

**Santa Monica College Personnel Commission Meetings**

Regular Meetings Occur Every 3<sup>rd</sup> 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/84028297535?pwd=RxkYATqIVJK3Ecglaez76kVEyKbgEE.1>

Webinar ID: 840 2829 7535

Passcode:532468

Phone one-tap:

+16694449171,,84028297535#,,,,\*532468# US

+12532050468,,84028297535#,,,,\*532468# US

Join via audio:

+1 669 444 9171 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

+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

International numbers available: <https://smc-edu.zoom.us/j/kLgEVD0d>

## 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 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 on 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:

Individuals invited by the Commission to provide routine comments or updates may exceed the standard three-minute limit. To ensure transparency and allow adequate preparation, any invited speaker wishing to give an extended presentation on a non-agenda topic should request that the item be placed on a future agenda. Otherwise, non-agendized presentations will be limited to three (3) minutes.

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 items 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 Yesenia Penate, 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 [penate\\_yesenia@smc.edu](mailto:penate_yesenia@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 [penate\\_yesenia@smc.edu](mailto:penate_yesenia@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 se*

<p>DEPARTMENTS: PLEASE POST</p> <p>Academic Affairs:</p> <p>Accounts Payable: Cherry Aquino</p> <p>Admissions &amp; Records: Jackson Edwards</p> <p>African American Center: Sherri Bradford</p> <p>Athletics: Hadass Elnathan</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: Elesee Juarez</p> <p>Career Services: Carolina Trejo</p> <p>Cashier's Office: Veronica Romo</p> <p>Center for Media &amp; Design: Angela Valentine</p> <p>Community &amp; 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&amp;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 &amp; 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 &amp; 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&amp; 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>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 Success: Tania Acosta</p> <p>Senior Director Government Relations &amp; Institutional Communications: Don Girard</p> <p>Community Relations: Kiersten Elliott</p> <p>Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION</p> <p>Online: <a href="http://www.smc.edu">www.smc.edu</a></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: Joan Kang</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 02/12/2026</p>
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Public Session: 12:00 p.m.

I. Organizational Functions

- A. Call to Order
- B. Roll Call

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

II. Director's Report

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

A. Longevity

**March 2026**

**10 YEARS**

- Maria Arango, Registered Nurse, Health Services
- Arturo Gonzalez, Grounds Worker, Grounds
- Donte Huddleston, Custodian, Operations
- Danny Kadomsky, Custodian, Operations
- Janet Kleinman, Student Services Specialist, Malibu Campus
- Reyna Rosales Rivera, Custodian, Operations
- Rebecca Sprigg, Administrative Assistant II, Superintendent/President's Office
- Jessica Thomas, Instructional Tutor-English, Supplemental Instruction

**15 YEARS**

- Felix Ma, Laboratory Technician-Life Science, Life Science

**20 YEARS**

- Randolph Smith, Instructional Tutor-Math, Supplemental Instruction

**30 YEARS**

- Andrew Abel, Custodian, Operations

**35 YEARS**

- Ariana Morgenstern, KCRW Radio Programming Assistant, KCRW

- B. Comments from the Vice President of Human Resources
- C. Comments from the President of CSEA
- D. Comments from the President of Management Association
- E. Comments from Personnel Commission Staff
- F. Comments from the Personnel Commissioners

IV. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Classification Description Revisions and Salary Reallocation: Accounting Specialist <i>Cyclical Review</i>	7
2	Classification Description Revisions and Salary Reallocation: Accounting Technician <i>Cyclical Review</i>	18

V. Consent Agenda

Report Number	Subject	Page Number
3	Establishment of Seniority List	27
4	Ratification of Eligibility Lists	29
5	Extension of Eligibility Lists	30
6	Ratification of Limited Term Assignments	31
7	Appointment to Limited Term Assignments	32
8	Appointments to Provisional Assignments	33
9	Ratification of Working Out of Class and Substitute Limited Term Assignments	34
10	Ratification of Meeting Minutes	36
11	Personnel Commission Project Tracking	37

V. Closed Session

A. PUBLIC COMMENT ON CLOSED SESSION ITEM

B. Conference with Legal Counsel regarding  
EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE  
(Government Code Section 54957)

VI. RECONVENE TO OPEN SESSION / REPORT OF CLOSED SESSION ACTION

VII. Adjournment

Agenda Report Number	1
Subject	Classification Description Revisions and Salary Reallocation: Accounting Specialist Cyclical Review
Date	March 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for Accounting Specialist.

As part of the cyclical review process, we are reviewing classifications in Accounting and Finance. Accounting and Finance maintains fiscal accountability for all funds of the District by utilizing standards of professionalism and ethical conduct in support of the Mission, Vision, and Goals of the District. The Accounting Department is responsible for timely and accurate financial information and services-ensuring that all resources of SMC are managed and accounted for in an effective manner and in compliance with Board and regulatory policies and applicable accounting standards.

The Accounting Specialist classification was established in June 1977. This classification has been revised several times since its establishment. The most recent revision was approved on June 20, 2024. There are six incumbents in this classification. The proposed changes will not adversely affect the incumbents.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-2026. The incumbents in the Accounting and Finance classifications and CSEA were invited to participate in a study orientation on July 22, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by August 6, 2025. This deadline was extended to September 4, 2025. Commission staff subsequently conducted a job audit to obtain input from an incumbent. The information gathered from the job audit was reviewed with the manager.

Personnel Commission staff consulted with the Accounts Payable Supervisor and Accounting Supervisor to discuss the classification description. In addition, the supervisors were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions proposed to clarify duties assigned and distinguishing characteristics.

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

**RESULTS**

Based on data gathered, description revisions are being proposed to clarify concept of the class, distinguishing characteristics, essential duties, supervision, KSA's and minimum qualifications.

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
<b>Santa Monica College</b>	<b>Accounting Specialist</b>	<b>\$5,596</b>	<b>\$6,803</b>	<b>\$6,200</b>
Cerritos College	Accounting Technician III	\$5,692	\$6,841	\$6,266
Contra Costa CCD	Accounting Specialist	\$5,319	\$6,479	\$5,899
Foothill De Anza CCD	Accounting Technician	\$6,260	\$8,384	\$7,322
Glendale College	Accounting Technician	\$5,034	\$6,425	\$5,730
Long Beach City College	Accounting Specialist	\$5,138	\$6,318	\$5,728
North Orange County CCD	Accounting Technician	\$5,491	\$6,617	\$6,054
Pasadena City College	Accounting Technician - General Accounting	\$4,774	\$6,093	\$5,434
Santa Barbara City College	Accounting Technician III	\$5,808	\$6,904	\$6,356
State Center CCD	Senior Accounting Technician	\$5,568	\$6,848	\$6,208
Ventura County CCD	Accounts Payable Technician/Accounting Technician	\$4,464	\$6,162	\$5,313
	Average	\$5,355	\$6,707	\$6,031
	25th Percentile	\$5,060	\$6,345	\$5,728
	50th Percentile	\$5,405	\$6,548	\$5,977
	75th Percentile	\$5,661	\$6,846	\$6,252
	80th Percentile	\$5,715	\$6,859	\$6,284
	90th Percentile	\$5,853	\$7,052	\$6,453
	SMC % RANK	69.1%	64.7%	66.0%
	SMC Difference From AVG	4.3%	1.4%	2.7%
	SMC Difference From MED	3.4%	3.7%	3.6%

The current salary range for Accounting Specialist is 32 on the classified salary schedule. In this survey, SMC is in the 66th median percentile compared to all benchmark agencies with comparable classifications; that is, 34% of market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 66<sup>th</sup> percentile, salary reallocation from range 32 to range 33 on the classified employee salary schedule is being recommended. This 2.5% increase would place the Accounting Specialist at the 89<sup>th</sup> percentile to the market, which meets the District's goal to target the 70<sup>th</sup> percentile.

