

Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3rd Wednesday of the Month

Special Meetings Scheduled As Needed

Attend in Person:

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

Attend Virtually:

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

Call In:

One tap mobile :

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

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

Telephone:

Webinar ID: 898 0216 8458

Passcode: 170714

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

International numbers available: <https://smc-edu.zoom.us/j/k5RqknxWU>

PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

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

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

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

Exceptions:

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

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

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

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

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

General Public Comments and Consent Agenda

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

Instructions for Submitting a Request to Speak at Zoom Webinar

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

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

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

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

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

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

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

Instructions for Submitting Written Comments

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

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

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

| | | |
|--|---|---|
| <p>DEPARTMENTS: PLEASE POST Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & 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 & Design: Angela Valentine Community & 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&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 & 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 & Recruitment: Giselle Gradilla Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: W& 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 & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION Online: www.smc.edu</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> |
|--|---|---|

Public Session: 11:00 a.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. Public Comments: Non-Actionable Items from those in attendance.

C. Agenda Reports: Major Items of Business

| Report Number | Subject | Page Number |
|---------------|--|-------------|
| 1 | Classification Description Revisions and Salary Reallocation: DSPS Specialist | 3 |
| 2 | Request for Approval of Classification Revisions: Director of Human Resources | 14 |
| 3 | Ratification of Eligibility Lists | 25 |
| 4 | Ratification of Working Out of Class and Internal Limited Term Assignments | 26 |

D. Adjournment

| | |
|----------------------|--|
| Agenda Report Number | 1 |
| Subject | Classification Description Revisions and Salary Reallocation: DSPS Specialist Ad Hoc: Department Request |
| Date | September 25, 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 are class description revisions and salary reallocation for **DSPS Specialist**.

The DSPS department submitted a request to revise the duties of the DSPS Specialist. CSEA subsequently requested that a salary study be conducted to determine the impact of the new duties on salary allocation.

This classification was established in 1998 and has been revised four times since its creation. This position reports to the DSPS Manager and has three incumbents.

METHODOLOGY

Personnel Commission staff worked with Denise Henninger, DSPS Manager, and Nathalie Laille, Faculty Coordinator, Center for Students with Disabilities, to discuss the class description. Minor changes to the concept of the class were made to clarify the scope of work performed, and duties were added or modified to more accurately reflect responsibilities assigned to this classification. Finally, minor changes were made to the supervision and minimum qualifications sections to align them with standard verbiage.

An external salary study was conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed to ensure proper alignment with, and delineation from, related student services classifications.

RESULTS

Based on the data gathered, revisions to the class description are being proposed to provide a more accurate description of the work performed. Additional changes serve to clarify the concept of the class and align formatting with established standards.

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 performing complex technical duties to support disabled student services functions. Organizations with significant differences in duties or job structure were not matched. Commission staff found that some agencies did not utilize a similar role, or that they involved expanded oversight for coordinating operations for the entire DSPS program.

| AGENCY | JOB TITLE | MIN | MAX | MEDIAN | STUDENT COUNT | GF REVENUE ACTUAL |
|----------------------------|--|----------------|----------------|----------------|---------------|-------------------|
| Santa Monica College | DSPS Specialist | \$5,596 | \$6,803 | \$6,200 | 37,693 | \$246M |
| Cerritos College | Disabled Students Program Specialist | \$6,137 | \$7,381 | \$6,759 | 28,748 | \$182M |
| El Camino College | Student Services Specialist | \$5,752 | \$7,382 | \$6,567 | 28,607 | \$193M |
| Glendale College | Student Services Technician | \$5,034 | \$6,425 | \$5,730 | 20,762 | \$172M |
| Mt. San Antonio College | Student Services Program Specialist II | \$5,205 | \$6,643 | \$5,924 | 63,728 | \$332M |
| North Orange County CCD | Student Services Specialist | \$5,397 | \$6,503 | \$5,950 | 57,354 | \$337M |
| Santa Barbara City College | DSPS Service Provider | \$6,102 | \$7,434 | \$6,768 | 22,639 | \$168M |
| Ventura County CCD | Disability Services Technician | \$4,619 | \$6,384 | \$5,502 | 38,234 | \$276M |
| | Average | \$5,464 | \$6,879 | \$6,171 | | |
| | 25th Percentile | \$5,120 | \$6,464 | \$5,827 | | |
| | 50th Percentile | \$5,397 | \$6,643 | \$5,950 | | |
| | 75th Percentile | \$5,927 | \$7,381 | \$6,663 | | |
| | 80th Percentile | \$6,032 | \$7,382 | \$6,720 | | |
| | 90th Percentile | \$6,116 | \$7,403 | \$6,763 | | |
| | SMC % RANK | 59.3% | 53.6% | 56.7% | | |
| | SMC Difference From AVG | 2.4% | -1.1% | 0.5% | | |
| | SMC Difference From MED | 3.6% | 2.4% | 4.0% | | |

