DEPARTMENTS: PLEASE POST	ADMINISTRATORS AND MANAGERS	SUPERINTENDENT/PRESIDENT AND SENIOR STAFF
Academic Affairs:	Emeritus:	Superintendent/President: Kathryn Jeffery
Accounts Payable: Cherry Aquino	Noncredit Programs:	VP Academic Affairs: Jason Beardsley
Admissions & Records: Jackson Edwards	Scott Silverman	VP Business/Admin: Chris Bonvenuto
African American Center: Sherri Bradford	HR: Vina Chin	VP Enroll. Services: T. Rodriguez
Athletics:	Info Tech: Calvin Madlock	VP Human Resources: Tre'Shawn Hall-Baker
Auxiliary Services: Ofelia Meza	IEC: N. Pressian	VP Student Success: Tania Acosta
Broad Stage/Madison: Gail Johnson	Instructional Technology:	Senior Director Government Relations &
Bundy: Beverly Redd-Walker	Maintenance:	Institutional Communications: Don Girard
Business Department: Peter Murray	Terry Kamibayashi	Community Relations: Kiersten Elliott
Campus Police Office: Jennifer Jones	Operations:	Public Information: Grace Smith
Campus Store: Elease Juarez	Dennis Biddle	
Career Services: Carolina Trejo	Darryl Gray	PUBLIC POSTING LOCATION
Cashier's Office: Veronica Romo	Emily Raby	Online: www.smc.edu
Center for Media & Design: Angela Valentine	Robert Villanueva	
Community & Academic Relations:	Receiving: Lisa Davis	EMPLOYEE ORGANIZATIONS
Community Education: Ashley Price	Supplemental Instruction:	CSEA Labor Rep.: Derek Eckstein
Counseling Office: Allison Kosich	Wendi DeMorst	CSEA Chapter Pres.: Cindy Ordaz
Custodian Time Clock: Anthony Williams	SMCPA: Susan Hudelson	CSEA Chapter 1st V.P.: Martha Romano
Disabled Students Center: Denise Henninger		CSEA Chapter 2nd V.P.: Kennisha Green
Early Childhood Ed.: L. Manson		CSEA Chief Job Steward: Jonathan Rosas
Emeritus Department: V. Rankin-Scales		CSEA Treasurer: Dagmar Gorman
English Dept.: Martha Hall		CSEA Secretary: Joan Kang
EOP&S: Gina Brunell		CSEA Chief Development Officer:
ESL Office: Jocelyn Alex		Luis Martin
Events Office: Vinnessa Cook		CSEA Communications Officer: Erin O'Neill
Faculty Association: Peter Morse		SMC POA President: Officer Cadena
Financial Aid Office: Robyn Rouzan		Management Association: Jose J. Hernandez
Health Sciences: Clarenda Stephens		
Health Office: Nancy Alfaro		IF YOU NEED AN ACCOMMODATION
Human Resources: Delia Padilla & Dawn Noguera		Written requests for disability-related
HSS: Carolyn Baugh		modifications or accommodations that are
Institutional Research:		needed in order to participate in the Commission
International Education Center: Claudia Henriquez		meeting are to be directed to the Personnel
KCRW:		Commission Office as soon in advance of the
Latino Center: Maria Martinez		meeting as possible.
Maintenance/Operations: Kasey Garland		
Malibu: Angela Bice		Revised 01/14/2025
Math Village: Kristina Fukuda		
Media Center:		
Modern Language: Travis Grant		
Music: Lori Geller		
Outreach & Recruitment: Angela Lee		
Payroll: Ian Fraser		
Science: Ingrid Cardwell		
Student Life: Amelia Trejo		
Superintendent/Presidents Office: L. Kilian		
STEM: Vanan Yahnian		
Theater Arts: Lindsay Lefler		
W& ED/Bundy: Tricia Ramos		

Public Session: 12:30 p.m.