The following chart shows salary data for related classifications in this job discipline:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Accountant**	42	\$7,143	\$8,682	21.56%
Accounting Technician* (PROPOSED)	35	\$6,026	\$7,324	2.5%
Accounting Technician (CURRENT)	34	\$5,876	\$7,143	2.5%
<b>Accounting Specialist (PROPOSED)</b>	<b>33</b>	<b>\$5,739</b>	<b>\$6,975</b>	<b>2.5%</b>
Accounting Specialist (CURRENT)	32	\$5,596	\$6,803	0.00%

\*Proposed in separate agenda report

\*\*Currently under review

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

**RECOMMENDATION**

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

**FROM:** Classified Employee Salary Schedule, Range32

**TO:** Classified Employee Salary Schedule, Range 33

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

**Santa Monica Community College District  
Personnel Commission  
Accounting Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform journey level accounting support and bookkeeping activities including preparing, maintaining and processing accounts payable, accounts receivable, revolving cash funds, financial aid payments and/or reimbursements.

**DISTINGUISHING CHARACTERISTICS**

An **Accounting Specialist** performs journey level and complex accounting support and bookkeeping activities with direct accountability in preparing, maintaining and processing accounts payable, accounts receivable, revolving cash funds, financial aid payments and/or reimbursements. Incumbents perform routine to advanced accounting support duties consistent with standard practices and established guidelines, with a moderate to high degree of independent judgment. Work is reviewed by an assigned Accounting Technician or manager.

An **Accounting Technician** performs is responsible for advanced journey level, technical accounting support and bookkeeping activities, including accounts payable, accounts receivable, cash register processes, and cost of goods sold. This position requires work of a greater complexity and variety involving a broader applied understanding of technical accounting practices and principles. Work in this classification is performed with a high degree of independent judgement and minimal supervision. An Accounting Technician performs lead responsibilities, including reviewing the work of Accounting Specialists to maintain internal controls. Work is reviewed by an assigned Accountant or manager.

An **Accountant** performs highly responsible, professional accounting duties involving independent judgment, considerable initiative and discretionary decision-making authority, and requiring a thorough knowledge of professional accounting principles and practices. Incumbents serve as District resources to support management in fiscal decision making, planning and analysis, in addition to maintaining and auditing accounting records, reconciling, reviewing and preparing transactions, initiating reports and executing month-end and year-end processes. An Accountant performs lead responsibilities, including reviewing the work of assigned accounting support staff to maintain internal controls. Work is reviewed by an assigned manager.

**ESSENTIAL DUTIES**

Performs a variety of accounting support and recording activities for assigned accounting functions including invoice payment posting, credit memo entry, direct pays, journal voucher creation to correct corrections for account strings corrections, accounting manual accruals, and the reversal of manual accruals.

Reviews, verifies, matches and processes vendor invoices with purchase orders, ~~or~~ authorized direct pays and approved reimbursement requests; verifies authorized signatures, payee, reviews calculations, accuracy/compliance of to ensure amounts are correct, complies with required sales/use taxes, applies credit memo discounts, ensures appropriate retention are withheld and stop notices are applied when applicable, verifies and matches invoices with conformity to purchase orders and ensures payments are accurate and comply with SMC, county, state and federal requirements.

Reviews and processes rejected/stale payroll warrants and other accounts payable check requests for reissuance payments while adhering to appropriate authorizations required by established SMC policies and procedures.

Verifies vendor information for missing, conflicting, incorrect data and any other discrepancies identified in invoice processing and review of supporting documents; resolves conflicting information by contacting vendor, students, originating department or Procurement Dept to ensure vendor information is corrected with verified backup and information needed to update the vendor database and AP Financial System.

Reviews, processes and resolves the electronic and manual student disbursements such as Financial Aid grants, tuition/VA/student insurance refunds, student lost warrant/stale check reissuance and tuition refunds; ensures funds are received by third party electronic disbursement system; reviews and posts student's financial aid cash receipts, stale checks and manual disbursements to the student financial records.

Receives, sorts, date stamps and logs incoming accounts payable documents; matches mail with payment authorization or routes to appropriate department for payment approval; maintains accurate historical records and audit trails through a variety of verifiable records, supporting documents/backup, logs, files, and reports to document financial data; ensures security of confidential vendor information. Reviews and computes sales and use tax in invoices being processed to ensure compliance with tax payment reporting or other tax requirements such as backup withholding.

Reviews and verifies that sales and use tax in invoices are accurate before processing for disbursement to comply with State and Federal tax payment reporting or other tax requirements such as backup withholding.

Maintains an accurate and updated vendor database; collects properly completed W9/W8 forms from vendors; reviews vendor files to ensure proper classification for 1099 reporting; maintains W9/W8 forms & participates in the annual 1099/1042S reporting; ensures vendor's 1099 mailing addresses are up to date to comply with Federal and State tax reporting requirements.

Reviews, sorts, and properly codes invoices and refund checks. ~~May file and maintain purchase orders for assigned vendors; may verify encumbrances and charges made to proper accounts; may encumber purchase orders.~~

Receives warrants and EFT notices, initiates the second signature on the warrants through the signing machine, reviews and verifies payment information such as vendor/payee name, remit address, invoice number, total amounts paid are accurate and match against the electronic backups in the financial system serving as the last AP audit before checks and EFT notices are mailed out to vendors.

Participates in monthly, quarterly and year end closing procedures for Accounts Payable ensuring all invoices for the month/year are received and paid, prepares journal voucher adjustments for manual accrual, reversal of accruals, account string corrections, prepayment and prepayment reversal to the proper fiscal year.

Receives, posts, disburses and/or maintains records related to cash receipts.

Posts payments and other data to regular and open purchase orders, requisitions and ledger sheets; ensures that all electronic supporting documents uploaded to the accounts payable financial systems are accurate, comprehensive and complete; responds, researches and resolves County of Education Commercial Claims audits.

Research, reports and resolves routine and moderately difficult inquiries from administrators, staff, vendors, or students regarding accounts payable policies and procedures, various records, budgets, accounts, and programs to ensure compliance with SMC policies, state and federal regulations; actively coordinates with campus departments and vendors to resolve invoice and account statement discrepancies.

