIL**

<b>Job Family:</b>	Instructional Support (Student Services/Non-Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	12/17/2014
<b>Class History:</b>	None
<b>Revision Date(s):</b>	9/18/2024

Agenda Report Number	5
Subject	Classification Description Revisions: Health Center Supervisor Cyclical Review
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Health Center Supervisor**.

As part of the cyclical review process, we are reviewing classifications in the Health Services job discipline. The Health Services Center provides health services to currently enrolled Santa Monica College students with a focus on health promotion, prevention of illness, treatment of acute illness, and health education within the college community.

The Health Center Supervisor classification was established in October 2022 and has not been revised since its creation. This classification is currently vacant.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2023-24. The incumbents in the Health Services classifications were invited to participate in a class study orientation on February 7, 2024, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by March 5, 2024.

Personnel Commission staff consulted with Susan Fila, Dean of Health & Wellbeing, to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions were proposed to clarify duties assigned and distinguishing characteristics.

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

**RESULTS**

Based on data gathered, class description revisions are being proposed, to clarify minimum requirements.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current 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). Commission staff found variation in organizational structure at benchmark agencies that limited appropriate matches. The following two matches were found to be comparable.

AGENCY	JOB TITLE	MIN	MAX	JOB SUMMARY
Santa Monica College	Health Center Supervisor	\$12,969	\$15,764	Manages, plans and coordinates the day-to-day operations of the Health Center; provides professional nursing care and health services for students, employees and visitors, and ensures compliance with related laws, rules and regulations.
Glendale College	Program Manager II Health Services	\$9,020	\$11,512	Administers and provides client care for the Health Services Center through planning, developing, implementing and evaluating programs ensuring adequate levels of health care services identified as routine, chronic, urgent and emergent issues of students.
Riverside CCD	Health Services Supervisor	\$9,582	\$11,665	Assists with planning, organizing, and coordinating the day-to-day clinical activities of Health Services; assists in the direction of operations in the absence of the Director; provides nursing care/health services to students, staff, and faculty, including health promotion and education; and provides primary and emergency care to any person on campus.

While some organizations did not use this supervisory role to oversee the Health Center daily operations, other organizations utilized broader Director level roles for this function making matching difficult. Notably, these Director level roles at other agencies were paid at comparable salary rates to our Health Center Supervisor. Based on market comparisons, it is recommended that the salary placement for this role remain at Range M37.

The following chart shows related classifications in this job discipline and salary allocation for each classification. This classification does not have supervisory responsibilities overseeing nurse practitioners:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Health Center Supervisor	M37	\$12,969	\$15,764	6.15%
Nurse Practitioner <sup>1</sup>	64	\$12,218	\$14,851	47.76%
Registered Nurse (Retitled)	48	\$8,269	\$10,051	71.06%
Health Assistant <sup>1</sup>	26	\$4,834	\$5,876	0.00%

<sup>1</sup>Addressed in separate agenda report

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions for Health Center Supervisor.

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



**Santa Monica Community College District  
Personnel Commission**  
  
**Health Center Supervisor**

**CONCEPT OF THE CLASS**

Under the direction ~~of the Associate Dean, Health & Wellbeing~~, this classification manages, plans and coordinates the day-to-day operations of the Health Center. In addition, this position provides professional nursing care and health services for students, employees and visitors, and ensures compliance with related laws, rules and regulations.

**DISTINGUISHING CHARACTERISTICS**

The **Health Center Supervisor** manages, plans and coordinates the day-to-day operations of the Health Center, in addition to providing professional nursing care and health services.

The **Nurse Practitioner** provides professional nursing care and health services at the Health Center.

**ESSENTIAL DUTIES**

Plans, organizes, and manages the day-to-day Health Center operations, activities, and record-keeping functions.

Supervises, trains and evaluates the work of assigned Health Center staff, and ensures delivery of service in accordance with clinical practice guidelines, standards, policies, and procedures.

Records patient medical histories, develops medical treatment plans, requests and analyzes test data or images to inform diagnosis or treatment, communicates detailed medical information to clients, and diagnoses medical conditions, based on scientific rationale, standards of care, and professional practice guidelines.

Provides students, staff and the College community with information and resources needed to promote health, reduce risk factors, or prevent disease, while demonstrating sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities.

Serves as a resource to Health Center staff and the College community in planning, implementing and evaluating student health programs to respond to identified needs, and monitoring programs for effectiveness; coordinates Health Center operations and programs with various College departments, community organizations and health services agencies.

Performs independent evaluation and treatment procedures in emergency situations; acts as a first responder in the Student Health Services Center and campus emergency calls.

Manages inventory of equipment and supplies, and orders products as needed to ensure all equipment and supplies are available and ready to use.

Acts as a nurse consultant to Student Health Services clinical staff.

Tracks data and prepares and maintains a variety of reports and records for the College and external agencies in compliance with related rules, policies, laws, and regulations; updates and maintains Health Center policies and clinical practice guidelines.

Acts as a liaison and consults regularly and directly with the Health Centers Medical Director regarding complex medical situations.

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:***

This position receives general direction from the Associate Dean, Health & Wellbeing, or a designated administrator.

***Supervision Exercised:***

Positions in this classification exercise supervision over registered nurses, health assistants and/or other assigned Health Center staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Current principles, practices, standards, and procedures for nursing and student health

Federal, state, local laws, rules, regulations, and District policies related to assigned responsibilities

External health agencies and their services

Safety hazards and precautions to establish a safe work environment

Effective supervisory techniques including successful recruitment and selection processes, appropriate work assignment, delegation and performance evaluation, relevant staff development and training, and meaningful corrective and disciplinary action

Relevant medical equipment, instruments and supplies to administer patient care

Relevant computer systems, software and applications

**Ability to:**

Provide professional nursing care, emergency response and crisis intervention

Supervise assigned work functions, delegate responsibility according to staff abilities, opportunities for development and relevant rules and policies to ensure effective and timely completion of work assignments

Interpret, apply, explain standards, practices and requirements in accordance with applicable laws and regulations, District and Health Center policies and procedures

Observe, receive and obtain information from all relevant sources to analyze information and evaluate results to choose the best solution and resolve problems

Provide personal assistance, medical attention and emotional support to others

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

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

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

Track, record and maintain related information, reporting, and files with confidentiality

Communicate effectively, both orally and in writing

Stay current with practices and apply new knowledge

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:**

A ~~B~~achelor's degree in nursing and a ~~M~~aster's degree in community health, counseling, health education, health care administration, nursing, sociology, psychology or a related field, ~~from an accredited college or university.~~

**Experience Requirement:**

~~Five~~ years of experience as a Family Nurse Practitioner, ~~including experience in a student health center.~~

**Licensure and/or Certification:**

Valid, current California license as a Registered Nurse and Certified Nurse Practitioner  
California Public Health Nurse Certificate  
ANCC Board Certification as Family Nurse Practitioner  
Current Basic Life Support for Health Care Professionals  
Current Advanced Cardiac Life Support Certificate  
Valid Furnishing Number from the California Board of Registered Nursing  
~~and a~~ ~~C~~urrent ~~F~~ederal Drug Enforcement Administration (DEA) number

**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 frequently required to stand, walk and lift 25-50 pounds. Possible exposure to communicable diseases, bodily fluids/spills, contaminated products, and syringes and needles and possibly other environmental hazards. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**CLASS DETAIL**

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	10/3/22
<b>Class History:</b>	
<b>Revision Date(s):</b>	<u>9/18/2024</u>

**Santa Monica Community College District  
Personnel Commission**

**Health Center Supervisor**

**CONCEPT OF THE CLASS**

Under the direction, this classification manages, plans and coordinates the day-to-day operations of the Health Center. In addition, this position provides professional nursing care and health services for students, employees and visitors, and ensures compliance with related laws, rules and regulations.

**DISTINGUISHING CHARACTERISTICS**

The **Health Center Supervisor** manages, plans and coordinates the day-to-day operations of the Health Center, in addition to providing professional nursing care and health services.

The **Nurse Practitioner** provides professional nursing care and health services at the Health Center.

**ESSENTIAL DUTIES**

Plans, organizes, and manages the day-to-day Health Center operations, activities, and record-keeping functions.

Supervises, trains and evaluates the work of assigned Health Center staff, and ensures delivery of service in accordance with clinical practice guidelines, standards, policies, and procedures.

Records patient medical histories, develops medical treatment plans, requests and analyzes test data or images to inform diagnosis or treatment, communicates detailed medical information to clients, and diagnoses medical conditions, based on scientific rationale, standards of care, and professional practice guidelines.

Provides students, staff and the College community with information and resources needed to promote health, reduce risk factors, or prevent disease, while demonstrating sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities.

Serves as a resource to Health Center staff and the College community in planning, implementing and evaluating student health programs to respond to identified needs, and monitoring programs for effectiveness; coordinates Health Center operations and programs with various College departments, community organizations and health services agencies.

Performs independent evaluation and treatment procedures in emergency situations; acts as a first responder in the Student Health Services Center and campus emergency calls.

Manages inventory of equipment and supplies, and orders products as needed to ensure all equipment and supplies are available and ready to use.

Acts as a nurse consultant to Student Health Services clinical staff.

Tracks data and prepares and maintains a variety of reports and records for the College and external agencies in compliance with related rules, policies, laws, and regulations; updates and maintains Health Center policies and clinical practice guidelines.

Acts as a liaison and consults regularly and directly with the Health Centers Medical Director regarding complex medical situations.

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:**

This position receives general direction from the Associate Dean, Health & Wellbeing, or a designated administrator.

**Supervision Exercised:**

Positions in this classification exercise supervision over registered nurses, health assistants and/or other assigned Health Center staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Current principles, practices, standards, and procedures for nursing and student health

Federal, state, local laws, rules, regulations, and District policies related to assigned responsibilities

External health agencies and their services

Safety hazards and precautions to establish a safe work environment

Effective supervisory techniques including successful recruitment and selection processes, appropriate work assignment, delegation and performance evaluation, relevant staff development and training, and meaningful corrective and disciplinary action

Relevant medical equipment, instruments and supplies to administer patient care

Relevant computer systems, software and applications

**Ability to:**

Provide professional nursing care, emergency response and crisis intervention

Supervise assigned work functions, delegate responsibility according to staff abilities, opportunities for development and relevant rules and policies to ensure effective and timely completion of work assignments

Interpret, apply, explain standards, practices and requirements in accordance with applicable laws and regulations, District and Health Center policies and procedures

Observe, receive and obtain information from all relevant sources to analyze information and evaluate results to choose the best solution and resolve problems

Provide personal assistance, medical attention and emotional support to others

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

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

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

Track, record and maintain related information, reporting, and files with confidentiality

Communicate effectively, both orally and in writing

Stay current with practices and apply new knowledge

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:**

A Bachelor's degree in nursing and a Master's degree in community health, counseling, health education, health care administration, nursing, sociology, psychology or a related field.

**Experience Requirement:**

Five years of experience as a Family Nurse Practitioner.

**Licensure and/or Certification:**

Valid, current California license as a Registered Nurse and Certified Nurse Practitioner  
California Public Health Nurse Certificate  
ANCC Board Certification as Family Nurse Practitioner  
Current Basic Life Support for Health Care Professionals  
Current Advanced Cardiac Life Support Certificate  
Valid Furnishing Number from the California Board of Registered Nursing  
Current Federal Drug Enforcement Administration (DEA) number

**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 frequently required to stand, walk and lift 25-50 pounds. Possible exposure to communicable diseases, bodily fluids/spills, contaminated products, and syringes and needles and possibly other environmental hazards. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**CLASS DETAIL**

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	10/3/22
<b>Class History:</b>	
<b>Revision Date(s):</b>	9/18/24

Agenda Report Number	6
Subject	Classification Description Revisions and Retitle: Health Assistant to Student Health & Education Assistant Cyclical Review
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Health Assistant**.

As part of the cyclical review process, we are reviewing classifications in the Health Services job discipline. The Health Services Center provides health services to currently enrolled Santa Monica College students with a focus on health promotion, prevention of illness, treatment of acute illness, and health education within the college community.

The Health Assistant classification was established in March 1978. This classification has been revised four times since its establishment. The most recent revision was approved in October 2021, where revisions were made to the duties, minimum qualifications, knowledge, skills and abilities resulting in a salary reallocation in preparation of a recruitment. There are currently three permanent incumbents in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2023-24. The incumbents in the Health Services classifications, as well as CSEA, were invited to participate in a class study orientation on February 7, 2024, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by March 5, 2024.

Personnel Commission staff consulted with Susan Fila, Dean of Health & Wellbeing, to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions were proposed to clarify duties assigned and distinguishing characteristics.

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

**RESULTS**

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

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current 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. Several of the comparable classifications in this survey included additional duties related to providing medical care and supporting health education initiatives.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Health Assistant	\$4,834	\$5,876	\$5,355
Cerritos College	Certified Medical Assistant	\$4,769	\$5,713	\$5,241
El Camino College	Student Health Services Technician	\$4,604	\$5,894	\$5,249
Foothill De Anza CCD	Health Services Medical Assistant	\$5,471	\$7,315	\$6,393
Glendale College	Health Clerk II	\$3,563	\$4,547	\$4,055
Long Beach City College	Health Services Technician	\$4,414	\$5,425	\$4,920
Los Angeles CCD	Student Health Center Assistant	\$4,562	\$5,651	\$5,107
Mt. San Antonio College	Medical Assistant	\$5,361	\$6,842	\$6,101
North Orange County CCD	Health Services Assistant	\$5,032	\$6,048	\$5,540
Pasadena City College	Health Services Assistant	\$4,505	\$5,750	\$5,127
Santa Barbara City College	Senior Office Assistant	\$4,214	\$5,134	\$4,674
Ventura County CCD	Student Health Center Assistant I	\$3,927	\$5,430	\$4,679
	Average	\$4,584	\$5,795	\$5,190
	25th Percentile	\$4,314	\$5,428	\$4,799
	50th Percentile	\$4,562	\$5,713	\$5,127
	75th Percentile	\$4,901	\$5,971	\$5,395
	80th Percentile	\$5,032	\$6,048	\$5,540
	90th Percentile	\$5,361	\$6,842	\$6,101
	<b>SMC % RANK</b>	<b>72.4%</b>	<b>68.7%</b>	<b>73.6%</b>
	SMC Difference From AVG	5.2%	1.4%	3.1%
	SMC Difference From MED	5.6%	2.8%	4.3%



**SALARY ALLOCATION**

The current salary range for Student Health & Education Assistant is Range 26 on the Classified Salary Schedule. In the survey, SMC is in the 74% median percentile compared to all benchmark agencies with comparable classifications; that is 26% of market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 74<sup>th</sup> percentile, salary reallocation is not recommended given that the current salary meets the District’s goal to target the 70<sup>th</sup> percentile.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Health Center Supervisor <sup>1</sup>	M37	\$12,969	\$15,764	6.15%
Nurse Practitioner <sup>1</sup>	64	\$12,218	\$14,851	47.76%
Registered Nurse <sup>1</sup>	48	\$8,269	\$10,051	71.06%
<i>Student Health &amp; Education Assistant (Retitled)</i>	26	\$4,834	\$5,876	0.00%

<sup>1</sup>Addressed in separate agenda 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 from Health Assistant to Student Health & Education Assistant.

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

**Santa Monica Community College District  
Personnel Commission**

**Student Health and Education Assistant**

**CONCEPT OF THE CLASS**

Under general direction, The positions in this classification perform moderately difficult clerical duties and perform basic first aid under nursing or nurse practitioner medical supervision in the health department/Health Center where pre-employment, student, or employee health examinations are administered and health records are maintained. The position also supports the vaccination and testing programs at the College and provides health education to students.

**DISTINGUISHING CHARACTERISTICS**

The Student Health and Education Assistant performs moderately difficult clerical duties; and performs basic first aid under nursing or medical supervision in the health department/Health Center where pre-employment, student, or employee health examinations are administered and health records are maintained.

