

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=YUJ4TUU6dkF1MnUzWlRNRnhYMWpTUT09>

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/k5RgknxWU>

PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

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

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

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

Exceptions:

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

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

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

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

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

General Public Comments and Consent Agenda

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

Instructions for Submitting a Request to Speak at Zoom Webinar

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

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

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

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

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

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

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

Instructions for Submitting Written Comments

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

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

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

DEPARTMENTS: PLEASE POST Academic Affairs: Accounts Payable: Cherry Aquino Admissions & Records: Jackson Edwards African American Center: Sherri Bradford Athletics: Auxiliary Services: Ofelia Meza Broad Stage/Madison: Gail Johnson 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: Community Education: Ashley Price Counseling Office: Allison Kosich Custodian Time Clock: Anthony Williams Disabled Students Center: Denise Henninger 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: Robyn Rouzan Health Sciences: Clarendia Stephens Health Office: Nancy Alfaro Human Resources: Delia Padilla & Dawn Noguera HSS: Carolyn Baugh Institutional Research: International Education Center: Ana Jara KCRW: Latino Center: Maria Martinez Maintenance/Operations: Kasey Garland Malibu: Angela Bice 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	ADMINISTRATORS AND MANAGERS Emeritus: Noncredit Programs: Scott Silverman HR: Vina Chin Info Tech: Calvin Madlock IEC: N. Pressian Instructional Technology: Maintenance: Terry Kamibayashi Operations: Dennis Biddle Darryl Gray Emily Raby Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst SMCPA: Susan Hudelson	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: Tre'Shawn Hall-Baker VP Student Affairs: M. Tuitasi Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith PUBLIC POSTING LOCATION Online: www.smc.edu 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: CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: David Mendoza SMC POA President: Officer Cadena Management Association: Jose J. Hernandez 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. Revised 9/12/2025
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Public Session: 12:00 p.m.

I. Organizational Functions

A.Call to Order

B.Roll Call

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

II. Director's Report

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

A. Longevity-October 2025

10 YEARS

Fabio Prieto, EOPS Specialist, EOPS

15 YEARS

Marcia Merritt Williams, Student Services Assistant, EOPS

20 YEARS

Jessica Riojas, Student Services Assistant, Emeritus

Veronica Romo, Enterprise Business Services Specialist, Cashiers Office

30 YEARS

Thomas Carter, Lead Theater Technician, Facilities Programming

B.Comments from the Vice President of Human Resources

C.Comments from the President of CSEA

D.Comments from the President of Management Association

E.Comments from Personnel Commission Staff

F.Comments from the Personnel Commissioners

IV. Agenda Reports: Major Items of Business

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2	Advisory Item: Reappointment of Personnel Commissioner	5
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V. Consent Agenda

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VI. Adjournment

Agenda Report Number	1
Subject	First Reading of Amendment to Rules and Regulations of the Classified Service: Merit Rule 6.3.14 No Action To Be Taken
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Merit Rule 6.3.14 are attached for a First Reading. Recommendations were developed with input from the Merit Rules Advisory Committee. The goals of these changes include updating and clarifying processes, and ensuring language is in compliance with relevant laws and applicable bargaining agreements.

**6.3.14 CERTIFICATION OF NAMES FOR SHIFT DIFFERENTIAL
COMPENSATION (EDUCATION CODE SECTIONS 88180, 88181, 88182, 88183,
88184, 88185, 88186)**

- A. Assignment to a regular position which qualifies an employee for shift differential compensation as specified in Rule 12.2.14 shall be made on the basis of seniority among those employees within the appropriate class. ~~The following conditions shall apply:~~

~~1. Seniority shall be computed as provided in Rule 13.1.2.~~

- B. No employee assigned to work a shift entitled to differential compensation shall be demoted in class or grade as a result of such an assignment.
- C. An employee receiving a shift differential shall not lose this compensation if they are temporarily, for twenty (20) working days or less, assigned to a shift not entitled to such compensation. The regular rate of pay for all purposes of an employee assigned to a shift which provides differential compensation shall be the differential rate.
- D. When a vacancy exists in a regular position for which differential compensation is designated, the following steps shall take place as part of the selection process:
1. Any employee interested in transfer must submit an application for transfer to the Personnel Commission Office by the deadline indicated on the transfer posting.

2. The District will select from this group the employee with the most seniority in the classification. Seniority shall be computed as provided in Rule 13.1.2.

3. If no employees are interested in transferring, the District may:

- select a candidate from a current eligibility list or employment list who is available and interested in the assignment; or
- involuntarily assign the employee who has the least seniority in the classification. Written notification of involuntary transfer shall be issued at least five working days prior to becoming effective.

~~and no employee in the class applies to transfer to the shift, the assignment shall be made by the department supervisor in reverse order of District seniority, provided that there are no candidates from a current eligibility or reinstatement list who are available and interested in the assignment. Written notification of involuntary transfer shall be issued at least five working days prior to becoming effective.~~

Agenda Report Number	2
Subject	Advisory Item: Reappointment of Personnel Commissioner
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Please be advised that the term for Commissioner Joy Abbott will expire on November 30, 2025. Commissioner Abbott is the nominee from the Board of Trustees.

In accord with Education Code 88065, . . . In any community college district which has a five-member personnel commission, two members of the commission shall be appointed by the governing board of the district and two members, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those four members of the personnel commission shall, in turn, appoint the fifth member to the commission

The Board of Trustees has been notified of the upcoming expiration date, and the intention of Commissioner Abbott to serve an additional three-year term.

The Personnel Commission will be advised of Commissioner Abbott's re-appointment status at the next regular Commission meeting on November 19, 2025.

Agenda Report Number	3
Subject	Reappointment of Commissioner: Lawrence Leone
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Commissioner Lawrence Leone's current term is scheduled to expire on November 30, 2025. Commissioner Leone is the fifth Commissioner appointed by the other four Commissioners.

Education Code 88065 states: "In any community college district which has a five-member personnel commission, two members of the commission shall be appointed by the governing board of the district and two members, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those four members of the personnel commission shall, in turn, appoint the fifth member to the commission."

RECOMMENDATION

It is recommended that the Personnel Commission schedule an open hearing at the next regularly scheduled Personnel Commission meeting on November 19, 2025 to provide the public, employees, and the employee organizations the opportunity to express their views on the reappointment of Commissioner Leone.

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

Agenda Report Number	4
Subject	Classification Description Abolishment: -Database Analyst -Entertainment Technology Services Manager -Multimedia Specialist – CMD -Senior Technology User Support Specialist Cyclical Review
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

As scheduled on the annual cyclical study calendar, Commission staff has conducted a review of the classifications in the Information Technology job discipline which includes the:

- Database Analyst, vacant since 6/17/2007
- Entertainment Technology Services Manager, vacant since 10/7/2015
- Multimedia Specialist – CMD, vacant since 12/30/2019
- Senior Technology User Support Specialist, vacant since 5/29/2025

During the review process, Commission staff noted the following:

- The IT Department reported that they no longer intend to use the **Database Analyst**, as the higher-level Database Administrator has absorbed the duties of this role since the position has been vacant. The Department also cited the current District budget concerns as a reason for not filling the vacancy.
- The **Entertainment Technology Services Manager** position was abolished by the Board of Trustees on 10/7/15 but the classification was not formally abolished by the Personnel Commission.
- The **Multimedia Specialist – CMD** was originally proposed to be abolished as part of the IT Dept. reorganization project in 2023.

There are currently no eligibility lists or reemployment lists for these classifications. This proposal was sent for review to CSEA for the represented classifications, Department leadership, Business Services, Human Resources, and the College Superintendent/President.

RECOMMENDATION

It is recommended that the Personnel Commission approve abolishing the Database Analyst, Entertainment Technology Services Manager, Multimedia Specialist – CMD and Senior Technology User Support Specialist classifications.

