

Public Session: 12:00 p.m.

I. Organizational Functions

A.Call to Order

B.Roll Call

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

II. Director's Report

Classification Studies

The meeting agenda for November 19, 2025, includes a status update of our cyclical classification reviews. Our second round of cyclical reviews started in July 2024. In this update, we are including a chart showing the percentage of reviews since July 2024 that are completed, on hold, in process, and upcoming. We are also reviewing the process to show when and how projects are placed on hold, and these requests may have on our overall timeline.

We are bringing forward today recommendations for one new classification and one position reclassification. Both of these recommendations are outside of our cyclical reviews.

Recruitment

Personnel Commission staff currently has four recruitments in process, including continuous recruitments for Police Officer and Theater Technical Specialist. We now also have two on hold and seven recruitments which are upcoming.

Merit Rules Advisory Committee Update

The Merit Rules Advisory Committee is bringing forward today recommendations for revisions to Merit Rule 6.3.14. This is a second reading of revisions for Merit Rule 6.3.14. If approved, these revisions will be formally adopted and posted on our website.

We are still in the process of reviewing Chapter 11, which covers Vacations, Leaves of Absence, and Holidays.

Upcoming Trainings

The PC currently provides weekly PC Coach Zoom drop-in sessions for managers. Managers are sent a link they can access between 11:00 – 12:00 every Tuesday to ask the assigned staff member questions about hiring, promoting, position reviews, job descriptions, and more. The PC has now implemented a similar monthly drop-in session for classified non-management staff, starting yesterday. Current and future drop-in sessions are initially scheduled from 12:00 noon to 1:00 p.m. on the last Tuesday of each month. However, the November and December sessions are being held early due to holiday conflicts.

We are also working on a series of videos to add to our web site, which will cover several different areas. The first video covers the process for completing and submitting Position Description Questionnaires. This video has

been completed and posted on our website. We are now preparing to start a second video which covers the position reclassification process. In addition to a review of the process, the primary items we want to stress in this video are as follows:

- All classified employees have a right to request position reclassification reviews
- The criteria for position reclassification is strict and is set by the Education Code; approximately 80% of the requests received are denied.
- Position reclassification is designed to remedy a problem that started a minimum of two years ago, vs. a tool for pro-active upward mobility.

Announce that Yesenia Penate will be taking over P.C. Meetings and agendas. Tatiana Morrison will continue to cover the Merit Rule Advisory Committee.

Congratulate Commissioner Chair Joe Metoyer for being honored at Santa Monica Black Empowerment Association 3rd Annual Unity Gala.

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

A. Longevity-November 2025

5 YEARS

Ashley Price, Program Coordinator-Community Education, Community Education

Scott Silverman was present and congratulated Ashley.

10 YEARS

Paul Lucero, Customer Service Assistant, Campus Store

Chris Bonvenuto was present and congratulated Paul.

20 YEARS

Jermaine Carter, Lead Custodian, Operations

Chris Bonvenuto was present and congratulated Jermaine.

Mario Lopez-Hernandez, Lead Custodian, Operations

Chris Bonvenuto was present and congratulated Mario.

25 YEARS

Cindy Kelly, Administrative Clerk, LRC

Wendi DeMorst was present and congratulated Cindy.

30 YEARS

Mark Engfer, IT Infrastructure Manager, Technical Support Services

Matthew Kiaman, Calvin Madlock, Scott Silverman, and Chris Bonvenuto were present to congratulate Mark.

Arnulfo Reyes, Principal Programmer Analyst, Management Information Services

Calvin Madlock and Chris Bonvenuto were present to congratulate Arnulfo.

B. Comments from the Vice President of Human Resources

Tre'Shawn Hall-Baker, Vice Present of Human Resources, was present via Zoom and congratulated the longevity recipients. Tre'Shawn noted her appreciation for her working relationship with Director Carol Long and the Personnel Commission.

C.Comments from the President of CSEA

Cindy Ordaz, President of CSEA, was present via Zoom and requested to screenshare a presentation based on the results of a recent CSEA-conducted survey for Classified Staff regarding their experiences with the Personnel Commission's processes and staff. The Commission requested that these findings be agendized for a future meeting to discuss survey results and concerns further.

D.Comments from the President of Management Association

Scott Silverman spoke on behalf of Jose Hernandez, President of the Management Association, thanked classified colleagues for their ongoing work and expressed appreciation.

E.Comments from Personnel Commission Staff

No Comments.

F.Comments from the Personnel Commissioners

Happy Thanksgiving.

IV. Agenda Reports: Major Items of Business

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V.Consent Agenda

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VI.Adjournment

Agenda Report Number	1
Subject	Second Reading of Amendment to Rules and Regulations of the Classified Service: Merit Rule 6.3.14
Date	November 19, 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 amendments to Merit Rule Section 6.3.14.

~~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:

a. select a candidate from a current eligibility list or employment list who is available and interested in the assignment; or

b. 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.~~

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

Agenda Report Number	2
Subject	Reappointment of Personnel Commissioners: Extension of Existing Terms
Date	November 19, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Please be advised that terms for both Commissioner Abbott and Commissioner Leone are scheduled to expire on November 30, 2025. Commissioner Abbott is the current appointee from the Board of Trustees. Commissioner Leone is the Commissioners' current appointee.

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."

Both the Board of Trustees and the Commissioners have been notified of the upcoming expiration dates, and the intention of both Commissioner Abbott and Commissioner Leone to serve an additional three-year term. The Personnel Commission will be advised of the outcome status at the next regular Commission meeting on December 17, 2025.