The current salary range for DSPS Specialist is range 32 on the Classified Employee Salary Schedule. In this survey, SMC is in the 57th median percentile compared to all benchmark agencies with comparable classifications; that is, 43% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that salary for the DSPS Specialist be reallocated from **Range 32 to Range 34** on the Classified Employee Salary Schedule, a 5% increase. This will align the DSPS Specialist with other individual contributor roles within the student services series.

Please see salary data for jobs in the Student Services job discipline.

| JOB TITLE | RANGE | MIN | MAX | % DIFF BETWEEN LEVELS |
|--|------------------|-----------------------|-----------------------|-----------------------|
| Senior Academic Records Evaluator | 36 | \$6,170 | \$7,500 | 0.00% |
| Senior Student Services Specialist-International | 36 | \$6,170 | \$7,500 | 0.00% |
| Senior Veterans Resource Specialist | 36 | \$6,170 | \$7,500 | 2.39% |
| Senior EOPS Specialist | 35 | \$6,026 | \$7,324 | 0.00% |
| Senior Financial Aid & Scholarship Specialist | 35 | \$6,026 | \$7,324 | 2.55% |
| <i>DSPS Specialist (PROPOSED)</i> | <i>34</i> | <i>\$5,876</i> | <i>\$7,143</i> | <i>0.00%</i> |
| International Student Services Specialist | 34 | \$5,876 | \$7,143 | 0.00% |
| Outreach and Recruitment Specialist | 34 | \$5,876 | \$7,143 | 0.00% |
| Student Judicial Affairs Specialist | 34 | \$5,876 | \$7,143 | 0.00% |
| Transfer & Articulation Specialist | 34 | \$5,876 | \$7,143 | 2.39% |
| Academic Records Evaluator | 33 | \$5,739 | \$6,975 | 0.00% |
| EOPS Specialist | 33 | \$5,739 | \$6,975 | 0.00% |
| Financial Aid & Scholarships Specialist | 33 | \$5,739 | \$6,975 | 2.56% |
| <i>DSPS Specialist (CURRENT)</i> | <i>32</i> | <i>\$5,596</i> | <i>\$6,803</i> | <i>0.00%</i> |
| Senior Enrollment Services Specialist | 32 | \$5,596 | \$6,803 | 0.00% |
| Veterans' Resources Specialist | 32 | \$5,596 | \$6,803 | 4.99% |
| Enrollment Services Specialist | 30 | \$5,330 | \$6,479 | 0.00% |
| Student Onboarding Specialist | 30 | \$5,330 | \$6,479 | 0.00% |
| Student Services Specialist | 30 | \$5,330 | \$6,479 | 12.88% |
| Student Services Assistant | 25 | \$4,722 | \$5,739 | 10.25% |
| Disabled Student Services Assistant | 21 | \$4,283 | \$5,206 | 0.00% |
| Student Services Clerk | 21 | \$4,283 | \$5,206 | |

The proposal for class description revisions and salary reallocation was sent for review to Department leadership, incumbents, CSEA, Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the class description revisions and salary reallocation for DSPS Specialist.

FROM: Range 32 – Classified Employee Salary Schedule

TO: Range 34 – 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**
DSPS Specialist

CONCEPT OF THE CLASS

The position in this classification coordinates support services for disabled students, provides information about the Disabled Student Programs & Services (DSPS) to students, faculty and the community and provides administrative support to staff and faculty.

DISTINGUISHING CHARACTERISTICS

The **DSPS Specialist** coordinates and supports the day-to-day activities of the office and provides lead direction to Disabled Student Services Assistants and student workers. Incumbents are specialists in their functional area and exercise a higher degree of responsibility and independent judgment.