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

Agenda Report Number	5
Subject	Classification Description Revisions: Media Resources Assistant Cyclical Study
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Media Resources Assistant**.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology supports excellence in teaching and learning through continuous improvement of technology and the end user experience. The Media Resources Assistant provides basic support for the Modern Language Lab or assigned college facility, responds to inquiries from students and faculty about lab equipment, computer hardware, software and web-based applications.

The Media Resources Assistant classification was established in 1978. This classification has been revised 6 times since its establishment. The most recent revision was approved in February 2025. There are currently three permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2024-25. The incumbents and CSEA were invited to participate in a class study orientation on April 9, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions.

Personnel Commission staff consulted with Alice Meyering, Associate Dean, Malibu Campus, to discuss the classification description. The description was also sent to Wendi DeMorst, Associate Dean, Student Instructional Support for review. In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify the distinguishing characteristics, duties assigned, and knowledge & abilities required of the job to more accurately reflect the nature of the work required.

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

RESULTS

Based on data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the distinguishing characteristics, essential duties, and KSAs (Knowledge, Skills and Abilities).

The salary survey of standard benchmark agencies resulted in insufficient comparable matches. Many agencies assigned entry level computer support duties to jobs with broader scope of IT support, requiring higher level of experience and preparation, or similar classifications were limited to providing technical expertise in a dedicated computer lab environment.

The current salary range for Media Resources Assistant is Range 25 on the Classified Employee Salary Schedule. Based on the job factors such as knowledge required, complexity, and scope and effect of work, the Media Resources Assistant aligns as an entry level position within the IT job discipline. Therefore, salary reallocation is not recommended.

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

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Management Information Systems	Chief Director Information Technology	A15	\$14,656	\$16,158	38.87%
Database Administrator	Director of Management Information Systems	58	\$10,554	\$12,829	5.00%
Information Systems Engineer	Director of Network and Technology Services	56	\$10,051	\$12,218	2.40%
Network Engineer	Network Services Manager	55	\$9,815	\$11,930	2.54%
Network Administrator	Director of Network and Technology Services	54	\$9,572	\$11,636	5.00%
Information Systems Administrator	Director of Network and Technology Services	52	\$9,116	\$11,082	7.51%
Database Analyst*	Director of Management Information Systems	49	\$8,479	\$10,306	0.00%
IT User Systems Administrator	IT User Support Manager	49	\$8,479	\$10,306	15.77%
Senior Technology User Support Specialist*	Director of Network and Technology Services	43	\$7,324	\$8,903	5.00%
Senior Information Technology Support Specialist	IT User Support Manager	41	\$6,975	\$8,479	0.00%
Multimedia Specialist	Network Communications Manager	41	\$6,975	\$8,479	0.00%
Multimedia Specialist-CMD*	Instructional Technology Services Manager	41	\$6,975	\$8,479	10.24%
Information Technology Support Specialist	IT User Support Manager	37	\$6,327	\$7,690	33.99%
<i>Media Resources Assistant</i>	<i>Assigned Academic Administrator/Manager</i>	<i>25</i>	<i>\$4,722</i>	<i>\$5,739</i>	

*Presented for abolishment in related report

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

RECOMMENDATION

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

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

**Santa Monica Community College District
Personnel Commission
Media Resources Assistant**

CONCEPT OF THE CLASS

Under supervision, positions in this classification assist students and faculty with the computing resources of a computer lab or college facility, ~~providing~~provides basic support for media equipment, computer hardware, software and web-based applications.

DISTINGUISHING CHARACTERISTICS

The **Media Resources Assistant** provides basic support for the Modern Language Lab or assigned college facility, ~~responding~~responds to inquiries from students and faculty about lab equipment, computer hardware, software and web-based applications. Maintenance beyond an initial support level is referred to personnel in Information Technology.

The **Information Technology Support Specialist** provides technical support and training to ensure end user access to a wide-range of technologies including computer software, hardware, and peripherals, audio-visual and multimedia equipment, and District systems.

ESSENTIAL DUTIES

Demonstrates the use of instructional equipment, including computers, printers, scanners, software and web-based applications.

Assists students individually or in small groups with the proper use of hardware, software and web-based applications.

Inputs authorized users into the lab content management system in order to provide them with lab or college facility access.

Assists students and faculty with accessing online resources.

Maintains computer equipment within the assigned facility in working condition by troubleshooting minor problems, and reporting more complicated conditions to the appropriate personnel in Information Technology.

Identifies computers which are not functioning properly, ~~and~~ submits requests for service to the appropriate personnel in Information Technology and follows through on work order requests.

Participates in ensuring the safety, cleanliness, and upkeep of the laboratory or college facility environment; enforces laboratory or college facility operational policies, procedures, and rules; notifies appropriate personnel of needed equipment repair or replacement.

Explains college, equipment and lab policies, procedures, and requirements.

Responds to regular routine inquiries and requests from students and instructors; provides information, guidance and support to students regarding computer related issues within their assigned area.

Creates tutorials, documents, and guides for lab programs and equipment usage for students and faculty.

Generates lab reports and distributes reports when necessary to instructors or related parties.

Assists faculty with navigating program software, accessing technology from remote locations, and utilizing a variety of instructional technology and multimedia equipment and systems.

Conducts workshops for faculty or provides one-on-one support demonstrating computer lab or college facility procedures, equipment and resources.

Monitors supply inventory and submits supply orders for the computing lab or assigned facility.

May obtain necessary copyright permissions from the appropriate publishers for all materials used in the Modern Language Lab or college facility.

~~May. It~~trains student lab assistants, ~~schedules~~ work hours, ~~provides~~ work direction, and ~~ensures~~ effective use of allocated student ~~assistants~~workers.

~~May. P~~repares ~~computerized~~ materials and equipment to be used in laboratory activities for both group class activities and individual open lab experiences.

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 assigned manager, the employee is expected to complete assignments with substantial independence.

Level of Supervision Exercised:

Positions in this classification do not supervise other classified positions. May provide direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Uses and operations of standard computer hardware, media equipment, tablets, smart phones, printers, and standard business software applicable to assigned instructional laboratories

Methods and procedures for basic troubleshooting and resolving hardware and software problems in a computer related environment

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

Installation and operation of computer and multimedia equipment

Related policies, procedures, rules and the Family Educational Rights and Privacy Act (FERPA)

Principles and practices of effective business communication

Correct usage, grammar, spelling, punctuation, and vocabulary

Basic inventory and storage methods to sufficiently account for related equipment

Skills & Abilities:

Assists students and faculty in the use of various software programs and web-based applications supporting the lab, both from in-lab computers, college facilities, and remote locations

Successfully learn current software programs and web-based applications as needed for the assigned area

Perform minor software and hardware computer tasks, such as setting up computers and peripherals, determining applications being used, and troubleshooting hardware or software compatibility

Explain uses and operations of specialized hardware, software and web-based applications to students

Understand and follow oral and written instructions

Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations

Work independently with minimal supervision

Demonstrate sound attention to detail

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

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

Operate a computer, media equipment, tablet, and smart phone using ~~computer~~ applications, programs and standard office equipment

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or equivalent.

Experience Requirement:

Two years of providing basic computer support in a computer lab or related environment.

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 required to stand and walk on a regular basis. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is typical of a normal classroom environment.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/1978
Class History:	Technical Assistant II
Revision Date(s):	10/1/83, 07/91, Hay Study 11/30/06, 06/20/18, 12/21/22, 02/19/25

**Santa Monica Community College District
Personnel Commission
Media Resources Assistant**

CONCEPT OF THE CLASS

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ESSENTIAL DUTIES

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Assists students individually or in small groups with the proper use of hardware, software and web-based applications.

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Assists students and faculty with accessing online resources.

Maintains computer equipment within the assigned facility in working condition by troubleshooting minor problems and reporting more complicated conditions to the appropriate personnel in Information Technology.

