

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*

<p>DEPARTMENTS: PLEASE POST</p> <p>Academic Affairs:</p> <p>Accounts Payable: Cherry Aquino</p> <p>Admissions & Records: Jackson Edwards</p> <p>African American Center: Sherri Bradford</p> <p>Athletics:</p> <p>Auxiliary Services: Ofelia Meza</p> <p>Broad Stage/Madison: Gail Johnson</p> <p>Bundy: Beverly Redd-Walker</p> <p>Business Department: Peter Murray</p> <p>Campus Police Office: Jennifer Jones</p> <p>Campus Store: Elease Juarez</p> <p>Career Services: Carolina Trejo</p> <p>Cashier's Office: Veronica Romo</p> <p>Center for Media & Design: Angela Valentine</p> <p>Community & Academic Relations:</p> <p>Community Education: Ashley Price</p> <p>Counseling Office: Allison Kosich</p> <p>Custodian Time Clock: Anthony Williams</p> <p>Disabled Students Center: Denise Henninger</p> <p>Early Childhood Ed.: L. Manson</p> <p>Emeritus Department: V. Rankin-Scales</p> <p>English Dept.: Martha Hall</p> <p>EOP&S: Gina Brunell</p> <p>ESL Office: Jocelyn Alex</p> <p>Events Office: Vinnessa Cook</p> <p>Faculty Association: Peter Morse</p> <p>Financial Aid Office: Robyn Rouzan</p> <p>Health Sciences: Clarendia Stephens</p> <p>Health Office: Nancy Alfaro</p> <p>Human Resources: Delia Padilla & Dawn Noguera</p> <p>HSS: Carolyn Baugh</p> <p>Institutional Research:</p> <p>International Education Center: Claudia Henriquez</p> <p>KCRW:</p> <p>Latino Center: Maria Martinez</p> <p>Maintenance/Operations: Kasey Garland</p> <p>Malibu: Angela Bice</p> <p>Math Village: Kristina Fukuda</p> <p>Media Center:</p> <p>Modern Language: Travis Grant</p> <p>Music: Lori Geller</p> <p>Outreach & Recruitment: Angela Lee</p> <p>Payroll: Ian Fraser</p> <p>Science: Ingrid Cardwell</p> <p>Student Life: Amelia Trejo</p> <p>Superintendent/Presidents Office: L. Kilian</p> <p>STEM: Vanan Yahnian</p> <p>Theater Arts: Lindsay Lefler</p> <p>W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS</p> <p>Emeritus:</p> <p>Noncredit Programs:</p> <p>Scott Silverman</p> <p>HR: Vina Chin</p> <p>Info Tech: Calvin Madlock</p> <p>IEC: N. Pressian</p> <p>Instructional Technology:</p> <p>Maintenance:</p> <p>Terry Kamibayashi</p> <p>Operations:</p> <p>Dennis Biddle</p> <p>Darryl Gray</p> <p>Emily Raby</p> <p>Robert Villanueva</p> <p>Receiving: Lisa Davis</p> <p>Supplemental Instruction:</p> <p>Wendi DeMorst</p> <p>SMCPA: Susan Hudelson</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery</p> <p>Executive VP:</p> <p>VP Academic Affairs: Jason Beardsley</p> <p>VP Business/Admin: Chris Bonvenuto</p> <p>VP Enroll. Services: T. Rodriguez</p> <p>VP Human Resources: Tre'Shawn Hall-Baker</p> <p>VP Student Affairs:</p> <p>Senior Director Government Relations & Institutional Communications: Don Girard</p> <p>Community Relations: Kiersten Elliott</p> <p>Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION</p> <p>Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Derek Eckstein</p> <p>CSEA Chapter Pres.: Cindy Ordaz</p> <p>CSEA Chapter 1st V.P.: Martha Romano</p> <p>CSEA Chapter 2nd V.P.: Kennisha Green</p> <p>CSEA Chief Job Steward: Jonathan Rosas</p> <p>CSEA Treasurer: Dagmar Gorman</p> <p>CSEA Secretary:</p> <p>CSEA Chief Development Officer:</p> <p>Luis Martin</p> <p>CSEA Communications Officer: Erin O'Neill</p> <p>SMC POA President: Officer Cadena</p> <p>Management Association: Jose J. Hernandez</p> <p>IF YOU NEED AN ACCOMMODATION</p> <p>Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p> <p>Revised 12/10/2025</p>
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Public Session: 1:00 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. Public Comments: Non-Actionable Items from those in attendance.