I. Organizational Functions
        A.Call to Order
        B.Roll Call

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

II. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Request to Re-establish Classification: Database Analyst	3
2	Classification Description Revisions and Salary Reallocation: Instructional Media Specialist	4
3	Extension of Eligibility Lists	14
4	Appointment to Provisional Assignments	15

III. Public Comments: Non-Actionable Items from those in attendance.
No Comments

IV. Adjournment

Agenda Report Number	1
Subject	Request to Re-establish Classification: Database Analyst
Date	January 28, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND
The Database Analyst was abolished on October 15, 2025, during the cyclical review process. At the time, IT department management reported that the higher-level Database Administrator had absorbed many of the functions performed by the Database Analyst, resulting in limited need for the analyst-level role. The incumbent in the Database Administrator position has since resigned from the College, and the department has requested that the Personnel Commission re-establish the Database Analyst classification. The current intent is to provide internal staff with temporary opportunities to work in this role.

RECOMMENDATION
It is recommended that the Personnel Commission approve re-establishing the Database Analyst classification.

Disposition by the Commission	
Motion Made By	Deborah Jansen
Seconded By	Joy Abbott
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Jansen asked Director Long whether the department's request to re-establish the Database Analyst position, following the resignation of the Database Administrator, was intended to result in a permanent refill. Director Long responded that no permanent fill is authorized at this time due to the hiring freeze and potential layoffs, and that limited out-of-class assignments may be used; the classification has historically consisted of one position. Commissioner Patel asked whether the higher-level duties previously performed by the Database Administrator would be reassigned to the Database Analyst position. Director Long responded that higher-level duties cannot be assigned to the Database Analyst without a compensation review and may instead be assigned to employees at the appropriate level; any permanent changes would require discussion and potential negotiation with CSEA.

Agenda Report Number	2
Subject	Classification Description Revisions and Salary Reallocation: Instructional Media Specialist
Date	January 28, 2026
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 class description revision and salary reallocation for **Instructional Media Specialist**.

In response to an ad-hoc study request submitted by the incumbent, Personnel Commission staff conducted a study of the Instructional Media Specialist classification in Distance Education. The mission of the Distance Education (DE) program is to offer students an alternative learning mode that accommodates their academic goals while providing the flexibility to manage life's demands, such as work and family obligations.

This classification was established in November 2018 as part of the cyclical review process and has not been revised since its inception. There is currently one permanent incumbent in this classification.

METHODOLOGY

Personnel Commission staff met with Tammara Whitaker, Associate Dean, Online Services & Support, to review the current class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current classification description.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed to ensure proper alignment with, and delineation from, related classifications. Once the duty changes were finalized, Commission staff prepared the revised class description and salary proposal and sent recommendations for review by stakeholders.

RESULTS

Based on the data gathered, revisions to the class description are being proposed to include a more accurate description of the scope and nature of work performed. Additional changes serve to clarify the concept of the class, distinguishing characteristics, essential duties, KSAs (knowledge, skills and abilities), level of supervision received, and minimum qualifications.

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

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT

Santa Monica College	Instructional Media Specialist	$6,975	$8,479	$7,727	26,748
El Camino College	Learning Management System Specialist	$7,171	$9,230	$8,201	21,971
Long Beach City College	Educational Technologist	$6,658	$8,217	$7,437	26,189
Los Angeles CCD	Online Multimedia Specialist	$8,684	$10,758	$9,721	135,917
Santa Clarita College	Online Education Coordinator	$6,697	$9,121	$7,909	21,778
State Center CCD	Academic Technology Systems Specialist	$7,046	$8,665	$7,855	49,125
	Average	$7,251	$9,198	$8,225	
	25th Percentile	$6,697	$8,665	$7,855	
	50th Percentile	$7,046	$9,121	$7,909	
	70th Percentile	$7,146	$9,208	$8,142	
	80th Percentile	$7,474	$9,536	$8,505	
	90th Percentile	$8,079	$10,147	$9,113	
	SMC % RANK	44.9%	14.6%	**17.3%**	
	SMC Difference From AVG	-4.0%	-8.5%	-6.4%	
	SMC Difference From MED	-1.0%	-7.6%	-2.4%	

The current salary range for Instructional Media Specialist is range 41 on the Classified employee salary schedule. In this survey, SMC is in the 17th median percentile compared to all benchmark agencies with comparable classifications; that is, 83% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that the salary for Instructional Media Specialist be reallocated from Range 41 to Range 44 on the Classified Employee Salary Schedule, a 7.5% increase. The proposed increase would place the median salary for this classification at the 77th percentile compared to the market median, which satisfies the District's 70th percentile target. Allocating salary one range lower would result in placement at the 68th percentile.