Identifies computers which are not functioning properly, submits requests for service to the appropriate personnel in Information Technology and follows through on work order requests.

Participates in ensuring the safety, cleanliness, and upkeep of the laboratory or college facility environment; enforces laboratory or college facility operational policies, procedures, and rules; notifies appropriate personnel of needed equipment repair or replacement.

Explains college, equipment and lab policies, procedures, and requirements.

Responds to regular routine inquiries and requests from students and instructors; provides information, guidance and support to students regarding computer related issues within their assigned area.

Creates tutorials, documents, and guides for lab programs and equipment usage for students and faculty.

Generates lab reports and distributes reports when necessary to instructors or related parties.

Assists faculty with navigating program software, accessing technology from remote locations, and utilizing a variety of instructional technology and multimedia equipment and systems.

Conducts workshops for faculty or provides one-on-one support demonstrating computer lab or college facility procedures, equipment and resources.

Monitors supply inventory and submits supply orders for the computing lab or assigned facility.

May obtain necessary copyright permissions from the appropriate publishers for all materials used in the Modern Language Lab or college facility.

May train student lab assistants, schedule work hours, provide work direction, and ensure effective use of allocated student workers.

May prepare materials and equipment to be used in laboratory activities for both group class activities and individual open lab experiences.

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 assigned manager, the employee is expected to complete assignments with substantial independence.

Level of Supervision Exercised:

Positions in this classification do not supervise other classified positions. May provide direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Uses and operations of standard computer hardware, media equipment, tablets, smart phones, printers, and standard business software applicable to assigned instructional laboratories

Methods and procedures for basic troubleshooting and resolving hardware and software problems in a computer related environment

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

Installation and operation of computer and multimedia equipment

Related policies, procedures, rules and the Family Educational Rights and Privacy Act (FERPA)

Principles and practices of effective business communication

Correct usage, grammar, spelling, punctuation, and vocabulary

Basic inventory and storage methods to sufficiently account for related equipment

Skills & Abilities:

Assists students and faculty in the use of various software programs and web-based applications supporting the lab, both from in-lab computers, college facilities, and remote locations

Successfully learn current software programs and web-based applications as needed for the assigned area

Perform minor software and hardware computer tasks, such as setting up computers and peripherals, determining applications being used, and troubleshooting hardware or software compatibility

Explain uses and operations of specialized hardware, software and web-based applications to students

Understand and follow oral and written instructions

Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations

Work independently with minimal supervision

Demonstrate sound attention to detail

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

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

Operate a computer, media equipment, tablet, and smart phone using applications, programs and standard office equipment

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or equivalent.

Experience Requirement:

Two years of providing basic computer support in a computer lab or related environment.

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 required to stand and walk on a regular basis. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is typical of a normal classroom environment.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/1978
Class History:	Technical Assistant II
Revision Date(s):	10/1/83, 07/91, Hay Study 11/30/06, 06/20/18, 12/21/22, 02/19/25

Agenda Report Number	6
Subject	Classification Description Revisions and Salary Reallocation: DSPS Manager Abolish: Deaf & Hard of Hearing Supervisor Cyclical Review
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Amy Gurjian, Classification & Compensation Manager

BACKGROUND

Attached for your approval are the classification revisions for DSPS Manager.

The College's Disabled Student Programs and Services (DSPS)—also called the Center for Students with Disabilities (CSD)—provides academic, technological, and personal support to ensure equal access for students with disabilities. Services include academic counseling, testing accommodations, and assistive technology training through the High Tech Training Center. DSPS also offers note-taking assistance, alternate media formats, and interpreting and captioning services for Deaf and Hard of Hearing students. Specialized support is available for students with learning disabilities and acquired brain injuries, including skill-building and individualized accommodations. The program further provides priority registration, coordinates with faculty, and connects students to campus and community resources to promote inclusion, independence, and academic success.

The DSPS Manager classification was established in 2020. This classification has not been revised since its establishment. There is currently one permanent incumbent in this classification.

The Deaf & Hard of Hearing Supervisor has been vacant since 2021 and most duties have been absorbed by the DSPS Manager.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2024-2025. Managers in the Student Services (Phase I) classifications were invited to participate in a study orientation on March 31, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. Incumbents were requested to complete a Position Description Questionnaire (PDQs) by April 15, 2025.

Personnel Commission staff consulted with Mike Tuitasi, former Vice President of Student Affairs, and Susan Fila, Dean of Health & Wellbeing, to review the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions proposed to clarify duties assigned, title, distinguishing characteristics, requirements, and KSAs (knowledge, skills, and abilities).

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

RESULTS

Based on data gathered, description revisions are being proposed to clarify the class concept, distinguishing characteristics, and duties to more accurately reflect the work performed, requirements, and KSAs (knowledge, skills, and abilities).

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. Due to limited market data, the percentile ranking method for salary placement could not be applied, as at least 30% of surveyed jobs must be matched. Several agencies utilize a director or academic director level role with broader scope of responsibilities, serving as the primary administrator and overseeing all aspects of the DSPS operations, including supervision of classified and faculty/counselors; other agencies differed in organizational structure where DSPS management roles were broadly defined and incorporated other core functions such as wellness and counseling. Therefore, salary reallocation is recommended based on salary compression considerations.

Currently, there is a 10.25% pay difference between the Deaf and Hard of Hearing Services Supervisor (proposed to be abolished) and the Manager, and an 11.47% difference between the Sign Language Interpreter III and the Manager. Reallocating salary to Range M23 will meet the 15% minimum industry standard between management and the highest classification supervised, in this case the Sign Language Interpreter III with a proposed salary differential of 17%. In addition to supervisory responsibilities, this classification is also responsible for developing and implementing the program budget, policies and procedures, and preparing related state, federal and Chancellor's Office reports and program reviews to ensure compliance.

See job data for the DSPS series below.

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<i>DSPS Manager (Proposed)</i>	<i>Dean</i>	<i>M23</i>	<i>\$9,217</i>	<i>\$11,203</i>	<i>17.04%</i>
<i>DSPS Manager (Current)</i>	<i>Dean</i>	<i>M21</i>	<i>\$8,778</i>	<i>\$10,670</i>	<i>11.47%</i>
<i>Deaf & Hard of Hearing Services Supervisor (Proposed to be abolished)</i>	<i>Dean</i>	<i>M17</i>	<i>\$7,962</i>	<i>\$9,678</i>	<i>1.10%</i>
Sign Language Interpreter III*	DSPS Manager	46	\$7,875	\$9,572	12.90%
Sign Language Interpreter II*	DSPS Manager	41	\$6,975	\$8,479	18.70%
Sign Language Interpreter I*	DSPS Manager	34	\$5,876	\$7,143	0.00%
DSPS Specialist**	DSPS Manager	34	\$5,876	\$7,143	30.66%
Disabled Student Services Assistant**	DSPS Manager	23	\$4,497	\$5,466	

*Scheduled for review in 2026.

**Review recently completed in 2024.

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

RECOMMENDATION

It is recommended that the Commission abolish the Deaf & Hard of Hearing Services Supervisor classification and approve the proposed classification description revisions and salary reallocation for DSPS Manager:

FROM: Classified Manager Salary Schedule, Range M21

TO: Classified Manager Salary Schedule, Range M23

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

**Santa Monica Community College District
Personnel Commission**

DSPS Manager

CONCEPT OF THE CLASS

Under general direction, this classification plans, manages, implements, and evaluates support services and programs ~~for~~ students with disabilities in the Center for Students with Disabilities and ensures compliance with federal, state and District rules, laws and regulations related to Disabled Student Programs & Services (DSPS).

DISTINGUISHING CHARACTERISTICS

The **DSPS Manager** oversees and manages the day-to-day operations and support services of the Center for Students with Disabilities and provides leadership and training to assigned staff.