III. Consent Agenda

Report Number	Subject	Page Number
1	Examination Schedule	4
2	Ratification of Eligibility List	5
3	Extension of Eligibility List	6
4	Establishment of Seniority Lists	7

IV. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
5	Advisory Item: Appointment of Commissioner – Board of Trustees Appointee	9
6	Advisory Item: Appointment of Commissioner – Commissioner Appointee	10
7	Classification Description Retitle: Director of Human Resources to Director of Human Resources – Employee & Labor Relations/Compliance	11
8	CSEA Presentation to Personnel Commissioners	17

V. Adjournment

III. Consent Agenda

Report Number	Subject	Page Number
1	Examination Schedule	4
2	Ratification of Eligibility List	5
3	Extension of Eligibility List	6
4	Establishment of Seniority Lists	7

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

Agenda Report Number	1
Subject	Examination Schedule
Date	December 11, 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
Director of Human Resources – Operations	Promotional	3 weeks

Agenda Report Number	2
Subject	Ratification of Eligibility Lists
Date	December 11, 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 eligibility lists.

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Stage Technician-Sound	0	13	06/02/2026

Agenda Report Number	3
Subject	Extension of Eligibility List
Date	December 11, 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
EOPS Supervisor	6/10/2025	12/10/2025	1	1	6/10/2026

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

Merit Rule 6.2.3 (C) Duration of Eligibility List
6.2.3 (C)

- A. 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 as shown above.

Agenda Report Number	4
Subject	Establishment of Seniority Lists
Date	December 11, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

As part of the continuing practice to update and maintain Seniority Lists for the District, we present the following seniority lists for approval:

Custodial Operations Manager
Director of Facilities Operations

It is recommended that the Personnel Commission certify the seniority list effective December 11, 2025.

13.1.4 SENIORITY LISTS

A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Personnel Director and certified by the Personnel Commission before it is used.

B. When a seniority list is initially established or updated, the list shall be made available to the employee(s) for review during a five (5) working day period before it is approved.

C. During the prescribed review period, an employee who believes that an error has been made on their seniority computation shall notify the Personnel Director, who shall review the computations together with any additional information provided by the employee. The Personnel Director shall determine if a recomputation is appropriate and present an appropriate recommendation for action by the Personnel Commission.

D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.

"CUSTODIAL OPERATIONS MANAGER" Seniority List

Classification: **Custodial Operations Manager**

Range: **M 15**

Monthly Base Salary Range as of July 1, 2024: \$ 7583 to \$ 9217

PC Certification Date: December 11, 2025

Review Period: December 2 to 8, 2025

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT Custodial Operations Manager
** Gray, Irin Darryl	7/3/2024	No	8/22/2005	12	40	
** Raby, Emily	7/3/2024	No	3/21/2006+.38 (Adjusted)	12	40	
** Villanueva, Robert	7/3/2024	No	9/06/2010+.50 (Adjusted)	12	40	

*** Seniority ranking for July 3, 2024, start date per Merit Rule 13.1.3.A.1*

Reallocated from Classified Management Salary Range M14 to M15 at the May 28, 2025, PC Meeting.