The following chart shows related classifications in this job discipline, salary allocation for each classification, and percentage difference between job levels in the occupational group:

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Instructional & Universal Designer	Associate Dean of Online Services & Support	51	$8,903	$10,821	18.71%
Instructional Media Specialist (proposed)	*Associate Dean of Online Services & Support*	*44*	*$7,500*	*$9,116*	*12.90%*
Alternate Media Specialist	DSPS Manager	39	$6,643	$8,075	7.67%
Curriculum and Degree Audit Specialist	Dean, Academic Affairs	36	$6,170	$7,500	0.00%

Senior Online Learning Services Specialist	Associate Dean of Online Services & Support	36	$6,170	$7,500	5.00%
Academic Scheduling Specialist	Dean, Academic Affairs	34	$5,876	$7,143	10.24%
Online Learning Services Specialist	Associate Dean of Online Services & Support	30	$5,330	$6,479	

Ad-hoc study results have been sent to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

RECOMMENDATION
It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Instructional Media Specialist.

FROM: Classified Employee Salary Schedule, Range 41
TO: Classified Employee Salary Schedule, Range 44

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Joy Abbott
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Patel questioned the currency of agency data. Director Long responded that each study uses current data and is conducted using a consistent group of 15 comparable agencies, with matches reviewed at the time of each study to avoid relying on outdated information. Commissioner Jansen sought clarification regarding the nature of the study. Director Long explained that the request began as a reclassification study, evolved into class description revisions to reflect the regular scope and complexity of the work and salary review.

Santa Monica Community College District
Personnel Commission

Instructional Media Specialist

CONCEPT OF THE CLASS

Under general supervision, the position in this classification provides specialized multimedia and ~~courseware~~ technology support for faculty offering online education to ensure effective implementation of learning technologies. The incumbent identifies, develops and provides resources and training on course design, accessibility requirements and implementing applications within the District's ~~Course~~ Learning Management System (LMS~~CMS~~) to enhance student learning.

DISTINGUISHING CHARACTERISTICS

The **Instructional Media Specialist** classification provides specialized learning technology support, including technical multimedia implementation and ~~support~~assistance to faculty in distance education and web-enhanced on-campus courses. ~~Support includes implementing multimedia applications within CMS, making recommendations on technological products to meet faculty needs, coordinating functionality with campus IT, acting as a system administrator, staying informed of all updated features and assisting faculty through training sessions and advisement.~~

The **Instructional & Universal Designer** is responsible for creating, designing, and developing courses using expertise in online pedagogy, learning science, accessibility, and educational technology, with a focus on full-course design and integration of appropriate multimedia and learning tools.

The **Senior Online Learning Services Specialist** oversees and participates in the day-to-day activities of the Distance Education department and ~~. This classification~~ administers ~~and regulates~~the use of the District's ~~CMS~~LMS, acting as a system administrator. ~~which includes setting-up course content, identifying and employing existing course architecture to facilitate online administration, and resolving more complex CMS issues requiring greater knowledge of system functionality.~~

~~The **Multimedia Specialist** performs complex multimedia duties. Incumbents are responsible for pre-production, production and post-production of assigned audio/video content creation as well as in classroom multimedia support, technology training for faculty and podcast creation.~~

ESSENTIAL DUTIES

Provides ongoing specialized educational technology and technical multimedia ~~technical~~ assistance and support to faculty regarding functionality of the ~~course~~ learning management system and all related integrated software support solutions; serves as the primary campus resource for incorporating ~~multimedia~~ educational technology elements into classes on the LMS~~CMS~~ platform.

Identifies, develops and provides training to faculty members individually or in group settings on instructional technology including the content management system, internet operations, and best practices for course design and multimedia programs.