The Sign Language Interpreter III applies advanced knowledge of American Sign Language/Signed English to interpret and transcribe in classes and related college activities with highly technical content for deaf and hard of hearing students registered with the Center for Students with Disabilities.

The Deaf and Hard of Hearing Services Supervisor is responsible for administering the deaf and hard of hearing program and supervising sign language interpreters.

ESSENTIAL DUTIES

Plans, organizes, supervises, and provides direction to the Center for Students with Disabilities classified staff, including managing the day-to-day operations, activities and support services, ensuring compliance and reporting, assigning and reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating employee performance.

Plans coordinates and provides technical guidance for student support services, such as proctoring, interpreting, captioning, and tutoring; develops and prepares staff schedules to ensure student support services are available for student success; provides interpreting services as needed.

Plans and maintains departmental budget and authorizes expenditures as needed to carry out DSPS support services and operations, such as selecting vendors, equipment, and purchase orders, within established limits.

Attends and participates in management development programs, committees, seminars, and workshops to stay abreast of current legislative changes, trends, practices, and technology within assigned area of responsibility.

Develops and implements policies and procedures in order to improve student support services and ensure compliance with federal and state laws and regulations pertaining to students with disabilities.

Serves as a resource to students, community partners and the District on programs and services for student with disabilities by promoting awareness and understanding through training, informational material, events, and workshops.

Maintains program information, ~~and~~ records and prepares reports for program review, accreditation, Chancellor's Office, federal and state reports as requested by the District.

Resolves non-routine or sensitive problems and complaints, including those escalated from staff related to DSPS.

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

This position receives general direction from the assigned administrator.

Level of Supervision Exercised

This position exercise general supervision over classified staff and student workers in DSPS.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Management and supervisory principles and practices, strategic planning, resources allocation, work assignment delegation, performance evaluation, employee motivation, staff development and training, grievances management, and imposing discipline

Federal, state, and District policies, procedures, rules, laws, regulations, codes, and practices related to students with disabilities

Generally accepted interpreting principles, procedures and techniques

Resources, services and communities associated with students with disabilities in higher education

Effective office, records management and reporting practices

Principles of training and supervision

Budget preparation and administration

Skills & Abilities:

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

Assess the needs of students with disabilities to identify, coordinate and implement services aligned with educational goals

Evaluate and implement program objectives, policies and guidelines

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

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

Use a variety of equipment, specialized programs and computer applications to support students with disabilities

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

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

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

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

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

Model professional integrity and ethics and deal quickly with breaches and misconduct

Communicate effectively, both orally and in writing

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

Role model exceptional internal and external customer service

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree or equivalent in special education, psychology, counseling, education administration, social sciences, or related field. Completion of an Interpreter Training Program (ITP) and college level course work in American Sign Language is highly desirable.

Experience Requirement:

Three years of ~~progressively responsible~~ experience within a college student services program, working predominantly with students with disabilities, which included one year of lead or supervisory experience. One year of experience using oral and manual forms of communication to interpret for deaf and hard of hearing students in an academic setting is highly desirable.

Education/Experience Equivalency:

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

Licensure and/or Certification:

National ~~professional NAD-RID-Interpreter Certification (NIC), National Association of the Deaf (NAD), Registry of Interpreters for the Deaf (RID) certification, or other nationally recognized certification~~ or equivalent at Level 3/Advanced or higher is highly desirable.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands, type, or handle materials, talk and hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:

Instructional Support (Student Services/Classroom) Student Services (Non Classroom)

FLSA Status:

Exempt

Personnel Commission Approval Date:

7/15/2020

Class History:

Revision Date(s):

10/25/2025

**Santa Monica Community College District
Personnel Commission**

DSPS Manager

CONCEPT OF THE CLASS

Under general direction, this classification plans, manages, implements, and evaluates support services and programs in the Center for Students with Disabilities and ensures compliance with federal, state and District rules, laws and regulations related to Disabled Student Programs & Services (DSPS).

DISTINGUISHING CHARACTERISTICS

The **DSPS Manager** oversees and manages the day-to-day operations and support services of the Center for Students with Disabilities and provides leadership and training to assigned staff.

The **Sign Language Interpreter III** applies advanced knowledge of American Sign Language/Signed English to interpret and transliterate in classes and related college activities with highly technical content for deaf and hard of hearing students registered with the Center for Students with Disabilities.

ESSENTIAL DUTIES

Plans, organizes, supervises, and provides direction to the Center for Students with Disabilities classified staff, including managing the day-to-day operations, activities and support services, ensuring compliance and reporting, assigning and reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating employee performance.

Plans coordinates and provides technical guidance for student support services, such as proctoring, interpreting, captioning, and tutoring; develops and prepares staff schedules to ensure student support services are available for student success; provides interpreting services as needed.

Plans and maintains departmental budget and authorizes expenditures as needed to carry out DSPS support services and operations, such as selecting vendors, equipment, and purchase orders, within established limits.

Attends and participates in management development programs, committees, seminars, and workshops to stay abreast of current legislative changes, trends, practices, and technology within assigned area of responsibility.

Develops and implements policies and procedures in order to improve student support services and ensure compliance with federal and state laws and regulations pertaining to students with disabilities.

Serves as a resource to students, community partners and the District on programs and services for student with disabilities by promoting awareness and understanding through training, informational material, events, and workshops.

Maintains program information, records and prepares reports for program review, accreditation, Chancellor's Office, federal and state reports as requested by the District.

Resolves non-routine or sensitive problems and complaints, including those escalated from staff related to DSPS.

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

This position receives general direction from the assigned administrator.

Level of Supervision Exercised

This position exercise general supervision over classified staff and student workers in DSPS.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Management and supervisory principles and practices, strategic planning, resources allocation, work assignment delegation, performance evaluation, employee motivation, staff development and training, grievances management, and imposing discipline

Federal, state, and District policies, procedures, rules, laws, regulations, codes, and practices related to students with disabilities

Generally accepted interpreting principles, procedures and techniques

Resources, services and communities associated with students with disabilities in higher education

Effective office, records management and reporting practices

Principles of training and supervision

Budget preparation and administration

Skills & Abilities:

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

Assess the needs of students with disabilities to identify, coordinate and implement services aligned with educational goals

Evaluate and implement program objectives, policies and guidelines

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

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

Use a variety of equipment, specialized programs and computer applications to support students with disabilities

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

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

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

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

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

Model professional integrity and ethics and deal quickly with breaches and misconduct

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree or equivalent in special education, psychology, counseling, education administration, social sciences, or related field. Completion of an Interpreter Training Program (ITP) and college level course work in American Sign Language is highly desirable.

Experience Requirement:

Three years of experience within a college student services program, working predominantly with students with disabilities, which included one year of lead or supervisory experience. One year of experience using oral and manual forms of communication to interpret for deaf and hard of hearing students in an academic setting is highly desirable.

Education/Experience Equivalency:

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

Licensure and/or Certification:

National Interpreter Certification (NIC), National Association of the Deaf (NAD), Registry of Interpreters for the Deaf (RID) certification, or other nationally recognized certification equivalent at Level 3/Advanced or higher is highly desirable.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands, type, or handle materials, talk and hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Student Services (Non Classroom)
FLSA Status:	Exempt
Personnel Commission Approval Date:	7/15/2020
Class History:	
Revision Date(s):	10/25/2025

Agenda Report Number	7
Subject	Classification Description Revisions: Database Administrator Cyclical Study
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

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

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology supports excellence in teaching and learning through continuous improvement of technology and the end user experience. The Database Administrator performs lead, expert level professional work in administering, planning, developing, and implementing strategic data models to ensure the availability, optimum performance, accessibility, security, efficiency and integrity of databases.