The **Disabled Student Services Assistant** class performs general clerical and receptionist duties for DSPS, in addition to a variety of support services to assist students with disabilities, including proctoring, notetaking, and preparing alternate instructional media.

ESSENTIAL DUTIES

Coordinates, schedules, facilitates, monitors, and provides approved testing accommodations related to classroom, placement, and proctored tests for students with disabilities; prepares or arranges for modifications of testing instruments to enhance students' ability to complete tests; confers with faculty to clarify testing administration criteria.

Coordinates, schedules, facilitates, monitors, and provides instructional support services, such as note-taking, scribing, reader services, adaptive furniture requests, and tutoring as determined by authorized DSPS certificated staff in compliance with laws, regulations, codes, policies, and procedures.

Monitors and supports students in the High Tech Training Center (DSPS computer lab) by providing routine technical support with specialized assistive technologies and other student applications; refers complex issues to faculty or the IT Department for resolution.

Plans, organizes, promotes, and participates in student outreach activities; Provides information and delivers presentations to students, campus community and outside stakeholders regarding DSPS services; participates in the resolution of complex issues and supports outreach efforts.

Manages and maintains the student notetaking service by recruiting, selecting, reviewing applications, and ensuring payment of services of students and temporary help who provide support services to students with disabilities.

Refers students to appropriate staff or department for assessment of services needed; schedules appointments with certificated DSPS staff, prepares appointment files, monitors and manages staff schedules.

Enters timecard information for students, and ~~classified~~ employees and submits to payroll.

Requests and collects disability documentation from licensed medical professionals and outside agencies to ensure certificated staff has accurate student records to verify DSPS eligibility and make appropriate assessment.

Creates, organizes, maintains and monitors student files in compliance with established privacy and confidentiality requirements.

Creates and maintains forms, spreadsheets, databases, and documents related to disabled student services and department activities, such as ~~staff work assignment schedule~~, ~~work assignments for lower-level staff~~, ~~inputs~~ counseling faculty schedules, student notetaking requests, notetaking assignments for ~~staff~~ student and temporary help, proctor room schedules, and test scheduling for students needing scribes for exams.

Researches cost and availability of office supplies and alternate media products and equipment for student use; prepares and monitors requisitions and tracks supply expenditures and inventory.

Prepares, compiles and maintains various descriptive records and reports on DSPS services provided to students with disabilities.

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received:

Under general supervision from the Director, Disabled Student Programs and Services or assigned manager, this classification is expected to perform job duties through to completion with substantial independence.

Level of Supervision Exercised:

Positions in this classification do not supervise others, but may provide specialized knowledge and guidance to other staff, faculty and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, FERPA and AB422

Federal and State regulations, requirements and procedural guidelines pertaining to student programs as it relates to Disabled Student Services & Programs

Customer service principles and techniques

Recordkeeping and report preparation techniques

Conflict resolution techniques

Specialized equipment, software, furniture, and supplies for students with disabilities

District policies, procedures and objectives of Disabled Student Programs & Services

Computer programs including student information systems, word processing, database management, spreadsheet, and data management

Ability to:

Collaborate with other student services areas

Work in a fast-paced and busy environment with multiple interruptions and competing assignments and deadlines

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

Organize, plan, and implement a variety of tasks simultaneously

Communicate effectively, both orally and in writing

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

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

Perform a variety of office support activities, provide specialized program support services to assist disabled students and academic staff

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:

Two (~~2~~) years of college level coursework or equivalent.

Experience Requirement:

Two (~~2~~) years of experience performing specialized administrative or program support duties in a student services area. Experience working with students with disabilities in an educational setting 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:

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. While performing the duties of this job, the noise level in the work environment varies greatly.

CLASS DETAIL

Job Family:

Student Services (Non Classroom)

FLSA Status:

Non-exempt

Personnel Commission Approval Date:

4/1998

Class History:

Disabled Student Services Specialist, Student
Services Specialist – DSPS

Revision Date(s):

11/16/06, 6/15/16, 11/20/19, 11/16/22, 9/25/24

**Santa Monica Community College District
Personnel Commission**

DSPS Specialist

CONCEPT OF THE CLASS

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DISTINGUISHING CHARACTERISTICS

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ESSENTIAL DUTIES

Coordinates, schedules, facilitates, monitors, and provides approved testing accommodations related to classroom, placement, and proctored tests for students with disabilities; prepares or arranges for modifications of testing instruments to enhance students' ability to complete tests; confers with faculty to clarify testing administration criteria.