Researches and resolves unpaid, lost and stale warrants; requests, verifies and reviews reissuance request documents (affidavits for lost warrants) for accuracy and completeness; and initiates appropriate stop payments or cancellations of warrants and processes reissuance requests.

May receive, check, record, verify and file student grant award letters; may release warrants to students; resolves discrepancies; may reconcile District and county records with grants awarded; corrects or reports discrepancies to appropriate parties.

Initiates collection process of overpayments, incomplete services, discounts or credit memos by following established procedures; reviews refunds received from vendors and indicates appropriate account string codes for posting to general ledger and deposit by accountants; ensures refund checks are properly posted in the general ledger. ~~Reviews, reconciles and audits vendor account statements and payments to assure accuracy in payments such as retention, stop notices, revolving fund reimbursement with tools such as the mata table.~~

Reviews, reconciles, audits and resolves vendor account statements and payments to assure accuracy in disbursements, retention withheld, stop notices, apply credit memos, collect overpayment and ensure funds are returned to the College and that expense account are abated.

Processes District construction, consultant and lease contracts; confers with LACOE, construction companies, sub-contractors and facilities department to ensure payment processing compliance with District policies and procedures; develops and maintains original contract files; ensures that construction contracts include required legal documents.

Prepares bank deposit documents for processing; assists in reconciling bank statements as needed.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

##### **Supervision Received:**

~~Positions in this classification receive general supervision from the Accounts Payable Supervisor, Director of Auxiliary Services, or assigned manager. Under general supervision, the employee receives assignments from Accounts Payable Supervisor or assigned manager and is expected to carry them through to completion with substantial independence.~~

##### **Supervision Exercised:**

Positions in this classification do not supervise others.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

District policies, procedures, practices and federal and state laws related to the preparation, processing and maintenance of accounting records, including accounts payable, accounts receivable, and revolving cash funds and student-related disbursements

Basic principles and practices related to invoice processing, vendor payments, cash receipts, accruals, and account string coding

Sales and use tax requirements, backup withholding, and other basic tax-related compliance applicable to accounts payable and vendor payments

Methods, practices, procedures and terminology used in accounting support and financial and recordkeeping statistical bookkeeping

Alpha and numeric filing techniques systems and records management practices

Basic Mathematics applicable to accounting and financial record keeping

Modern computer applications, including word processing and spreadsheet programs and financial accounting systems

Modern office methods, practices and procedures related to record keeping and customer service

**Skills & Abilities: Ability to:**

Make Perform arithmetic calculations quickly and accurately and review financial data for correctness and completeness

Review accounting records and supporting documentation to identify and analyze discrepancies in records and take appropriate steps to resolve matters issues in accordance with established procedures

Prepare, update and maintain a variety of accounts accounting and vendor files and records with accuracy and attention to detail

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

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

Pay attention to details Set priorities and Manage time and work load effectively in fast-paced and busy environment with multiple tasks and interruptions

Interpret, and apply and follow oral and written instructions, policies and procedures

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

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

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Graduation from high school or GED equivalent.

**Experience Requirement:**

Three years increasingly responsible of experience resolving a range of problems related to financial and statistical record keeping or bookkeeping activities

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

**Disclosure:**

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

**Normal Office Environment:**

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

CLASS DETAIL

**Job Family:**

Business Administration & Fiscal Services

**FLSA Status:**

Non-exempt

**Personnel Commission Approval Date:**

06/1977

**Class History:**

Account Clerk II/III, Accounting Specialist II

**Revision Date(s):**

01/80, 12/82, 08/89, 06/90, 10/95, 11/06 ~~Hay~~  
~~Study~~, 06/16, 6/20/24, 3/18/26

**Santa Monica Community College District  
Personnel Commission  
Accounting Specialist**

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An **Accounting Specialist** performs journey level and complex accounting support and bookkeeping activities with direct accountability in preparing, maintaining and processing accounts payable, accounts receivable, revolving cash funds, financial aid payments and/or reimbursements. Incumbents perform routine to advanced accounting support duties consistent with standard practices and established guidelines, with a moderate to high degree of independent judgment. Work is reviewed by an assigned Accounting Technician or manager.

An **Accounting Technician** performs advanced journey level, technical accounting support and bookkeeping activities, including accounts payable, accounts receivable, cash register processes, and cost of goods sold. This position requires work of greater complexity and variety involving a broader applied understanding of technical accounting practices and principles. Work in this classification is performed with a high degree of independent judgement and minimal supervision. An Accounting Technician performs lead responsibilities, including reviewing the work of Accounting Specialists to maintain internal controls. Work is reviewed by an assigned Accountant or manager.

An **Accountant** performs highly responsible, professional accounting duties involving independent judgment, considerable initiative and discretionary decision-making authority, and requiring a thorough knowledge of professional accounting principles and practices. Incumbents serve as District resources to support management in fiscal decision making, planning and analysis, in addition to maintaining and auditing accounting records, reconciling, reviewing and preparing transactions, initiating reports and executing month-end and year-end processes. An Accountant performs lead responsibilities, including reviewing the work of assigned accounting support staff to maintain internal controls. Work is reviewed by an assigned manager.

**ESSENTIAL DUTIES**

Performs a variety of accounting support and recording activities for assigned accounting functions including invoice payment posting, credit memo entry, direct pays, journal voucher creation to correct account strings, accounting manual accruals, and the reversal of manual accruals.

Reviews, verifies, matches and processes vendor invoices with purchase orders, authorized direct pays and approved reimbursement requests; verifies authorized signatures, payee, reviews calculations, accuracy/compliance of sales/use taxes, applies credit memo discounts, ensures appropriate retention are withheld and stop notices are applied when applicable, ensures payments are accurate and comply with SMC, county, state and federal requirements.

Reviews and processes rejected/stale payroll warrants and other accounts payable check requests for reissuance while adhering to appropriate authorizations required by established SMC policies and procedures.

Verifies vendor information for missing, conflicting, incorrect data and any other discrepancies identified in invoice processing and review of supporting documents; resolves conflicting information by contacting vendor, students, originating department or Procurement Dept to ensure vendor information is corrected with verified backup and information needed to update the vendor database and AP Financial System.

Reviews, processes and resolves the electronic and manual student disbursements such as Financial Aid grants, tuition/VA/student insurance refunds, student lost warrant/stale check reissuance and tuition refunds; ensures funds are received by third party electronic disbursement system; reviews and posts student's financial aid cash receipts, stale checks and manual disbursements to the student financial records.

Receives, sorts, date stamps and logs incoming accounts payable documents; matches mail with payment authorization or routes to appropriate department for payment approval; maintains accurate historical records and audit trails through a variety of verifiable records, supporting documents/backup, logs, files, and reports to document financial data; ensures security of confidential vendor information.