RECOMMENDATION

It is recommended that the Commission approve the extension of terms for both Commissioner Abbott and Commissioner Leone, not to exceed 90 calendar days past November 30, 2025, to allow time for all selection processes to be completed.

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

Agenda Report Number	3
Subject	Advisory Item: Cyclical Classification Studies 2025/2026 Status Update
Date	November 19, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Carol Long, Director of the Personnel Commission Amy Gurjian, Classification and Compensation Manager

The Personnel Commission is responsible for conducting a system of continuous classification reviews. We began our second round of reviews in July 2024. The primary purpose of these reviews is to determine if the job duties listed in each class description are an accurate reflection of the work assigned. However, both management and employees can request individual position reclassification studies to determine if work performed is outside the scope of the assigned classification.

The following two calendars indicate the most recently revised schedule for the first two years of our second round of reviews. The chart immediately following these calendars illustrates the current status of our second round of reviews.

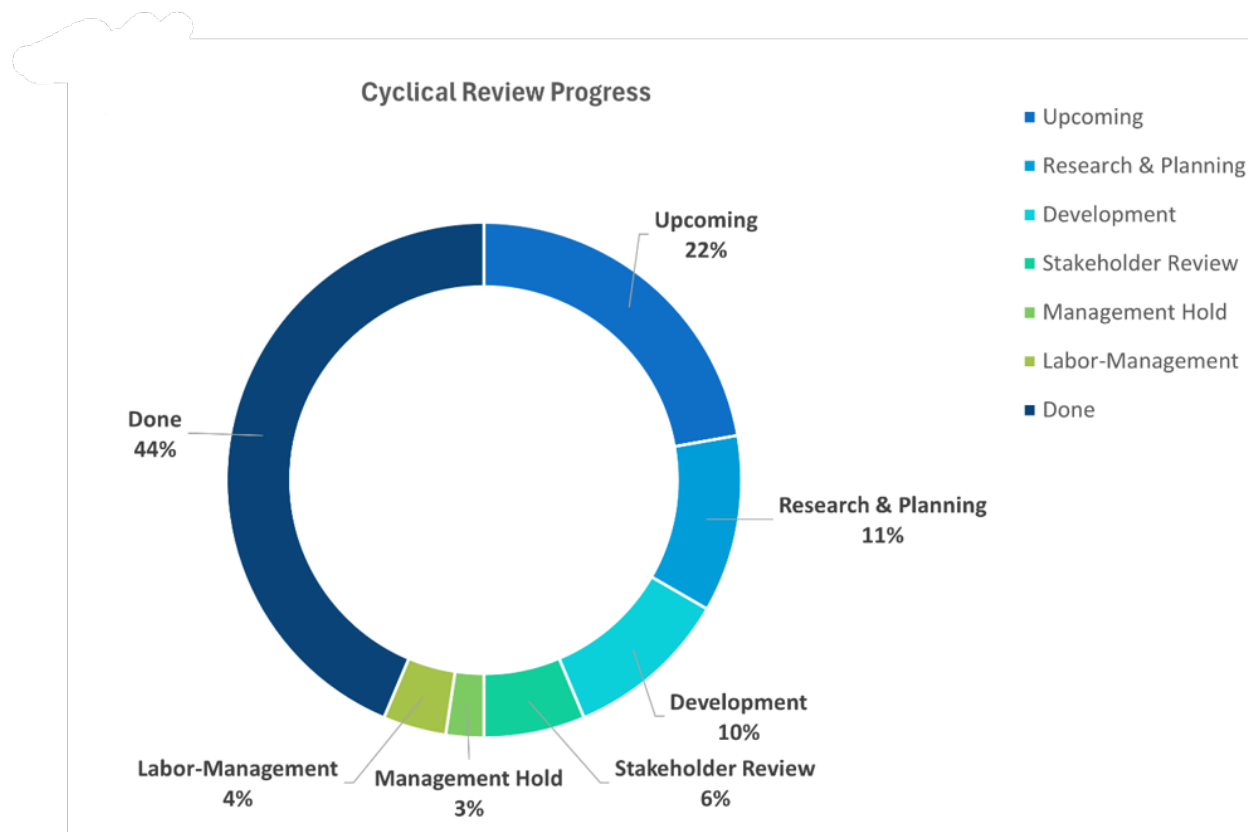
Classification Review Timeline by Job Discipline