The Registered Nurse ~~—Health Services class~~ provides medical assessments, nursing diagnoses, interventions, and outcome evaluations of patients/clients within the scope of the California Nursing Practice Act, and in accordance to Santa Monica College District policies and procedures.

The Student Services Assistant class performs moderately difficult clerical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical work necessary in the assigned student services area.

The Student Services Clerk class provides a variety of general and routine clerical duties for student services departments and programs. Incumbents are generally assigned to the front counter and are the first point of contact for students in their respective student services area. ~~These positions are distinguished from the Administrative Clerk classification in that positions assigned to the Student Services Clerk classification are required to obtain a breadth of knowledge in their respective department, necessary to assist students at the front counter.~~

**ESSENTIAL DUTIES**

Provides front counter reception, greeting, registering and making appointments for visitors.

Maintains appointment and re-examination calendars; contacts students to follow-up on examinations.

Assists nursing ~~or nurse practitioner medical~~ staff by rendering first aid as necessary, records basic vital signs, distributes ice packs and other first aid items as necessary.

Distributes approved information describing health services policies and procedures to employees, students, and staff by telephone and in person.

Enters, tracks, verifies, and updates information in related systems and databases to maintain accurate and secure student and employee records.

Reviews COVID-19 mandatory test submissions for students and employees ~~who have approved exemptions~~; communicates with students, faculty and staff regarding missing tests.

Communicate with students and employees to trace exposure cases, provide resources and report to appropriate agencies, as guided by standard protocols.

Monitors assigned email inboxes and responds to inquiries ~~within established guidelines~~.

Consults with nursing staff as required on complex situations.

Maintains a variety of files and records including insurance and accident report forms and student immunization records.

Performs clerical duties such as reviewing records, checking on completion of forms, and handling complaints, and following through on irregularities and problem cases.

Provides health education to the campus community through one-on-one education, outreach events, and bulletins on areas related to alcohol, tobacco and other drugs, sexual and reproductive health, and mental health.

Collaborates with community partners to expand health services and promotes those services to the campus community.

Generates data reports for student health and assists in analyzing the data for the purposes of planning and outreach.

Prepares ~~supply~~ requisitions and maintains ~~a stock of~~ supplies and equipment.

~~Types reports, letters, memoranda, health records and other materials from rough drafts, dictation or verbal instructions.~~

~~Initiates routine correspondence.~~

~~Prepares and maintains statistical records and reports, activity reports and procedural manuals.~~

~~Collects, reviews, and processes documents and verifications to confirm immunization or exemption status, according to approved procedures; communicates with students, faculty and staff regarding status and missing documents.~~

Performs other related duties as requested or assigned.

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

#### SUPERVISION

##### *Level of Supervision Received*

This position receives direction from the registered nurse and is supervised by the ~~Associate~~ Dean of Health and Wellbeing.

##### *Level of Supervision Exercised*

This position does not ~~exercise supervision over~~ supervise other ~~employees~~.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

Common college health concerns

Basic First Aid and Cardio Pulmonary Resuscitation

Proper use of basic health office equipment as needed to record basic vital signs (i.e., blood pressure, temperature, pulse, respiration)

Appropriate universal precautions and related safety requirements used when handling biohazardous substances or contaminated instruments

Related computer programs, applications and office equipment

State and federal laws related to student confidentiality and security of medical records (i.e., HIPPA, FERPA)

District policy, departmental resources and administrative practices and procedures

Basic data collection, filing and record keeping systems

Medical terminology

Best practices for outreach and engagement around college health concerns

##### Ability to:

React calmly and analyze emergency situations as initial point of contact

Take and record basic vital signs, such as blood pressure, temperature, pulse, and respiration

Obtain and impart information tactfully and accurately

Maintain files and records, ~~and~~ retrieve information and prepare reports

Pay attention to detail

Be able to manage tasks that are complex and time sensitive in nature

~~Correctly interpret and clearly explain health office rules and policies in a professional and respectful manner~~

~~Write legibly and use computerized word processing, medical records documentation and spread sheet programs~~

Learn recordkeeping requirements for immunizations and other medical procedures

Maintain confidentiality of records and exercise sound judgment regarding sensitive information

Provide health education to a college student population

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

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:**

High school diploma or equivalent. Two years of college coursework ~~preferably~~ including health and medical office practices and terminology preferred.

**Experience Requirement:**

Two years increasingly responsible clerical experience preferably in a medical setting.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

Valid First Aid and Cardiopulmonary Resuscitation/Automated External Defibrillators (CPR/AED) certification.

#### WORKING ENVIRONMENT & PHYSICAL DEMANDS

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

**Environment:** While performing the duties of this job, the employee is regularly required to stand, walk, and, with assistance, lift, carry, push or pull between 25 to 50 pounds. There is exposure to communicable diseases, bodily fluids/spills, contaminated products, and syringes and needles.

#### CLASS DETAIL

<b>Job Family:</b>	Student Services (non-classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	03/78
<b>Class History:</b>	
<b>Revision Date(s):</b>	12/84; Hay Study 11/16/06; 12/18/13; 10/20/21; <u>9/18/24</u>

**Santa Monica Community College District  
Personnel Commission**

**Student Health and Education Assistant**

**CONCEPT OF THE CLASS**

Under general direction, positions in this classification perform moderately difficult clerical duties and basic first aid under nursing or nurse practitioner supervision in the Health Center where pre-employment, student, or employee health examinations are administered and health records are maintained. The position also supports the vaccination and testing programs at the College and provides health education to students.

**DISTINGUISHING CHARACTERISTICS**

The **Student Health and Education Assistant** performs moderately difficult clerical duties and performs basic first aid under nursing or medical supervision in the Health Center where pre-employment, student, or employee health examinations are administered and health records are maintained.

The **Registered Nurse** provides medical assessments, nursing diagnoses, interventions, and outcome evaluations of patients/clients within the scope of the California Nursing Practice Act, and in accordance to College policies and procedures.

The **Student Services Assistant** performs moderately difficult clerical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical work necessary in the assigned student services area.

The **Student Services Clerk** provides a variety of general and routine clerical duties for student services departments and programs. Incumbents are generally assigned to the front counter and are the first point of contact for students in their respective student services area.

**ESSENTIAL DUTIES**

- Provides front counter reception, greeting, registering and making appointments for visitors.
- Maintains appointment and re-examination calendars; contacts students to follow-up on examinations.
- Assists nursing staff by rendering first aid as necessary, records basic vital signs, distributes ice packs and other first aid items as necessary.
- Distributes information describing health services policies and procedures to employees, students, and staff by telephone and in person.
- Enters, tracks, verifies, and updates information in related systems and databases to maintain accurate and secure student and employee records.
- Reviews COVID-19 test submissions for students and employees; communicates with students, faculty and staff regarding missing tests.
- Communicate with students and employees to trace exposure cases, provide resources and report to appropriate agencies, as guided by standard protocols.
- Monitors assigned email inboxes and responds to inquiries
- Consults with nursing staff as required on complex situations.
- Maintains a variety of files and records including insurance and accident report forms and student immunization records.
- Performs clerical duties such as reviewing records, checking on completion of forms, and handling complaints.
- Provides health education to the campus community through one-on-one education, outreach events, and bulletins on areas related to alcohol, tobacco and other drugs, sexual and reproductive health, and mental health.
- Collaborates with community partners to expand health services and promotes those services to the campus community.
- Generates data reports for student health and assists in analyzing the data for the purposes of planning and outreach.
- Prepares requisitions and maintains supplies and equipment.

Performs other related duties as requested or assigned.

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

**SUPERVISION**

**Level of Supervision Received**

This position receives direction from the registered nurse and is supervised by the Dean of Health and Wellbeing.

**Level of Supervision Exercised**

This position does not supervise others.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Common college health concerns

Basic First Aid and Cardio Pulmonary Resuscitation

Proper use of basic health office equipment as needed to record basic vital signs (i.e., blood pressure, temperature, pulse, respiration)

Appropriate universal precautions and related safety requirements used when handling biohazardous substances or contaminated instruments

Related computer programs, applications and office equipment

State and federal laws related to student confidentiality and security of medical records (i.e., HIPPA, FERPA)

District policy, departmental resources and administrative practices and procedures

Basic data collection, filing and record keeping systems

Medical terminology

Best practices for outreach and engagement around college health concerns

**Ability to:**

React calmly and analyze emergency situations as initial point of contact

Take and record basic vital signs, such as blood pressure, temperature, pulse, and respiration

Obtain and impart information tactfully and accurately

Maintain files and records, retrieve information and prepare reports

Pay attention to detail

Be able to manage tasks that are complex and time sensitive in nature

Learn recordkeeping requirements for immunizations and other medical procedures

Maintain confidentiality of records and exercise sound judgment regarding sensitive information

Provide health education to a college student population

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

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:**

High school diploma or equivalent. Two years of college coursework including health and medical office practices and terminology preferred.

**Experience Requirement:**

Two years increasingly responsible clerical experience preferably in a medical setting.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

Valid First Aid and Cardiopulmonary Resuscitation/Automated External Defibrillators (CPR/AED) certification.

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

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

**Environment:** While performing the duties of this job, the employee is regularly required to stand, walk, and, with assistance, lift, carry, push or pull between 25 to 50 pounds. There is exposure to communicable diseases, bodily fluids/spills, contaminated products, and syringes and needles.

**CLASS DETAIL**

<b>Job Family:</b>	Student Services (non-classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	03/78
<b>Class History:</b>	
<b>Revision Date(s):</b>	12/84; Hay Study 11/16/06; 12/18/13; 10/20/21; 9/18/24

Agenda Report Number	7
Subject	Classification Description Revisions: Laboratory Technician-Art Recruitment
Date	September 18, 2024
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 Laboratory Technician-Art. The Personnel Commission is recruiting to fill one vacancy for this classification. This classification was originally created in November 2006 and has been revised twice since its creation, most recently in 2022 as part of the cyclical classification review.

**METHODOLOGY**

Personnel Commission staff met with Art Department Chair, Walter Meyer and Interim Dean of Academic Affairs, Sasha King to review the classification description and to determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job. Minor changes are being requested to clarify essential duties and abilities.

**RESULTS**

Revisions are being recommended to the essential duties and knowledge sections to clarify the language and duties of the position. Classification revisions were sent for review to the incumbents, CSEA, Department leadership, Business Services, Human Resources, and executive leadership.

**RECOMMENDATION**

It is recommended that the Commission approve the proposed class description revisions for Laboratory Technician-Art.

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



**Santa Monica Community College District  
Personnel Commission**

**Laboratory Technician - Art**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification provide laboratory support, and assist instructors and students in the laboratories, studios, galleries, and creative workspaces.

**DISTINGUISHING CHARACTERISTICS**

The **Laboratory Technician-Art** provides support in the various creative workspaces and assists instructors and students using the Art Department facilities.

The **Lead Laboratory Technician-Art** serves as a lead for the **Laboratory Technician-Art** and is responsible for delegating and overseeing the work of the **Laboratory technician-Art** and student workers.

**ESSENTIAL DUTIES**

Provides technical assistance to instructors and students in the laboratories, studios, and galleries.

Maintains the stockroom, laboratories, studios, and galleries in a clean and orderly condition; monitors and maintains workshop spaces such as the metal shop, woodshop, digital fabrication spaces, and kilns.

Demonstrates proper use and care of tools, materials, equipment, chemicals, and supplies to students.

Checks-out tools, equipment and supplies to students.

Maintains records for inventory, purchasing, and repairs.

Researches, orders, receives, stores, and inventories art and laboratory supplies, tools, and equipment and makes recommendations regarding purchases.

Prepares tools, equipment, chemicals, and materials for use by students in the laboratories, studios, and galleries.

Consults with faculty on specific needs of tools, supplies and equipment for the upcoming semester.

Assists the Gallery Director in the preparation of artwork, including lighting, construction, installation, basic patching and painting.

Interviews, selects, trains, and provides work direction to student workers.

Inspects, cleans, adjusts, maintains, assembles, installs, and makes minor repairs on a variety of tools and equipment.

May perform routine clerical duties related to the preparation and coordination of gallery and exhibition announcements and events.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

##### *Supervision Received*

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

##### *Supervision Exercised*

May provide guidance and work direction to student workers.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

Principles, theories, terminology, techniques, standards, equipment, tools, materials, and supplies commonly used in printmaking, ceramics, sculpture, painting, drawing, graphic arts, woodworking, and other related disciplines

Contemporary arts, including related concepts and technology

Lighting and presentation as it relates to artwork installation

Functionality of ceramic studio spaces, digital fabrication spaces and workshops

Toxic chemical handling and disposing

Chemical reagents and solutions

Basic maintenance, and repair of art and laboratory equipment

Safety procedures in the laboratories, studios, and galleries

Inventory and ordering procedures

Basic record keeping techniques

##### Ability to:

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

Interpret, apply, explain practices, standards and methods in accordance with applicable laws and regulations, and District policies and procedures

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

Communicate effectively, both orally and in writing

Safely prepare and install artwork

Operate and explain tools, equipment, chemicals, materials and supplies

Interpret and properly apply methods, procedures, and regulations related to safety in the laboratories, studios, and galleries

Measure and mix chemicals safely and properly

Maintain tools, equipment, materials, and supplies in a clean and orderly condition

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:***

Successful completion of thirty (30) semester hours of college coursework in art, including printmaking, ceramics, sculpture, painting, drawing, and graphic arts.

***Experience Requirement:***

One (1) year of experience working in an art studio, laboratory, or gallery, including taking inventory and ordering supplies, and receiving/reviewing art.

***Education/Experience Equivalency:***

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

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

A valid driver's license

#### WORKING CONDITIONS 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.

***Work Environment:***

Positions in this classification lift objects, bend and stoop and are exposed to high noise levels, chemicals, equipment, machinery, and extreme heat. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

#### CLASS DETAIL

**Job Family:** Instructional Support (Student Services/Classroom)

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** 11/09/06

**Class History:** Laboratory Technician – Art  
Laboratory Technician – Broadcasting  
Laboratory Technician – Commercial Photography  
Laboratory Technician – Art/Broadcasting/Commercial Photography

**Revision Date(s):** 9/17/08, 8/17/22, 9/18/24

**Santa Monica Community College District  
Personnel Commission**

**Laboratory Technician - Art**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification provide laboratory support, and assist instructors and students in the laboratories, studios, galleries, and creative workspaces.

**DISTINGUISHING CHARACTERISTICS**

The **Laboratory Technician-Art** provides support in the various creative workspaces and assists instructors and students using the Art Department facilities.

The **Lead Laboratory Technician-Art** serves as a lead for the Laboratory Technician-Art and is responsible for delegating and overseeing the work of the Laboratory technician-Art and student workers.

**ESSENTIAL DUTIES**

Provides technical assistance to instructors and students in the laboratories, studios, and galleries.

Maintains the stockroom, laboratories, studios, and galleries in a clean and orderly condition; monitors and maintains workshop spaces such as the metal shop, woodshop, digital fabrication spaces, and kilns.

Demonstrates proper use and care of tools, materials, equipment, chemicals, and supplies to students.

Checks-out tools, equipment and supplies to students.

Maintains records for inventory, purchasing, and repairs.

Researches, orders, receives, stores, and inventories art and laboratory supplies, tools, and equipment and makes recommendations regarding purchases.

Prepares tools, equipment, chemicals, and materials for use by students in the laboratories, studios, and galleries.

Consults with faculty on specific needs of tools, supplies and equipment for the upcoming semester.

Assists the Gallery Director in the preparation of artwork, including lighting, construction, installation, basic patching and painting.

Interviews, selects, trains, and provides work direction to student workers.

Inspects, cleans, adjusts, maintains, assembles, installs, and makes minor repairs on a variety of tools and equipment.