Reviews and verifies that sales and use tax in invoices are accurate before processing for disbursement to comply with State and Federal tax payment reporting or other tax requirements such as backup withholding.

Maintains an accurate and updated vendor database; collects properly completed W9/W8 forms from vendors; reviews vendor files to ensure proper classification for 1099 reporting; maintains W9/W8 forms & participates in the annual 1099/1042S reporting; ensures vendor's 1099 mailing addresses are up to date to comply with Federal and State tax reporting requirements.

Reviews, sorts, and properly codes invoices and refund checks.

Receives warrants and EFT notices, initiates the second signature on the warrants through the signing machine, reviews and verifies payment information such as vendor/payee name, remit address, invoice number, total amounts paid are accurate and match the electronic backups in the financial system serving as the last AP audit before checks and EFT notices are mailed out to vendors.

Participates in monthly, quarterly and year end closing procedures for Accounts Payable ensuring all invoices for the month/year are received and paid, prepares journal voucher adjustments for manual accrual, reversal of accruals, account string corrections, prepayment and prepayment reversal to the proper fiscal year.

Receives, posts, disburses and/or maintains records related to cash receipts.

Posts payments and other data to regular and open purchase orders, requisitions and ledger sheets; ensures that all electronic supporting documents uploaded to the accounts payable financial systems are accurate, comprehensive and complete; responds, researches and resolves County of Education Commercial Claims audits.

Research, reports and resolves routine and moderately difficult inquiries from administrators, staff, vendors, or students regarding accounts payable policies and procedures, various records, budgets, accounts, and programs to ensure compliance with SMC policies, state and federal regulations; actively coordinates with campus departments and vendors to resolve invoice and account statement discrepancies.

Researches and resolves unpaid, lost and stale warrants; requests, verifies and reviews reissuance request documents (affidavits for lost warrants) for accuracy and completeness; and initiates appropriate stop payments or cancellations of warrants and processes reissuance requests.

May receive, check, record, verify and file student grant award letters; may release warrants to students; resolves discrepancies; may reconcile District and county records with grants awarded; corrects or reports discrepancies to appropriate parties.

Initiates collection process of overpayments, incomplete services, discounts or credit memos by following established procedures; reviews refunds received from vendors and indicates appropriate account string codes for posting to general ledger and deposit by accountants; ensures refund checks are properly posted in the general ledger.

Reviews, reconciles, audits and resolves vendor account statements and payments to assure accuracy in disbursements, retention withheld, stop notices, apply credit memos, collect overpayment and ensure funds are returned to the College and that expense account are abated.

Processes District construction, consultant and lease contracts; confers with LACOE, construction companies, sub-contractors and facilities department to ensure payment processing compliance with District policies and procedures; develops and maintains original contract files; ensures that construction contracts include required legal documents.

Prepares bank deposit documents for processing; assists in reconciling bank statements as needed.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

##### **Supervision Received:**

Under general supervision, the employee receives assignments from Accounts Payable Supervisor or assigned manager and is expected to carry them through to completion with substantial independence.

##### **Supervision Exercised:**

Positions in this classification do not supervise others.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

District policies, procedures, practices and federal and state laws related to the preparation, processing and maintenance of accounting records, including accounts payable, accounts receivable, revolving cash funds and student-related disbursements

Basic principles and practices related to invoice processing, vendor payments, cash receipts, accruals, and account string coding

Sales and use tax requirements, backup withholding, and other basic tax-related compliance applicable to accounts payable and vendor payments

Methods, practices, procedures and terminology used in accounting support and financial recordkeeping

Alpha and numeric filing systems and records management practices

Mathematics applicable to accounting and financial record keeping

Modern computer applications, including spreadsheet programs and financial accounting systems

Modern office methods, practices and procedures related to record keeping and customer service

**Skills & Abilities:**

Perform arithmetic calculations accurately and review financial data for correctness and completeness

Review accounting records and supporting documentation to identify discrepancies and take appropriate steps to resolve issues in accordance with established procedures

Prepare, update and maintain a variety of accounting and vendor files and records with accuracy and attention to detail

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

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

Manage time and workload effectively in fast-paced and busy environment with multiple tasks and interruptions

Interpret, apply and follow oral and written instructions, policies and procedures

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

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

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Graduation from high school or equivalent.

**Experience Requirement:**

Three years of experience related to financial and statistical record keeping or bookkeeping activities

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

**Disclosure:**

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

**Normal Office Environment:**

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

CLASS DETAIL

<b>Job Family:</b>	Business Administration & Fiscal Services
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	06/1977
<b>Class History:</b>	Account Clerk II/III, Accounting Specialist II
<b>Revision Date(s):</b>	01/80, 12/82, 08/89, 06/90, 10/95, 11/06, 06/16, 6/20/24, 3/18/26

Agenda Report Number	2
Subject	Classification Description Revisions and Salary Reallocation: Accounting Technician Cyclical Review
Date	March 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for Accounting Technician.

As part of the cyclical review process, we are reviewing classifications in Accounting and Finance. Accounting and Finance maintains fiscal accountability for all funds of the District by utilizing standards of professionalism and ethical conduct in support of the Mission, Vision, and Goals of the District. The Accounting Department is responsible for timely and accurate financial information and services-ensuring that all resources of SMC are managed and accounted for in an effective manner and in compliance with Board and regulatory policies and applicable accounting standards.

This class description was last revised in July 2016. It was established in 1980, as Account Clerk III. It was revised several times and later reclassified to Accounting Technician on November 2, 2006. There is one incumbent in this classification. The proposed changes will not adversely affect the incumbent.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-2026. The incumbents in the Accounting and Finance classifications and CSEA were invited to participate in a study orientation on July 22, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbent in this job discipline was requested to complete a Position Description Questionnaires (PDQs) by August 6, 2025.

Personnel Commission staff consulted with the Accounting Supervisor to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions are proposed to clarify duties assigned and distinguishing characteristics.

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

**RESULTS**

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 did not have the same level of complexity and scope in similar roles. Typically, when matches were not found it is due to the organizational structure, scope of the classifications and complexity of work.

As a result, salary review is based on internal comparison of similar roles such as Accounting Specialist at SMC. Job factors such as complexity and knowledge are higher for the Accounting Technician than the

Accounting Specialist. Based on market data, it is recommended that the Accounting Specialist be reallocated from Range 32 to Range 33. This proposed salary reallocation would create salary compression of 2.41% between Accounting Specialist and Accounting Technician. To address the resulting salary compression of this proposed reallocation it is recommended to adjust the Accounting Technician from Range 34 to Range 35. The resulting differential between Accounting Specialist and Accounting Technician would be approximately 5%.

The following chart shows salary data for related classifications in this job discipline:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Accountant**	42	\$7,143	\$8,682	21.56%
<b>Accounting Technician (PROPOSED)</b>	<b>35</b>	<b>\$6,026</b>	<b>\$7,324</b>	<b>2.5%</b>
Accounting Technician (CURRENT)	34	\$5,876	\$7,143	2.5%
Accounting Specialist (PROPOSED)*	33	\$5,739	\$6,975	2.5%
Accounting Specialist (CURRENT)	32	\$5,596	\$6,803	0.00%

\*Proposed in separate agenda report

\*\*Currently under review

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Accounting Technician.

