

Public Session: 1:00 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. Public Comments: Non-Actionable Items from those in attendance.

Jo Popadynetz expressed concern regarding budget constraints and their impact on classified employees, stating that staff feel overlooked and disproportionately affected. Chair Metoyer clarified that such concerns fall under the Board of Trustees' authority. Jo requested the comments be noted for record, which was noted.

The Personnel Commission received an email from Eloisa Davis-Ludlow saying, thank you, Personnel Commission, for all of your hard work that I have witnessed during my 15 years at SMC.

An email from Christina Fukuda was also received, that says, unfortunately, I am I am unable to attend today's meeting, but I wanted to express my solidarity with my CSEA brothers and sisters. Our voices matter, even if we aren't treated as though they do.

Hannah Mock expressed support for CSEA's presentation, and to make a request that these classified concerns in the survey are taken seriously.

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	Joy Abbot
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
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 <b>Custodial Operations Manager</b>
** 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 <b>Director of Facilities Operations</b>
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	Deborah Jansen
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
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

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

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

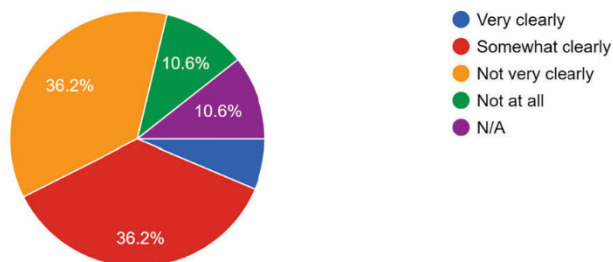
Many employees struggle to understand:

- 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



## Timeline & Delay Concerns

- 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

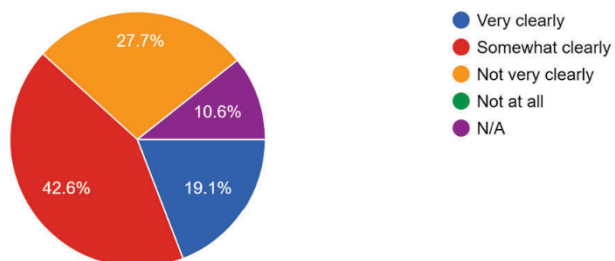
### How Clearly Are Process Steps Explained? (Q4)

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)

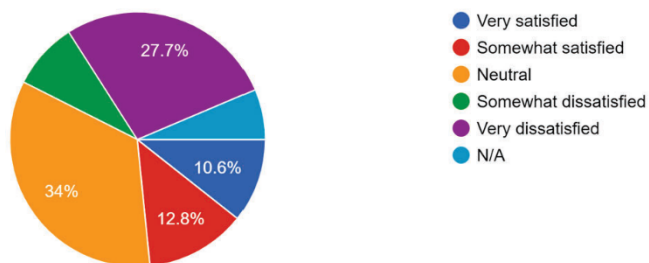
About 23% are satisfied (Very or Somewhat satisfied)  
34% are Neutral

**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

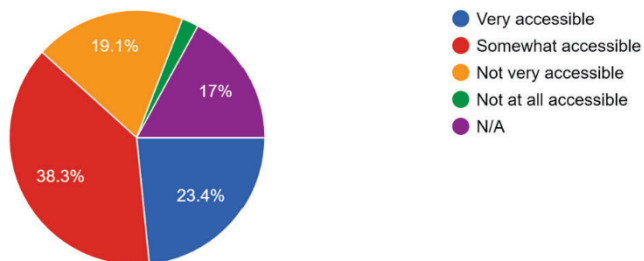
## Accessibility & Support (Q7)

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

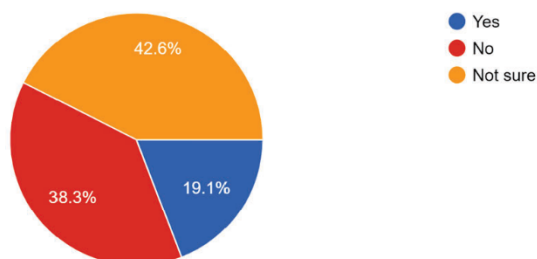
## Do Employees Feel Their Rights Are Protected? (Q17)

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



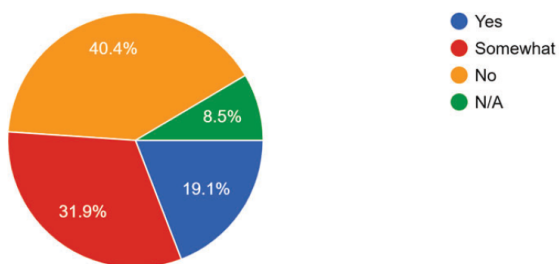
## Is Employee Perspective Considered? (Q5)

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.**



President Cindy Ordaz shared her screen with Commissioners and meeting attendees. She presented the slides and spoke to the findings on certain questions from CSEAS's recent survey about Personnel Commission services.

Following her presentation there were questions from Commissioners that led to a discussion regarding Human Resources processes as distinguished from the Personnel Commission processes. It was agreed that more transparency is needed to distinguish between PC and HR requirements in the hiring, training and communicating with employees.

A proposition was put forward to establish a working group of Human Resources, Personnel Commission and CSEA staff. This group would be tasked with improving workflows and developing the process to be more transparent.

VI. Adjournment at 2:06 p.m.

Disposition by the Commission				
Motion Made By			Joy Abbot	
Seconded By			Deborah Jansen	
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 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.