Assists faculty in developing and implementing supplemental instructional materials such as multimedia elements, interactive learning tools, and technology-enhanced resources within the LMS, using established course design principles to support and enhance existing curriculum. ~~Guides and assists faculty using current course design principles in development, design and creation of online supplemental material across multiple disciplines utilizing current LMS~~CMS ~~and emerging learning technologies integrated within the system.~~technology.

Facilitates the implementation of educational technologies and multimedia applications within the web-based environment and provides training and training materials on their use; installs ~~evaluates and coordinates~~ Learning Tools Interoperability (LTI) installations into the ~~course~~ learning management system, tests and troubleshoots LTI functionality, and coordinates with external vendors and District IT staff, as needed, to ensure proper functioning. ~~and provides training and training materials on their use.~~

Tests and evaluates LMS~~content management system~~ product enhancements regularly, informs and trains faculty on new features.

Serves as a continuous campus resource for faculty in best practices for course design within the campus ~~course~~ learning management system, multimedia, and software programs.

Maintains departmental website and faculty and student resources with relevant up to date information regarding the program, ~~and~~ its services, and related resources and guides.

Monitors all course material and educational technology content to ensure it meets legally mandated accessibility requirements.

Digitizes and uploads media resource materials for faculty to incorporate into their courses; supports multimedia production and instructional content development, including light editing, using available tools and technologies, within and beyond the learning management system as needed.

Monitors course learning management system support requests, looks for trends and problem resolutions as issues arise and responds or routes tickets to appropriate on-campus contact or outside vendor.

Coordinates technical support and trainings with external vendors to ensure that faculty are supported.

Researches emerging technologies and recommends technological products and services related to instructional media and the course learning management system.

Collaborates with campus information technology to ensure that campus computers are compatible with content management system requirements.

Assists academic departments in pulling reports from the course learning management system.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under general supervision from the Director, Online Services and Support, the employee receives assignments and is expected to carry them through to completion with substantial independence. Positions in this classification receive general supervision from the Associate Dean of Online Services and Support.

Supervision Exercised:

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Computer operating systems, standard internet browsers, mobile devices, and online systems

Various course learning management system (LMS) platforms, including system functionality and the types and functions of internal and externally integrated LMS tools

Functional understanding of Learning Tools Interoperability (LTI) standards and integrations within LMS systems, including established procedures for installing, configuring, testing, and supporting external instructional tools and their functionality

Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act

Web Content Accessibility Guidelines (WCAG), concepts of website usability and accessible design techniques

Methods and practices of audio, video and image capture, manipulation and digitization

Web authoring, and graphics, and multimedia development and delivery software applications and equipment used in LMS-based environments

Current trends, developments and commonly accepted best practices in online learning and related technologies

Effective customer services techniques and practices of business communication

Troubleshooting methods for resolving LMS and related instructional technology issues

Best practices for training in individual and group settings

Basic principles of pedagogical and universal design concepts

Skills & Abilities:

Advise faculty on best practices for emerging educational technology and multimedia integrations into their courses and assist them with the system implementations

Be timely and responsive in tTroubleshooting and resolveing problems with the campus course learning management system in a timely manner

Monitor issues and problems with the ~~course~~ learning management system, prioritize them by level of importance, and resolve or coordinate resolution with IT staff or vendors ~~identify appropriate entity to resolve~~ in a timely manner

Create and deliver regular trainings on the functionality of the campus ~~course~~ learning management system, multimedia integrations and learning tools interoperability

Continuously identify faculty training opportunities on new features

Research and stay ~~abreast of~~updated on technology changes and adapt to new technologies

Operate a computer using word processing and other business software and standard office equipment

Role model exceptional internal and external customer service

Communicate technical concepts clearly and effectively, both orally and in writing

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

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

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

~~Work independently with minimal supervision~~

MINIMUM QUALIFICATIONS

Education Requirement:

An associate's degree or equivalent ~~from an accredited college or university~~ in educational technology, multimedia education, information technology, communications, instructional design, or a ~~closely~~ related field.