**FROM:** Classified Employee Salary Schedule, Range 34

**TO:** Classified Employee Salary Schedule, Range 35

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

**Santa Monica Community College District  
Personnel Commission**

**Accounting Technician**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform a broad range of advanced journey level ~~clerical~~ ~~paraprofessional~~ accounting, technical and bookkeeping activities ~~involved~~ in the collection ~~and~~ disbursement ~~of fees~~, ~~receipts~~ and reconciliation ~~other of~~ District funds, with emphasis in processing accounting documents, verifying accuracy of financial transactions and maintaining internal controls. Incumbents ~~serve as a lead worker provide lead work direction~~ and reviewing the work of Accounting Specialists.

DISTINGUISHING CHARACTERISTICS

An **Accounting Technician** ~~is responsible for performs~~ advanced journey level, ~~clerical and~~ technical accounting support and bookkeeping activities, including accounts payable, accounts receivable, cash register processes, and cost of goods sold. This position requires work of ~~a~~ greater complexity and variety involving a broader applied understanding of technical accounting practices and principles. Work in this classification is performed with a high degree of independent judgement and minimal supervision. An Accounting Technician performs lead responsibilities, including reviewing the work of Accounting Specialists to maintain internal controls. Work is reviewed by an assigned Accountant or manager.

An **Accounting Specialist** performs journey level and complex ~~clerical~~ accounting support and bookkeeping activities with direct accountability in preparing, maintaining and processing accounts payable, accounts receivable, revolving cash funds, financial aid payments and/or reimbursements. Incumbents perform routine to advanced clerical accounting duties consistent with standard practices and established guidelines, with a moderate to high degree of independent judgment. Work is reviewed by an assigned Accounting Technician or manager.

An **Accountant** performs highly responsible, professional accounting duties involving independent judgment, considerable initiative and discretionary decision-making authority, and requiring a thorough knowledge of professional accounting principles and practices. Incumbents serve as District resources to support management in fiscal decision making, planning and analysis, in addition to maintaining and auditing accounting records, reconciling, reviewing and preparing transactions, initiating reports and executing month-end and year-end processes. An Accountant performs lead responsibilities, including reviewing the work of assigned clerical and technical accounting staff to maintain internal controls. Work is reviewed by an assigned manager.

ESSENTIAL DUTIES

Maintains internal accounting controls over documents processed by data processing, verifying the accuracy of output data and resolving discrepancies.

Assists in maintaining the general ledger systems by reviewing transactions and supporting documentation to ensure accuracy of input and output data.

Prepares a variety of financial reports and assists in monthly, quarterly and annual reporting, including and year-end closing procedures.

Provides advanced technical support expertise to departments and programs on a variety of regarding complex and non-routine accounting transactions by interpreting and implementing applying related policies, procedures, rules, and regulations to ensure compliance.

Resolves difficult accounting and processing issues within assigned responsibilities and problems; refers more complex problems to assigned Accountant or supervisor.

Contacts and confers with departments and vendors to verify ~~correctness of invoices information, and~~ resolve billing discrepancies and obtain required documentation.

Reviews, verifies and reconciles ~~accounts on~~ invoices by confirming; ~~reviews and verifies~~ account numbers, ~~verifies~~ freight charges, ~~computes applicable~~ discounts, sales tax and use tax and other terms of sale.

Reviews, sorts and properly codes invoices and refund checks; files and maintains purchase orders for assigned vendors, verifies encumbrances and charges to ensure transactions are posted ~~made to proper appropriate~~ accounts; processes check requests for payment; may encumber purchase orders.

Receives, ~~verifies, checks~~ records, ~~verifies~~ and files student grant award ~~documentation~~ letters; releases warrants to students; resolves discrepancies; reconciles District and county ~~records related computer printouts~~ to grants awarded; corrects or reports discrepancies to appropriate parties.

Processes consultant and lease contracts to ensure payment processing ~~is in compliance~~ complies with District policies and procedures; develops and maintains original contract files.

Processes all invoices, reimbursements, credit memos, and discounts and posts transactions into appropriate financial systems.

Prepares ~~analysis of~~ cost of goods sold summaries and monthly inventory reports using established data and procedures.

Prepares bank deposits documentation and assists ~~with~~ reconciling bank statements for review and approval.

Prepares journal entries related to ~~from~~ warehouse requisitions and other assigned accounting transactions.

~~Processes all invoices, reimbursements, credit memos, and discounts and posts transactions into appropriate financial systems.~~ Balances and audits cash drawer and identifies and corrects ~~data~~ discrepancies.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

##### **Supervision Received:**

~~Positions in this classification receive general supervision from Director of Auxiliary Services, Dean of Educational Enterprise, or assigned manager. Under general supervision, the employee receives assignments from the Accounting Supervisor or assigned manager and is expect to carry them through to completion with substantial independence.~~

##### **Supervision Exercised:**

Positions in this classification do not supervise others, but may provide lead direction to Accounting Specialists and other support staff-

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

~~Knowledge of~~ District policies, procedures, rules and practices related to the preparation, processing and verification of accounting records, including accounts payable, accounts receivable, ~~and~~ revolving cash funds and student related disbursements

~~Knowledge of the~~ Methods, practices, procedures and terminology used in accounting support, financial recordkeeping, and statistical reporting bookkeeping

~~Knowledge of~~ alpha and numeric filing and record management techniques

~~Knowledge of basic~~ Mathematics applicable to accounting and financial record keeping

Modern computer applications, including spreadsheet programs and financial accounting systems

~~Knowledge of~~ modern office methods, practices and procedures related to record keeping, reporting and customer service

##### **Skills & Abilities:**

~~Ability to make~~ Perform arithmetic calculations accurately and review financial data for correctness and completeness quickly and accurately

~~Ability to find and analyze discrepancies in records and take appropriate step to resolve matters~~ Review, verify and reconcile accounting records and supporting documentation to identify discrepancies and take appropriate action

~~Ability to~~ Update, and maintain and organize a variety of accounting, vendor and student-related files, ~~and~~ records and logs with accuracy and attention to detail

~~Ability to use~~ District or county on line or personal computers for data entry, retrieval and modifications Operate a computer using computer applications including spreadsheet applications, programs and standard office equipment

Stay updated on technology changes and adapt to new technologies

~~Ability to use a calculator and personal computer~~

~~Ability to pay attention to details~~ Ability to Set priorities and manage time and workload effectively in a fast-paced and busy environment with multiple tasks and interruptions

~~Ability to~~ Interpret and follow oral and written instructions, policies and procedures

Provide lead direction and guidance to Accounting Specialists and other support staff by reviewing work, clarifying procedures, and ensuring compliance with established practices

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

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

~~Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, and students~~

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

~~An~~ associate's degree in accounting, or two ~~(2)~~ years of college level coursework ~~from an accredited college or university~~, including at least 15 semester units in accounting.