2024-25



2025-26



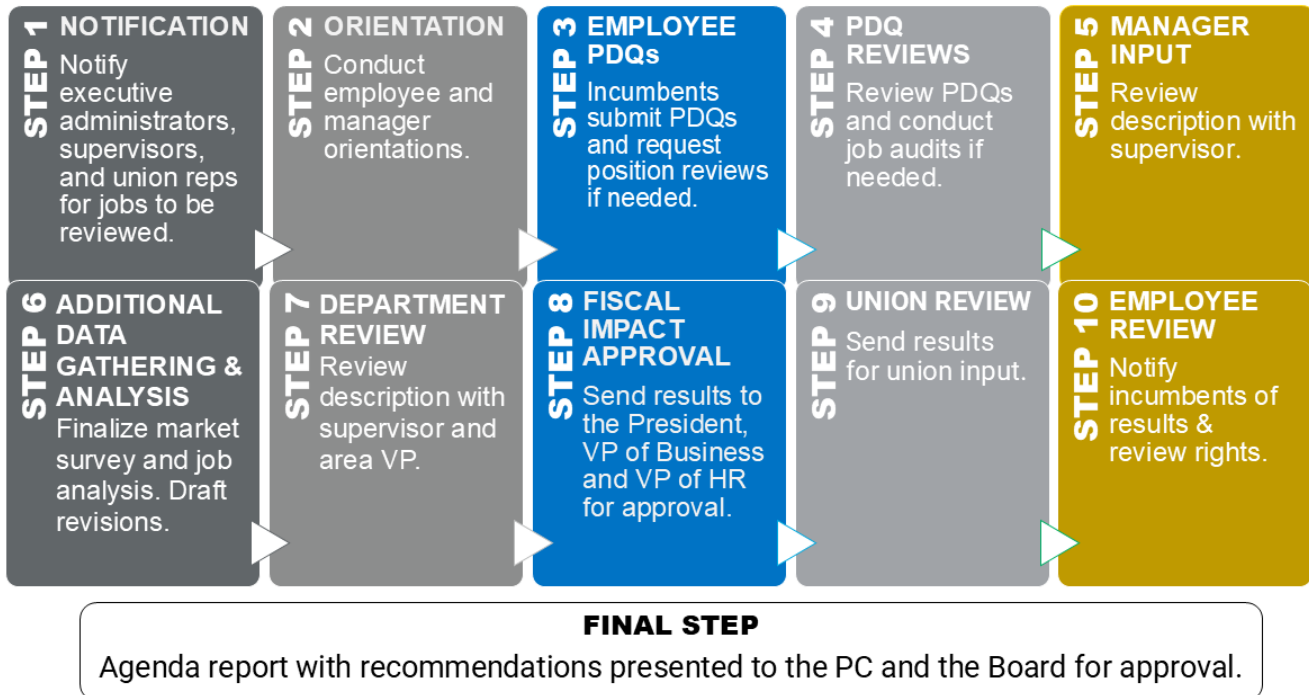


Stage:	Description:
Upcoming	Job classification approved by the Personnel Commission as part of the cyclical review calendar and scheduled to begin this month. Notifications and orientation materials are being prepared before research begins.
Research & Planning	Commission staff gather and review job description updates, Position Description Questionnaires (PDQs), and market data and conduct job audits. The goal is to collect the information needed for analysis.
Development	Commission staff update classification descriptions and review salary data for recommendations.
Stakeholder Review	Completed studies are sent for fiscal impact review, and union and employee feedback. This step confirms accuracy and ensures that all key parties have an opportunity to provide comments before recommendations are presented to the Personnel Commission.
Management Hold	The study is temporarily paused at the request of management to allow for organizational, operational, or budget-related considerations before moving forward.
Labor-Management	The study is under discussion between the District and union representatives to address negotiable matters.
Stakeholder Review (Post-Discussion)	After labor-management or hold issues are resolved, the revised study may be reviewed again by stakeholders prior to Commission consideration.
Done	The recommendations have been presented to the Personnel Commission and action has been taken to conclude the review.

PROCESS CLARIFICATION

We have attached a copy of our process chart for our cyclical reviews.

Cyclical Review Process



Each cyclical study begins with an orientation and an initial review of class descriptions falling within the job discipline which is being studied. Following an analysis of all relevant information, recommendations will be provided for review to management staff, senior staff, incumbents, and union representatives.

If there are still unresolved concerns at this stage from any of the stakeholders, the following options are available before we forward recommendations to the Personnel Commissioners or Board of Trustees for final approval:

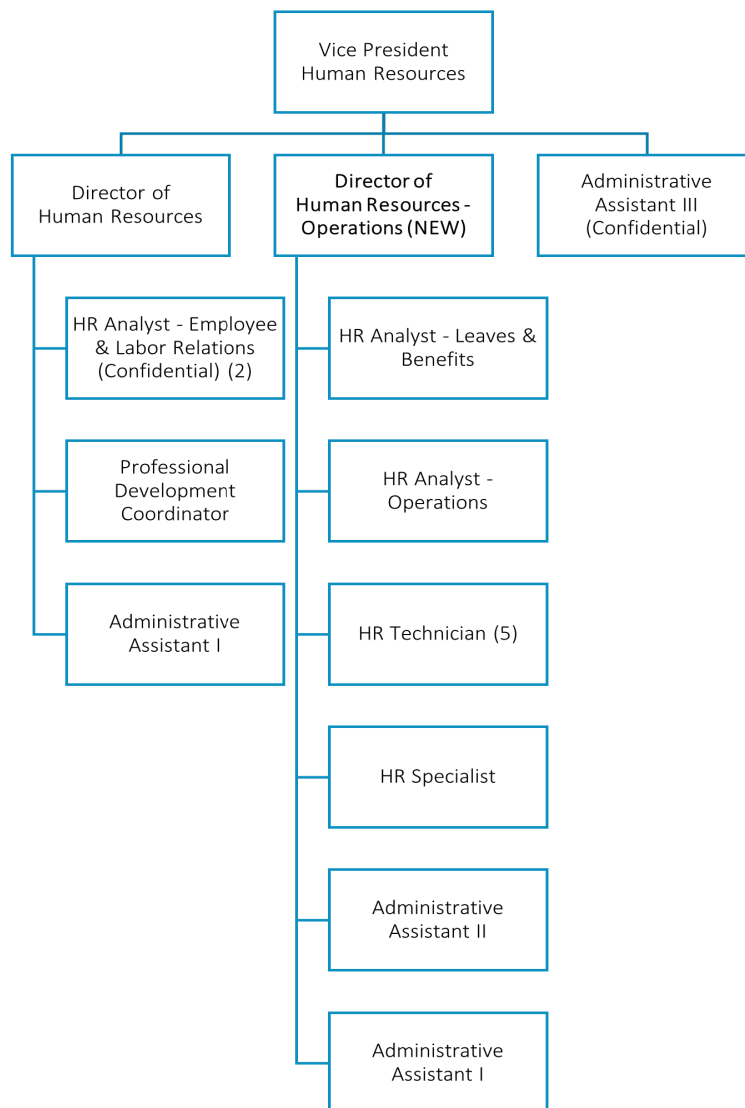
- Administrative Review by the Director of the Personnel Commission
- Forward to Labor-Management
- Presentation of a formal appeal to the Personnel Commissioners