The Database Administrator classification was established in 1998. This classification has been revised 2 times since its establishment. The most recent revision was approved in October 2016. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2024-25. Incumbents in the Information Technology discipline and CSEA were invited to participate in a class study orientation on April 9, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. There were no incumbents in this classification at the time of the study.

Personnel Commission staff consulted with Wendy Liu, Director of Management Information Systems, to discuss the classification description. In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, supervision, knowledge & abilities, the minimum qualifications and working environment required of the job to more accurately reflect the nature of the work required.

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

RESULTS

Based on data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, distinguishing characteristics, essential duties, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working environment.

The salary survey of standard benchmark agencies resulted in comparable matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Database Administrator	\$10,554	\$12,829	\$11,692	26,748
Contra Costa CCD	Database Administrator, Senior	\$8,712	\$10,614	\$9,663	31,432
El Camino College	Enterprise Systems Administrator	\$11,614	\$14,823	\$13,219	21,971
Los Angeles CCD	Database Administrator	\$11,870	\$14,705	\$13,287	135,917
Mt. San Antonio College	Database Administrator	\$10,034	\$12,806	\$11,420	38,269
Pasadena City College	Enterprise Application Administrator	\$8,869	\$11,319	\$10,094	26,522
Santa Barbara City College	Database Administrator	\$9,519	\$11,597	\$10,558	16,835
State Center CCD	Database Administrator	\$8,715	\$10,718	\$9,716	49,125
Ventura County CCD	Database Administrator	\$9,730	\$13,416	\$11,573	32,977
	Average	\$9,883	\$12,500	\$11,191	
	25th Percentile	\$8,830	\$11,168	\$9,999	
	50th Percentile	\$9,624	\$12,202	\$10,989	
	75th Percentile	\$10,003	\$13,355	\$11,558	
	80th Percentile	\$10,982	\$14,189	\$12,560	
	90th Percentile	\$11,691	\$14,740	\$13,239	
	SMC % RANK	76.1%	57.6%	72.4%	
	SMC Difference From AVG	6.4%	2.6%	4.3%	
	SMC Difference From MED	8.8%	4.9%	6.0%	

The current salary range for Database Administrator is Range 58 on the Classified Employee Salary Schedule. In this survey, SMC is in the 72nd median percentile compared to all benchmark agencies with comparable classifications; that is, 28% of the market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

Based on median percentile ranking at the 72nd percentile, salary reallocation is not recommended given the current salary meets the District's goal to target the 70th percentile. Cyclical review results have been sent to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

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

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

**Santa Monica Community College District
Personnel Commission**

Database Administrator

CONCEPT OF THE CLASS

Under direction, positions in this classification ~~administer, plan, develop, and implement strategic data models to manage and maintain the District's databases and associated application servers for the Student Information System (SIS) system to ensure the their availability, optimum performance, accessibility, security, efficiency and integrity and provide database solutions to other Information Technology (IT) staff in application development, programming and software integration. of databases that are an integral part of district wide applications.~~

DISTINGUISHING CHARACTERISTICS

The Database Administrators performs lead, expert level professional work in ~~designing, administering, planning, developing, monitoring, administering and maintaining Student Information Systems (SIS) databases and application server environments, implementing strategic data models to ensure their the availability, optimum performance, accessibility, security, efficiency and integrity, of databases that are an integral part of District wide applications.~~

Database Analysts perform professional journey level work related to maintaining, supporting and troubleshooting databases.

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

ESSENTIAL DUTIES

Develops data models and long-range comprehensive database plans to support information requirements.

Develops goals and objectives to implement long-range comprehensive database plans, and conducts ongoing assessment of future upgrades and implementation needs.

Performs database and application server administration duties, including database and application server and database tools and utilities installation, configuration, customization, patching, storage and memory allocation, monitoring, tuning, and upgrades and storage and memory allocation.

Determines, implements, and enhances standards on database and application security, user access controls, and develops and performs data recovery procedures to ensure backup and recovery strategies are tested and in place.

Analyzes, designs, and implements data migration, and conversion plans, and integration with third party software.

~~Documents the database schemas; develops and maintains the data element dictionaries; establish and monitor standard table and field naming conventions.~~

Develops policies and procedures, and monitors and controls the redundancy of data to ensure the quality and integrity of the database environment for the Student Information Systems (SIS) systems.

Works with internal and external resources and provides recommendations on database management solutions and data integration.

Responds to database and application server problems or emergencies, and monitors database resource usage reports and performs database capacity planning.

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 direction of the Director of Management Information Systems, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification do not supervise other classified positions. Incumbents provide lead direction ~~to Database Analysts and~~ other technical staff.

KNOWLEDGES, SKILLS AND ABILITIES

Knowledge:

Database design, architecture, and administration
Principles and practices of function analysis and entity relationship diagram
Principles and procedures for data modeling
Database Oracle and ~~UNIX~~Unix tools and utilities
[Commercial Enterprise Resource Planning \(ERP\) Banner System](#)
Operating systems
Client/server theory and practices
Web application servers and n-tier system architecture

Skills & Abilities:

Perform database administration tasks in a large-scale high availability data center
Stay ~~abreast of~~[updated on](#) technology changes and recommend upgrades and acquisitions of new hardware and software
Monitor database resource activity and prevent database problems
Relate and integrate solutions to institutional data needs
Analyze situations and respond to database problems accurately and take appropriate action
~~Work independently in the area of expertise & maintain cooperative working relations with others~~
[Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility](#)
[Operate a computer using computer applications, programs and standard office equipment](#)
[Organize and maintain specialized files and confidentiality of employee and student information](#)
[Communicate effectively, both orally and in writing](#)
Communicate effectively with internal personnel, vendors and other agencies. Effectively coordinate, monitor and direct the tasks associated with major project development
Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training
Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's ~~of science~~ degree in computer science or ~~closely~~ related field ~~from an accredited university or college~~.

Experience Requirement:

Four ~~(4)~~ years of experience with databases, database application servers, web application servers, and n-tier systems architecture administration in a large-scale Oracle environment.

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 AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. ~~The employee may be 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:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	04/98
Class History:	
Revision Date(s):	11/30/06, 10/19/16

**Santa Monica Community College District
Personnel Commission**

Database Administrator

CONCEPT OF THE CLASS

Under direction, positions in this classification manage and maintain the District's databases and associated application servers for the Student Information System (SIS) to ensure their availability, optimum performance, accessibility, security, efficiency and integrity and provide database solutions to other Information Technology (IT) staff in application development, programming and software integration.

DISTINGUISHING CHARACTERISTICS

The **Database Administrator** performs lead, expert level professional work in designing, planning, developing, monitoring, administering and maintaining Student Information Systems (SIS) databases and application server environments to ensure their availability, optimum performance, accessibility, security, efficiency and integrity-

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

ESSENTIAL DUTIES

Develops data models and long-range comprehensive database plans to support information requirements.

Develops goals and objectives to implement long-range comprehensive database plans and conducts ongoing assessment of future upgrades and implementation needs.

Performs database and application server administration duties, including database and application server and database tools and utilities installation, configuration, customization, patching, monitoring, tuning, upgrades and storage and memory allocation

Determines, implements, and enhances standards on database and application security, user access controls, and develops and performs data recovery procedures to ensure backup and recovery strategies are tested and in place.

Analyzes, designs, and implements data migration, conversion, and integration with third party software

Develops policies and procedures and monitors and controls the redundancy of data to ensure the quality and integrity of the database environment for the Student Information Systems (SIS).

Works with internal and external resources and provides recommendations on database management solutions, and data integration

Responds to database and application server problems or emergencies, and monitors database resource usage reports and performs database capacity planning.