May perform routine clerical duties related to the preparation and coordination of gallery and exhibition announcements and events.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

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

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

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

May provide guidance and work direction to student workers.

#### KNOWLEDGE, SKILLS AND ABILITIES

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

Principles, theories, terminology, techniques, standards, equipment, tools, materials, and supplies commonly used in printmaking, ceramics, sculpture, painting, drawing, graphic arts, woodworking, and other related disciplines

Contemporary arts, including related concepts and technology

Lighting and presentation as it relates to artwork installation

Functionality of ceramic studio spaces, digital fabrication spaces and workshops

Toxic chemical handling and disposing

Chemical reagents and solutions

Basic maintenance, and repair of art and laboratory equipment

Safety procedures in the laboratories, studios, and galleries

Inventory and ordering procedures

Basic record keeping techniques

##### **Ability to:**

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

Interpret, apply, explain practices, standards and methods in accordance with applicable laws and regulations, and District policies and procedures

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

Communicate effectively, both orally and in writing

Safely prepare and install artwork

Operate and explain tools, equipment, chemicals, materials and supplies

Interpret and properly apply methods, procedures, and regulations related to safety in the laboratories, studios, and galleries

Measure and mix chemicals safely and properly

Maintain tools, equipment, materials, and supplies in a clean and orderly condition 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:**

Successful completion of thirty (30) semester hours of college coursework in art, including printmaking, ceramics, sculpture, painting, drawing, and graphic arts.

**Experience Requirement:**

One year of experience working in an art studio, laboratory, or gallery, including taking inventory and ordering supplies, and receiving/reviewing art.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

A valid driver's license

**WORKING CONDITIONS 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.

**Work Environment:**

Positions in this classification lift objects, bend and stoop and are exposed to high noise levels, chemicals, equipment, machinery, and extreme heat. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

**CLASS DETAIL**

**Job Family:**

Instructional Support (Student Services/Classroom

<b>FLSA Status:</b>	Non-Exempt
<b>Personnel Commission Approval Date:</b>	11/09/06
<b>Class History:</b>	Laboratory Technician – Art Laboratory Technician – Broadcasting Laboratory Technician – Commercial Photography Laboratory Technician – Art/Broadcasting/Commercial Photography
<b>Revision Date(s):</b>	9/17/08, 8/17/22, 9/18/24



Agenda Report Number	8
Subject	Classification Description Revisions: Director of Facilities Programming Cyclical Review
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Director of Facilities Programming**.

As part of the cyclical review process, we are reviewing classifications in the Performing Arts & Events job discipline. The Facilities Programming Department supports the core educational mission of the college by reviewing a wide range of educational and cultural offerings for students and the community.

The Director of Facilities Programming classification was established in April 2023. 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 2023-24. The incumbents in the Performing Arts & Events classifications, as well as CSEA, were invited to participate in a class study orientation on November 29, 2023, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. Manager orientations were held on November 28, 2023. Incumbents were requested to complete Position Description Questionnaires (PDQs) by December 20, 2023.

Personnel Commission staff consulted with Don Girard, Government Relations/Institutional Advancement to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions were proposed to clarify duties assigned and distinguishing characteristics.

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

**RESULTS**

Based on data gathered, minor class description revisions are being proposed to update the description.

A comprehensive salary survey of 16 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 combined the duties of this classification with broader roles that branched out to different specialties (e.g. facilities operation, facilities planning). It is recommended that salary remain at Range M32. Salary recommendation was based on internal comparison with the Production Manager, maintaining the pay differential of 25% between the two roles.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<i>Director of Facilities Programming</i>	<i>M32</i>	<i>\$11,483</i>	<i>\$13,958</i>	<i>24.59%</i>
Production Manager	M23	\$9,217	\$11,203	25.85%
Theater Technical Director (retitle)	43	\$7,324	\$8,903	10.25%
Planetarium Coordinator (retitle)	39	\$6,643	\$8,075	0.00%
Lead Theater Technician	39	\$6,643	\$8,075	4.99%
Theater Technical Specialist	37	\$6,327	\$7,690	5.00%
Stage Technician-Scenery	35	\$6,026	\$7,324	0.00%
Stage Technician-Lighting	35	\$6,026	\$7,324	0.00%
Stage Technician-Sound	35	\$6,026	\$7,324	0.00%
Costume Designer	35	\$6,026	\$7,324	5.00%
Theater Technician	33	\$5,739	\$6,975	59.06%
Events Assistant	14	\$3,608	\$4,385	NA

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions for Director of Facilities Programming.

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

**Santa Monica Community College District  
Personnel Commission**

**Director of Facilities Programming**

**CONCEPT OF THE CLASS**

Under general direction, the Director of Facilities Programming directs and works in coordination with District entities, support organizations, and others who plan special events for purposes of maximizing use of college facilities for revenue generating purposes. The Director is responsible for the guidance, direction, and policy formulation for event management and operations and other new sources of rental revenue.

**DISTINGUISHING CHARACTERISTICS**

The **Director of Facilities Programming** provides operational oversight and develops strategy for maximizing use of college facilities for revenue generation for the Facilities Programming Department. This position also liaises with Academic Affairs and performing arts departments to enhance performance programs and minimize conflicts.

The **Production Manager** directs and supervises the day-to-day operations related to public performances, special events, and non-instructional uses of District facilities for the Facilities Programming Department.

**ESSENTIAL DUTIES**

Plans, organizes, and manages a variety of annual and special events in support of the District's fundraising and outreach efforts, outlining funding needs, goals, promotions, procedures, evaluations, and other details involved with successful execution.

Interprets the District's vision and support mission implementation by establishing and conducting strategic planning sessions and annual objectives based on long-term objectives of the Facilities Programming Department.

Markets college facilities and enters into use agreements for revenue generating activities.

Serves as principal liaison between users and the District community, making venue and parking arrangements for permitted events and ensures that special event programming has minimal impact to District activities, or the surrounding residential community.

Oversees master calendar for the Performing Arts Center.

Prepares and reviews standardized contracts and agreements and other established legal instruments to safeguard District interests.

Develops and prepares annual budgets assuring fiscal accountability; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; supervises financial reporting; oversees the completion of purchase orders and staff payroll; reviews sales reports and conducts analysis on profit center opportunities.

Directs, manages, and trains direct service staff and volunteers to assist with permitted events, establishing policies and procedures that promote high customer service standards.

Develops and maintains a system of policies and procedures for the use of District facilities by individuals and organizations; ensures compliance with all District policies and procedures.

Convenes and chairs facilities programming meetings with essential college operations and planning personnel; meets with administrators, faculty, staff, and event representatives to determine ~~facilities~~facility and equipment needs; assesses feasibility of requests.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

***Level of Supervision Received***

This position receives general direction from the Senior Director, Government Relations, and Institutional Communications.

***Level of Supervision Exercised***

General supervision is exercised over all assigned staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Principles, practices, and techniques of planning and managing the operations and activities of community college facilities

Principles and practices of public administration for budgeting, effective expenditure control methods, purchasing, and maintenance of public records

Principles and practices of sound business communication and practices

District human resources policies and procedures and labor contract provisions

Effective strategic planning, management, and leadership principles

Effective leadership principles, employee motivation and team building

College facilities programming, practices, rules, laws, ordinances, and regulations

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

Effective negotiation and representation techniques

Project management, program development and evaluation, including budget preparation and effective expenditure control methods

Collaborative and team building strategies to facilitate buy in from stakeholders

Organizational structures, shared governance philosophy, and administrative protocols

Principles and techniques of effective writing and editing as well as the fundamentals of composition, layout and production used in communications media

Public information channels and effective methods of disseminating information to target markets

**Ability to:**

Plan, organize and manage comprehensive program controls; anticipate conditions, plan ahead, establish clear goals and priorities, maintain schedules, and meet deadlines

Apply laws, rules, regulations and District policies affecting assigned operations; understand and interpreting legal codes, technical materials, and administrative policies, reports and directives

- Effectively prepare and monitor a budget and maintain proper accounting and budgetary controls
- Evaluate, develop and implement District policies, procedures and protocols
- Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide facilities programming issues and present potential solutions to District leadership
- Understand internal and external customers' immediate and long term needs to provide viable solutions and recommendations
- Utilize organizational funds, material resources and staffing levels wisely and strategically
- Maintain an open and approachable manner/demeanor and easily build rapport with others
- Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives
- Maintain composure and focus with a high workload, amongst competing and conflicting demands and multiple interruptions
- Stay updated on technology changes and adapt to new technologies
- Model professional integrity and deal quickly with breaches of misconduct
- Lead, motivate, develop, and engage cross-functional teams to achieve excellence
- Build collaborative relationships across the college and with community stakeholders
- 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 public or business administration, management, or a related field.

**Experience Requirement:**

Five years of experience in facilities management overseeing college special events or large-scale, revenue-generating venues.

**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

<b>Job Family:</b>	Community Outreach
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	April 18, 2023
<b>Class History:</b>	<del>New Classification</del>
<b>Revision Date(s):</b>	<a href="#">9/18/24</a>

**Santa Monica Community College District  
Personnel Commission**

**Director of Facilities Programming**

**CONCEPT OF THE CLASS**

Under general direction, the Director of Facilities Programming directs and works in coordination with District entities, support organizations, and others who plan special events for purposes of maximizing use of college facilities for revenue generating purposes. The Director is responsible for the guidance, direction, and policy formulation for event management and operations and other new sources of rental revenue.

**DISTINGUISHING CHARACTERISTICS**

The **Director of Facilities Programming** provides operational oversight and develops strategy for maximizing use of college facilities for revenue generation for the Facilities Programming Department. This position also liaises with Academic Affairs and performing arts departments to enhance performance programs and minimize conflicts.

The **Production Manager** directs and supervises the day-to-day operations related to public performances, special events, and non-instructional uses of District facilities for the Facilities Programming Department.

**ESSENTIAL DUTIES**

Plans, organizes, and manages a variety of annual and special events in support of the District's fundraising and outreach efforts, outlining funding needs, goals, promotions, procedures, evaluations, and other details involved with successful execution.

Interprets the District's vision and support mission implementation by establishing and conducting strategic planning sessions and annual objectives based on long-term objectives of the Facilities Programming Department.

Markets college facilities and enters into user agreements for revenue generating activities.

Serves as principal liaison between users and the District community, making venue and parking arrangements for permitted events and ensures that special event programming has minimal impact to District activities, or the surrounding residential community.

Oversees master calendar for the Performing Arts Center.

Prepares and reviews standardized contracts and agreements and other established legal instruments to safeguard District interests.

Develops and prepares annual budgets assuring fiscal accountability; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; supervises financial reporting; oversees the completion of purchase orders and staff payroll; reviews sales reports and conducts analysis on profit center opportunities.

Directs, manages, and trains direct service staff and volunteers to assist with permitted events, establishing policies and procedures that promote high customer service standards.

Develops and maintains a system of policies and procedures for the use of District facilities by individuals and organizations; ensures compliance with all District policies and procedures.

Convenes and chairs facilities programming meetings with essential college operations and planning personnel; meets with administrators, faculty, staff, and event representatives to determine facility and equipment needs; assesses feasibility of requests.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

***Level of Supervision Received***

This position receives general direction from the Senior Director, Government Relations, and Institutional Communications.

***Level of Supervision Exercised***

General supervision is exercised over all assigned staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Principles, practices, and techniques of planning and managing the operations and activities of community college facilities

Principles and practices of public administration for budgeting, effective expenditure control methods, purchasing, and maintenance of public records

Principles and practices of sound business communication and practices

District human resources policies and procedures and labor contract provisions

Effective strategic planning, management, and leadership principles

Effective leadership principles, employee motivation and team building

College facilities programming, practices, rules, laws, ordinances, and regulations

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

Effective negotiation and representation techniques

Project management, program development and evaluation, including budget preparation and effective expenditure control methods

Collaborative and team building strategies to facilitate buy in from stakeholders

Organizational structures, shared governance philosophy, and administrative protocols

Principles and techniques of effective writing and editing as well as the fundamentals of composition, layout and production used in communications media

Public information channels and effective methods of disseminating information to target markets

**Ability to:**

Plan, organize and manage comprehensive program controls; anticipate conditions, plan ahead, establish clear goals and priorities, maintain schedules, and meet deadlines

Apply laws, rules, regulations and District policies affecting assigned operations; understand and interpret legal codes, technical materials, and administrative policies, reports and directives



Effectively prepare and monitor a budget and maintain proper accounting and budgetary controls

Evaluate, develop and implement District policies, procedures and protocols

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

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

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

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

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

Maintain composure and focus with a high workload, amongst competing and conflicting demands and multiple interruptions

Stay updated on technology changes and adapt to new technologies

Model professional integrity and deal quickly with breaches of misconduct

Lead, motivate, develop, and engage cross-functional teams to achieve excellence

Build collaborative relationships across the college and with community stakeholders

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 public or business administration, management, or a related field.

**Experience Requirement:**

Five years of experience in facilities management overseeing college special events or large-scale, revenue-generating venues.

**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

<b>Job Family:</b>	Community Outreach
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	April 18, 2023
<b>Class History:</b>	
<b>Revision Date(s):</b>	9/18/24

Agenda Report Number	9
Subject	Classification Description Revisions: Production Manager Cyclical Review
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

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

As part of the cyclical review process, we are reviewing classifications in the Performing Arts & Events job discipline. The Facilities Programming Department supports the core educational mission of the college by providing a wide range of educational and cultural offerings for students and the community.

The Production Manager classification was established in June 2015. This classification has not been revised since its establishment. There is currently no permanent incumbent in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2023-24. The incumbents in the Performing Arts & Events classifications, as well as CSEA, were invited to participate in a class study orientation on November 29, 2023, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

Personnel Commission staff consulted with Robert Rudolph, Facilities Programming Department, to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions were proposed to clarify duties assigned and distinguishing characteristics.

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

### **RESULTS**

Based on data gathered, class description revisions are being proposed, to clarify the level of supervision, KSAs (Knowledge, Skills and Abilities), and minimum qualifications.

A comprehensive salary survey of 16 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	Production Manager	\$9,217	\$11,203	\$10,210	37,693
El Camino College	Theatre Production Manager	\$7,793	\$10,044	\$8,919	28,607
Glendale College	Performing Arts Production Manager	\$7,588	\$9,684	\$8,636	20,762
Long Beach City College	Manager, Performing Arts Production	\$8,898	\$12,124	\$10,511	34,365
Pasadena City College	Manager-Audio Video and Staging Services	\$9,819	\$12,007	\$10,913	32,965
Santa Barbara City College	Theatre Operations Supervisor	\$6,254	\$7,621	\$6,937	22,639
	Average	\$8,070	\$10,296	\$9,183	
	25th Percentile	\$7,588	\$9,684	\$8,636	
	50th Percentile	\$7,793	\$10,044	\$8,919	
	75th Percentile	\$8,898	\$12,007	\$10,511	
	80th Percentile	\$9,082	\$12,030	\$10,591	
	90th Percentile	\$9,451	\$12,077	\$10,752	
	SMC % RANK	83.6%	64.7%	<b>70.2%</b>	
	SMC Difference From AVG	12.4%	8.1%	10.1%	
	SMC Difference From MED	15.4%	10.3%	12.6%	

The current salary range for Production Manager is Range 23 on the Classified Management Salary Schedule. In this survey, SMC is in the 70<sup>th</sup> percentile compared to all benchmark agencies with comparable classifications; that is, 30% of the market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 70<sup>th</sup> percentile, salary reallocation is not recommended given current salary meets the District’s goal to target the 70<sup>th</sup> percentile. The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Facilities Programming	M32	\$11,483	\$13,958	24.59%
<b><i>Production Manager</i></b>	<b><i>M23</i></b>	<b><i>\$9,217</i></b>	<b><i>\$11,203</i></b>	<b><i>25.85%</i></b>
Theater Technical Director (retitle)	43	\$7,324	\$8,903	10.25%
Planetarium Coordinator (retitle)	39	\$6,643	\$8,075	0.00%
Lead Theater Technician	39	\$6,643	\$8,075	4.99%
Theater Technical Specialist	37	\$6,327	\$7,690	5.00%
Stage Technician-Scenery	35	\$6,026	\$7,324	0.00%
Stage Technician-Lighting	35	\$6,026	\$7,324	0.00%
Stage Technician-Sound	35	\$6,026	\$7,324	0.00%
Costume Designer	35	\$6,026	\$7,324	5.00%
Theater Technician	33	\$5,739	\$6,975	59.06%
Events Assistant	14	\$3,608	\$4,385	NA

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

**RECOMMENDATION**

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

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

**Santa Monica Community College District  
Personnel Commission**

**Production Manager**

**CONCEPT OF THE CLASS**

Under general supervision, the Position in this classification manages, supervises and oversees all areas of theatrical production and related special event operations for the Facilities Programming Department. Areas of operation include, but are not limited to, the Performing Arts Center, the Theater Arts building, future performing arts spaces at the District, and special events, filming, or private rentals on District property. In addition, the incumbent supervises and evaluates the performance of assigned staff.