**Experience Requirement:**

~~Three (3) years increasingly responsible experience resolving a range of problems related to financial and statistical record keeping/bookkeeping activities, including one (1) year of experience in fund or public agency accounting.~~

Three years of accounting or bookkeeping experience, including maintaining financial records and at least one year of fund or public agency accounting experience.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None

#### WORKING ENVIRONMENT & PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to 2510 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

#### CLASS DETAIL

**Job Family:**

Business Administration & Fiscal Services

**FLSA Status:**

Non-exempt

**Personnel Commission Approval Date:**

11/02/06

**Class History:**

Account Clerk III, Accounting Technician

**Revision Date(s):**

01/80, 12/82, 08/89, 06/90, 10/95, 11/06 ~~Hay~~  
~~Study~~, 07/20/2016, 3/18/26

**Santa Monica Community College District  
Personnel Commission**

**Accounting Technician**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform a broad range of advanced journey level paraprofessional accounting, technical and bookkeeping activities in the collection, disbursement, and reconciliation of District funds, with emphasis in processing accounting documents, verifying accuracy of financial transactions and maintaining internal controls. Incumbents provide lead work direction and review the work of Accounting Specialists.

**DISTINGUISHING CHARACTERISTICS**

An **Accounting Technician** performs advanced journey level, technical accounting support and bookkeeping activities, including accounts payable, accounts receivable, cash register processes, and cost of goods sold. This position requires work of greater complexity and variety involving a broader applied understanding of technical accounting practices and principles. Work in this classification is performed with a high degree of independent judgement and minimal supervision. An Accounting Technician performs lead responsibilities, including reviewing the work of Accounting Specialists to maintain internal controls. Work is reviewed by an assigned Accountant or manager.

An **Accounting Specialist** performs journey level and complex accounting support and bookkeeping activities with direct accountability in preparing, maintaining and processing accounts payable, accounts receivable, revolving cash funds, financial aid payments and/or reimbursements. Incumbents perform routine to advanced clerical accounting duties consistent with standard practices and established guidelines, with a moderate to high degree of independent judgment. Work is reviewed by an assigned Accounting Technician or manager.

An **Accountant** performs highly responsible, professional accounting duties involving independent judgment, considerable initiative and discretionary decision-making authority, and requiring a thorough knowledge of professional accounting principles and practices. Incumbents serve as District resources to support management in fiscal decision making, planning and analysis, in addition to maintaining and auditing accounting records, reconciling, reviewing and preparing transactions, initiating reports and executing month-end and year-end processes. An Accountant performs lead responsibilities, including reviewing the work of assigned clerical and technical accounting staff to maintain internal controls. Work is reviewed by an assigned manager.

**ESSENTIAL DUTIES**

Maintains internal accounting controls over documents processed by data processing, verifying the accuracy of output data and resolving discrepancies.

Assists in maintaining the general ledger systems by reviewing transactions and supporting documentation to ensure accuracy of input and output data.

Prepares a variety of financial reports and assists in monthly, quarterly and annual reporting, including year-end closing procedures.

Provides advanced technical support to departments and programs regarding complex and non-routine accounting transactions by interpreting and applying related policies, procedures, rules, and regulations to ensure compliance.

Resolves difficult accounting and processing issues within assigned responsibilities and refers more complex problems to assigned Accountant or supervisor.

Contacts and confers with departments and vendors to verify invoice information, resolve billing discrepancies and obtain required documentation.

Reviews, verifies and reconciles invoices by confirming account numbers, freight charges, discounts, sales tax and use tax and other terms of sale.

Reviews, sorts and properly codes invoices and refund checks; files and maintains purchase orders for assigned vendors, verifies encumbrances and charges to ensure transactions are posted to appropriate accounts; processes check requests for payment; may encumber purchase orders.

Receives, verifies, records and files student grant award documentation; releases warrants to students; resolves discrepancies; reconciles District and county records related to grants awarded; corrects or reports discrepancies to appropriate parties.

Processes consultant and lease contracts to ensure payment processing complies with District policies and procedures; develops and maintains original contract files.

Processes all invoices, reimbursements, credit memos, and discounts and posts transactions into appropriate financial systems.

Prepares cost of goods sold summaries and monthly inventory reports using established data and procedures.

Prepares bank deposit documentation and assists with reconciling bank statements for review and approval.

Prepares journal entries related to warehouse requisitions and other assigned accounting transactions.

Balances and audits cash drawer and identifies and corrects discrepancies.

Performs other related duties as requested or assigned.

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

#### SUPERVISION

**Supervision Received:**

Under general supervision, the employee receives assignments from the Accounting Supervisor or assigned manager and is expect to carry them through to completion with substantial independence.

**Supervision Exercised:**

Positions in this classification do not supervise others, but may provide lead direction to Accounting Specialists and other support staff

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

District policies, procedures, rules and practices related to the preparation, processing and verification of accounting records, including accounts payable, accounts receivable, revolving cash funds and student related disbursements

Methods, practices, procedures and terminology used in accounting support, financial recordkeeping, and statistical reporting

alpha and numeric filing and record management techniques

Mathematics applicable to accounting and financial record keeping

Modern computer applications, including spreadsheet programs and financial accounting systems

modern office methods, practices and procedures related to record keeping, reporting and customer service

**Skills & Abilities:**

Perform arithmetic calculations accurately and review financial data for correctness and completeness

Review, verify and reconcile accounting records and supporting documentation to identify discrepancies and take appropriate action

Update, maintain and organize a variety of accounting, vendor and student-related files, records and logs with accuracy and attention to detail

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

Stay updated on technology changes and adapt to new technologies

Set priorities and manage workload effectively in a fast-paced and busy environment with multiple tasks and interruptions

Interpret and follow oral and written instructions, policies and procedures

Provide lead direction and guidance to Accounting Specialists and other support staff by reviewing work, clarifying procedures, and ensuring compliance with established practices

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

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

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

An associate's degree in accounting, or two years of college level coursework, including at least 15 semester units in accounting.

**Experience Requirement:**

Three years of accounting or bookkeeping experience, including maintaining financial records and at least one year of fund or public agency accounting experience.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

**Disclosure:**

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

**Normal Office Environment:**

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

**CLASS DETAIL**

<b>Job Family:</b>	Business Administration & Fiscal Services
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	11/02/06
<b>Class History:</b>	Account Clerk III, Accounting Technician
<b>Revision Date(s):</b>	01/80, 12/82, 08/89, 06/90, 10/95, 11/06, 07/20/2016, 3/18/26

V. Consent Agenda

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

Agenda Report Number	3
Subject	Establishment of Seniority List
Date	March 18, 2026
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 list for approval:

Case Manager

It is recommended that the Personnel Commission certify the seniority list effective March 18, 2026.

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.