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 direction of the Director of Management Information Systems, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

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

KNOWLEDGES, SKILLS AND ABILITIES

Knowledge:

Database design, architecture, and administration
Principles and practices of function analysis and entity relationship diagram
Principles and procedures for data modeling
Database Oracle and Unix tools and utilities
Commercial Enterprise Resource Planning (ERP) Banner System
Operating systems
Client/server theory and practices
Web application servers and n-tier system architecture

Skills & Abilities:

Perform database administration tasks in a large-scale high availability data center
Stay updated on technology changes and recommend upgrades and acquisitions of new hardware and software
Monitor database resource activity and prevent database problems
Relate and integrate solutions to institutional data needs
Analyze situations and respond to database problems accurately and take appropriate action
Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility
Operate a computer using computer applications, programs and standard office equipment
Organize and maintain specialized files and confidentiality of employee and student information
Communicate effectively, both orally and in writing
Communicate effectively with internal personnel, vendors and other agencies. Effectively coordinate, monitor and direct the tasks associated with major project development
Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training
Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree in computer science or related field.

Experience Requirement:

Four years of experience with databases, database application servers, web application servers, and n-tier systems architecture administration in a large-scale Oracle environment.

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 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 is usually quiet.

CLASS DETAIL

<i>Job Family:</i>	Information Technology
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	04/98
<i>Class History:</i>	
<i>Revision Date(s):</i>	11/30/06, 10/19/16, 10/15/25

Agenda Report Number	8
Subject	Classification Description Revisions: Multimedia Specialist Cyclical Study
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Multimedia Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology supports excellence in teaching and learning through continuous improvement of technology and the end user experience. The Multimedia Specialist performs the most complex multimedia duties and is responsible for pre-production, production and post-production of assigned audio/video content creation as well as in-classroom multimedia support, training for faculty and podcast creation.

The Multimedia Specialist classification was established in 2001. This classification has been revised 2 times since its establishment. The most recent revision was approved in August 2008. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2024-25. The incumbent and CSEA were invited to participate in a class study orientation on April 9, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions.

Personnel Commission staff consulted with Miguel Reyes, Information Technology User Support Manager, to discuss the classification description. In addition, department management was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Revisions are proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, supervision, knowledge & abilities, the minimum qualifications required of the job to more accurately reflect the nature of the work required.

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

RESULTS

Based on data gathered, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the concept of the class, distinguishing characteristics, essential duties, supervision, KSAs (Knowledge, Skills and Abilities), and minimum qualifications.

The salary survey of standard benchmark agencies resulted in comparable matches, which are identified and presented below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Multimedia Specialist	\$6,975	\$8,479	\$7,727	26,748
Cerritos College	Multimedia Production Specialist I	\$6,466	\$7,775	\$7,120	22,948
Mt. San Antonio College	Media Production Specialist	\$6,412	\$8,184	\$7,298	38,269
North Orange County CCD	Multimedia/Graphics Specialist	\$5,909	\$7,130	\$6,520	43,148
Riverside CCD	Media Production Specialist	\$7,338	\$8,936	\$8,137	42,274
State Center CCD	Audio-Visual Systems Specialist	\$6,368	\$7,831	\$7,099	49,125
	Average	\$6,498	\$7,971	\$7,235	
	25th Percentile	\$6,368	\$7,775	\$7,099	
	50th Percentile	\$6,412	\$7,831	\$7,120	
	75th Percentile	\$6,455	\$8,113	\$7,262	
	80th Percentile	\$6,640	\$8,334	\$7,466	
	90th Percentile	\$6,989	\$8,635	\$7,801	
	SMC % RANK	89.5%	84.8%	87.7%	
	SMC Difference From AVG	6.8%	6.0%	6.4%	
	SMC Difference From MED	8.1%	7.6%	7.9%	

The current salary range for Multimedia Specialist is Range 41 on the Classified Employee Salary Schedule. In this survey, SMC is in the 88th median percentile compared to all benchmark agencies with comparable classifications; that is, 12% of the market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

Based on median percentile ranking at the 88th percentile, salary reallocation is not recommended given the current salary meets the District's goal to target the 70th percentile. Cyclical review results have been sent to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

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

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

**Santa Monica Community College District
Personnel Commission**

Multimedia Specialist

CONCEPT OF THE CLASS

Under general supervision the positions in this classification provide multimedia support and assistance to faculty and staff using video, text, images, and audio in digital formats, and assist faculty in efforts to incorporate technology into the curriculum. In addition, incumbents operate and maintain a wide variety of audio, audio-visual, and video equipment.

DISTINGUISHING CHARACTERISTICS

The **Multimedia Specialist** classification is responsible for performing the most 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.

~~The Media Services Technician classification performs technical duties related to classroom multimedia support which requires in-depth knowledge of audio-visual equipment. Incumbents provide support to faculty by providing in classroom multimedia support and conducting multimedia trainings.~~

The Information Technology Support Specialist provides technical support and training to ensure end user access to a wide-range of technologies including computer software, hardware, and peripherals, audio-visual and multimedia equipment, and District systems.

ESSENTIAL DUTIES

Provides technical support utilizing video, text, images, and audio, to faculty and staff in the design and development of digital multimedia modules, assists staff and faculty with multimedia and instructional technology tools and services, and assists in the selection and use of software to develop computer assisted instructional applications.

Designs, records and creates complete video and audio productions and presentations for instructional and administrative purposes, including planning, scripting, pre-production, production, post-production and content delivery to multiple formats and devices.

~~Develops multimedia modules for use as course content, administrative communications, and on District websites for departments and programs as requested.~~ Instructs users on effective techniques for maintaining and updating multimedia content for use on websites and multimedia modules.

Ensures the efficient and effective operations of both the smart classroom equipment and software and multimedia carts through regularly scheduled preventative maintenance and updates, or refers to appropriate personnel.

Organizes and provides training classes for staff and faculty on the proper use of various types of hardware, software and media related to smart classroom and conference room technology and ensures that they are operating efficiently and effectively.

Troubleshoots and makes minor repairs to malfunctioning audio/visual hardware and software, and refers problems to the appropriate party.

Helps to research, evaluate, recommend, select, install, and maintain audio/visual equipment, computer systems and related hardware and software for instructional design projects.

Acquires digital video, audio, text or images for use in various multimedia modules, websites or computer assisted instructional applications, and converts analog source media into digital format as needed using various multimedia applications and equipment.

Creates campus podcasts by setting up recording equipment, recording campus events including the Board of Trustees Meetings and performing post-production work.

Plans the acquisition, installation, and maintenance of multimedia computer equipment, and schedules presentations and demonstrations of that equipment to faculty.

Travels to District campuses to provide on-site training, and install and maintain equipment.

~~Researches, evaluates and recommends the appropriate audio/visual equipment, software and authoring systems to staff and faculty to meet their needs and develops presentations to staff and faculty.~~

~~Attends and participates in programs, seminars, conferences and workshops related to the use of multimedia and internet for instruction.~~

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 of the ~~Network Communications-IT User Support~~ Manager, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification do not supervise others. May provide guidance and direction to others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Computer hardware and software such as PC/Macintosh computers and peripherals

Computer operating systems including Windows and Mac OS

Current web scripting languages

Common multimedia and web design software and development tools

Basic principles and techniques of multimedia design, video production and post-production for presentation and instructional applications

Principles and techniques of video and audio acquisition and post-production using variety of production analog and digital equipment

Video camera set-ups, sound recording and lighting design for single and/or multiple person settings in field and classroom environments

Current trends in instructional and multimedia technology

Accessible design techniques to ensure that student-use websites and other multimedia modules are accessible to users with disabilities

Project management techniques

Presentation and interactive technologies

Applicable state and federal laws such as Americans with Disabilities Act ([ADA](#)) and copyright regulations

Skills & Abilities:

Operate various tools and equipment for color printing, image file formatting, digital audio and video formats, scanning, digital video capture and encoding, such as compact disc (CD), digital versatile disc (DVD), Blu-ray Disc and web streaming technology and standards

Install, configure, optimize and use multimedia and design programs

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

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

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Design and develop student-centered multimedia instructional modules

Work with faculty and staff regarding the application of media techniques to their specific needs and teaching assignments

Make training presentations and conduct group planning sessions with departments and vendors to ascertain requirements for instructional purposes and for various multimedia projects

~~Plan and organize work projects~~

Prepare reports for faculty and administration regarding various projects

Troubleshoot and perform minor maintenance to hardware and software

Write and edit technical procedures and documentation

Learn new software packages in order to train staff and faculty

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

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

Communicate effectively, both orally and in writing

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

An associate's degree in computer design, graphics, ~~or~~ information technology from an accredited college or university, or ~~a closely~~ related field.