**DISTINGUISHING CHARACTERISTICS**

The **Production Manager** manages and supervises the day-to-day operations related to theatrical productions and special event operations for the Facilities Programming Department.

The **Theatre- Theater Technical Director** plans, coordinates, and provides technical direction at specified venues for various phases of theatre productions, including set construction, lighting, props, costumes, and sound. This position also oversees and coordinates the work of front of house staff, designers, technical crews, and student workers, to ensure the proper, safe, and timely set-up of stage settings and events.

The **Lead Events- Theater Technician** serves as a lead for assigned events District-wide and oversees the installation, set-up, and operation of sound, lighting, stage, scenery and video equipment, multimedia presentation and **public announcement (PA)** equipment for special events, such as concerts, dance performances, presentations and lectures.

**ESSENTIAL DUTIES**

Supervises, coordinates, and schedules all phases of productions including staging, set construction, lighting, props, costumes, video, sound, and live streaming for internal users, resident companies and outside rental clients.

Manages, supervises and oversees the work of technical crews and front of house staff, for productions in all District theaters and exterior venues.

Facilitates the work of designers, technical directors, and crews to ensure the proper, safe, and timely set-up of theatrical performances and exterior events.

Oversees, organizes, and coordinates the production calendars, and schedules productions and rehearsals to meet appropriate deadlines.

Assists in preproduction planning and advances shows for rental clients and resident company performances to ensure that activities and staff can be timely-scheduled in a timely manner.

Monitors departmental budgets, prepares production and related budgets; estimates project costs such as projected supplies, equipment, materials, rental needs, and labor.

Oversees the operation and maintenance of theatrical equipment and systems.

Liaises with event producers to determine technical requirements. Conducts walk-throughs for rental clients and others seeking understanding and knowledge of venue capabilities, features

and operations.

Maintains cooperative and collaborative working relationships with campus departments and personnel, contractors, touring artists, directors, company managers, and other customers, to ensure a smooth operation of shows, performances, and events.

Supervises, trains, directs, and evaluates staff; participates in the recruitment and selection of new employees.

Participates in the development, implementation and evaluation of Department policies, procedures and programs.

Performs other related duties as 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 by the Associate Dean/Director of Facilities Programming.

**Level of Supervision Exercised:**

General supervision is exercised over ~~the theatre~~Theater ~~Technical~~ Director, technical crew, front of house staff, box office staff, student workers, and volunteers.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Principles and methods of ~~theatre~~theatre production management

Basics in all the disciplines, including set design and construction, rigging, special effects, lighting, props, costumes, stage management, sound design, and video

Equipment, principles, methods, and the terminology used in theater, special events, television and film productions

Safety practices and procedures involved in theater operations

Accounting, bookkeeping and budgeting principles

Time management techniques

Work scheduling methods and processes

Interpersonal skills using tact, patience and courtesy

Oral and written communication skills

Supervisory procedures and practices including effective recruitment and selection; assigning and delegating work, managing payroll, evaluating performance, motivating employees, training and developing staff, handling grievances and imposing corrective and/or disciplinary action

Applications and software used in theatrical operations, including computer-aided design (CAD) and other similar programs

**Ability to:**

Read and interpret blueprints, designs, renderings, and other drawings

Oversee and participate in all technical areas of production, including the construction of stage sets and props, setup and rigging of sound, lighting and video systems, and costuming

Schedule events and crews for productions

Plan and estimate maintenance and repair projects, production costs and time needed for project completion

~~Interpret, apply, and explain applicable laws and regulations, and District policies and procedures  
Assure compliance with established federal, state and District program performance standards and protocols in areas of assigned responsibility~~

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

Work in a fast-paced environment

~~Plan, o~~rganize, set priorities, and exercise sound independent judgment within areas of assigned responsibility

~~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

~~Establish and maintain effective working relationships with faculty, staff, event producers, and rental clients~~

~~Provide sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and customers.~~

#### MINIMUM QUALIFICATIONS

***Education Requirement:***

A bachelor's degree from an accredited college or university in theater ~~er~~ arts or a related field. ~~A master's in fine arts is desirable.~~

***Experience Requirement:***

Five years of professional experience in production management and/or technical direction, including planning, overseeing, and coordinating theater productions, musical concerts, dance, and special events. At least three years of hand-on technical experience working on productions ~~is~~ required. Experience as a ~~technical director~~ production manager in an academic 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 Requirements:***

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 Work Environment:**

While performing the duties of this job the employee is regularly required to carry, push, lift or pull up to 25 pounds. This position both climbs and stands. While performing the duties of this job, there is exposure to paint and welding fumes, chemicals, and dust. This position may use power tools and works with electrical equipment. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

**CLASS DETAIL**

<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	05/88
<b>Class History:</b>	Theatre Production Manager
<b>Revisions Date(s):</b>	11/9/96, 6/17/15, 9/18/24

**Santa Monica Community College District  
Personnel Commission**

**Production Manager**

**CONCEPT OF THE CLASS**

Under general supervision, the position in this classification manages, supervises and oversees all areas of theatrical production and related special event operations for the Facilities Programming Department. Areas of operation include, but are not limited to, the Performing Arts Center, the Theater Arts building, future performing arts spaces at the District, and special events, filming, or private rentals on District property. In addition, the incumbent supervises and evaluates the performance of assigned staff.

**DISTINGUISHING CHARACTERISTICS**

The **Production Manager** manages and supervises the day-to-day operations related to theatrical productions and special event operations for the Facilities Programming Department.

The **Theater Technical Director** plans, coordinates, and provides technical direction at specified venues for various phases of theater productions, including set construction, lighting, props, costumes, and sound. This position also oversees and coordinates the work of front of house staff, designers, technical crews, and student workers, to ensure the proper, safe, and timely set-up of stage settings and events.

The **Lead Theater Technician** serves as a lead for assigned events District-wide and oversees the installation, set-up, and operation of sound, lighting, stage, scenery and video equipment, multimedia presentation and public announcement (PA) equipment for special events, such as concerts, dance performances, presentations and lectures.

**ESSENTIAL DUTIES**

Supervises, coordinates, and schedules all phases of productions including staging, set construction, lighting, props, costumes, video, sound, and live streaming for internal users, resident companies and outside rental clients.

Manages, supervises and oversees the work of technical crews and front of house staff, for productions in all District theaters and exterior venues.

Facilitates the work of designers, technical directors, and crews to ensure the proper, safe, and timely set-up of theatrical performances and exterior events.

Oversees, organizes, and coordinates the production calendars, and schedules productions and rehearsals to meet appropriate deadlines.

Assists in preproduction planning and advances shows for rental clients and resident company performances to ensure that activities and staff can be scheduled in a timely manner.

Monitors departmental budgets, prepares production and related budgets; estimates project costs such as projected supplies, equipment, materials, rental needs, and labor.

Oversees the operation and maintenance of theatrical equipment and systems.

Liaises with event producers to determine technical requirements. Conducts walk-throughs for rental clients and others seeking understanding and knowledge of venue capabilities, features

and operations.

Maintains cooperative and collaborative working relationships with campus departments and personnel, contractors, touring artists, directors, company managers, and other customers, to ensure a smooth operation of shows, performances, and events.

Supervises, trains, directs, and evaluates staff; participates in the recruitment and selection of new employees.

Participates in the development, implementation and evaluation of Department policies, procedures and programs.

Performs other related duties as 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 by the Director of Facilities Programming.

**Level of Supervision Exercised:**

General supervision is exercised over the Theater Technical Director, technical crew, front of house staff, box office staff, student workers, and volunteers.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Principles and methods of theater production management

Basics in all the disciplines, including set design and construction, rigging, special effects, lighting, props, costumes, stage management, sound design, and video

Equipment, principles, methods, and the terminology used in theater, special events, television and film productions

Safety practices and procedures involved in theater operations

Accounting, bookkeeping and budgeting principles

Time management techniques

Work scheduling methods and processes

Interpersonal skills using tact, patience and courtesy

Oral and written communication skills

Supervisory procedures and practices including effective recruitment and selection; assigning and delegating work, managing payroll, evaluating performance, motivating employees, training and developing staff, handling grievances and imposing corrective and/or disciplinary action

Applications and software used in theatrical operations, including computer-aided design (CAD) and other similar programs

**Ability to:**

Read and interpret blueprints, designs, renderings, and other drawings

Oversee and participate in all technical areas of production, including the construction of stage sets and props, setup and rigging of sound, lighting and video systems, and costuming

- Schedule events and crews for productions
- Plan and estimate maintenance and repair projects, production costs and time needed for project completion
- Interpret, apply, and explain applicable laws and regulations, and District policies and procedures
  
- Communicate effectively, both orally and in writing
- Work in a fast-paced environment
- Organize, set priorities, and exercise sound independent judgment within areas of assigned responsibility
- 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:**

A bachelor's degree from an accredited college or university in theater arts or a related field.

**Experience Requirement:**

Five years of professional experience in production management and/or technical direction, including planning, overseeing, and coordinating theater productions, musical concerts, dance, and special events. At least three years of hand-on technical experience working on productions is required. Experience as a production manager in an academic 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 Requirements:**

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 Work Environment:**

While performing the duties of this job the employee is regularly required to carry, push, lift or pull up to 25 pounds. This position both climbs and stands. While performing the duties of this job, there is exposure to paint and welding fumes, chemicals, and dust. This position may use power tools and works with electrical equipment. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

CLASS DETAIL

<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	05/88
<b>Class History:</b>	Theatre Production Manager
<b>Revisions Date(s):</b>	11/9/96, 6/17/15, 9/18/24

Agenda Report Number	10
Subject	Classification Description Revisions & Retitle: Theatre Technical Director to Theater Technical Director Cyclical Review
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Theatre Technical Director**.

As part of the cyclical review process, we are reviewing classifications in Performing Arts & Events job discipline. The Facilities Programming Department supports the core educational mission of the college by providing a wide range of educational and cultural offerings for students and the community.

The Theatre Technical Director classification was established in August 1996. This classification has been revised twice since its establishment. The most recent revision was approved in June 2015, to properly distinguish it from the newly created Production Manager classification. There is currently one permanent incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2023-24. The incumbents in the Performing Arts & Events classifications, as well as CSEA, were invited to participate in a class study orientation on November 29, 2023, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbent in this job discipline was requested to complete Position Description Questionnaires (PDQs) by December 20, 2023.

Personnel Commission staff consulted with Robert Rudolph, Facilities Programming Department, to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions were proposed to clarify duties assigned and distinguishing characteristics.

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

**RESULTS**

Based on data gathered, class description revisions are being proposed, to clarify the job title, KSAs (Knowledge, Skills and Abilities), and working conditions & physical demands.

A comprehensive salary survey of 16 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	Theatre Technical Director	\$7,324	\$8,903	\$8,114	37,693
Cerritos College	Theatre Production Coordinator	\$7,065	\$8,502	\$7,784	28,748
El Camino College	Stage Manager	\$6,513	\$8,378	\$7,446	28,607
Long Beach City College	Auditorium Technical Coordinator	\$5,802	\$7,152	\$6,477	34,365
Mt. San Antonio College	Master Carpenter/Stage Manager	\$6,946	\$8,865	\$7,906	63,728
North Orange County CCD	Theater Production Coordinator	\$6,653	\$8,032	\$7,343	57,354
Riverside CCD	Production Coordinator	\$7,260	\$8,841	\$8,051	43,105
Santa Barbara City College	Theatre Stagecraft Specialist	\$5,395	\$6,570	\$5,982	22,639
State Center CCD	Theater Technical Director	\$6,123	\$7,530	\$6,826	52,768
Ventura County CCD	Performing Arts Center Technical Director	\$6,210	\$8,561	\$7,386	38,234
	Average	\$6,441	\$8,048	\$7,244	
	25th Percentile	\$6,123	\$7,530	\$6,826	
	50th Percentile	\$6,513	\$8,378	\$7,386	
	75th Percentile	\$6,946	\$8,561	\$7,784	
	80th Percentile	\$6,994	\$8,673	\$7,832	
	90th Percentile	\$7,104	\$8,846	\$7,935	
	SMC % RANK	100%	100%	100%	
	SMC Difference From AVG	12.1%	9.6%	10.7%	
	SMC Difference From MED	11.1%	5.9%	9.0%	

The current salary range for Theatre Technical Director is Range 43 on the Classified Salary Schedule. In this survey, SMC is in the 100<sup>th</sup> percentile compared to all benchmark agencies with comparable classifications; that is, none of the market comparables were paid higher than the SMC classification.

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

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Facilities Programming	M32	\$11,483	\$13,958	24.59%
Production Manager	M23	\$9,217	\$11,203	25.85%
<b><i>Theater Technical Director (retitle)</i></b>	<b><i>43</i></b>	<b><i>\$7,324</i></b>	<b><i>\$8,903</i></b>	<b><i>10.25%</i></b>
Planetarium Coordinator (retitle)	39	\$6,643	\$8,075	0.00%
Lead Theater Technician	39	\$6,643	\$8,075	4.99%
Theater Technical Specialist	37	\$6,327	\$7,690	5.00%
Stage Technician-Scenery	35	\$6,026	\$7,324	0.00%
Stage Technician-Lighting	35	\$6,026	\$7,324	0.00%
Stage Technician-Sound	35	\$6,026	\$7,324	0.00%
Costume Designer	35	\$6,026	\$7,324	5.00%
Theater Technician	33	\$5,739	\$6,975	59.06%
Events Assistant	14	\$3,608	\$4,385	NA

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed title change and classification description revisions for Theatre Technical Director.

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



**Santa Monica Community College District  
Personnel Commission**

~~Theatre~~Theater Technical Director

**CONCEPT OF THE CLASS**

Under general supervision, ~~the~~the position in this classification plans, oversees, coordinates, and provides technical direction at specific venues, for various phases of ~~theatre~~theater productions including set construction, lighting, props, costumes, and sound. This position also oversees front of house staff and coordinates the work of designers and technical crews to ensure the proper, safe, and timely set-up of stage settings and events.

**DISTINGUISHING CHARACTERISTICS**

The ~~Theatre~~Theater Technical Director plans, coordinates, and provides technical direction at specific venues, for various phases of ~~theatre~~theater productions including set construction, lighting, props, costumes, and sound. This position also oversees and coordinates the work of front of house staff, designers, technical crews, and student workers, to ensure the proper, safe, and timely set-up of stage settings and events.

The **Production Manager** manages and supervises the day-to-day operations related to theatrical productions and special event operations for the Facilities Programming Department.