Approved at the June 3, 2025, BOT Meeting. Effective Date: June 1, 2025

Compiled and Edited By: Brent Heximer, AA II, PC

Approved by: Carol Long, Director of the Personnel Commission

"DIRECTOR of FACILITIES OPERATIONS" Seniority List

Classification: **Director of Facilities Operations**

Range: **M31**

Monthly Base Salary Range as of July 1, 2024: \$ 11203 to \$ 13617

PC Certification Date: December 11, 2025

Review Period: December 2 to 8, 2025

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT Director of Facilities Operations
Biddle, Dennis	12/6/2023	No	4/16/2018	12	40	

Compiled and Edited by: Brent Heximer, AA II, PC

Approved by: Carol Long, Director of the Personnel Commission

Agenda Report Number	5
Subject	Advisory Item: Appointment of Commissioner – Board of Trustees Appointee
Date	December 11, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Board of Trustees has notified the Personnel Commission Office that they voted to re-appoint Joy Abbott to the Personnel Commission for a three-year term commencing December 1, 2025.

This item was approved by the Board of Trustees on December 2, 2025, at the Board of Trustees meeting.

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.”

Agenda Report Number	6
Subject	Advisory Item: Appointment of Commissioner – Commissioner Appointee
Date	December 11, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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.”

The Personnel Commission posted an announcement on our website that we were accepting applications for the appointment of a fifth Commissioner by the remaining four Commissioners. This posting closed on Friday, December 5, 2025.

Commission Chair Joseph Metoyer is requesting that Commissioners Abbott and Jansen review applications and determine the next appropriate steps.

Agenda Report Number	7
Subject	Classification Description Retitle: Director of Human Resources to Director of Human Resources – Employee & Labor Relations/Compliance
Date	December 11, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Amy Gurjian, Classification & Compensation Manager

BACKGROUND

A request was recently received to update the title of the current Director of Human Resources to **Director of Human Resources – Employee & Labor Relations/Compliance**. This proposed change is limited to a title update only and is intended to distinguish the role from the newly established Director of Human Resources – Operations for public and organizational clarity. A comprehensive review of the classification will occur through the upcoming cyclical review process scheduled for March 2026.

METHODOLOGY

Personnel Commission staff consulted with Tre'Shawn Hall-Baker, Vice President of Human Resources, regarding the proposed retitle. The retitle is intended to more accurately reflect the scope of responsibilities assigned to the position.

The proposed title change was sent for review to the incumbent, Human Resources, Business Services, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle from Director of Human Resources to Director of Human Resources – Employee & Labor Relations/Compliance.

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

**Santa Monica Community College District
Personnel Commission**

Director of Human Resources – [Employee & Labor Relations/Compliance](#)

CONCEPT OF THE CLASS

Under general direction from the Vice President of Human Resources, this position plans, supervises, leads and administers District human resources functions in areas including, but not limited to performance management, discipline, complaint and grievance processes, labor relations, workers' compensation, and compliance with Title IX and other federal, state and local laws and policies pertaining to discrimination, harassment, and sexual violence.

DISTINGUISHING CHARACTERISTICS

The **Director of Human Resources – [Employee & Labor Relations/Compliance](#)** plans, organizes, administers, and directs employee and labor relations functions for the College, including workers' compensation, performance management, discipline, complaint and grievance processes, and discrimination, harassment, and sexual violence investigations and compliance, including Title IX.

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

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

ESSENTIAL DUTIES

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

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

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

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

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

Develops and coordinates the gathering and analysis of data used in contract negotiations; participates in negotiations and contract administration; interprets Memoranda of Understanding, Administrative

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

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

Selects, develops, supervises and evaluates subordinate employees.