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Plans, organizes, promotes, and participates in student outreach activities; provides information and delivers presentations to students, campus community and outside stakeholders regarding DSPS services; participates in the resolution of complex issues.

Manages and maintains the student notetaking service by recruiting, selecting, reviewing applications, and ensuring payment of services of students and temporary help who provide support services to students with disabilities.

Refers students to appropriate staff or department for assessment of services needed; schedules appointments with certificated DSPS staff, prepares appointment files, monitors and manages staff schedules.

Enters timecard information for students, and employees and submits to payroll.

Requests and collects disability documentation from licensed medical professionals and outside agencies to ensure certificated staff has accurate student records to verify DSPS eligibility and make appropriate assessment.

Creates, organizes, maintains and monitors student files in compliance with established privacy and confidentiality requirements.

Creates and maintains forms, spreadsheets, databases, and documents related to disabled student services and department activities, such as work assignments for lower-level staff, counseling faculty schedules, student notetaking requests, notetaking assignments for staff, student and temporary help, proctor room schedules, and test scheduling for students needing scribes for exams.

Researches cost and availability of office supplies and alternate media products and equipment for student use; prepares and monitors requisitions and tracks supply expenditures and inventory.

Prepares, compiles and maintains various descriptive records and reports on DSPS services provided to students with disabilities.

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received:

Under general supervision from the Director, Disabled Student Programs and Services or assigned manager, this classification is expected to perform job duties through to completion with substantial independence.

Level of Supervision Exercised:

Positions in this classification do not supervise others, but may provide specialized knowledge and guidance to other staff, faculty and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, FERPA and AB422

Federal and State regulations, requirements and procedural guidelines pertaining to student programs as it relates to Disabled Student Services & Programs

Customer service principles and techniques

Recordkeeping and report preparation techniques

Conflict resolution techniques

Specialized equipment, software, furniture, and supplies for students with disabilities

District policies, procedures and objectives of Disabled Student Programs & Services

Computer programs including student information systems, word processing, database management, spreadsheet, and data management

Ability to:

Collaborate with other student services areas

Work in a fast-paced and busy environment with multiple interruptions and competing assignments and deadlines

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Organize, plan, and implement a variety of tasks simultaneously

Communicate effectively, both orally and in writing

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

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

Perform a variety of office support activities, provide specialized program support services to assist disabled students and academic staff

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:

Two years of college level coursework or equivalent.

Experience Requirement:

Two years of experience performing specialized administrative or program support duties in a student services area. Experience working with students with disabilities in an educational setting 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:

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. While performing the duties of this job, the noise level in the work environment varies greatly.

CLASS DETAIL

| | |
|--|---|
| Job Family: | Student Services (Non Classroom) |
| FLSA Status: | Non-exempt |
| Personnel Commission Approval Date: | 4/1998 |
| Class History: | Disabled Student Services Specialist, Student Services Specialist – DSPS |
| Revision Date(s): | 11/16/06, 6/15/16, 11/20/19, 11/16/22, 9/18/24 |

| | |
|----------------------|---|
| Agenda Report Number | 2 |
| Subject | Request for Approval of Classification Revisions: Director of Human Resources Vacancy/Recruitment |
| Date | September 25, 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 revised classification description for Director of Human Resources. This classification was created in June 2014 and was last revised as part of the cyclical classification study in May 2021. The Personnel Commission will be recruiting to fill one vacancy for this classification. The Department requested changes to clarify the duties and scope of responsibility for this role. Distinguishing characteristics were updated to reflect current related classifications within Human Resources, and minor changes to the KSAs are also being made to update this description with standard verbiage and incorporate established diversity, equity, and inclusion statements. Finally, minimum qualifications were updated to ensure that qualifying areas of experience align with the areas overseen by this role.

METHODOLOGY

Personnel Commission staff met with Sherri Lee-Lewis, Vice-President of Human Resources, to review the current classification description and determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflect the expectations of the job.

RESULTS

Revisions to job duties, concept of the classification, and knowledge, skills and abilities are being recommended to refine the scope of work performed by this role. Minimum qualifications are being updated to align with the experience requirement with human resources functions currently overseen by this role. Description changes will not warrant salary reallocation. Revisions were sent for review to the Department Leadership.