### "CASE MANAGER" Seniority List

Classification: **Case Manager**

Range: 44

Monthly Base Salary Range as of July 1, 2023: \$ 7500 to \$ 9116

PC Certification Date: March 18, 2026

Review Period: February 25 to March 4, 2026

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>Case Manager</b>
Guevara, Julyssa	8/18/2025	No	8/18/2025	12	40	

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

Approved by: Carol Long, Director of the Personnel Commission

Updated: February 25, 2026

Agenda Report Number	4
Subject	Ratification of Eligibility Lists
Date	March 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission ratify the following eligibility lists.

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Athletic Trainer	0	11	9/8/2026

Agenda Report Number	5
Subject	Extension of Eligibility Lists
Date	March 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Administrative Assistant I	6/18/2025	3/18/2026	11	5	6/18/2026
Enrollment Services Specialist (Promotional)	4/6/2026	4/6/2026	2	2	10/6/2026
Human Resources Specialist (Promotional)	1/6/2026	4/6/2026	3	3	7/6/2026
Student Judicial Affairs Specialist (Promotional)	4/8/2025	4/8/2026	2	2	10/8/2026
Student Judicial Affairs Specialist	4/8/2025	4/8/2026	4	4	10/8/2026

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

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

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

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

**RECOMMENDATION**

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

Agenda Report Number	6
Subject	Ratification of Limited Term Assignments
Date	March 18, 2026
To	Members of the Personnel Commission

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

Classification	Department	Effective Dates
Accompanist-Music Performance	Emeritus	1/15/2026-6/30/2026

Agenda Report Number	7
Subject	Appointment to Limited Term Assignments
Date	March 18, 2026
To	Members of the Personnel Commission

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

Candidate	Classification	Department	Effective Dates
Frank Basile	Accompanist-Music Performance	Emeritus	1/15/2026-6/30/2026

Agenda Report Number	8
Subject	Appointments to Provisional Assignments
Date	March 18, 2026
To	Members of the Personnel Commission

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
Stuart Elster	Accompanist-Music Performance	Emeritus	2/19/2026-6/30/2026
DeAnna Ashby	Basic Needs Project Assistant	Basic Needs Ctr	10/19/2025-5/14/2026
Dominic Dalenberg	Theater Technical Specialist	Facilities	2/28/2026-6/30/2026
Edward Johnson	Theater Technical Specialist	Facilities	7/1/2025-1/31/2026*
Yichun Li	Theater Technical Specialist	Facilities	7/1/2025-1/31/2026*

\*Adjustment to assignment end date.

Agenda Report Number	9
Subject	Ratification of Working Out of Class and Substitute Limited Term Assignments
Date	March 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Yesenia Penate, Personnel Technician

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

I. Provisional Working Out of Class Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment
Tatiana Morrison, Personnel Technician	Personnel Analyst	12/22/2025 to 03/10/2026

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

II. Extension to Substitute Limited Term Assignment

Name/Permanent Class	Substitute Limited Term Assignment*	Dates of Current Assignment	Extended Dates
Jennifer Landa, Workforce and Economic Development Specialist, Strong Workforce	Program Coordinator, Workforce and Economic Development, Strong Workforce	07/01/2025 to 02/28/2026	03/01/2026 to 04/30/2026

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

III. Correction to Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Assignment Dates Previously Submitted	Corrected Assignment Dates
Terry Kamibayashi, Director of Facilities Maintenance	Director of Facilities Maintenance and Operations	01/02/2026 to 03/31/2026	01/01/2026 to 03/31/2026

*\*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.

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

11.7.1 Definition:

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

11.7.3 Compensation:

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

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

11.4 Salary on Promotion

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

**RECOMMENDATION**

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

Agenda Report Number	10
Subject	Ratification of Meeting Minutes
Date	March 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

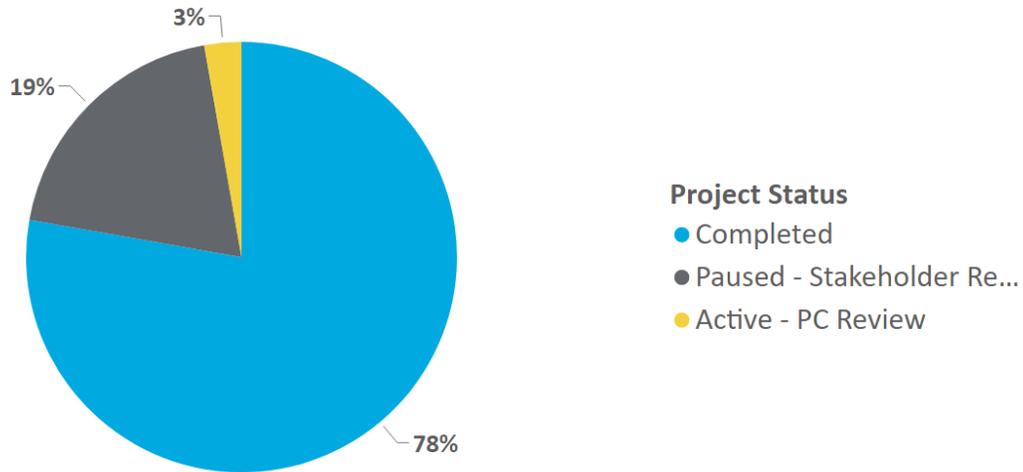
It is recommended that the Personnel Commission ratify the following meeting minutes:

1. 02-18-2026 Regular Meeting

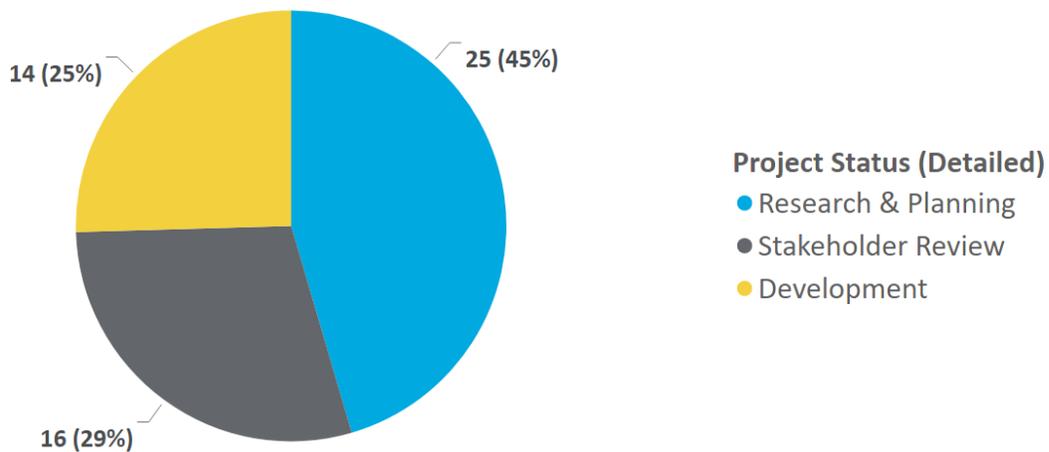
Agenda Report Number	11
Subject	Personnel Commission Project Tracking
Date	March 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