Experience Requirement:

Two years of experience designing, producing, or programming multimedia projects using web scripting languages, software programs, and minor repair~~ing~~ of multimedia equipment. Experience with installation, wiring and the integration of multimedia technology in smart classrooms 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:

A valid driver's license.

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 Work 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:

~~Instructional Support~~Information Technology

FLSA Status:

Non-exempt

Personnel Commission Approval Date:

02/14/01

Class History:

Revision Date(s):

11/30/06, 08/15/08

**Santa Monica Community College District
Personnel Commission**

Multimedia Specialist

CONCEPT OF THE CLASS

Under general supervision the positions in this classification provide multimedia support and assistance to faculty and staff using video, text, images, and audio in digital formats, and assist faculty in efforts to incorporate technology into the curriculum. In addition, incumbents operate and maintain a wide variety of audio, audio-visual, and video equipment.

DISTINGUISHING CHARACTERISTICS

The **Multimedia Specialist** is responsible for performing the most 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.

The **Information Technology Support Specialist** provides technical support and training to ensure end user access to a wide-range of technologies including computer software, hardware, and peripherals, audio-visual and multimedia equipment, and District systems.

ESSENTIAL DUTIES

Provides technical support utilizing video, text, images, and audio, to faculty and staff in the design and development of digital multimedia modules, assists staff and faculty with multimedia and instructional technology tools and services, and assists in the selection and use of software to develop computer assisted instructional applications.

Designs, records and creates complete video and audio productions and presentations for instructional and administrative purposes, including planning, scripting, pre-production, production, post-production and content delivery to multiple formats and devices.

Instructs users on effective techniques for maintaining and updating multimedia content for use on websites and multimedia modules. Ensures the efficient and effective operations of both the smart classroom equipment and software and multimedia carts through regularly scheduled preventative maintenance and updates or refers to appropriate personnel.

Organizes and provides training classes for staff and faculty on the proper use of various types of hardware, software and media related to smart classroom and conference room technology and ensures that they are operating efficiently and effectively.

Troubleshoots and makes minor repairs to malfunctioning audio/visual hardware and software and refers problems to the appropriate party.

Helps to research, evaluate, recommend, select, install, and maintain audio/visual equipment, computer systems and related hardware and software for instructional design projects.

Acquires digital video, audio, text or images for use in various multimedia modules, websites or computer assisted instructional applications and converts analog source media into digital format as needed using various multimedia applications and equipment.

Creates campus podcasts by setting up recording equipment, recording campus events including the Board of Trustees Meetings and performing post-production work.

Plans the acquisition, installation, and maintenance of multimedia computer equipment, and schedules presentations and demonstrations of that equipment to faculty.

Travels to District campuses to provide on-site training, and install and maintain equipment.

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

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

Level of Supervision Exercised

Positions in this classification do not supervise others. May provide guidance and direction to others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Computer hardware and software such as PC/Mac computers and peripherals
Computer operating systems including Windows and Mac OS
Current web scripting languages
Common multimedia and web design software and development tools
Basic principles and techniques of multimedia design, video production and post-production for presentation and instructional applications
Principles and techniques of video and audio acquisition and post-production using variety of production analog and digital equipment
Video camera set-ups, sound recording and lighting design for single and/or multiple person settings in field and classroom environments
Current trends in instructional and multimedia technology
Accessible design techniques to ensure that student-use websites and other multimedia modules are accessible to users with disabilities
Project management techniques
Presentation and interactive technologies
Applicable state and federal laws such as Americans with Disabilities Act (ADA) and copyright regulations

Skills & Abilities:

Operate various tools and equipment for color printing, image file formatting, digital audio and video formats, scanning, digital video capture and encoding, such as compact disc (CD), digital versatile disc (DVD), Blu-ray Disc and web streaming technology and standards
Install, configure, optimize and use multimedia and design programs
Understand, apply, and explain applicable laws and regulations, and District policies and procedures
Operate a computer using computer applications, programs and standard office equipment
Stay updated on technology changes and adapt to new technologies
Role model exceptional internal and external customer service
Design and develop student-centered multimedia instructional modules
Work with faculty and staff regarding the application of media techniques to their specific needs and teaching assignments
Make training presentations and conduct group planning sessions with departments and vendors to ascertain requirements for instructional purposes and for various multimedia projects
Prepare reports for faculty and administration regarding various projects
Troubleshoot and perform minor maintenance to hardware and software
Write and edit technical procedures and documentation
Learn new software packages in order to train staff and faculty
Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility

Communicate effectively, both orally and in writing

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

An associate's degree in computer design, graphics or information technology or a related field.

Experience Requirement:

Two years of experience designing, producing, or programming multimedia projects using web scripting languages, software programs, and minor repair of multimedia equipment. Experience with installation, wiring and the integration of multimedia technology in smart classrooms 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:

A valid driver's license.

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 Work 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:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	02/14/01
Class History:	
Revision Date(s):	11/30/06, 08/15/08, 10/15/25

V.Consent Agenda

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

Agenda Report Number	9
Subject	Examination Schedule
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Examination Schedule:

Class Title	Field of Competition	Time
Administrative Assistant I	Promotional	3 weeks
Administrative Assistant II	Promotional	3 weeks
Human Resources Analyst – Employee and Labor Relations (Confidential)	Merged Promotional and Open	3 weeks

Agenda Report Number	10
Subject	Extension of Eligibility Lists
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Cosmetology Assistant	5/2/2025	11/2/2025	13	5	5/2/2026
Laboratory Technician – Art	7/29/2025	11/5/2025	6	6	2/4/2026
Professional Development Coordinator (Promotional)	4/24/2025	10/24/2025	2	2	4/24/2026
Theater Arts Operations Assistant	10/30/2025	10/30/2025	7	4	4/30/2026

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

Merit Rule 6.2.3 (C) Duration of Eligibility List

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

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

RECOMMENDATION

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

Agenda Report Number	11
Subject	Ratification of Limited Term Assignments
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, 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:

Classification	Department	Effective Dates
Administrative Assistant I	Career Services	10/6/2025-1/30/2026

Agenda Report Number	12
Subject	Appointment to Limited Term Assignments
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, 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
Eugene Ramos	Administrative Assistant I	Career Services	10/6/2025-1/30/2026

Agenda Report Number	13
Subject	Appointments to Provisional Assignments
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

The Personnel Commission is advised that the following persons have been appointed to the following provisional assignments, not to exceed 90 working days pursuant to Section 7.2 of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*
Daniel Carey	Events Assistant	SMC Performing Arts Center	10/1/25-6/30/26
Farrah Haque	Events Assistant	SMC Performing Arts Center	10/1/25-6/30/26
Christopher Kang	Events Assistant	SMC Performing Arts Center	10/1/25-6/30/26
James MacLean	Events Assistant	SMC Performing Arts Center	10/1/25-6/30/26
Ester Postolova	Events Assistant	SMC Performing Arts Center	10/1/25-6/30/26
Patrice Ward	Events Assistant	SMC Performing Arts Center	10/1/25-6/30/26

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year

Agenda Report Number	14
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following provisional working out of class assignments.