Agenda Report Number	4
Subject	New Classification Description and Salary Allocation: Director of Human Resources - Operations
Date	November 19, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Amy Gurjian, Classification and Compensation Manager

BACKGROUND

Attached for your approval is a new class description and salary allocation for **Director of Human Resources - Operations**.

The Human Resources Department recently requested to create this new classified management role to provide strategic and operational leadership in the areas of recruitment, selection, onboarding, and employee retention, including DEIA initiatives and EEO compliance. The position will also oversee key HR functions including benefits administration, employee evaluations, professional development, retirement planning, progressive intervention, leave coordination, ADA compliance, HRIS management, and related responsibilities.



This new classification is intended to replace the Dean of Human Resources role. Description updates to the existing Director of Human Resources are recommended to clarify responsibilities in the areas of ADA, DEIA and EEO compliance. A comprehensive review of descriptions in this job discipline is scheduled to take place in March 2026.

METHODOLOGY

Personnel Commission staff worked with Tre'Shawn Hall-Baker, Vice President of Human Resources, to develop this new role. Discussions took place to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if a recommendation for a new classification was warranted. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within this occupational series.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed in order to ensure that there is proper alignment within other classifications, and duties were adequately distinguished from other related classifications. Once the duties were finalized, Commission staff prepared the class description and salary proposal and sent recommendations for review to senior leadership and union partners.

Commission staff will conduct further meetings with Department management prior to opening recruitment, in order to gather and analyze documentation for developing a recruitment plan and creating talent assessment content.

RESULTS

Key factors in determining that a new classification should be established involve the scope of responsibilities, knowledge required for the position, scope and effect of work, level of complexity, nature and purpose of contacts in the course of work, and level of decision-making. The individual selected for this position will:

- Provide leadership and oversight for employment administration and workforce operations for all employees, including oversight of employment processing, benefits, leaves coordination and compliance, HRIS administration, retirement plans, and onboarding.
- Direct and manage academic recruitment, faculty relations, and selection processes; advise on performance, resolve conflicts, interpret contracts, and handle employment-related complaints.
- Administer ADA, EEO and DEIA compliance within assigned areas of responsibility and serve as a District representative on personnel matters
- Oversee District-wide organizational development programs and employee evaluation processes for all employees, and lead or co-lead in shared governance and administrative committees to foster a high-performance, collaborative, and service-oriented culture.
- Direct preparation of reports, studies, and analysis on complex HR and organizational issues, and provide strategic leadership to develop and implement policies and procedures that enhance effectiveness and resolve workforce challenges; serve as the Custodian of Records for the District.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies varied significantly in scope. Differences were noted in areas such as compliance, investigations, and employee and labor relations responsibilities. In addition, some agencies assigned day-to-day operations to supervisory or

managerial roles, with Directors providing broader oversight, while larger organizations utilized specialized Director positions with narrower areas of focus (ex. Director of Benefits, Director of DEIA, Director of Professional Development), typically reporting to an Associate Vice Chancellor or equivalent. As a result, salary allocation is recommended based on internal comparison of similar roles such as the Director of Human Resources.

SALARY ALLOCATION

Salary allocation is recommended at Range M39 (\$13,617 to \$16,552 per month) on the Classified Management Salary Schedule. Given limited market data, salary recommendation was made using the existing Director of Human Resources classification as an anchor, as it is comparable in the level of knowledge required, decision-making authority, complexity of work, scope and effect, and nature and purpose of contacts. The table below presents the current Human Resources pay structure, including the proposed new classification. Further review of descriptions in this job discipline is recommended during the cyclical review process.

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS	JOB SUMMARY
Director of Human Resources	M39	\$13,617	\$16,552	0.00%	Plans, supervises, leads and administers District human resources functions in areas including, but not limited to performance management, discipline, complaint and grievance processes, labor relations, workers' compensation, and compliance with Title IX and other federal, state and local laws and policies pertaining to discrimination, harassment, and sexual violence.
<i>Director of Human Resources – Operations (NEW)</i>	<i>M39</i>	<i>\$13,617</i>	<i>\$16,552</i>	<i>21.55%</i>	<i>Directs, manages, oversees, and administers District Human Resources functions in areas including but not limited to academic and classified employment processing, onboarding and retention, benefits administration, employee evaluations, professional development, retirement planning, progressive intervention, leave coordination, Human Resources Information Systems (HRIS) management, Americans with Disabilities Act (ADA) compliance, Equal Employment Opportunity (EEO) compliance, academic and non-merit recruitment and selection, and faculty relations.</i>
Assistant Director of HR, Employee and Labor Relations	M31	\$11,203	\$13,617	0.00%	Provides leadership and centralized support for the District's employee and labor relations functions ensuring uniform and equitable application of policies, procedures, and practices.
Assistant Director of HR, Compliance and Title IX	M31	\$11,203	\$13,617	22.89%	Provides leadership and centralized support for District compliance with all requirements under Title IX of the Educational Amendments Act of 1972, California Title 5 Regulations, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, the Violence Against Women Act (VAWA), and other federal and state anti-discrimination laws and matters pertaining to discrimination, harassment, and sexual violence; is the designated Title IX Coordinator for the District; serves as the college resource on Title IX requirements and compliance, providing consultation as needed.
HR Analyst - Employee & Labor Relations (Confidential)	C52	\$9,116	\$11,082	2.39%	Performs a full range of journey-level professional human resources duties in the areas of labor and employee relations, Title IX, Title 5, and investigations.