**Cyclical Job Classification Reviews**

Fiscal Year 2024-25



Fiscal Year 2025-26



**Cyclical Reviews**

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	Stakeholder Review - District	
Facilities Operations	Assistant Director of Facilities Operations	2/25/2025			Research & Planning	
Facilities Operations	Director of Facilities Operations	2/25/2025			Research & Planning	
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 - District	
IT MIS	IT Project Analyst	4/23/2025		10/2/2025	Stakeholder Review - District	
IT MIS	Principal Programmer Analyst	4/23/2025		10/2/2025	Stakeholder Review - District	
IT MIS	Programmer Analyst	4/23/2025		10/2/2025	Stakeholder Review - District	
IT MIS	Senior Programmer Analyst	4/23/2025		10/2/2025	Stakeholder Review - District	

IT MIS	Chief Director of Information Technology	6/25/2025		9/8/2025	Stakeholder Review - District	
Student Services	Admissions & Records Supervisor	7/22/2025	8/15/2025		Development	
Student Services	Director of Financial Aid & Scholarships	7/22/2025			Development	
Student Services	Financial Aid Supervisor	7/22/2025			Development	
Student Services	Academic Records Evaluator	7/23/2025		2/24/2026	Stakeholder Review - Union	
Student Services	Enrollment Services Specialist	7/23/2025	8/15/2025	2/24/2026	Stakeholder Review - Union	
Student Services	Financial Aid & Scholarships Specialist	7/23/2025	8/29/2025		Development	
Student Services	Financial Aid Systems Specialist	7/23/2025			Development	
Student Services	International Student Services Specialist	7/23/2025	8/15/2025	1/13/2026	Stakeholder Review - Union	
Student Services	Outreach & Recruitment Specialist	7/23/2025	8/15/2025	1/13/2026	Stakeholder Review - Union	
Student Services	Senior Academic Records Evaluator	7/23/2025	8/15/2025	2/24/2026	Stakeholder Review - Union	
Student Services	Senior Enrollment Services Specialist	7/23/2025		2/24/2026	Stakeholder Review - Union	
Student Services	Senior Financial Aid & Scholarships Specialist	7/23/2025			Development	
Student Services	Senior Student Services Specialist - International	7/23/2025		1/13/2026	Stakeholder Review - Union	
Student Services	Student Communications Coordinator	7/23/2025	8/25/2025	1/13/2026	Stakeholder Review - Union	
Student Services	Student Onboarding Specialist	7/23/2025		1/13/2026	Stakeholder Review - Union	

Accounting & Finance	Accountant	8/6/2025	8/21/2025	1/27/2026	Stakeholder Review - Union	
Accounting & Finance	Accounting Manager	8/6/2025		1/27/2026	Stakeholder Review	
Accounting & Finance	Accounting Specialist	8/6/2025	9/4/2025	1/27/2026	Stakeholder Review - Union	3/18/2026
Accounting & Finance	Accounting Supervisor	8/6/2025		1/27/2026	Stakeholder Review	
Accounting & Finance	Accounting Technician	8/6/2025		1/27/2026	Stakeholder Review	3/18/2026
Accounting & Finance	Accounts Payable Supervisor	8/6/2025			Development	
Accounting & Finance	Chief Director of Business Services	8/6/2025		3/9/2026	Stakeholder Review - District	
Accounting & Finance	Controller	8/6/2025		3/9/2026	Stakeholder Review - District	
Accounting & Finance	Director of Fiscal Services	8/6/2025			Research & Planning	
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	
Facilities Maintenance & Planning	Assistant Director of Facilities Maintenance	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Assistant Director of Facilities Planning & Construction	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Carpenter	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Central Plant Operator	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Construction Maintenance Manager	12/3/2025			Research & Planning	

Facilities Maintenance & Planning	Director of Facilities Maintenance	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Director of Facilities Maintenance & Operations	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Director of Facilities Planning & Construction	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Electrician	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	HVAC Mechanic	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Journeyman Trade - Welding	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Locksmith	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Mechanical Systems Manager	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Painter	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Plumber	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Skilled Maintenance Worker I	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Skilled Maintenance Worker II	12/3/2025			Research & Planning	
Accounting & Finance	Accounting Manager - Foundation	12/4/2025			Development	
Accounting & Finance	Budget Analyst	12/4/2025			Development	
Accounting & Finance	Budget Technician	12/4/2025			Development	
Accounting & Finance	Director of Auxiliary Services	12/4/2025			Development	
Accounting & Finance	Director of Budget	12/4/2025			Development	

Accounting & Finance	Director of Facilities Finance	12/4/2025			Development	
Accounting & Finance	Director of Grants	12/4/2025			Development	
Accounting & Finance	Director of SMC Foundation	12/4/2025			Research & Planning	
Accounting & Finance	Enterprise Business Services Clerk	12/4/2025			Research & Planning	
Accounting & Finance	Enterprise Business Services Specialist	12/4/2025			Research & Planning	
Accounting & Finance	Enterprise Business Supervisor	12/4/2025			Research & Planning	

STATUS	DESCRIPTION
<b>Upcoming</b>	Job classification approved by the Personnel Commission as part of the cyclical review calendar and scheduled to begin. Notifications and orientation materials are being prepared before research begins.
<b>Research &amp; Planning</b>	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.
<b>Development</b>	Commission staff update classification descriptions and review salary data for recommendations.
<b>Stakeholder Review</b>	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.
<b>Management Hold</b>	The study is temporarily paused at the request of management to allow for organizational, operational, or budget-related considerations before moving forward.
<b>Labor-Management</b>	The study is under discussion between the District and union representatives to address negotiable matters.
<b>Stakeholder Review (Post-Discussion)</b>	After labor-management or hold issues are resolved, the revised study may be reviewed again by stakeholders prior to Commission consideration.
<b>Date Completed</b>	The recommendations have been presented to the Personnel Commission and action has been taken to conclude the review.

**Recruitment**

Title	Assigned To	Open Date	Closed Date	Screening
Director of Facilities Maintenance	JL	02/09/2026	03/04/2026	3/27/2026
Director of Facilities Planning & Construction	JG			
Human Resources Analyst - Employee and Labor Relations (Confidential)	JL	01/13/2026	02/06/2026	02/26/2026

V. Closed Session

A. PUBLIC COMMENT ON CLOSED SESSION ITEMS *Time:* \_\_\_\_\_ *p.m*

B. Conference with Legal Counsel regarding *Time:* \_\_\_\_\_ *p.m*

EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE

(Government Code Section 54957)

VI. RECONVENE TO OPEN SESSION / REPORT OF CLOSED SESSION ACTION TAKEN

*Time:* \_\_\_\_\_ *p.m.*

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

VII. Adjournment

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

Month	Day	Year	Time	Meeting Location
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 March 18, 2026, 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.