

Public Session: 11:00 a.m.

A. Organizational Functions

- 1.Call to Order
- 2.Roll Call

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

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

No Comments.

C. Agenda Reports: Major Items of Business

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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%	<b>56.7%</b>		
	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 57<sup>th</sup> 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%
<b><i>DSPS Specialist (PROPOSED)</i></b>	<b><i>34</i></b>	<b><i>\$5,876</i></b>	<b><i>\$7,143</i></b>	<b><i>0.00%</i></b>
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%
<b><i>DSPS Specialist (CURRENT)</i></b>	<b><i>32</i></b>	<b><i>\$5,596</i></b>	<b><i>\$6,803</i></b>	<b><i>0.00%</i></b>
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	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
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**

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.

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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

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Conflict resolution techniques

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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

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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

<b>Job Family:</b>	Student Services (Non Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	4/1998
<b>Class History:</b>	Disabled Student Services Specialist, Student Services Specialist – DSPS
<b>Revision Date(s):</b>	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	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
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**

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

**Santa Monica Community College District  
Personnel Commission**

**Director of Human Resources**

**CONCEPT OF THE CLASS**

Under general direction from the Vice President of Human Resources, this position plans, supervises, leads and 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.

**DISTINGUISHING CHARACTERISTICS**

The **Director of Human Resources** plans, organizes, administers, and directs employee and labor relations functions for the College, including workers' compensation, performance management, discipline, 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.

**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.

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, unlawful discrimination, 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 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 subordinate 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 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.

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, 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)

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, 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

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 consistent with laws, rules, regulations, collective bargaining agreements, and legal precedence

Identify potential compliance or litigious risks in the workplace

Train, supervise and evaluate 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 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.

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CLASS DETAIL

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<b>Personnel Commission Approval Date:</b>	6/18/2014
<b>Class History:</b>	None
<b>Revision Date(s):</b>	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

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



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.

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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).

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

D.Adjournment at 11:07 a.m.

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