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

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

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

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

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

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

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

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

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

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

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

Supervision Exercised:

This position supervises assigned Human Resources staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

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

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

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

Principles of diversity, equity, inclusion and accessibility

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

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

Trends, practices and technology in human resources management

Principles of effective management and supervision

District rules, regulations, policies and procedures

Effective training methodologies

Ability to:

Plan, organize and direct a comprehensive human resources program

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

Model professional integrity and deal quickly with breaches of misconduct

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

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

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

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

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

Identify potential compliance or litigious risks in the workplace

Train, supervise and evaluate assigned employees

Analyze trends and problems and to develop long-range plans

Prepare and present training and development programs

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

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

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

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

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

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

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

Experience Requirement:

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

Education/Experience Equivalency:

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

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

CLASS DETAIL

Job Family:	Human Resources
FLSA Status:	Exempt
Personnel Commission Approval Date:	6/18/2014
Class History:	Director of Human Resources
Revision Date(s):	5/28/2021, 9/25/2024, 12/11/2025

Agenda Report Number	8
Subject	CSEA Presentation to Personnel Commissioners
Date	December 11, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

CSEA has conducted a survey of represented staff to assess the level of service provided by the Personnel Commission. Personnel Commissioners and the Director of the Personnel Commission will hear the presentation and discuss further steps for moving forward.



Purpose of Today's Presentation



Share key insights from the recent Personnel Commission survey issued by CSEA



Highlight recurring systemic issues impacting classified employees



Present patterns seen across reclassifications, audits, and job assignments



Offer constructive, actionable recommendations



Strengthen trust and partnership between the Commission and classified staff

Why the Survey Matters

- Survey captures first-hand experiences with PC processes (47 responses)
- Provides data-driven insight into where clarity, training, and structure are needed
- Supports the Commission's mission to uphold the merit system
- Identifies operational inefficiencies affecting classification accuracy
- Highlights opportunities to improve transparency and communication

Key Themes Identified in Survey



Transparency Challenges

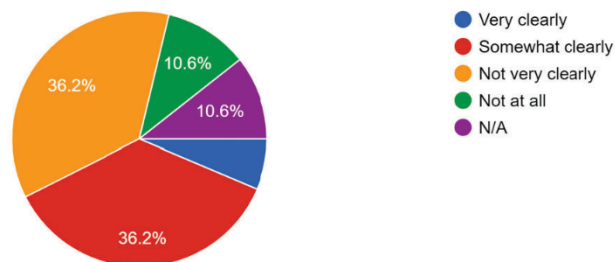
Many employees struggle to understand:

- How reclassifications and desk audits are evaluated
- Criteria used in analyzing higher-level duties
- Steps and timelines for PC processes
- How and why final decisions are reached or communicated

Only 43% feel policies and procedures are explained clearly, while 47% say they are not explained clearly at all (Q14).

Q14. How clearly does the Personnel Commission explain its policies and procedures?

47 responses





- Employees report months-long delays in job studies and reclassifications
- Some reclass requests have been pending for 2+ years without resolution
- Outdated job descriptions remain in place while duties continue to evolve
- Delays often mean extended periods of out-of-class work without appropriate pay
- Impact: inequity in pay, staffing misalignment, and increased grievances & organizational inefficiencies

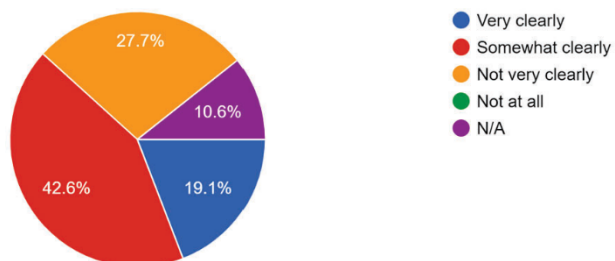
How Clearly Are Process Steps Explained? (Q4)

19% Very clearly
43% Somewhat clearly
28% Not very clearly
0% Not at all
11% N/A

28% felt the process was not clearly explained, and many comments describe confusion about what to expect next or how to follow up.

Q4. How clearly were the steps of the process explained to you?