HR Analyst - Operations	51	\$8,903	\$10,821	0.00%	Has primary responsibility for performing a variety of complex, professional and technical work related to District-wide human resources operations, including gathering and analyzing information used in management decision-making, the development and modification of human resources operational processes, technology changes, and the planning and implementation of human resources initiatives.
HR Analyst - Leaves & Benefits	51	\$8,903	\$10,821	24.64%	Performs a full range of journey-level professional human resources duties in the areas of employee leaves of absence, return to work, benefits, and data analysis and reporting.
Employee Benefits Coordinator	42	\$7,143	\$8,682	10.25%	Provides the primary administration of benefits to District employees and provides information to employees, retirees, and the general public on the District's employee benefits program, and designs and implements processes appropriate to ensure employees receive benefits.
HR Technician	38	\$6,479	\$7,875	10.26%	Performs complex advanced technical duties to support Human Resources functions related to employment transactions and records, onboarding and academic recruitment, retirement, and wage administration; serves as a functional lead in the operations of Human Resources systems, procedures and requirements.
HR Specialist	34	\$5,876	\$7,143	15.76%	Performs complex technical clerical duties to support Human Resources functions related to employment transactions and records, processing and onboarding of all employees, and academic recruitment, retirement, and wage administration; performs complex work entering data and maintaining the human resource systems and related databases.
Employee Benefits Specialist	28	\$5,076	\$6,170		Performs a variety of clerical and technical duties involved in the processing of District employee benefit activities; communicates and provides information to District employees, retirees and insurance carriers; assists in the coordination of the annual open enrollment; maintains records and inventory of benefit materials and literature for distribution to employees.

The proposal for this new classification was sent for review to Department leadership, Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the new classification description and salary allocation for Director of Human Resources - Operations at Range M39 on the Classified Management Salary Schedule.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Abbott asked who previously performed these duties. Director Long responded that these duties were previously overseen by the Dean of Human Resources, an academic position that Tre'Shawn previously held before her promotion to Vice President of Human Resources.

**Santa Monica Community College District
Personnel Commission**

Director of Human Resources - Operations

CONCEPT OF THE CLASS

Under general direction from the Vice President of Human Resources, this position directs, manages, oversees, and administers District Human Resources functions in areas including but not limited to academic and classified employment processing, onboarding and retention, benefits administration, employee evaluations, professional development, retirement planning, progressive intervention, leave coordination, Human Resources Information Systems (HRIS) management, Americans with Disabilities Act (ADA) compliance, Equal Employment Opportunity (EEO) compliance, academic and non-merit recruitment and selection, and faculty relations.

ESSENTIAL DUTIES

Provides leadership and oversight for all employment-related processing across the District, including faculty, classified, administrative, management, temporary, non-merit, and student employees, as well as documentation for volunteers.

Manages faculty relations activities to ensure effective communication, collaboration, and compliance with collective bargaining agreements, academic policies, and state and federal regulations. Provides guidance to administrators and faculty on performance management, conflict resolution, and contract interpretation, fostering positive labor-management relations and alignment with institutional goals.

Directs, oversees and coordinates all academic recruitment and selection processes working collaboratively with academic search chairs, reviewing and making recommendations regarding recruitment plans and the implementation of those plans; oversees the faculty recruitment budget and addresses all unlawful complaints pertaining to academic employment issues.

Assists the Vice President of Human Resources with strategic planning, budget development, and administration, and represents the District and the Vice President in human resources matters, including hearings, appeals, and other proceedings.

Leads and coordinates special projects and initiatives related to Human Resources operations, organizational development and compliance.

Directs the preparation of reports, studies, and analyses on complex human resources and organizational management issues; interprets findings to develop, recommend, and implement policies, programs, and procedures that enhance operational effectiveness and resolve or prevent workforce and management challenges; researches emerging trends, evaluates best practices, and presents data-driven recommendations to executive leadership, governance bodies, and employee groups to inform strategic decision-making and policy development

Oversees the collection, analysis, and reporting of employment, salary, benefits, and assignment data to support compliance, decision-making, and collective bargaining; serves as the District's Custodian of Records.

Oversees District-wide professional development programs to enhance employee skills and organizational effectiveness; identifies training needs, aligns initiatives with institutional goals, and collaborates with leadership and committees to foster a culture of continuous learning, professional growth and organizational excellence.

Manages the employee evaluation process for all probationary, full-time and part-time employees, including students' evaluation of faculty, to ensure consistent standards, accountability and continuous organizational improvement.