RECOMMENDATION

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

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

**Santa Monica Community College District
Personnel Commission**

Director of Human Resources

CONCEPT OF THE CLASS

Under ~~the~~ general direction ~~of from~~ the Vice President of Human Resources, this ~~management~~ position plans, supervises, leads and ~~directs~~ ~~administers~~ District human resources functions in areas including, but not limited to performance management, discipline, complaint and grievance processes, labor relations, workers' compensation, and compliance with Title IX and other federal, state and local laws and policies pertaining to discrimination, harassment, and sexual violence, compliance with federal, state, and local laws, Board policies, and collective bargaining agreements related to the District's human resources functions, including overseeing, administering and providing support to the District on employee and labor relations human resources functions, including but not limited to: leaves, workers' compensation claims, performance, discipline, professional development, Equal Employment Opportunity (EEO), and complaint/grievance processes.

DISTINGUISHING CHARACTERISTICS

The **Director of Human Resources** plans, organizes, administers, and directs employee and labor relations functions for the College, including ~~leaves, workers' compensation, performance management, discipline, professional development, and complaint and grievance processes, and discrimination, harassment, and sexual violence investigations and compliance, including Title IX.~~

The **Assistant Director of Human Resources-Compliance and Title IX** provides day-to-day leadership and centralized support for District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, California Title 5 Regulations and other anti-discrimination related laws and District policies. This classification performs professional and management functions in investigations and compliance and serves as the designated Title IX Coordinator for the District.

The **Assistant Director of Human Resources – Employee and Labor Relations** provides day-to-day leadership and centralized support for the District's employee and labor relations functions, which includes performance management, disciplinary actions, collective bargaining, grievances, policy development, and other related areas.

~~The **Assistant Director of Human Resources** performs professional and management functions in handling employee disciplinary matters.~~

~~The **Compliance Administrator/Title IX Coordinator** oversees, coordinates, develops, and implements human resources programs and services pertaining to discrimination, harassment and sexual violence. This position serves as the College resource on Title IX requirements and compliance.~~

ESSENTIAL DUTIES

Develops, plans, organizes and manages assigned human resources programs which ~~could~~ include, but ~~is are~~ not limited to, ~~any of the following:~~ labor relations, employee relations, ~~compensation, policy development and review, training and staff development, hiring, employee benefits, leaves management, workers' compensation claims administration, discrimination, harassment, sexual assault compliance, and EEO.~~

Oversees/Provides oversight for HR investigations of employee and student complaints regarding unlawful discrimination, harassment, workplace/campus safety, employee discipline, performance evaluation, labor contract grievances, and other related matters; reviews and ensures that written staff reports/recommendations resulting from investigations are accurate and technically sound; performs related work as required.

Works closely with district management team, bargaining unit representatives and campus counsel to identify and resolve potential compliance and fraud issues related, but not limited to, employee discipline, ~~leaves~~, unlawful discrimination, ~~workplace safety~~, worker's compensation administration, ~~subpoenas~~, and payroll related matters.

Assumes primary responsibility for the handling of disciplinary matters; counsels managers, supervisors, and employees on District policies, practices, discipline, and performance evaluation matters; investigates grievances or complaints filed under labor agreements legislation and prepares written reports/responses.

Oversees and ensures ~~that matters compliance~~-related to ADA, sexual harassment, discrimination, Title IX and EEO programs remain compliant with local, state and federal laws and regulations.

Develops and coordinates the gathering and analysis of data used in contract negotiations; participates in negotiations and contract administration; interprets Memoranda of Understanding, Administrative Regulations and Board policies to facilitate negotiations; -may act as the collective bargaining negotiator in the Vice President's absence or as assigned.

Provides counsel to managers and employees on matters related to District policies, procedures and practices, contractual provisions, Education Code, and other applicable laws, rules and regulations.

Selects, develops, supervises and evaluates subordinates employees, and oversees the selection, placement, training, and supervision of other employees.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment to support achieving District objectives and service expectations; leads or participates in programs and activities that promote a positive employee relations environment.

Leads and participates in the District's diversity, equity ~~and inclusion~~ and accessibility practices as it relates to Human Resources.