47 responses



Timeliness of Responses & Decisions (Q6)

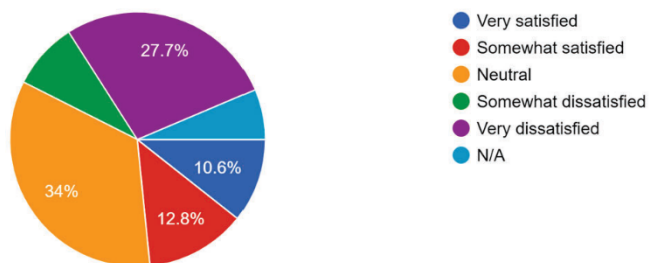
About 23% are satisfied (Very or Somewhat satisfied)
34% are Neutral

Roughly 36% are dissatisfied (Somewhat or Very dissatisfied)

Comments describe reclassifications pending for years and long gaps without communication.

Q6. How satisfied are you with the timeliness of the Personnel Commission's responses and decisions?

47 responses



Accessibility & Support Issues

Employees reported:

- Difficulty reaching PC staff for clarification
- Limited access to guidance materials
- Lack of training for managers or employees
- Confusion around Merit Rule interpretation

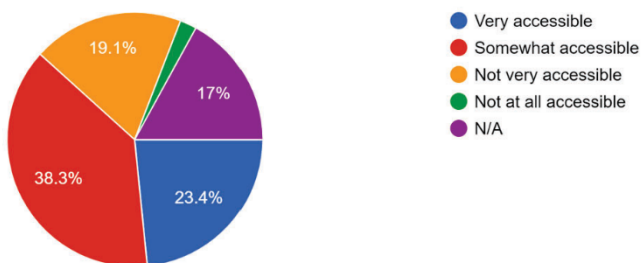
Accessibility & Support (Q7)

23% said Very accessible
38% said Somewhat accessible
19% said Not very accessible
2% said Not at all accessible
17% N/A

While about 61% report some level of accessibility, 20% report difficulty reaching PC when they need help.

Q7. How accessible have Personnel Commission staff or representatives been when you had questions or needed support?

47 responses



Perceived Bias & Inconsistent Application

Concerns included:

- Employee input not given equal weight to management input
- “Other duties as assigned” applied too broadly
- Varying levels of scrutiny between departments
- Concerns that decisions sometimes appear predetermined

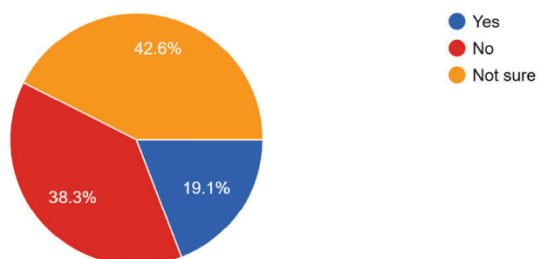
Do Employees Feel Their Rights Are Protected? (Q17)

19% Yes
38% No
43% Not sure

More than 81% of respondents are either unsure or do not feel confident their rights are protected.

Q17. Do you feel confident that your rights and interests are protected during PC processes?

47 responses



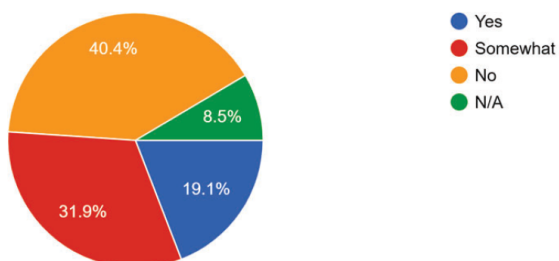
Is Employee Perspective Considered? (Q5)

19% said Yes
32% said Somewhat
40% said No
9% marked N/A

Just over half report at least some consideration, but 40% say their perspective was not considered at all.

Q5. Do you feel your perspective was adequately considered in the process?