The **Lead ~~Events~~Theater Technician** serves as a lead for assigned events District-wide and oversees the installation, set-up, and operation of sound, lighting, stage, scenery and video equipment, multimedia presentation, and public announcement (PA) equipment for special events, such as concerts, dance performances, presentations and lectures.

**ESSENTIAL DUTIES**

Plans and oversees the daily work; participates in the work of stage construction, sound set-up, and lighting; ensures that the construction, painting, rigging and setup of stage settings and other events are completed in a proper, safe, and timely manner.

Reviews and approves scenic, lighting, costuming, and sound designs for venue productions.

Prepares production and related budgets; estimates project costs such as projected supplies, equipment, materials, and rental needs, and completion time.

Maintains production and related payroll and accounting; may maintain records for stage management, box office, house management, front of house staffing, and publicity for a variety of theatrical productions and events.

Plans and schedules the technical production work for the venue(s).

Oversees the building of stage sets, lighting and sound installations from blueprints, drawings, designs, and other renderings.

Creates the venue calendar and schedules the use of the theatrical facilities in coordination with the academic program.

Attends and oversees technical and dress rehearsals to ensure execution of scene, lighting and sound shifts, prop placement and shifting, costume changes, and provides technical input to directors, designers, and students to ensure that productions run smoothly.

Consults with Department Chair and/or assigned administrator on general management matters related to staffing, budgeting and spending.

Monitors the proper and safe use of shop tools, equipment, and stage machinery; ensures the safety of stage and shop areas.

Schedules and oversees the striking of sets.

Provides guidance to students in the various phases of ~~theatre~~theater production.

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 provided by the Production Manager or an assigned administrator. The employee is expected to perform duties with substantial independence.

##### Level of Supervision Exercised

The position in this classification does not supervise other classified positions. However, this position trains, provides lead direction and coordinates the work of permanent and temporary staff, including technical crews, student workers and front of house staff, in addition to contracting outside vendors for a variety of services ranging from rental to repair.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

Principles, methods, materials, and terminology used in set construction, lighting, props, costumes, and sound design and setup

Theatrical rigging systems

Safety practices and procedures involved in ~~theatre~~theater productions

Basic electrical theory

Time management techniques

Drafting techniques

Basic payroll, accounting and bookkeeping principles

Work scheduling methods

##### Ability to:

-Read and interpret blueprints, designs, renderings, and other drawings in order to execute sets

Draft technical drawings

Oversee and participate in the construction of stage sets and props including the setup and rigging of sound and lighting

Plan and estimate cost and time needed for completion of productions

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

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

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Communicate effectively, both orally and in writing

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

Lead and train others

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 effective working relationships with faculty, staff, and students.~~

#### MINIMUM QUALIFICATIONS

**Education Requirement:** \_\_\_\_\_

Bachelor's degree in ~~T~~technical ~~D~~irection, ~~P~~roduction ~~M~~anagement, or closely related field.

**Experience Requirement:**

Four ~~(4)~~ years of experience in planning, overseeing, and coordinating the technical direction and/or production management of ~~theatre~~theater productions.

**Education/Experience Equivalency:** \_\_\_\_\_

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

**Licensure and/or Certification:**

None.

#### WORKING CONDITIONS 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 Work Environment:**

While performing the duties of this job the employee is regularly required to carry, push, lift or pull up to ~~25~~50 pounds. This position both climbs and stands. While performing the duties of this job, there is exposure to paint and welding fumes, chemicals, and dust. This position may use power tools and works with electrical equipment.

#### CLASS DETAIL

**Job Family:**

Instructional Support (Student Services/Classroom)

**FLSA Status:**

Non-exempt

**Personnel Commission Approval Date:**

8/21/96

**Class History:**

Theatre Technical Director

**Revision Date(s):**

11/9/06, 6/17/15, 9/18/24

**Santa Monica Community College District  
Personnel Commission  
Theater Technical Director**

**CONCEPT OF THE CLASS**

Under general supervision, the position in this classification plans, oversees, coordinates, and provides technical direction at specific venues, for various phases of theater productions including set construction, lighting, props, costumes, and sound. This position also oversees front of house staff and coordinates the work of designers and technical crews to ensure the proper, safe, and timely set-up of stage settings and events.

**DISTINGUISHING CHARACTERISTICS**

The **Theater Technical Director** plans, coordinates, and provides technical direction at specific venues, for various phases of theater productions including set construction, lighting, props, costumes, and sound. This position also oversees and coordinates the work of front of house staff, designers, technical crews, and student workers, to ensure the proper, safe, and timely set-up of stage settings and events.

The **Production Manager** manages and supervises the day-to-day operations related to theatrical productions and special event operations for the Facilities Programming Department.

The **Lead Theater Technician** serves as a lead for assigned events District-wide and oversees the installation, set-up, and operation of sound, lighting, stage, scenery and video equipment, multimedia presentation, and public announcement (PA) equipment for special events such as concerts, dance performances, presentations and lectures.

**ESSENTIAL DUTIES**

Plans and oversees the daily work; participates in the work of stage construction, sound setup, and lighting; ensures that the construction, painting, rigging and setup of stage settings and other events are completed in a proper, safe, and timely manner.

Reviews and approves scenic, lighting, costuming, and sound designs for venue productions.

Prepares production and related budgets; estimates project costs such as projected supplies, equipment, materials, and rental needs, and completion time.

Maintains production and related payroll and accounting; may maintain records for stage management, box office, house management, front of house staffing, and publicity for a variety of theatrical productions and events.

Plans and schedules the technical production work for the venue(s).

Oversees the building of stage sets, lighting and sound installations from blueprints, drawings, designs, and other renderings.

Creates the venue calendar and schedules the use of the theatrical facilities in coordination with the academic program.

Attends and oversees technical and dress rehearsals to ensure execution of scene, lighting and sound shifts, prop placement and shifting, costume changes, and provides technical input to directors, designers, and students to ensure that productions run smoothly.

Consults with Department Chair and/or assigned administrator on general management matters related to staffing, budgeting and spending.

Monitors the proper and safe use of shop tools, equipment, and stage machinery; ensures the safety of stage and shop areas.

Schedules and oversees the striking of sets.

Provides guidance to students in the various phases of theater production.

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 provided by the Production Manager or an assigned administrator. The employee is expected to perform duties with substantial independence.

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

The position in this classification does not supervise other classified positions. However, this position trains, provides lead direction and coordinates the work of permanent and temporary staff, including technical crews, student workers and front of house staff, in addition to contracting outside vendors for a variety of services ranging from rental to repair.

#### KNOWLEDGE, SKILLS AND ABILITIES

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

Principles, methods, materials, and terminology used in set construction, lighting, props, costumes, and sound design and setup

Theatrical rigging systems

Safety practices and procedures involved in theater productions

Basic electrical theory

Time management techniques

Drafting techniques

Basic payroll, accounting and bookkeeping principles

Work scheduling methods

##### **Ability to:**

Read and interpret blueprints, designs, renderings, and other drawings in order to execute sets

Draft technical drawings

Oversee and participate in the construction of stage sets and props including the setup and rigging of sound and lighting

Plan and estimate cost and time needed for completion of productions

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

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

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Communicate effectively, both orally and in writing

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

Lead and train others

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 technical direction, production management, or closely related field.

**Experience Requirement:**

Four years of experience in planning, overseeing, and coordinating the technical direction and/or production management of theater productions.

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

**Licensure and/or Certification:** None.

**WORKING CONDITIONS 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 Work Environment:**

While performing the duties of this job the employee is regularly required to carry, push, lift or pull up to 50 pounds. This position both climbs and stands. While performing the duties of this job, there is exposure to paint and welding fumes, chemicals, and dust. This position may use power tools and works with electrical equipment.

**CLASS DETAIL**

<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	8/21/96
<b>Class History:</b>	Theatre Technical Director
<b>Revision Date(s):</b>	11/9/06, 6/17/15, 9/18/24

Agenda Report Number	11
Subject	Classification Description Revisions and Retitle: Planetarium Staff Administrator to Planetarium Coordinator Cyclical Review
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Planetarium Staff Administrator**. As part of the cyclical review process, we are reviewing classifications in the Performing Arts & Events job discipline. The Facilities Programming Department supports the core educational mission of the college by providing a wide range of educational and cultural offerings for students and the community.

The Planetarium Staff Administrator classification was established in July 1979. This classification has been revised twice since its establishment. The most recent revision was approved in November 2006, as part of the Districtwide Hay Study. There is currently no permanent incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2023-24. The incumbents in the Performing Arts & Events classifications, as well as CSEA, were invited to participate in a class study orientation on November 29, 2023, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

Personnel Commission staff consulted with Robert Rudolph, Facilities Programming Department, to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions were proposed to clarify duties assigned and distinguishing characteristics.

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

**RESULTS**

Based on data gathered, class description revisions are being proposed, to clarify the job title, distinguishing characteristics, essential duties, supervision, KSAs (Knowledge, Skills and Abilities), and minimum qualifications.

A comprehensive salary survey of 16 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 academic personnel to fill this role as needed and used it as a resource to supplement course offerings. As a result, salary allocation is recommended based on internal comparison of similar roles such as the Lead Theater Technician. No change in salary is recommended given that it shares the same levels in all the job factors with the Lead Theater Technician in the same job discipline. Both classifications are allocated to Range 39 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
Director of Facilities Programming	M32	\$11,483	\$13,958	24.59%
Production Manager	M23	\$9,217	\$11,203	25.85%
Theater Technical Director (retitle)	43	\$7,324	\$8,903	10.25%
<b><i>Planetarium Coordinator (retitle)</i></b>	<b><i>39</i></b>	<b><i>\$6,643</i></b>	<b><i>\$8,075</i></b>	<b><i>0.00%</i></b>
Lead Theater Technician	39	\$6,643	\$8,075	4.99%
Theater Technical Specialist	37	\$6,327	\$7,690	5.00%
Stage Technician-Scenery	35	\$6,026	\$7,324	0.00%
Stage Technician-Lighting	35	\$6,026	\$7,324	0.00%
Stage Technician-Sound	35	\$6,026	\$7,324	0.00%
Costume Designer	35	\$6,026	\$7,324	5.00%
Theater Technician	33	\$5,739	\$6,975	59.06%
Events Assistant	14	\$3,608	\$4,385	NA

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and retitle from Planetarium Staff Administrator to Planetarium Coordinator.

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



**Santa Monica Community College District  
Personnel Commission**

Planetarium ~~Staff Administrator~~ Coordinator

**CONCEPT OF THE CLASS**

Under general supervision, ~~T~~he position in this classification coordinates the planetarium program by researching, designing and presenting technical planetarium shows to students and the public, operating the Digistar planetarium projector, and marketing the planetarium to schools and the community.

**DISTINGUISHING CHARACTERISTICS**

The Planetarium Coordinator prepares and presents planetarium shows, as well as the operation and maintenance of the planetarium projector.

The Lead Theater Technician serves as a lead and oversees the installation, set-up, and operation of sound, lighting, stage, scenery, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures, as well as meeting with department representatives to determine their technical production needs for an event, and processing contracts for payment.

**ESSENTIAL DUTIES**

Researches, designs, produces, and presents technical planetarium shows and lectures to both ~~to~~ college classes, and to off-campus school groups, and the general public.

Programs, maintains, troubleshoots, and repairs the Digistar planetarium projector and other audio-visual equipment.

Works with faculty to coordinate planetarium lectures with class content.

Conducts inventory, orders, and stocks departmental supplies and equipment.

Develops and distributes publicity flyers and news updates providing information on upcoming planetarium shows and events, and maintains and updates the planetarium website.

Designs and schedules, ~~up to a year in advance,~~ a series of public shows for the community, and educational shows for school groups.

Shoots and mounts photographic slides for use in the planetarium and earth science classes, and maintains the extensive slide collection.

Sets up, operates and makes minor repairs to telescopes.

Maintains, updates and expands the planetarium mailing list database.

Collects ~~money~~ payment from patrons attending planetarium shows and transfers the ~~money~~ collected revenue to the Events Office.

Answers phone inquiries and correspondence concerning astronomy, public shows, and department class offerings.

~~May~~ identify ~~and~~ select researchers as guest lecturers and ~~train~~ them on the use of the Digistar planetarium projector, ~~if needed.~~

Performs other related duties as requested or assigned.

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

#### SUPERVISION

**Level of Supervision Received:**

Under general direction from the Associate Dean of Facilities Programming or Director of Facilities Programming, the employee works independently in coordinating the day-to-day operations of the Planetarium.

**Level of Supervision Exercised:**

Positions in this classification do not supervise others.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Astronomy and current developments in the Planetary Sciences

~~Knowledge of p~~lanetary show writing and production techniques

~~Knowledge of~~ Digistar planetarium projector operation, programming, maintenance and basic repair

~~Knowledge of t~~elescope set-up, operation, use, maintenance and repair

~~Knowledge of m~~arketing techniques

~~Knowledge of b~~asic record-keeping

**Ability to:**

~~e~~xplain complex physical and scientific concepts

~~Ability to write~~ Design planetarium presentations ~~to~~for audiences of many educational and age levels

~~Ability to t~~roubleshoot, identify problems, and arrange for repair of malfunctioning or broken equipment

~~Ability to t~~rain and oversee others in the use of the equipment and the presentation of shows and lectures

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

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:**

~~Possession of a~~ Associate's degree or equivalent in astronomy or related field. ~~A~~ Bachelor's degree with a major in ~~A~~stronomy or ~~P~~lanetary Science ~~related field preferred.~~

**Experience Requirement:**

Three ~~(3)~~ years of experience working in a planetarium, researching, developing and presenting technical

shows and lectures, and coordinating the publicity of special events.

***Education/Experience Equivalency:***

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

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

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

**CLASS DETAIL**

<b><i>Job Family:</i></b>	Instructional Support (Student Services/Classroom)
<b><i>FLSA Status:</i></b>	Non-exempt
<b><i>Personnel Commission Approval Date:</i></b>	7/17/79
<b><i>Class History:</i></b>	Planetarium Coordinator, Planetarium Manager, Planetarium Staff Administrator
<b><i>Revision Date(s):</i></b>	7/23/85, 11/9/06, 9/18/24

**Santa Monica Community College District  
Personnel Commission**

**Planetarium Coordinator**

**CONCEPT OF THE CLASS**

Under general supervision, the position in this classification coordinates the planetarium program by researching, designing and presenting technical planetarium shows to students and the public, operating the Digistar planetarium projector, and marketing the planetarium to schools and the community.

**DISTINGUISHING CHARACTERISTICS**

The **Planetarium Coordinator** prepares and presents planetarium shows, as well as the operation and maintenance of the planetarium projector.

The **Lead Theater Technician** serves as a lead and oversees the installation, set-up, and operation of sound, lighting, stage, scenery, public address equipment, and multimedia presentation equipment for special events, such as concerts, dance performances, presentations, and classroom lectures, as well as meeting with department representatives to determine their technical production needs for an event, and processing contracts for payment.

**ESSENTIAL DUTIES**

Researches, designs, produces, and presents technical planetarium shows and lectures to both college classes, and to off-campus school groups, and the general public.

Programs, maintains, troubleshoots, and repairs the Digistar planetarium projector and other audio-visual equipment.

Works with faculty to coordinate planetarium lectures with class content.

Conducts inventory, orders, and stocks departmental supplies and equipment.

Develops and distributes publicity flyers and news updates providing information on upcoming planetarium shows and events and maintains and updates the planetarium website.

Designs and schedules a series of public shows for the community and educational shows for school groups.

Shoots and mounts photographic slides for use in the planetarium and earth science classes, and maintains the extensive slide collection.

Sets up, operates and makes minor repairs to telescopes.

Maintains, updates and expands the planetarium mailing list database.

Collects payment from patrons attending planetarium shows and transfers the collected revenue to the Events Office.

Answers phone inquiries and correspondence concerning astronomy, public shows, and department class offerings.

May identify and select researchers as guest lecturers and train them on the use of the Digistar planetarium projector.