Provides leadership in administering District compliance with the Americans with Disabilities Act (ADA) and related state and federal regulations; oversees and coordinates the interactive process to evaluate and implement reasonable accommodations for qualified employees and applicants, promoting an inclusive and accessible work environment.

Directs the development, implementation, and administration of the District's Equal Employment Opportunity (EEO) Plan and related programs to ensure compliance with state and federal laws, regulations, and District policies.

Leads the District's diversity, equity, inclusion, and accessibility (DEIA) initiatives related to recruitment, selection and retention; develops and implements strategies, policies, and training initiatives that advance fair employment practices and foster a culture of inclusion and belonging.

Serves as the District liaison with internal and external legal counsel on personnel matters, cases, and administrative issues.

Oversees the District's benefits administration program and related reporting for district employees, dependents and retirees to ensure compliance and support employee well-being and retention.

Oversees leaves coordination and processing, including faculty leave monitoring and reporting, to ensure accurate administration, compliance with contractual and legal requirements, and continuity of operations.

Selects, develops, supervises and evaluates assigned employees; provides leadership and guidance to staff to foster a high-performance, service-oriented culture that supports District goals and service standards; leads and participates in initiatives that promote employee engagement, collaboration, and positive labor-management relations.

Manages HRIS administration, including position control and reporting; leads District-wide HRIS projects and integrations to ensure alignment with institutional goals; collaborates with IT and stakeholders to enhance system efficiency and implements innovative technologies to improve HR service delivery.

Conducts and coordinates District-wide employee orientations and in-service training on Human Resources policies, programs, and compliance topics.

Manages the District's retirement plan programs and their administration, collaborating with Fiscal Services and Payroll to ensure compliance and resolve salary or retirement-related issues affecting employees.

Leads, co-leads and participates in shared governance committees, administrative committees and/or task forces.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

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

Supervision Exercised:

This position supervises assigned Human Resources staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Current federal, state and local laws, regulations, legislation, and compliance requirements pertaining to assigned areas of responsibility

Principles, practices, and trends of human resources management, including recruitment and selection, workforce analytics, benefits, leaves, performance evaluations, faculty relations, and employee development

District policies, procedures, and Merit System principles governing classified personnel administration

Methods and techniques of data collection, research, and analysis for human resources and organizational management, including the preparation of comprehensive reports and persuasive public presentations

Collective bargaining processes, contract interpretation, and grievance procedures under the California public education system.

Organizational development principles and practices related to professional development, performance improvement, and change management

Group facilitation and team building strategies to build consensus with multiple stakeholders

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

HRIS and related applications used for employment, compliance, and position control functions

Skills & Abilities:

Provide operational leadership across multiple human resources disciplines, including employment, benefits, leaves, faculty relations, professional development, and compliance

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

Lead organizational change and process improvement initiatives that enhance compliance, technology integration, collaboration, and service delivery

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

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

Exercise discretion, diplomacy, and professionalism in handling sensitive and confidential matters

Manage multiple complex projects, priorities, and deadlines while maintaining attention to detail and organizational effectiveness

Develop and facilitate engaging presentations, training, and workshops for diverse audiences, including executives, managers, and employee groups

Resolve complex or sensitive conflicts through effective communication, mediation, and consensus-building strategies

Model professional integrity, apply human resources ethical standards and deal quickly with breaches of misconduct

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

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

Train, supervise and evaluate assigned employees

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

Communicate effectively, both orally and in writing

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

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

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

A bachelor's degree in human resources management, business administration or a related field.

Experience Requirement:

Five years of professional human resources experience, including three years in a supervisory or lead capacity. Experience must include at least two of the following organization-wide human resources management functions: employment services, employee relations, labor relations, organizational development, compliance, HRIS, benefits, and leaves administration. Management experience overseeing these functions in a public agency or educational institution preferred.

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:

Senior Professional in Human Resources (SPHR), SHRM-Senior Certified Professional (SHRM-SCP), or similar certification preferred.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

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 regularly required to stand and walk. The employee is occasionally required to lift, carry, push, or pull up to 5 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL	
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Job Family:	Human Resources
FLSA Status:	Exempt
Personnel Commission Approval Date:	
Class History:	None
Revision Date(s):	

Agenda Report Number	5
Subject	Position Reclassification: Administrative Assistant I to Administrative Assistant II
Date	November 19, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

A request to conduct a position study for the Administrative Assistant I position in Health and Wellbeing was submitted to the Personnel Commission. A position study was initiated to determine if the current incumbent's assigned duties and responsibilities are appropriately classified. The current incumbent, Nancy Alfaro has been an Administrative Assistant I in Health and Wellbeing since October 2021. Health and Wellbeing includes Health Services, Center for Wellness & Wellbeing, Basic Needs, Cal-Fresh, Student Judicial Affairs, Care and Prevention Team, and the Social Work Intern Program. These programs provide an array of services to meet students' needs holistically.

METHODOLOGY

The incumbent was asked to fill out a Position Description Questionnaire (PDQ). The submitted PDQ was received by the Commission Office on July 18, 2025 and reviewed. Personnel Commission staff met with the incumbent and with Susan Fila, Dean, Health and Wellbeing to gather additional details about the nature and level of duties assigned and performed, as well as the timeframe during which these duties were performed.