47 responses



What Employees Say They Need

- Clear, public step-by-step process guides
- Defined timelines for each stage (with status updates)
- Flowcharts, FAQs, and written resources on the PC website
- Workshops and Q&A sessions for employees and supervisors
 - Shout out to the PC staff for initiating this a couple of weeks ago.
- Consistent criteria for classification, reclassification, and audits

Theme 1: Transparency Gaps Undermine Trust

Key Issues Identified

- Employees do not understand how decisions are reached.
- No explanations for reclassification decisions.
- Processes feel hidden, inconsistent, or predetermined.
- Lack of updates; employees wait months or years with no communication.

"I submitted a review in September 2023 and still haven't heard anything. They keep saying 'it's coming' with no explanation."

"No one ever tells us what happens after we submit something. The process is not transparent at all."

"Our responses went out and we were reclassified. The process was not discussed with us at all."

"I left the meeting feeling supported only to learn later that my salary allocation wasn't approved with no explanation."

"How is it possible for someone to fail an exam but never be allowed to see what questions they 'failed'?"

"They already know what they want to do before the process even starts."

Theme 2: Perceived Bias & Unequal Weight of Employee Voice

Key Issues Identified

- Many believe manager input is weighted more heavily than employee input.
- Patterns of favoritism, predetermined candidates, or “friends” being hired.
- Employee expertise ignored during desk audits or JD updates.
- Concerns that classified staff cannot advance despite qualifications.

Member Quotes:

- “They rely solely on management’s word instead of looking at the full picture.”
- “There seems to be no way for classified staff to actually get ahead.”
- “Somehow people still get their friends into positions.”
- “The PC caters to what managers want and disregards most staff input.”
- “Department already knew who they were going to hire. The interviews were just a formality.”
- “My supervisor has never once observed my work, but their input outweighed everything I wrote.”
- “I was passed up for hire because a supervisor told PC I was ‘no longer interested’ — and I never said that.”

Theme 3: Delays, Inefficiencies, and Structural Gaps

Key Issues Identified

Extremely long delays in reclassification decisions.
Inconsistent interpretation of merit rules.
Job descriptions outdated for years.
Hiring processes slow, unclear, or overly complex.
Employees doing higher-level work without reclass or pay.
Confusion between HR vs. PC responsibilities.

Member Quotes:

- “I performed higher-level duties for 4 years, and instead of reclassing me, they removed the duties.”
- “I was told I ‘don’t qualify’ for positions I’ve already performed for 10+ years.”
- “Hiring takes too long, and by then the candidate has already taken another job.”
- “I don’t understand what HR decides vs. what PC decides — they contradict each other.”
- “The process creates wage inequities because delays last months or years.”
- “They changed my job description and classification without any meeting or explanation.”
- “The PDQ process was stressful, confusing, and my supervisor pressured me.”

Recommendations for Consideration



Immediate:

- Publish workflows, timelines, and basic criteria for desk audits & reclassification review
- Improve Communication expectations (acknowledgements and periodic updates to employees)



Short-Term:

- Form a PC–HR–CSEA workgroup to align processes and address gaps
- Provide training for supervisors and staff on Merit Rules and PC procedures



Long-Term:

- Align PC work with an institutional staffing plan
- Ensure consistent application of Merit Rules across departments
- Increase transparency around how final decisions and salary allocations are reached

CSEA's Commitment to Partnership



Strengthen trust in the merit system and PC processes



Provide employee perspective and real-time feedback



Collaborate on process modernization and communication tools



Support the Commission's role in ensuring fairness and equity



Prioritize classified staff rights and overall institutional stability

Closing Thoughts & Next Steps

- ✓ Acknowledge existing process gaps and employee concerns
- 💬 Improve communication, consistency, and access to information
- 👥 Align PC functions with institutional planning and staffing needs
- 🔧 Modernize tools, resources, and training for all stakeholders
- 👉 Rebuild trust through transparency, engagement, and follow-through
- 🙌 Thank you for your time and partnership.

**Thank you, Commissioners.
I welcome any questions.**



VI. Adjournment

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
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 December 11, 2025, Special Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 24 hours prior to the date and time of this meeting.