Gathers and analyzes information to evaluate and ~~E~~ensures compliance with assigned components of the District's EEO Plan in various aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs and services by liaising with and influencing stakeholder groups.

Leads or participates in shared governance through service on planning and/or operations committees and task forces; attends Board of Trustees meetings and appropriate District, College and employee functions to provide information on department operations and programs, as needed.

Serves as a liaison for the District to various agencies, ~~employee discipline~~, and governmental units; responds to inquiries and provides confidential data and analysis.

Directs preparation of staff reports, studies and analyses on related human resources management issues; uses resulting data to recommends, develops and implements new or modified policies, programs, methods, and procedures for the resolution and prevention of human resource and related management problems; researches and presents findings and recommendations for changes in human resources policies and practices to management and employee groups.

Recommends, evaluates and implements ~~appropriate~~-innovative approaches and technology ~~in the to~~ enhance delivery of human resources activities and programs ~~to that~~ support the mission and goals of the college.

Manages yearly State and Federal Employment posting requirements by coordinating with staff to ensure that postings are available and shared in appropriate areas as specified by law.

Assists the Vice President of Human Resources with strategic planning, budget forecasting and administration.

Performs other related duties as requested or assigned.

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

~~Manages employee leaves and integrated disability management programs, including return to work, reasonable accommodations and related District compliance.~~

~~Assesses the training needs of district employees, and ensures a comprehensive training program is implemented in compliance with applicable laws, rules and regulations.~~

SUPERVISION

Supervision Received:

This position receives general direction from the Vice President of Human Resources.

Supervision Exercised:

This position supervises assigned Human Resources staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Current federal, state and local legislation and guidelines pertaining to assigned areas of responsibility, including Title IX and Equal Employment Opportunity (EEO).

Principles and practices of labor-management relations, negotiation and contract administration

Principles of Merit System personnel management as applied to California public schools

Principles of diversity, equity, ~~and~~ inclusion and accessibility

Principles, methods and techniques of strategic business planning and process improvement

Principles and practices of public administration, including budgeting, risk management, purchasing and maintenance of public records

Trends, practices and technology in human resources management

Principles of effective management and supervision

District rules, regulations, policies and procedures

Effective training methodologies

~~Principles of Title IX and Equal Employment Opportunity (EEO).~~

Ability to:

Plan, organize and direct a comprehensive human resources program

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

Model professional integrity and deal quickly with breaches of misconduct

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

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

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

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

Conduct effective investigations, with objective findings and recommendations ~~related-consistent with~~ laws, rules, regulations, collective bargaining agreements, and legal precedence

Identify potential compliance or litigious risks in the workplace

Train, supervise and evaluate ~~others~~ assigned employees

Analyze trends and problems and to develop long-range plans

Prepare and present training and development programs

Plan, prepare, and Present proposals, recommendations and technical information clearly, logically and persuasively

Interpret, apply, and explain applicable laws and regulations, collective bargaining agreements, and District policies and procedures

Organize, set priorities and exercise sound independent judgment to solve complex problems within areas of assigned responsibility

Communicate well-effectively, both orally and in writing

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

Role model exceptional internal and external customer service

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

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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

~~Analyze complex and technical problems and provide appropriate resolutions~~

~~Foster a teamwork environment~~

~~Plan and prepare effective written reports and oral presentations~~

~~Effectively manage workplace diversity issues in a diverse organization~~

~~Interpret and apply laws, policies and procedures~~

~~Effectively manage time, meet deadlines and achieve objectives~~

~~Establish and maintain effective working relationships with college administrators, managers, faculty, staff, students, vendors and contractors in a diverse, multicultural and multi-ethnic educational environment~~

MINIMUM QUALIFICATIONS

Education Requirement:

A bachelor's degree from an accredited college or university in human resources management, business administration or a related field.

Experience Requirement:

Five years of ~~progressively responsible~~, professional ~~full-time~~ human resources experience, including three years in a supervisory or managerial capacity. Experience must include at least ~~three-two~~ of the following human resources management functions: ~~i.e.,~~ labor relations, employee relations, ~~discrimination and harassment or Title IX~~, EEO, workers' compensation, policy development and review, ~~training and staff development, recruitment and selection, employee benefits~~, and personnel research.