I. Extension to Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment	Extended Dates
Jorge Jimenez, Irrigation Systems Specialist	Grounds Manager	7/1/2025 to 9/15/2025	9/16/2025 to 11/4/2025

**Unless otherwise noted, WOC assignments are paid at 100%.*

II. Extension to Provisional Working out of Class Assignment

Name/Permanent Class	Provisional Working out of Class Assignment*	Dates of Current Assignment	Extended Dates
Calixto Morales, Grounds Worker	Irrigation Systems Specialist	7/1/2025 to 9/15/2025	9/16/2025 to 11/4/2025

**Unless otherwise noted, WOC assignments are paid at 100%.*

3.2.10 CONCEPT OF WORKING OUT OF CLASSIFICATION

Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.

Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

B. Procedure for Supervisor Requesting Approval for Working Out of Class

The Director of the Personnel Commission will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay approval shall then be

sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

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

11.7.1 Definition:

Working out of classification assignments shall not exceed a period of ninety (90) working days per fiscal year and no more than ninety (90) days in any one hundred eighty (180) day period.

11.7.3 Compensation:

a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.

b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out-of-class for the appropriate stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above).

Agenda Report Number	15
Subject	Ratification of Meeting Minutes
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

It is recommended that the Personnel Commission ratify the following meeting minutes:

1. 9-17-2025 Regular Meeting
2. 10-1-2025 Special Meeting

Agenda Report Number	16
Subject	Personnel Commission Project Tracking
Date	October 15, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Classification and Compensation

Job Discipline	Title	PDQ Deadline	PDQ Extension	PC Completed	Progress	Agenda Date
Accounting & Finance	Chief Director of Business Services	8/6/2025			Research & Planning	
Accounting & Finance	Director of Fiscal Services	8/6/2025			Research & Planning	
Accounting & Finance	Controller	8/6/2025			Research & Planning	
Accounting & Finance	Accounting Manager	8/6/2025			Research & Planning	
Accounting & Finance	Accounts Payable Supervisor	8/6/2025			Research & Planning	
Accounting & Finance	Accountant	8/6/2025	8/21/2025		Research & Planning	
Accounting & Finance	Accounting Technician	8/6/2025			Research & Planning	
Accounting & Finance	Accounting Specialist	8/6/2025	9/4/2025		Research & Planning	
Facilities Operations	Assistant Director of Facilities Operations	2/25/2025			Management Hold	
Facilities Operations	Director of Facilities Operations	2/25/2025			Management Hold	
IT Infrastructure	Network Communications Technician III	2/25/2025		5/27/2025	Labor-Management	8/20/2025
IT Infrastructure	Network Communications Technician II	2/25/2025		5/27/2025	Labor-Management	8/20/2025
IT Infrastructure	Network Communications Technician I	2/25/2025		5/27/2025	Labor-Management	8/20/2025
IT MIS	Database Administrator	4/23/2025		9/15/2025	PC Agenda	10/15/2025
IT MIS	Principal Programmer Analyst	4/23/2025		10/2/2025	Stakeholder Review	
IT MIS	Senior Programmer Analyst	4/23/2025		10/2/2025	Stakeholder Review	

IT MIS	IT Project Analyst	4/23/2025		10/2/2025	Stakeholder Review	
IT MIS	Database Analyst	4/23/2025		9/15/2025	PC Agenda	10/15/2025
IT MIS	Programmer Analyst	4/23/2025		10/2/2025	Stakeholder Review	
IT MIS	Associate Programmer Analyst	4/23/2025		10/2/2025	Stakeholder Review	
IT MIS	Chief Director of Information Technology	6/25/2025		9/8/2025	Stakeholder Review	
IT Network Services	Director of Network Services	2/25/2025		9/8/2025	Post Approval	10/1/2025
IT Network Services	Media Resources Assistant	4/23/2025		9/15/2025	PC Agenda	10/15/2025
IT User Support	Senior Technology User Support Specialist	4/23/2025		9/15/2025	PC Agenda	10/15/2025
IT User Support	Multimedia Specialist	4/23/2025		9/15/2025	PC Agenda	10/15/2025
IT User Support	Entertainment Technology Services Manager	4/23/2025		9/15/2025	PC Agenda	10/15/2025
IT User Support	Multimedia Specialist-CMD	4/23/2025		9/15/2025	PC Agenda	10/15/2025
Purchasing	Director of Procurement, Contracts & Logistics	1/30/2025		5/2/2025	Management Hold	
Reprographics	Reprographics Technician	4/30/2025	5/7/2025		Research & Planning	
Reprographics	Senior Reprographics Technician	4/30/2025	5/7/2025		Research & Planning	
Reprographics	Reprographics Supervisor	4/30/2025	5/7/2025		Research & Planning	
Student Services	DSPS Manager	3/31/2025		9/18/2025	PC Agenda	10/15/2025
Student Services	Senior Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Labor-Management	8/20/2025
Student Services	Transfer & Articulation Specialist	3/31/2025	5/2/2025	7/24/2025	Stakeholder Review	8/20/2025
Student Services	Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Labor-Management	9/2/2025
Student Services	Admissions & Records Supervisor	7/22/2025	8/15/2025		Research & Planning	
Student Services	Director of Financial Aid & Scholarships	7/22/2025			Research & Planning	

Student Services	Financial Aid Supervisor	7/22/2025			Research & Planning	
Student Services	Academic Records Evaluator	7/23/2025			Research & Planning	
Student Services	Enrollment Services Specialist	7/23/2025	8/15/2025		Research & Planning	
Student Services	Senior Academic Records Evaluator	7/23/2025	8/15/2025		Research & Planning	
Student Services	Senior Enrollment Services Specialist	7/23/2025			Research & Planning	
Student Services	Student Communications Coordinator	7/23/2025	8/25/2025		Research & Planning	
Student Services	Financial Aid & Scholarships Specialist	7/23/2025	8/29/2025		Research & Planning	
Student Services	Financial Aid Systems Specialist	7/23/2025			Research & Planning	
Student Services	Senior Financial Aid & Scholarships Specialist	7/23/2025			Research & Planning	
Student Services	International Student Services Specialist	7/23/2025	8/15/2025		Research & Planning	
Student Services	Senior Student Services Specialist- International	7/23/2025			Research & Planning	
Student Services	Outreach & Recruitment Specialist	7/23/2025	8/15/2025		Research & Planning	
Student Services	Student Onboarding Specialist	7/23/2025			Research & Planning	

Recruitment

Title	Assigned to	Open Date	Close Date
Community College Police Officer	JG	10/30/2023	Continuous
Community College Police Officer Trainee	JG		
Custodial Operations Manager	JG	8/8/2025	8/29/2025
Enrollment Services Specialist	JA	7/15/2025	8/4/2025
Grounds Manager	JG	7/3/2025	7/24/2025
HR Analyst-Employee & Labor Relations	JL		
Laboratory Technician-Physics/Engineering	AF	10/8/2025	10/28/2025
Stage Technician-Sound	TM	9/4/2025	9/25/2025
Student Services Clerk	JA		
Student Services Specialist	JA	8/21/2025	9/25/2025
Theatre Technical Specialist	TM	10/15/2021	Continuous

VI. Adjournment

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

Month	Day	Year	Time	Meeting Location
November	19	2025	12:00 PM	1900 Pico Blvd Business Rm 117
December	17	2025	12:00 PM	1900 Pico Blvd Business Rm 117
January	21	2026	12:00 PM	1900 Pico Blvd Business Rm 117
February	18	2026	12:00 PM	1900 Pico Blvd Business Rm 117
March	18	2026	12:00 PM	1900 Pico Blvd Business Rm 117
April	15	2026	12:00 PM	1900 Pico Blvd Business Rm 117
May	20	2026	12:00 PM	1900 Pico Blvd Business Rm 117
June	17	2026	12:00 PM	1900 Pico Blvd Business Rm 117

As required by law, the agenda for the October 15,2025 Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.