Performs other related duties as requested or assigned.

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

**SUPERVISION**

**Level of Supervision Received:**

Under general direction from the Associate Dean of Facilities Programming or Director of Facilities Programming, the employee works independently in coordinating the day-to-day operations of the Planetarium.

**Level of Supervision Exercised:**

Positions in this classification do not supervise others.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Astronomy and current developments in the Planetary Sciences

Planetary show writing and production techniques

Digistar planetarium projector operation, programming, maintenance and basic repair

Telescope set-up, operation, use, maintenance and repair

Marketing techniques

Basic record-keeping

**Ability to:**

Explain complex physical and scientific concepts

Design planetarium presentations for audiences of many educational and age levels

Troubleshoot, identify problems, and arrange for repair of malfunctioning or broken equipment

Train and oversee others in the use of the equipment and the presentation of shows and lectures

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

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 or equivalent in astronomy or related field. A bachelor's degree with a major in astronomy or related field preferred.

**Experience Requirement:**

Three years of experience working in a planetarium, researching, developing and presenting technical shows and lectures, and coordinating the publicity of special events.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

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

**CLASS DETAIL**

<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	7/17/79
<b>Class History:</b>	Planetarium Coordinator, Planetarium Manager, Planetarium Staff Administrator
<b>Revision Date(s):</b>	7/23/85, 11/9/06, 9/18/24

Agenda Report Number	12
Subject	Classification Description Revisions: Dance Production Specialist Cyclical Review
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

### **BACKGROUND**

Attached for your approval are the classification revisions for **Dance Production Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Performing Arts & Events job discipline. As an independent department, the SMC dance program is considered unique in two-year training programs. The Dance Department is dedicated to nurturing versatile dance artists through a combination of rigorous technical training in contemporary modern, ballet, commercial, and world dance forms with performance opportunities, theoretical study and creative exploration.

The Dance Production Specialist classification was established in June 1997 under the title of Dance Production Technician. This classification has been revised three times since its establishment. The most recent revision was approved in April 2013 to prepare for a recruitment. There is currently one incumbent in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2023-2024. The incumbent in the classification, as well as CSEA, was invited to participate in a class study orientation on November 29, 2023, 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 December 20, 2023.

Personnel Commission staff consulted with Mark Tomasic, Dance Department Chair, to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions were proposed to clarify duties assigned and distinguishing characteristics.

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

**RESULTS**

Based on data gathered, class description revisions are being proposed, to clarify essential duties and the Knowledge, Skills and Abilities.

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). The current salary range for Dance Production Specialist is Range 31 on the Classified Employee Salary Schedule and is appropriately allocated between similar roles such as the Theater Arts Operations Assistant.

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<i>Dance Production Specialist</i>	<i>31</i>	<i>\$5466</i>	<i>\$6643</i>	<i>4.99%</i>
Theater Arts Operations Assistant	29	\$5206	\$6327	

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions for Dance Production Specialist.

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



**Santa Monica Community College District  
Personnel Commission**

**Dance Production Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification assist with all phases of the planning of dance performance productions, including costuming, lighting, sets, sound, and props.

**DISTINGUISHING CHARACTERISTICS**

The Dance Production Specialist assists with all phases of the planning of dance performance productions, including costuming, lighting, sets, sound, and props.

The Theater Arts Operations Assistant performs a variety of specialized theatre duties to support the Theatre Arts department, which involves marketing and publicizing theatre events and activities, relationship building with industry partners, applying for production rights, records management, and outreach

**ESSENTIAL DUTIES**

Assists with the planning, overseeing, and scheduling rehearsals and performances with instructors, accompanists, choreographers, Events department staff and staff members from various outside venues

Assists the lighting/sound designer/board operator and general stage technician as needed

Assists with planning, overseeing, and coordinating of the various phases of costuming, lighting, sets, sound, and props for the dance productions, in conjunction with instructors, choreographers, and other staff

Arranges the publicity for dance productions, including flyers, postcards, advertisements, and programs

Monitors budgets and arranges for payment of accompanists, dance production supplies (i.e., costumes, props), and consultant contracts

~~Organize and maintain costumes, props and other production inventory insuring items are clean and usable~~

Arranges and coordinates procurement and transportation of costumes to required fittings, rehearsals, performances, photo/video sessions, and storage

Schedules and attends dance production meetings, in order to coordinate information and personnel required to prepare and present the production

Performs other related duties as requested or assigned

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

**SUPERVISION**

***Supervision Received***

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

**Supervision Exercised**

Positions in this classification do not supervise others.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

~~b~~Basic principles, methods, materials, and terminology used in stage production

~~Knowledge of b~~Basic principles of lighting, sets, props, audio and visual design and recording, and costumes

~~Knowledge of e~~Computer software related to music editing, and general office operations

~~Knowledge of b~~Basic principles, methods, materials, and terminology used in publicity, house management, and box office

~~Knowledge of b~~Basic work scheduling and record-keeping methods

Ability to:

~~organize~~Organize, and schedule work for others

~~Ability to w~~Work and meet deadlines with limited supervision

~~Ability to k~~Keep track of budget expenditures

~~Ability to establish and maintain cooperative working relationships with those contacted in the course of work~~

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

Communicate effectively, both orally and in writing

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

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

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

High school diploma or equivalent. An associate's degree in performing arts, theatre arts, communication, business administration or a closely related field is preferred.

~~A Bachelor's degree in Theatre or a related area is preferred.~~

**Experience Requirement:**

Two (2) years of experience in organizing, and scheduling ~~theatre~~theater or dance productions and/or events which include coordinating choreographers, and technicians involved in lighting and sound, costume/prop designers, and stage construction, publicity, and house management

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None

**WORKING CONDITIONS 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.

**Work Environment:**

While performing the duties of this position ~~the employees~~ in this classification may be required to stand, sit at a computer, walk and travel around the main campus or satellite locations. The employee is frequently required to lift, carry push or pull, must be able to lift objects up to 20 pounds.

**CLASS DETAIL**

**Job Family:** Instructional Support

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** ~~11/09/06~~ 6/1997

**Class History:** Dance Production Technician (06/97)

**Revision Date(s):** ~~Hay Study~~ 11/09/06, 4/17/13

**Job Family:**

Instructional Support

**FLSA Status:**

Non-Exempt

**Personnel Commission Approval Date:**

06/1997

**Class History:**

Dance Production Technician (06/97)

**Revision Date(s):**

11/09/06, 4/17/13, 8/21/24, 9/18/24

**Santa Monica Community College District  
Personnel Commission**

**Dance Production Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification assist with all phases of the planning of dance performance productions, including costuming, lighting, sets, sound, and props.

**DISTINGUISHING CHARACTERISTICS**

The **Dance Production Specialist** assists with all phases of the planning of dance performance productions, including costuming, lighting, sets, sound, and props.

The **Theater Arts Operations Assistant** performs a variety of specialized theatre duties to support the Theatre Arts department, which involves marketing and publicizing theatre events and activities, relationship building with industry partners, applying for production rights, records management, and outreach

**ESSENTIAL DUTIES**

Assists with the planning, overseeing, and scheduling rehearsals and performances with instructors, accompanists, choreographers, Events department staff and staff members from various outside venues

Assists the lighting/sound designer/board operator and general stage technician as needed

Assists with planning, overseeing, and coordinating of the various phases of costuming, lighting, sets, sound, and props for the dance productions, in conjunction with instructors, choreographers, and other staff

Arranges the publicity for dance productions, including flyers, postcards, advertisements, and programs

Monitors budgets and arranges for payment of accompanists, dance production supplies (i.e., costumes, props), and consultant contracts

Arranges and coordinates procurement and transportation of costumes to required fittings, rehearsals, performances, photo/video sessions, and storage

Schedules and attends dance production meetings, in order to coordinate information and personnel required to prepare and present the production

Performs other related duties as requested or assigned

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

**SUPERVISION**

***Supervision Received***

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

***Supervision Exercised***

Positions in this classification do not supervise others.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Basic principles, methods, materials, and terminology used in stage production  
Basic principles of lighting, sets, props, audio and visual design and recording, and costumes

Computer software related to music editing, and general office operations

Basic principles, methods, materials, and terminology used in publicity, house management, and box office

Basic work scheduling and record-keeping methods

**Ability to:**

Organize, and schedule work for others

Work and meet deadlines with limited supervision

Keep track of budget expenditures

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

Communicate effectively, both orally and in writing

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

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

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

High school diploma or equivalent. An associate's degree in performing arts, theatre arts, communication, business administration or a closely related field is preferred.

**Experience Requirement:**

Two years of experience in organizing, and scheduling theater or dance productions and/or events which include coordinating choreographers, and technicians involved in lighting and sound, costume/prop designers, and stage construction, publicity, and house management

**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 CONDITIONS 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.

**Work Environment:**

While performing the duties of this position the employee in this classification may be required to stand, sit at a computer, walk and travel around the main campus or satellite locations. The employee is frequently required to lift, carry push or pull objects up to 20 pounds.

**CLASS DETAIL**

**Job Family:** Instructional Support

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** 6/1997

**Class History:** Dance Production Technician (06/97)

**Revision Date(s):** 11/09/06, 4/17/13

**Job Family:** Instructional Support

**FLSA Status:** Non-Exempt

**Personnel Commission Approval Date:** 06/1997

**Class History:** Dance Production Technician (06/97)

**Revision Date(s):** 11/09/06, 4/17/13, 8/21/24, 9/18/24

Agenda Report Number	13
Subject	Classification Description Revisions, Retitle, and Salary Reallocation: Audio/Visual Equipment Technician to Audio-Visual Equipment Specialist Department Reorganization
Date	September 18, 2024
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 retitle, class description revisions and salary reallocation for Audio/Visual Equipment Technician.

The Information Technology department has undergone a reorganization to align their user support operations with the IT Master Plan and enhance operational consistency across District sites. The Audio/Visual Equipment Specialist is an existing classification that designs, deploys, programs, and provides full scope technical support for audio-visual infrastructure. IT management has requested changes to this class description to align this role with the broader changes that have occurred within the information technology support series.

This classification was established in 1977 and has been revised twice since its creation, including a retitle to Audio/Visual Equipment Technician in 2016. This position reports to the IT Infrastructure Manager and has one incumbent.

**METHODOLOGY**

Personnel Commission staff met with Matthew Kiaman, Director of Network Services, to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the class description. The concept of the class and distinguishing characteristics sections were modified to clarify the nature and scope of this role and how it differs from related roles within the occupational series. Duties were added or modified to more accurately reflect responsibilities assigned to this classification, the supervision section was updated to reflect changes in reporting relationships resulting from the ongoing IT reorganization, and the knowledge, skills and abilities section were updated to reflect current technologies and incorporate standardized language. Minimum qualifications were updated to reflect the education and experience that is minimally required for entry into the classification while maintaining a promotional pathway within the occupational series.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed to ensure proper alignment with, and delineation from, related IT classifications.

**RESULTS**

Based on the data gathered, revisions to the class description and a retitle are being proposed to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, distinguishing characteristics, essential duties, KSAs (knowledge, skills and abilities), level of supervision received and exercised, and minimum qualifications.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine current salary ranking. There were several matches based on this role’s responsibility for designing, programming, installing, and troubleshooting AV systems and infrastructure. Organizations with significant differences in duties or job structure were not matched. Commission staff found that some agencies did not utilize a similar role, required significant responsibility for lead work and project management, or required highly specialized work related to radio and television.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT	GF REVENUE ACTUAL
Santa Monica College	Audio-Visual Equipment Technician	\$5,876	\$7,143	\$6,510	37,693	\$246M
Cerritos College	Multimedia Technician	\$6,137	\$7,381	\$6,759	28,748	\$182M
Contra Costa CCD	Electronics Technician	\$5,319	\$6,479	\$5,899	41,364	\$295M
El Camino College	Audio Visual (AV) Technician	\$6,350	\$8,165	\$7,258	28,607	\$193M
North Orange County CCD	Multimedia Systems Specialist	\$5,909	\$7,130	\$6,520	57,354	\$337M
Riverside CCD	Media Services Repair Technician	\$6,671	\$8,117	\$7,394	43,105	\$371M
	Average	\$6,077	\$7,454	\$6,766		
	25th Percentile	\$5,909	\$7,130	\$6,520		
	50th Percentile	\$6,137	\$7,381	\$6,759		
	75th Percentile	\$6,350	\$8,117	\$7,258		
	80th Percentile	\$6,414	\$8,127	\$7,285		
	90th Percentile	\$6,543	\$8,146	\$7,339		
	SMC % RANK	23.6%	26.2%	<b>24.5%</b>		
	SMC Difference From AVG	-3.4%	-4.4%	-3.9%		
	SMC Difference From MED	-4.4%	-3.3%	-3.8%		

The current salary range for Audio/Visual Equipment Technician is range 34 on the Classified Employee Salary Schedule. In this survey, SMC is in the 25<sup>th</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 75% of market comparables were paid higher than the SMC classification.

**SALARY ALLOCATION**

It is recommended that salary for the Audio/Visual Equipment Technician be reallocated from **Range 34 to Range 38** on the Classified Employee Salary Schedule, a 10% increase. This will place



the median salary at the 70<sup>th</sup> percentile, which satisfies the District’s 70<sup>th</sup> percentile target. Allocating the salary one range lower will result in a median salary at the 62<sup>nd</sup> percentile, which is below the District’s 70<sup>th</sup> percentile target. Please see salary data for jobs in the Information Technology job discipline.

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Network Services	A15	\$14,656	\$16,158	37.35%
IT Infrastructure Manager	M29	\$10,670	\$12,969	0.00%
IT User Support Manager	M29	\$10,670	\$12,969	17.03%
Network Administrator	52	\$9,116	\$11,082	0.00%
Information Systems Administrator	52	\$9,116	\$11,082	7.53%
Network Communications Technician III	49	\$8,479	\$10,306	0.00%
IT User Systems Administrator	49	\$8,479	\$10,306	10.26%
Network Communications Technician II	45	\$7,690	\$9,348	10.25%
Network Communications Technician I	41	\$6,975	\$8,479	0.00%
Multimedia Specialist	41	\$6,975	\$8,479	0.00%
Senior Information Technology Support Specialist	41	\$6,975	\$8,479	7.67%
<b><i>Audio-Visual Equipment Specialist (PROPOSED)</i></b>	<b><i>38</i></b>	<b><i>\$6,479</i></b>	<b><i>\$7,875</i></b>	<b><i>2.41%</i></b>
Information Technology Support Specialist	37	\$6,327	\$7,690	7.68%
<b><i>Audio/Visual Equipment Technician (CURRENT)</i></b>	<b><i>34</i></b>	<b><i>\$5,876</i></b>	<b><i>\$7,143</i></b>	

The proposal for retitle, class description revisions, and salary reallocation was sent for review to Department leadership, incumbent, CSEA, Business Services, Human Resources, and the Superintendent/President.

**RECOMMENDATION**

It is recommended that the Commission approve the retitle, class description revisions and salary reallocation for Audio/Visual Equipment Technician.

**FROM:** Audio/Visual Equipment Technician Classified Employee Salary Schedule, Range 34

**TO:** Audio-Visual Equipment Specialist Classified Employee Salary Schedule, Range 38

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

**Santa Monica Community College District  
Personnel Commission**

**Audio/Visual Equipment ~~Technician~~ Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification troubleshoot, repair, adjust, program, install, integrate, and maintain a wide variety of audio/visual infrastructure ~~electronic equipment~~ used by college faculty and staff.

**DISTINGUISHING CHARACTERISTICS**

The Audio/Visual Equipment ~~Technician~~ Specialist ~~classification~~ performs duties related to designing, programming, deploying, maintaining, repairing, installing, adjusting, integrating and troubleshooting campus audio/visual equipment/infrastructure. Incumbents ensure that audio/visual ~~equipment/infrastructure~~ is in working order by performing preventative maintenance, training faculty on correct usage and repairing and replacing equipment as needed.