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.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Human Resources

FLSA Status: Exempt

Personnel Commission Approval Date: 6/18/2014

Class History: None

Revision Date(s): 5/28/2021, 9/25/2024

**Santa Monica Community College District
Personnel Commission**

Director of Human Resources

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ESSENTIAL DUTIES

Develops, plans, organizes and manages assigned human resources programs which include, but are not limited to: labor relations, employee relations, policy development and review, workers' compensation claims administration discrimination, harassment, sexual assault compliance, and EEO.

Provides oversight for HR investigations of employee and student complaints regarding unlawful discrimination, harassment, workplace/campus safety, employee discipline, performance evaluation, labor contract grievances, and other related matters; reviews and ensures that written staff reports/recommendations resulting from investigations are accurate and technically sound; performs related work as required.

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Regulations and Board policies to facilitate negotiations; may act as the collective bargaining negotiator in the Vice President's absence or as assigned.

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Leads and participates in the District's diversity, equity inclusion and accessibility practices as it relates to Human Resources.

Gathers and analyzes information to evaluate and ensure compliance with assigned components of the District's EEO Plan in various aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs and services by liaising with and influencing stakeholder groups.

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Serves as a liaison for the District to various agencies, and governmental units; responds to inquiries and provides confidential data and analysis.

Directs preparation of staff reports, studies and analyses on related human resources management issues; uses resulting data to recommend, develop and implement new or modified policies, programs, methods, and procedures for the resolution and prevention of human resource and related management problems; researches and presents findings and recommendations for changes in human resources policies and practices to management and employee groups.

Recommends, evaluates and implements innovative approaches and technology to enhance delivery of human resources activities and programs that support the mission and goals of the college.

Manages yearly State and Federal Employment posting requirements by coordinating with staff to ensure that postings are available and shared in appropriate areas as specified by law.

Assists the Vice President of Human Resources with strategic planning, budget forecasting and administration.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

This position receives general direction from the Vice President of Human Resources.

Supervision Exercised:

This position supervises assigned Human Resources staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Current federal, state and local legislation and guidelines pertaining to assigned areas of responsibility, including Title IX and Equal Employment Opportunity (EEO)

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Principles of Merit System personnel management as applied to California public schools

Principles of diversity, equity, inclusion and accessibility

Principles, methods and techniques of strategic business planning and process improvement

Principles and practices of public administration, including budgeting, risk management, purchasing and maintenance of public records

Trends, practices and technology in human resources management

Principles of effective management and supervision

District rules, regulations, policies and procedures

Effective training methodologies

Ability to:

Plan, organize and direct a comprehensive human resources program

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

Model professional integrity and deal quickly with breaches of misconduct

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

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Interpret, apply, and explain applicable laws and regulations, collective bargaining agreements, and District policies and procedures

Organize, set priorities and exercise sound independent judgment to solve complex problems within areas of assigned responsibility

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

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

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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 human resources management, business administration or a related field.

Experience Requirement:

Five years of professional human resources experience, including three years in a supervisory or managerial capacity. Experience must include at least two of the following human resources management functions: labor relations, employee relations, discrimination and harassment or Title IX, EEO, workers' compensation, policy development and review, and personnel research.

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.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

| | |
|--|----------------------|
| Job Family: | Human Resources |
| FLSA Status: | Exempt |
| Personnel Commission Approval Date: | 6/18/2014 |
| Class History: | None |
| Revision Date(s): | 5/28/2021, 9/25/2024 |

| | |
|----------------------|--|
| Agenda Report Number | 3 |
| Subject | Ratification of Eligibility Lists |
| Date | September 25, 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.

| Classification | Number of Promotional Candidates | Total Number of Candidates | Expiration Date |
|---|---|-----------------------------------|------------------------|
| Health Sciences Learning Lab Specialist | 0 | 3 | 9/23/2025 |

| | |
|----------------------|--|
| Agenda Report Number | 4 |
| Subject | Ratification of Working Out of Class and Internal Limited Term Assignments |
| Date | September 25, 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 |
|---|-----------------------------|-----------------------------|
| Thomas Carter, Lead Theater Technician | Theater Technical Director | 9/16/2024 to 1/17/2025 |

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.

Agreement between Santa Monica Community College and CSEA, Chapter 36, Article 11

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).

D.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 25, 2024 Special Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 24 hours prior to the date and time of this meeting.