ANALYSIS

Key factors assessed when studying a position or classification include the knowledge required for the position, level of complexity, scope of responsibility, nature and purpose of contacts and degree of decision-making authority. According to the position study, Nancy Alfaro performs moderately complex clerical duties and provides administrative support for the Dean of Health and Wellbeing. Over time the responsibility of the incumbent's position has expanded through the gradual accretion of duties. These duties are performed with considerable independence. The incumbent provides direct administrative support for Health & Wellbeing, which includes managing the calendar for the Dean, making travel arrangements, scheduling and organizing meetings for all programs under Health and Wellbeing, preparing agendas, taking meeting minutes, drafting communication on administrator's behalf, compiling data, running and formatting reports, carrying out event planning duties for annual Health Fair and other events including logistics, timelines, vendor communications and set up, completing payroll for department staff and faculty, initiating and tracking purchase orders, expense reports and budget requests, ordering office and medical supplies for Health and Wellbeing, providing customer service for Health and Wellbeing, responding to inquiries from staff, students, community and external agencies, handling directly or referring to appropriate staff, assisting with orienting student workers and volunteers across departments, maintaining, monitoring and tracking budget expenditures, budget transfers, budget projections, preparing and processing requisitions and purchase requests, and creating and tracking work orders.

FINDINGS

- Nancy Alfaro qualifies for reclassification because her position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level classification with substantial impact on scope/effect of work, level of independence, level of complexity and knowledge required to effectively perform the job. These duties are required to support normal department and District operations and cannot be absorbed by other staff members.
- Based on information gathered from the incumbent and her supervisor, Nancy Alfaro has been assigned to perform these duties through gradual accretion for at least two years.
- Based on the duties assigned and the knowledge, skills and abilities required, the Administrative Assistant II classification encompasses the majority of the incumbent's essential duties in terms of knowledge, complexity, scope and effect of work, level of decision-making authority, and the nature and purpose of contacts.

Applicable Rules:

- In order to qualify for reclassification, the change in duties and responsibilities must occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties.
(Merit Rule 3.3.1.B (3))
- Merit Rule 3.3.2 defines gradual accretion of duties as "occurring over two (2) or more years of regular service."
- Determination as to whether gradual accretion has occurred will be based on the date the incumbent began the performance of the newly acquired duties and responsibilities, and clear and convincing evidence of the employee's continuing performance of the added duties and responsibilities.
(Merit Rule 3.3.3 (B)(C))
- At least two (2) years must elapse before another request for reclassification can be initiated for the same position. (Merit Rule. 3.3.4.G)

RECOMMENDATION

It is recommended that the Commission reclassify Nancy Alfaro's position from Administrative Assistant I to Administrative Assistant II, with a reclassification effective date of December 1, 2025.

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

V. Consent Agenda

Report Number	Subject	Page Number
6	Extension of Eligibility Lists	20
7	Appointments to Provisional Assignments	21
8	Ratification of Working Out of Class and Internal Limited Term Assignments	22
9	Ratification of Eligibility List	24
10	Ratification of Meeting Minutes	25
11	Personnel Commission Project Tracking	26

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

Agenda Report Number	6
Subject	Extension of Eligibility Lists
Date	November 19, 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
Community College Police Officer	12/15/2025	12/15/2025	3	3	6/16/2026
Director of Human Resources (Promotional)	11/29/2025	11/29/2025	1	1	5/30/2026
Director of Human Resources (Open)	11/29/2025	11/29/2025	3	2	5/30/2026
Employee Benefits Coordinator	11/20/2025	11/20/2025	1	1	5/20/2026
Information Technology Support Specialist	12/15/2025	12/15/2025	11	6	3/15/2026
Laboratory Technician – Photography	11/25/2025	11/25/2025	11	4	2/25/2026
Program Coordinator – Community Education (Promotional)	12/10/2024	12/10/2025	3	3	3/10/2026
Production Manager (Promotional)	6/9/2025	12/9/2025	1	1	6/9/2026
Senior Financial Aid and Scholarships Specialist	12/6/2025	12/6/2025	3	3	3/6/2026
Sign Language Interpreter III	9/11/2025	12/11/2025	8	4	3/11/2026

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	7
Subject	Appointments to Provisional Assignments
Date	November 19, 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*
Fernando Lainez Lemus	Program Specialist	STEM	10/16/25-12/31/25
Deanna Ashby	Basic Needs Project Assistant	Basic Needs	10/19/25-12/19/25
Brittany Tostado	Student Services Assistant	Scholars Program	9/15/25-12/19/25**
Steve Figueroa	Laboratory Technician- Physics/Engineering	Academic Affairs	9/17/25-12/23/25**

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

**Revised assignment dates.

Agenda Report Number	8
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	November 19, 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 Internal Limited Term Assignment

Name/Permanent Class	Internal limited Term Assignment*	Dates of Current Assignment	Extended Dates
Karen Monzon, Human Resources Analyst - Employee and Labor Relations (Confidential)	Director of Human Resources	09/15/2025 to 12/23/2025	01/02/2026 to 02/27/2026

**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.

C. Salary Adjustments for Working Out of Class

When the Director of Classified Personnel determines that an employee is working out of class 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), the employee shall be compensated as follows:

The salary of the employee shall be adjusted upward to the appropriate pay differential in the higher classification for the entire time the employee has been working out of classification. Upon determination by the Personnel Director, the employee working at the higher classification level less than 50% of the duration of the working out of class assignment will receive 50% of the pay differential; the employee working at the higher classification level at least 50% of the duration of the working out of class assignment will receive 100% of the pay differential.

12.2.7 SALARY ON PROMOTION

When an employee is promoted to a position on a higher salary range, they shall receive at least a one step (5%) salary increase.