The Information Technology Support Specialist provides technical support and training to ensure end user access to a wide-range of technologies including computer software, hardware, and peripherals, audio-visual and multimedia equipment, and District systems.

The Network Communications Technician I installs, repairs, configures, troubleshoots, and maintains network and communications infrastructure and other information technology equipment. In addition, incumbents respond to technical support requests from end users and/or other technology support staff.

~~The Media Services Technician classification performs technical duties related to classroom multimedia support which requires in-depth knowledge of audio-visual equipment. Incumbents provide support to faculty by providing multimedia support, conducting multimedia training and making minor repairs and adjustments to equipment.~~

**ESSENTIAL DUTIES**

Troubleshoots and resolves issues involving audio-visual infrastructure, such as IP address settings, transmitter/receiver communications, and resolution/scaling.

Programs, configures, and installs audio-visual control systems and related components to ensure the desired functionality is delivered in a manner that is easy to operate for the end user.

Designs new audio-visual installations by creating schematics, noting the components and their interconnections, validating compatibility, and estimating their itemized and total costs.

Repairs and makes periodic adjustments to a wide-variety of audio/visual and other related equipment, which includes ~~dis~~ dismantling ~~of~~ equipment, removing and replacing damaged parts, and reassembling equipment.

Regularly climbs ladders to perform routine maintenance and repairs on audio/visual installations.

Reads, ~~and~~ interprets and develops ~~equipment~~ schematics and diagrams in-to ~~repairing~~, ~~replacing~~ and installing parts, cables and electronic components.

~~Maintains~~ Performs visual safety checks on classroom audio-visual equipment infrastructure, reports related safety issues to supervisor, and makes repairs or adjustments to correct safety issues based on provided training.

~~Orders parts, supplies and~~ Maintains an complete-accurate inventory of parts, for audio-visual equipment infrastructure, and service and repair records; requests orders of supplies and equipment to avoid service interruptions.

May coordinate and monitor audio-visual infrastructure projects, manage related timelines, and schedule project activities with internal and external resources.

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.

~~Diagnoses and resolves issues involving equipment malfunction in SMART classrooms, lecture halls and conference rooms on the main and external campuses.~~

~~Performs a variety of periodic maintenance services on audio/visual equipment.~~

~~Maintains accurate service and repair records; monitors equipment repair status.~~

~~Trains faculty on the proper use of media equipment and enforces appropriate usage.~~

~~Monitors and follows up on repair work being completed by outside vendors.~~

~~Maintains a positive, helpful, constructive attitude and working relationship with the department manager and departmental employees, other College employees and the public.~~

#### SUPERVISION

##### Level of Supervision Received:

Under general supervision, ~~of from~~ the ~~Network Communications~~ IT Infrastructure Manager, ~~the employee~~ receives assignments and is expected to carry them through completion with substantial independence.

##### Level of Supervision Exercised:

Positions in this classification do not supervise other classified positions. May provide guidance and direction to student assistants.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

Processes and procedures for programming audio-visual control systems

A variety of electronic audio-visual equipment infrastructure and cabling including shielded and unshielded cables integrated with instructor/procenter computers and the internet

Basic electronic principles, including circuit tracing and testing

Basic understanding of networking technologies and protocols including TCP/UDP, IP addressing, MAC addresses, ethernet, RS-232, Dante, HDBaseT, and QOS

Troubleshooting techniques used in detecting malfunctions of audio/visual electronic ~~equipment~~ infrastructure

Power and hand tools used to repair equipment

~~Best practices for accessing digital projection content files, including file transfer and decryption~~

Safety practices and procedures in the maintenance, adjustment, and installation of audio/visual ~~equipment~~infrastructure

Basic use of personal computers, email word processing and spreadsheet software applications

Current trends in audio video and multimedia technology

Basic inventory and recordkeeping procedures

~~Skill in:~~

~~The correct tool usage and instrument technique for the audio-visual equipment repair trade~~

Ability to:

~~Design, program, install, repair, adjust, and maintain a wide variety of audio/visual equipment~~infrastructure using appropriate tools

Diagnose causes of audio-visual infrastructure ~~equipment~~ malfunctions

Read and use schematics diagrams including electrical and circuit symbols used for audio/visual ~~equipment~~infrastructure

Organize, ~~multi-task duties,~~ set priorities and exercise sound independent judgment within areas of assigned responsibility

Communicate effectively, both ~~in writing and orally~~ and in writing with vendors in a business like fashion

Stay ~~abreast of~~ updated on technology changes and ~~to adapt to new techniques~~ technologies

Organize and maintain specialized files and records

Role model exceptional internal and external customer service

Learn specialized computer applications and file storage systems ~~used by the department~~

Operate a computer using ~~word processing and other business software and standard office equipment~~computer applications, programs and standard office equipment

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

~~Learn the characteristics of new equipment and update technical skills to adapt to changing technologies~~

~~Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment~~

~~Disassemble and erect audio/visual equipment efficiently and effectively~~

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

An ~~a~~ associate's degree from an accredited college or university in Computer Information Systems, Electronics- Information Technology, or closely related field.

**Experience Requirement:**

Two ~~(2)~~ years performing diagnostic services, repair and installation of networked electronic audio visual audio- equipment/visual equipment. Experience designing and programming audio-visual systems is desirable.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

A valid driver's license. ~~Access to an automobile~~. Certification in Audio/Visual technical repair, design or installation preferred

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

**Disclosure:**

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

**Working Environment and Physical Demands:**

While performing the duties of this job the employee is regularly required to stand and walk, use hands to reach and manipulate tools, climb ladders, keyboard, type, or handle materials, and talk or hear. The employee is regularly required to lift, carry, push or pull up to 25 pounds; employee may lift, carry, push or pull up to 50 pounds with assistance in the lifting effort. Risk of electrical shock if proper safety procedures are not followed.

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

**CLASS DETAIL**

<b>Job Family:</b>	Instructional Support
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	6/1977
<b>Class History:</b>	Electronic Equipment Specialist
<b>Revision Date(s):</b>	11/09/06, 01/29/16, <u>9/18/24</u>

**Santa Monica Community College District  
Personnel Commission  
Audio-Visual Equipment Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification troubleshoot, repair, adjust, program, install, integrate, and maintain a wide variety of audio-visual infrastructure used by college faculty and staff.

**DISTINGUISHING CHARACTERISTICS**

The **Audio-Visual Equipment Specialist** performs duties related to designing, programming, deploying, maintaining, repairing, installing, adjusting, integrating and troubleshooting campus audio-visual infrastructure. Incumbents ensure that audio-visual infrastructure is in working order by performing preventative maintenance, training faculty on correct usage and repairing and replacing equipment as needed.

The **Information Technology Support Specialist** provides technical support and training to ensure end user access to a wide-range of technologies including computer software, hardware, and peripherals, audio-visual and multimedia equipment, and District systems.

The **Network Communications Technician I** installs, repairs, configures, troubleshoots, and maintains network and communications infrastructure and other information technology equipment. In addition, incumbents respond to technical support requests from end users and/or other technology support staff.

**ESSENTIAL DUTIES**

Troubleshoots and resolves issues involving audio-visual infrastructure, such as IP address settings, transmitter/receiver communications, and resolution/scaling.

Programs, configures, and installs audio-visual control systems and related components to ensure the desired functionality is delivered in a manner that is easy to operate for the end user.

Designs new audio-visual installations by creating schematics, noting the components and their interconnections, validating compatibility, and estimating their itemized and total costs.

Repairs and makes periodic adjustments to a variety of audio-visual and other related equipment, which includes dismantling equipment, removing and replacing damaged parts, and reassembling equipment.

Regularly climbs ladders to perform routine maintenance and repairs on audio-visual installations.

Reads, interprets and develops schematics and diagrams to repair, replace and install parts, cables and electronic components.

Performs visual safety checks on audio-visual infrastructure, reports related safety issues to supervisor, and makes repairs or adjustments to correct safety issues based on provided training.

Maintains an accurate inventory of parts, audio-visual infrastructure, and service and repair records; requests orders of supplies and equipment to avoid service interruptions.

May coordinate and monitor audio-visual infrastructure projects, manage related timelines, and schedule project activities with internal and external resources.

Performs other related duties as requested or assigned.

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

**SUPERVISION**

**Level of Supervision Received:**

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

**Level of Supervision Exercised:**

Positions in this classification do not supervise other classified positions. May provide guidance and direction to student assistants.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Processes and procedures for programming audio-visual control systems

A variety of electronic audio-visual infrastructure and cabling, including shielded and unshielded cables

Basic electronic principles, including circuit tracing and testing

Basic understanding of networking technologies and protocols including TCP/UDP, IP addressing, MAC addresses, ethernet, RS-232, Dante, HDBaseT, and QOS

Troubleshooting techniques used in detecting malfunctions of audio/visual electronic infrastructure

Power and hand tools used to repair equipment

Best practices for accessing digital projection content files, including file transfer and decryption

Safety practices and procedures in the maintenance, adjustment, and installation of audio/visual infrastructure

Basic use of personal computers, email word processing and spreadsheet software applications

Current trends in audio video and multimedia technology

Basic inventory and recordkeeping procedures

**Ability to:**

Design, program, install, repair, adjust, and maintain a wide variety of audio-visual infrastructure using appropriate tools

Diagnose causes of audio-visual infrastructure malfunctions

Read and use schematics diagrams including electrical and circuit symbols used for audio-visual infrastructure

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

- Organize and maintain specialized files and records
- Role model exceptional internal and external customer service
- Learn specialized computer applications and file storage systems
- Operate a computer using computer applications, programs and standard office equipment
- 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 from an accredited college or university in Computer Information Systems, Electronics, Information Technology, or closely related field.
- Experience Requirement:**  
Two years performing diagnostic services, repair and installation of networked electronic audio-visual equipment. Experience designing and programming audio-visual systems is desirable.
- Education/Experience Equivalency:**  
Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.
- Licensure and/or Certification:**  
A valid driver's license. Certification in Audio/Visual technical repair, design or installation preferred

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

- Disclosure:**  
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Working Environment and Physical Demands:**  
While performing the duties of this job the employee is regularly required to stand and walk, use hands to reach and manipulate tools, climb ladders, keyboard, type, or handle materials, and talk or hear. The employee is regularly required to lift, carry, push or pull up to 25 pounds; employee may lift, carry, push or pull up to 50 pounds with assistance in the lifting effort. Risk of electrical shock if proper safety procedures are not followed.  
While performing the duties of this job, the noise level in the work environment is usually moderate.

**CLASS DETAIL**

<b>Job Family:</b>	Instructional Support
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	6/1977
<b>Class History:</b>	Electronic Equipment Specialist
<b>Revision Date(s):</b>	11/09/06, 01/29/16, 9/18/24

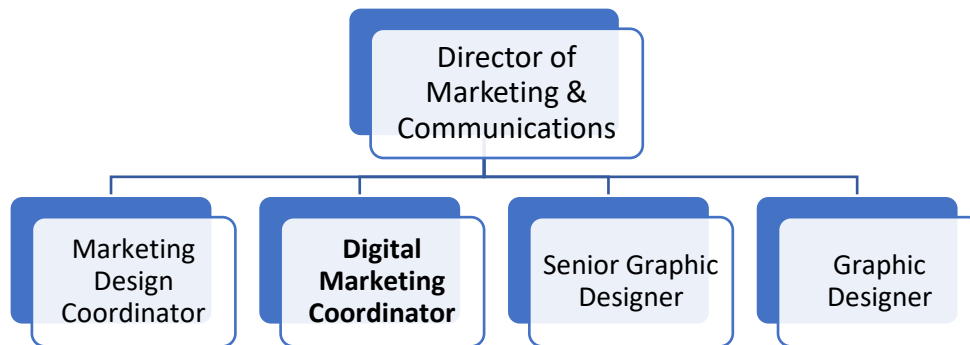


Agenda Report Number	14
Subject	New Classification Description and Salary Allocation: Digital Marketing Coordinator Department Request
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

**BACKGROUND**

Attached for your approval is a new class description and salary allocation for **Digital Marketing Coordinator**.

The Director of Marketing & Communications recently requested to create this new classified role to develop, implement, and recommend digital marketing campaigns and strategies across a variety of online platforms, working in partnership with the Director of Marketing & Communications, to support the college’s promotional efforts and to maintain a consistent organizational branding.



**METHODOLOGY**

Personnel Commission staff worked with Rebecca Agonafir, Director of Marketing & Communications, 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.

### **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, 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:

- Develop and recommend digital marketing campaigns through the use of search engine marketing, paid social media advertising, email marketing, website display advertising, and other digital tactics to enhance visibility and promote the college's program offerings.
- Evaluate campaign performance by creating reports on key metrics from digital advertising platforms and share recommendations to increase campaign success with marketing leadership and other stakeholders.
- Prepare digital marketing campaign budgets by meeting with the Director of Marketing & Communications and department program leads to gather information on available grant funding, in order to optimize resource allocation, campaign effectiveness, and return on investment for promotional efforts.

A comprehensive salary survey of 16 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies utilized roles that were broader in scope, or differed in job structure to include other functions such as public relations or print publications. As a result, salary allocation is recommended based on internal comparison of similar roles such as the Marketing Design Coordinator.

### **SALARY ALLOCATION**

It is recommended that the salary be allocated to Range 48 on the Classified Employee Salary Schedule. Based on job analysis findings, this job is similar to the Marketing Design Coordinator in knowledge required, level of independence, complexity, scope/effect of work, the nature and purpose of contacts, and the environmental/physical demands. Higher paid roles require higher level of knowledge, independence, complexity, and scope/effect of work to effectively perform the job. Please see salary data for jobs in the Public Relations & Marketing job discipline.

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Marketing & Communications	M30	\$10,936	\$13,293	0.00%
Director of Public Information	M30	\$10,936	\$13,293	0.00%
Director of Web and Social Media Strategy	M30	\$10,936	\$13,293	32.25%
Marketing Design Coordinator	48	\$8,269	\$10,051	0.00%
<b>Digital Marketing Coordinator (Proposed)</b>	<b>48</b>	<b>\$8,269</b>	<b>\$10,051</b>	<b>7.53%</b>
Senior Graphic Designer	45	\$7,690	\$9,348	0.00%
Web Services Coordinator	45	\$7,690	\$9,348	15.76%
Graphic Designer	39	\$6,643	\$8,075	7.67%
Web Content Developer	36	\$6,170	\$7,500	

The proposal for this new classification 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 new classification description and salary allocation for Digital Marketing Coordinator at Range 48 on the Classified Employee Salary Schedule.

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

**Santa Monica Community College District  
Personnel Commission**

**Digital Marketing Coordinator**

**CONCEPT OF THE CLASS**

Under general supervision, this position develops, implements, and recommends digital marketing campaigns and strategies across a variety of online platforms, working in partnership with the Director of Marketing & Communications, to support the college's promotional efforts and to maintain a consistent organizational branding.

**DISTINGUISHING CHARACTERISTICS**

The **Digital Marketing Coordinator** develops and executes Santa Monica College's digital marketing campaigns to ensure that the college and its programs and offerings are being promoted to reach current students and attract prospective students.

The **Marketing Design Coordinator** coordinates, organizes, oversees, and schedules all phases of activities involved in the design, production, printing, and distribution of printed marketing, advertising, publication, multimedia, and graphics design projects.

The **Director of Marketing & Communications** plans, implements and directs the college's marketing and communications strategy to support the advancement of institutional goals and objectives.

The **Senior Graphic Designer** serves as a lead graphic designer using graphic design principles and knowledge to conceptualizes and create complex, original graphic designs and layout concepts for print, web, display, and digital communication.

**ESSENTIAL DUTIES**

Develops, implements, and recommends a wide variety of digital marketing campaigns and strategies through the use of search engine marketing, paid social media advertising, email marketing, website display advertising, and other digital tactics to enhance visibility and promote the college's program offerings.