Experience Requirement:

~~Two~~ Four (2) years of experience supporting the implementation and use of multimedia tools and learning management systems in online, hybrid, or web-enhanced courses, including the develop~~ment~~ing of ~~instructional content and~~ training resources~~, utilizing technology related to the facilitation of online/hybrid and web enhanced courses~~.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, talk and hear. The employee may be required to lift, carry, push or pull up to 10 pounds with assistance or the aid of equipment or devices that assist in the lifting effort. While performing the duties of this job, the noise level in the work environment is usually moderate.

CLASS DETAIL

Job Family:	Instructional Support
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/14/2018
Class History:	~~New Class~~None
Revision Date(s):	*1/28/2026*

Santa Monica Community College District **Personnel Commission** **Instructional Media Specialist**

CONCEPT OF THE CLASS

Under general supervision, the position in this classification provides specialized multimedia and technology support for faculty offering online education to ensure effective implementation of learning technologies. The incumbent identifies, develops and provides resources and training on course design, accessibility requirements and implementing applications within the District's Learning Management System (LMS) to enhance student learning.

DISTINGUISHING CHARACTERISTICS

The **Instructional Media Specialist** classification provides specialized learning technology support, including technical multimedia implementation and assistance to faculty in distance education and web-enhanced on-campus courses.

The **Instructional & Universal Designer** is responsible for creating, designing, and developing courses using expertise in online pedagogy, learning science, accessibility, and educational technology, with a focus on full-course design and integration of appropriate multimedia and learning tools.

The **Senior Online Learning Services Specialist** oversees and participates in the day-to-day activities of the Distance Education department and administers the use of the District's LMS, acting as a system administrator.

ESSENTIAL DUTIES

Provides ongoing specialized educational technology and technical multimedia assistance and support to faculty regarding functionality of the learning management system and all related integrated software support solutions; serves as the primary campus resource for incorporating educational technology elements into classes on the LMS platform.

Identifies, develops and provides training to faculty members individually or in group settings on instructional technology including the content management system, internet operations, and best practices for course design and multimedia programs.

Assists faculty in developing and implementing supplemental instructional materials such as multimedia elements, interactive learning tools, and technology-enhanced resources within the LMS, using established course design principles to support and enhance existing curriculum. Facilitates the implementation of educational technologies and multimedia applications within the web-based environment and provides training and training materials on their use; installs Learning Tools Interoperability (LTI) installations into the learning management system, tests and troubleshoots LTI functionality, and coordinates with external vendors and District IT staff, as needed, to ensure proper functioning..

Tests and evaluates LMS product enhancements regularly, informs and trains faculty on new features.

Serves as a continuous campus resource for faculty in best practices for course design within the campus learning management system, multimedia, and software programs.

Maintains departmental website and faculty and student resources with relevant up to date information regarding the program, its services, and related resources and guides.

Monitors all course material and educational technology content to ensure it meets legally mandated accessibility requirements.

Digitizes and uploads media resource materials for faculty to incorporate into their courses; supports multimedia production and instructional content development, including light editing, using available tools and technologies, within and beyond the learning management system as needed.

Monitors learning management system support requests, looks for trends and problem resolutions as issues arise and responds or routes tickets to appropriate on-campus contact or outside vendor.

Coordinates technical support and trainings with external vendors to ensure that faculty are supported.

Researches emerging technologies and recommends technological products and services related to instructional media and the learning management system.

Collaborates with campus information technology to ensure that campus computers are compatible with content management system requirements.

Assists academic departments in pulling reports from the learning management system.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Positions in this classification receive general supervision from the Associate Dean of Online Services and Support. ***Supervision Exercised:***

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Computer operating systems, standard internet browsers, mobile devices, and online systems

Various learning management system (LMS) platforms, including system functionality and the types and functions of internal and externally integrated LMS tools

Functional understanding of Learning Tools Interoperability (LTI) standards and integrations within LMS systems, including established procedures for installing, configuring, testing, and supporting external instructional tools

Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act

Web Content Accessibility Guidelines (WCAG), concepts of website usability and accessible design techniques

Methods and practices of audio, video and image capture, manipulation and digitization