If the amount of the first step of the new salary range is less than a one step salary increase, the employee shall be placed at the next higher step which will ensure a minimum of a one-step or 5% salary increase.

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	9
Subject	Ratification of Eligibility Lists
Date	November 19, 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 approve the following eligibility lists.

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Student Services Specialist (Promo)	3	3	04/28/2026
Custodial Operations Manager	0	12	05/05/2026
Custodial Operations Manager (Promo)	1	1	05/05/2026

Agenda Report Number	10
Subject	Ratification of Meeting Minutes
Date	November 19, 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. 10-15-2025 Regular Meeting

Agenda Report Number	11
Subject	Personnel Commission Project Tracking
Date	November 19, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Classification and Compensation

Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date
Purchasing	Director of Procurement, Contracts & Logistics	1/30/2025		5/2/2025	Management Hold	
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 I	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 III	2/25/2025		5/27/2025	Labor-Management	8/20/2025
Student Services	DSPS Manager	3/31/2025		9/18/2025	Stakeholder Review	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
IT MIS	Associate 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	Principal Programmer Analyst	4/23/2025		10/2/2025	Stakeholder Review	
IT MIS	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	Chief Director of Information Technology	6/25/2025		9/8/2025	Stakeholder Review	
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	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	International Student Services Specialist	7/23/2025	8/15/2025		Development	
Student Services	Outreach & Recruitment Specialist	7/23/2025	8/15/2025		Development	
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	Senior Financial Aid & Scholarships Specialist	7/23/2025			Research & Planning	
Student Services	Senior Student Services Specialist - International	7/23/2025			Development	
Student Services	Student Communications Coordinator	7/23/2025	8/25/2025		Research & Planning	
Student Services	Student Onboarding Specialist	7/23/2025			Development	
Accounting & Finance	Accountant	8/6/2025	8/21/2025		Development	
Accounting & Finance	Accounting Manager	8/6/2025			Development	
Accounting & Finance	Accounting Specialist	8/6/2025	9/4/2025		Development	
Accounting & Finance	Accounting Supervisor	8/6/2025			Development	
Accounting & Finance	Accounting Technician	8/6/2025			Development	
Accounting & Finance	Accounts Payable Supervisor	8/6/2025			Development	
Accounting & Finance	Chief Director of Business Services	8/6/2025			Development	
Accounting & Finance	Controller	8/6/2025			Development	
Accounting & Finance	Director of Fiscal Services	8/6/2025			Development	
Reprographics	Reprographics Supervisor	10/9/2025	5/7/2025		Research & Planning	

Reprographics	Reprographics Technician	10/9/2025	5/7/2025		Research & Planning	
Reprographics	Senior Reprographics Technician	10/9/2025	5/7/2025		Research & Planning	
Accounting & Finance	Accounting Manager - Foundation				Upcoming	
Accounting & Finance	Budget Analyst				Upcoming	
Accounting & Finance	Budget Technician				Upcoming	
Accounting & Finance	Director of Auxiliary Services				Upcoming	
Accounting & Finance	Director of Budget				Upcoming	
Accounting & Finance	Director of Facilities Finance				Upcoming	
Accounting & Finance	Director of Grants				Upcoming	
Accounting & Finance	Director of SMC Foundation				Upcoming	
Accounting & Finance	Enterprise Business Services Clerk				Upcoming	
Accounting & Finance	Enterprise Business Services Specialist				Upcoming	
Accounting & Finance	Enterprise Business Supervisor				Upcoming	
Facilities Maintenance & Planning	Assistant Director of Facilities Maintenance				Upcoming	
Facilities Maintenance & Planning	Assistant Director of Facilities Planning & Construction				Upcoming	
Facilities Maintenance & Planning	Carpenter				Upcoming	
Facilities Maintenance & Planning	Central Plant Operator				Upcoming	
Facilities Maintenance & Planning	Construction Maintenance Manager				Upcoming	
Facilities Maintenance & Planning	Director of Facilities Maintenance				Upcoming	
Facilities Maintenance & Planning	Director of Facilities Maintenance & Operations				Upcoming	
Facilities Maintenance & Planning	Director of Facilities Planning & Construction				Upcoming	

Facilities Maintenance & Planning	Electrician				Upcoming	
Facilities Maintenance & Planning	HVAC Mechanic				Upcoming	
Facilities Maintenance & Planning	Journeyman Trade - Welding				Upcoming	
Facilities Maintenance & Planning	Locksmith				Upcoming	
Facilities Maintenance & Planning	Mechanical Systems Manager				Upcoming	
Facilities Maintenance & Planning	Painter				Upcoming	
Facilities Maintenance & Planning	Plumber				Upcoming	
Facilities Maintenance & Planning	Skilled Maintenance Worker I				Upcoming	
Facilities Maintenance & Planning	Skilled Maintenance Worker II				Upcoming	

Recruitment

Title	Assigned To	Open Date	Closed Date
Community College Police Officer	JG	10/30/2023	Continuous
Community College Police Officer Trainee	JG		
HR Analyst-Employee & Labor Relations	JL		
Laboratory Technician - Physics	AF	10/8/2025	10/28/2025
Stage Technician-Sound	TM	9/4/2025	9/25/2025
Student Services Clerk	JA		
Theatre Technical Specialist (Provisional)	TM	10/15/2021	Continuous

VI. Adjournment at 1:08 PM

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

Month	Day	Year	Time	Meeting Location
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 November 19, 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.