Collaborates with the graphic designers and the web and social media team on developing and resizing visual assets to meet required specifications for various digital marketing platforms.

Develops practices to continually improve the performance of all digital marketing campaigns; creates reports on campaign performance by pulling data on key metrics from digital advertising platforms such as Google Ads and Meta; shares campaign reports with marketing leadership and other stakeholders to assess the impact of digital marketing campaigns on user traffic to SMC websites; recommends strategies to increase campaign success when needed.

Meets with the Director of Marketing & Communications to review digital marketing strategies, budgets, content, and design before launching campaigns to ensure alignment with organizational goals.

Prepares digital marketing campaign budgets and campaign strategies by meeting with department program leads to gather information on available grant funding and campaign goals, in order to optimize resource allocation, campaign effectiveness, and return on investment for promotional efforts.

Writes advertising description copies for digital marketing campaigns to capture the target audience's attention and encourage advertisement interaction.

Monitors and ensures compliance with relevant laws and regulations related to digital marketing activities, including data protection and privacy laws, by researching new laws announced via the internet, news articles, and communication with campus colleagues as needed.

Stays updated with the latest digital marketing trends, technologies, and best practices by reviewing digital marketing articles and participating in training workshops, in order to implement innovative strategies to stay ahead of competing programs.

Collaborates with other departments, such as admissions, outreach, and workforce, through phone, email, virtual meetings, and/or in person to ensure a cohesive approach to marketing and a consistent brand message.

May sign off on student worker timesheets.

Performs other related duties as requested or assigned.

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

#### **SUPERVISION**

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

Under general supervision, the employee receives assignments from the Director of Marketing & Communications, or designated manager, and is expected to carry them through to completion with substantial independence.

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

Positions in this classification do not supervise others.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

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

Digital marketing techniques, tools, and channels

Digital design concepts including graphic design and layout

Search Engine Marketing (SEM) campaigns and platforms

Website analytic tools to track user behavior, conversion rates, and other key metrics

Data protection and digital privacy laws

Current trends in digital marketing campaign development

##### **Ability to:**

Coordinate digital marketing campaigns, services, and activities

Gather statistical marketing data and generate reports

Work cross functionally with other departments to manage projects effectively

Prioritize work to meet deadlines and complete projects in a timely manner

Develop and manage digital marketing budgets to maximize return on investment

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

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

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

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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:***

A bachelor's degree in business, marketing, graphic design, or a closely related field.

***Experience Requirement:***

Three years of experience writing, editing, and designing marketing material for digital media, including experience in one of the following areas: coordinating digital marketing campaigns, conducting keyword research, search engine optimization, or digital marketing analytics. Experience in a higher education 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:***

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 read, write, talk and/or hear. The employee is occasionally required to stand, walk, reach, and bend. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

<b><i>Job Family:</i></b>	Community Outreach
<b><i>FLSA Status:</i></b>	Non-exempt
<b><i>Personnel Commission Approval Date:</i></b>	
<b><i>Class History:</i></b>	New Class
<b><i>Revision Date(s):</i></b>	None

Agenda Report Number	15
Subject	Position Reclassification: Senior Graphic Designer to Digital Marketing Coordinator Department Request
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

**BACKGROUND**

The Personnel Commission received a position review request for Jonathan Ng, Senior Graphics Designer. A position study was initiated to determine if the incumbent’s assigned duties and responsibilities are appropriately classified. The incumbent has been a Senior Graphic Designer in the Public Relations & Marketing department since 2015, and has been performing digital marketing duties outside of his class specification since 2018. The Public Relations & Marketing department provides strategy and design services to the Santa Monica College community to help create a consistent brand image that is readily recognizable by their audiences.

**METHODOLOGY**

The incumbent was asked to fill out a Position Description Questionnaire (PDQ). The submitted PDQ was received by the Commission Office on February 8, 2024 and reviewed. Personnel Commission staff met with the incumbent and with Rebecca Agonafir, Director of Marketing & Communications to gather additional details about the nature and level of duties assigned and performed, as well as the timeframe during which these duties were performed.

**ANALYSIS**

Key factors assessed when studying a position or classification include the knowledge required for the position, level of complexity, scope of responsibility, nature and purpose of contacts and degree of decision-making authority. According to the position study, Jonathan Ng works with the Director of Marketing to plan, develop, and recommend digital marketing campaigns for programs and departments at the college. Over time and through the accreditation of duties, digital marketing duties have increased as more departments have been reaching out with digital campaign requests. This has resulted in the incumbent performing mostly digital marketing duties since 2018. These duties involve meeting with the Director of Marketing & Communications and program leads to discuss campaign budgets, strategies, and content; evaluating campaign performance by analyzing key metrics pulled from online advertising platforms and sharing reports on campaign performance with stakeholders; and performing digital marketing tasks such as search engine optimization, paid social media advertising, email marketing, website display marketing, and key word research.

**FINDINGS**

- Jonathan Ng qualifies for reclassification because his position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level

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

- Based on information gathered from the incumbent and his supervisor, Jonathan Ng has been assigned to perform these duties through gradual accretion for at least two years.
- Based on the duties assigned and the knowledge, skills and abilities required, the new Digital Marketing Coordinator classification encompasses the majority of the incumbent’s essential duties in terms of knowledge, complexity, scope and effect of work, level of decision-making authority, and the nature and purpose of contacts.

Applicable Rules:

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

**RECOMMENDATION**

It is recommended that the Commission reclassify Jonathan Ng’s position from a Senior Graphic Designer to Digital Marketing Coordinator, with a reclassification effective date of October 1, 2024.

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



Agenda Report Number	16
Subject	Request to Certify from Alternate Eligibility List: Facilities Maintenance Supervisor
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

**BACKGROUND**

An eligibility list has recently been established for Mechanical Systems Manager. This eligibility list currently contains 1 remaining candidate.

The duties of the Facilities Maintenance Supervisor include a significant portion of the duties included in the Mechanical Systems Manager classification, and the necessary skills and knowledge for Facilities Maintenance Supervisor were adequately tested in the examination for Mechanical Systems Manager.

Merit Rule 6.3.13 states the following:

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:

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.

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.

**RECOMMENDATION**

It is recommended that the Commission approve the use of the eligibility list for Mechanical Systems Manager to certify eligible(s) to any current and upcoming vacancies for Facilities Maintenance Supervisor.

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

J.Consent Agenda

Report Number	Subject	Page Number
17	Examination Schedule	128
18	Ratification of Eligibility Lists	129
19	Extension of Eligibility Lists	130
20	Ratification of Meeting Minutes	131
21	Ratification of Working Out of Class and Internal Limited Term Assignments	132
22	Appointments to Provisional Assignments	134
23	Personnel Commission Project Status Report	135

Agenda Report Number	17
Subject	Examination Schedule
Date	September 18, 2024
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.

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Financial Aid and Scholarship Specialist	Promotional and Open Competitive	3 weeks
Employee Benefits Coordinator	Promotional	3 weeks
Human Resources Technician	Promotional	3 weeks

Agenda Report Number	18
Subject	Ratification of Eligibility Lists
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Eligibility Lists.

<b>Classification</b>	<b>Number of Promotional Candidates</b>	<b>Total Number of Candidates</b>	<b>Expiration Date</b>
Community College Police Officer	0	6	3/12/2025
Personnel Specialist	1	1	2/25/2025
Personnel Technician	2	2	2/25/2025
Sign Language Interpreter III	0	9	9/11/2025

Agenda Report Number	19
Subject	Extension of Eligibility Lists
Date	September 18, 2024
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(s) 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	10/9/2024	6	4	1/9/2025

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated for the next six months.

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

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 as indicated above.

Agenda Report Number	20
Subject	Ratification of Meeting Minutes
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Minutes:

1. Regular Meeting Minutes- August 21, 2024

Agenda Report Number	21
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	September 18, 2024
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
James Stevenson, Academic Records Evaluator	EOPS Specialist	8/26/2024 to 11/30/2024
Sandra Hernandez, Administrative Assistant II	Financial Aid and Scholarships Specialist	9/3/2024 to 12/20/2024
Gilbert Luna, Skilled Maintenance Worker II	Plumber	8/29/2024 to 11/1/2024
Siamanto Ismaily, Theater Technical Director	Production Manager	9/16/2024 to 1/17/2025

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

II. Internal Substitute Limited Term Assignment

Name/Permanent Class	Substitute Limited Term Assignment*	Dates of Current Assignment
Mario Samano, HVAC Mechanic	Facilities Maintenance Supervisor	8/26/2024 to 10/21/2024

\*Unless otherwise noted, Internal Limited Term Assignments are paid at 100%.

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.
2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).
- B. Procedure for Supervisor Requesting Approval for Working Out of Class
3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

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Agreement between Santa Monica Community College and CSEA, Chapter 36, Article 11

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11.7 Work out of Classification

11.7.1 Definition:

Working out of classification assignments shall not exceed a period of ninety (90) working days per fiscal year and no more than ninety (90) days in any one hundred eighty (180) day period.

11.7.3 Compensation:

- a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.
- b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

- 11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out-of-class for the appropriate stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above).



Agenda Report Number	22
Subject	Appointments to Provisional Assignments
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

The Personnel Commission is advised that the following persons have been appointed to the following provisional assignments, not to exceed 90 working days pursuant to Section 7.2 of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*
Jazmin Morales Perez	Administrative Clerk	Learning Resources Center	7/1/24-11/12/24
Julia Avichouser	Personnel Analyst	Personnel Commission	7/1/24-11/30/24
Spencer Olson	Graphic Designer	Marketing	9/16/2024-6/28/25

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

Agenda Report Number	23
Subject	Personnel Commission Project Status Report
Date	September 18, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment

Title	Assigned to	Open Date	Close Date	Agenda Date
Administrative Assistant I	AF			
Administrative Assistant II	AF	8/20/2024	9/10/2024	
Community College Police - Lateral	JG	10/30/2023		
Director of Human Resources	JL			
Employee Benefits Coordinator	JL			
EOPS/CARE Supervisor	OV			
Financial Aid and Scholarships Specialist	OV			
Health Sciences Learning Lab Specialist	JL	8/15/2024	9/5/2024	
Human Resources Technician	JL			
Information Technology Support Specialist	JL	9/4/2024	9/24/2024	
Laboratory Technician - Art	TM			
Laboratory Technician - Photography	JG	7/16/2024	8/5/2024	
Personnel Specialist	JL	6/20/2024	7/12/2024	9/18/2024
Personnel Technician	JL	6/20/2024	7/12/2024	9/18/2024
Program Coordinator - Workforce & Economic Development	OV			
Sign Language Interpreter III	JA	7/2/2024	7/23/2024	
Student Judicial Affairs Specialist	OV	8/13/2024	9/3/2024	
Theatre Arts Operations Assistant	AF	12/4/2023	1/2/2024	
Theatre Technical Specialist (Cont.)	TM	10/15/2021		

Classification and Compensation

Title	Job Discipline	Type of Request	Progress	Assigned to	Project Start Date	Date Completed
Administrative Assistant II	Clerical & Administrative Support	Position Review	Stakeholder Review	AF	2/2/2022	3/6/2024
Audio-Visual Equipment Technician	IT Infrastructure	Salary Reallocation	PC Agenda	JL	6/12/2024	8/8/2024
Basic Needs Case Manager		New Class	Upcoming	OV	3/26/2024	
Campus Store Operations Assistant	Campus Store & Cashier	Description Revision	Hold	AG	2/5/2024	4/2/2024
Course Materials Buyer	Campus Store & Cashier	Description Revision	Hold	AG	2/5/2024	4/2/2024
Customer Service Assistant	Campus Store & Cashier	Description Revision	Hold	AG	2/5/2024	4/2/2024
Dance Production Specialist	Performing Arts & Events	Cyclical Review	PC Agenda	TM	12/20/2023	8/13/2024
Digital Marketing Coordinator	Public Relations & Marketing	New Class	PC Agenda	JA	2/8/2024	8/15/2024
Director of Facilities Programming	Performing Arts & Events	Cyclical Review	PC Agenda	JG	12/20/2023	8/29/2024
Director of Human Resources	Human Resources/Personnel	Description Revision	Stakeholder Review	JL	7/31/2024	9/10/2024
Disabled Student Services Assistant	Student Services	Cyclical Review	Research & Planning	JA	6/2/2023	12/13/2023
DSPS Specialist	Student Services	Description Revision	Stakeholder Review	JL	9/21/2022	11/25/2022
Health Assistant	Health Services	Cyclical Review	PC Agenda	OV	3/13/2024	8/22/2024
Health Center Supervisor	Health Services	Cyclical Review	PC Agenda	OV	3/5/2024	8/22/2024
Human Resources Specialist	Human Resources/Personnel	Salary Reallocation	Hold	JL		
Human Resources Specialist	Human Resources/Personnel	Position Review	Research & Planning	JL	5/30/2024	
Instructional Media Specialist	Instructional Resources	Salary Reallocation	Upcoming	OV	10/11/2023	
KCRW Radio Media and Public Relations Officer	KCRW	Salary Reallocation	Upcoming	JA	6/7/2024	
KCRW Radio Programming Assistant	KCRW	Cyclical Review	Research & Planning	JA	6/7/2024	
KCRW Radio Programming Technician	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Services Assistant	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Station Assistant Director	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Station Assistant Engineer	KCRW	Cyclical Review	Research & Planning	JA	6/7/2024	
KCRW Radio Station Director	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Station Engineer	KCRW	Cyclical Review	Research & Planning	JA	6/7/2024	
KCRW Radio Station Operations Manager	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Station Recording Engineer	KCRW	Cyclical Review	Research & Planning	JA	6/7/2024	
KCRW Radio Subscription Services Senior Specialist	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
KCRW Radio Website News Producer	KCRW	Cyclical Review	Upcoming	JA	6/7/2024	
Laboratory Technician - Art	Laboratory Technical	Description Revision	Upcoming	JA	6/7/2024	8/29/2024
Nurse Practitioner	Health Services	Cyclical Review	PC Agenda	TM	8/19/2024	8/22/2024
Planetarium Staff Administrator	Performing Arts & Events	Cyclical Review	PC Agenda	OV	2/2/2024	8/22/2024
Production Manager	Performing Arts & Events	Cyclical Review	PC Agenda	JG	12/20/2023	8/29/2024
Radio Engineer Manager	KCRW	Cyclical Review	Upcoming	JA	12/20/2023	8/29/2024
Registered Nurse - Health Services	Health Services	Cyclical Review	Upcoming	JA	6/7/2024	
Senior Career Services Advisor	Specialized Programs	Cyclical Review	PC Agenda	OV	2/2/2024	8/22/2024
Senior Graphics Designer	Public Relations & Marketing	Position Review	Research & Planning	AF	6/11/2024	
Senior Technology User Support Specialist	IT User Support	Position Review	PC Agenda	JA	2/28/2024	8/20/2024
Senior Veterans Resource Specialist	Student Services	Salary Reallocation	Upcoming	JL	11/3/2023	
Student Services Assistant	Student Services	Cyclical Review	Stakeholder Review	OV	1/17/2023	8/26/2024
Student Services Clerk	Student Services	Cyclical Review	Research & Planning	AF	6/7/2024	
Theatre Technical Director	Performing Arts & Events	Cyclical Review	Research & Planning	AF	6/7/2024	
		Cyclical Review	PC Agenda	JG	12/20/2023	8/29/2024

K. Adjournment

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

Day	Month	Date	Year	Time	Venue
Wednesday	October	16	2024	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	November	20	2024	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	December	18	2024	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	January	15	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	February	19	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	March	19	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	April	16	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	May	21	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	June	18	2025	12:00 p.m.	Board Room/Business Bldg. Room 117

As required by law, the agenda for the September 18, 2024 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.