Web authoring, graphics, and multimedia development and delivery applications and equipment used in LMS-based environments

Current trends, developments and commonly accepted best practices in online learning and related technologies

Effective customer services techniques and practices of business communication

Troubleshooting methods for resolving LMS and related instructional technology issues

Best practices for training in individual and group settings

Basic principles of pedagogical and universal design concepts

Skills & Abilities:

Advise faculty on best practices for emerging educational technology and multimedia integrations into their courses and assist them with the system implementations

Troubleshoot and resolve problems with the campus learning management system in a timely manner

Monitor issues and problems with the learning management system, prioritize them by level of importance, and resolve or coordinate resolution with IT staff or vendors in a timely manner

Create and deliver regular trainings on the functionality of the campus learning management system, multimedia integrations and learning tools interoperability

Continuously identify faculty training opportunities on new features

Research and stay updated on technology changes and adapt to new technologies

Operate a computer using word processing and other business software and standard office equipment

Role model exceptional internal and external customer service

Communicate technical concepts clearly and effectively, both orally and in writing

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

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

An associate's degree or equivalent in educational technology, multimedia education, information technology, communications, instructional design, or a related field.

Experience Requirement:

Four years of experience supporting the implementation and use of multimedia tools and learning management systems in online, hybrid, or web-enhanced courses, including the development of training resources.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, talk and hear. The employee may be required to lift, carry, push or pull up to 10 pounds with assistance or the aid of equipment or devices that assist in the lifting effort. While performing the duties of this job, the noise level in the work environment is usually moderate.

CLASS DETAIL

Job Family: Instructional Support
FLSA Status: Non-exempt
Personnel Commission Approval Date: 11/14/2018
Class History: None
Revision Date(s):   ***1/28/2026***

Agenda Report Number	3
Subject	Extension of Eligibility Lists
Date	January 28, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission Office is requesting that the following eligibility list be extended as listed below:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Human Resources Technician (PROMO)	06/22/2025	02/22/2026	3	3	06/22/2026

The Personnel Commission staff believe there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated through the proposed expiration date.

Merit Rule 6.2.3 (C) Duration of Eligibility List

An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The personnel Director shall base his/her recommendation for extension of an eligibility list on the following factors:

1. a sufficient number of available eligibles remain to fill expected future vacancies;
2. the composition of the list reflects appropriate representation of ethnic minorities,
3. underrepresented groups, or non-traditional candidates;
4. the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION
It is recommended that the Personnel Commission approve extending the eligibility lists shown above.

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

Agenda Report Number	4
Subject	Appointment to Provisional Assignments
Date	January 28, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Yesenia Penate, Personnel Technician

The Personnel Commission is requested to ratify the classification of the following Limited Term positions pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

Candidate	Classification	Department	Effective Dates
Andrew Berney	Laboratory Technician-Art	Art	01/02/2026-06/30/2026
Darren Frale	Laboratory Technician-Art	Art	01/02/2026-06/30/2026
Myles Freedman	Laboratory Technician-Art	Art	01/02/2026-06/30/2026
Susan Haskell	Laboratory Technician-Art	Art	01/02/2026-06/30/2026
Todd Kobashi	Laboratory Technician-Art	Art	01/02/2026-06/30/2026
Brittany Tostado	Student Services Assistant	Scholars Program	**09/15/2025-04/01/2026
Deanna Ashby	Basic Needs Project Assistant	Basic Needs Center	**10/19/2025-05/14/2026

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year
**Revised assignment date(s).

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

VI. Adjournment at 12:44 p.m.

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

Month	Day	Year	Time	Meeting Location
February	18	2026	12:00 PM	1900 Pico Blvd Business Rm 117
March	18	2026	12:00 PM	1900 Pico Blvd Business Rm 117
April	15	2026	12:00 PM	1900 Pico Blvd Business Rm 117
May	20	2026	12:00 PM	1900 Pico Blvd Business Rm 117
June	17	2026	12:00 PM	1900 Pico Blvd Business Rm 117

As required by law, the agenda for the January 28, 2026, 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.