

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

District Layoffs - Update

The Board of Trustees passed a Layoff Resolution at their public meeting on February 3, 2026. This resolution called for the reduction of 57 classified positions within the Santa Monica Community College District. While the Board approved the initial list that was provided by the District, they also amended the list, requesting that all classified and academic management positions be added to this group. The Personnel Commission certified layoff lists at our previous regular personnel commission meeting on February 18, 2026. These lists have been used to determine which specific employees are subject to layoffs.

Layoff notices were sent on Wednesday, March 11th by Human Resources. The Personnel Commission sent notifications on Friday, March 13 to employees scheduled for layoff, informing them of their rights to transfer or voluntarily demote in lieu of layoff to fill any remaining classified vacancies. Announcements of the vacancies were posted on our website, and employees were provided with five working days to submit applications for any positions for which they were interested and qualified.

Personnel Commission staff is now receiving notifications of bumping decisions from employees whose positions are being cut and who are eligible to bump other less senior employees. Personnel Commission staff will be initiating the bumping process for all qualified and interested employees, once all decisions impacting bumping are finalized. Final layoff notices will go out on May 15, 2026.

Our next step will involve preparation for July 1, when we will be primarily utilizing reemployment lists to fill vacancies. More details will be provided about this process in future meetings.

Disciplinary Hearing

The Personnel Commission is scheduled to review the outcome of a recent disciplinary hearing at today's public meeting. Written findings from the Hearing Officer have been sent to all Commissioners prior to this date, in order to allow sufficient time for review. The Hearing Officer is present at this meeting to answer questions from the Commissioners. After review, Commissioners will determine whether to deny, uphold, or modify the decision of the Hearing Officer.

Commissioner Training

Dr. Joseph Metoyer had previously requested that the Personnel Commission staff conduct trainings during upcoming public meetings to provide our new Commissioner with a general overview of the merit system. Training will also serve as a refresher for the other four Commissioners.

The first training was partially presented at the previous regular meeting on February 18, 2026. The remaining part of this presentation, along with two additional trainings will be provided at future meetings. These additional trainings will provide more details about our recruitment and selection processes, and our classification and compensation studies.

Classification Studies

The Personnel Commission currently has 73 classification/compensation reviews in process. Included as a part of our current cyclical reviews are 29 additional requests for position reclassification. We currently have 36 reviews in process, 36 reviews which are on hold for additional stakeholder review, and one additional review that is upcoming.

Recruitment

We currently have two recruitments in process, and one upcoming recruitment. All other potential recruitments have been put on hold for the present.

Merit Rules Advisory Committee Update

The Committee is still in the process of reviewing Chapter 11 which covers Vacations, Leaves of Absence, and Holidays.

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

Chris Bonvenuto was present to recognize and congratulate Arturo.

Donte Huddleston, Custodian, Operations

Chris Bonvenuto and Dr. Kathryn E. Jeffery were present to recognize and congratulate

Donte.

Danny Kadomsky, Custodian, Operations

Chris Bonvenuto was present to recognize and congratulate Danny.

Janet Kleinman, Student Services Specialist, Malibu Campus

Dr. Kathryn E. Jeffery was present to recognize and congratulate Janet.

Reyna Rosales Rivera, Custodian, Operations

Chris Bonvenuto was present to recognize and congratulate Reyna.

Rebecca Sprigg, Administrative Assistant II, Superintendent/President's Office

Chris Bonvenuto, Dr. Kathryn E. Jeffery and Grace Smith were present to recognize and congratulate Rebecca.

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

Judith Eckstein was present to congratulate Randolph.

30 YEARS

Andrew Abel, Custodian, Operations

Chris Bonvenuto, Dr. Kathryn E. Jeffery and Emily Raby were present to recognize and congratulate Andrew on 30 years of service.

35 YEARS

Ariana Morgenstern, KCRW Radio Programming Assistant, KCRW

B. Comments from the Vice President of Human Resources

Karen Monzon, Director of Human Resources – Operations, was present to speak on behalf of Dr. Hall-Baker. An update was provided regarding the issuance of layoff notices. Information was shared concerning communication efforts, informational meetings, and resources made available to affected employees. Ongoing efforts by Human Resources to provide guidance and respond to questions were noted. Recognition was also given to employees who achieved longevity milestones.

C. Comments from the President of CSEA

Cindy Ordaz, President of CSEA was present and expressed appreciation for the continued collaboration among the Personnel Commission, Human Resources, and CSEA during a challenging period. It was noted that employees are experiencing uncertainty and have many questions, and that efforts are being made to ensure staff receive accurate information and support. The value of informational sessions and open communication was emphasized, along with appreciation for the opportunity to raise questions and concerns. It was also noted that future discussions regarding the respective roles of Human Resources and the Personnel Commission would be beneficial. Appreciation and recognition were expressed for longevity recipients.

D. Comments from the President of Management Association

No Comment

E. Comments from Personnel Commission Staff

No Comment

F. Comments from the Personnel Commissioners

No Comment

IV. Agenda Reports: Major Items of Business

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V. Consent Agenda

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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
Santa Monica College	Accounting Specialist	\$5,596	\$6,803	\$6,200
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 66th 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 89th percentile to the market, which meets the District's goal to target the 70th 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%
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 Specialist.

FROM: Classified Employee Salary Schedule, Range 32

TO: Classified Employee Salary Schedule, Range 33

Disposition by the Commission	
Motion Made By	Deborah Jansen
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
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 01/80, 12/82, 08/89, 06/90, 10/95, 11/06 Hay
Revision Date(s):	Study , 06/16, 6/20/24, <u>3/18/26</u>

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

CONCEPT OF THE CLASS

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DISTINGUISHING CHARACTERISTICS

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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

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, 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%
Accounting Technician (PROPOSED)	35	\$6,026	\$7,324	2.5%
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	Mina Patel
Seconded By	Joy Abott
Ayes	5
Nays	0
Abstentions	0
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.

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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.

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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, 07/20/2016, 3/18/26

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 ITEM PULLED FOR DISCUSSION	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

Disposition by the Commission	
Motion Made By	Joy Abott
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	Agenda Reports 3, 4, 6 through 11 were moved forward.

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 Case Manager
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.

Disposition by the Commission	
Motion Made By	Joy Abott
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	Agenda Report 5 was pulled for discussion regarding the extension of a promotional eligibility list. Clarification was provided on extension timelines, with the action described as allowing flexibility due to current uncertainties.

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

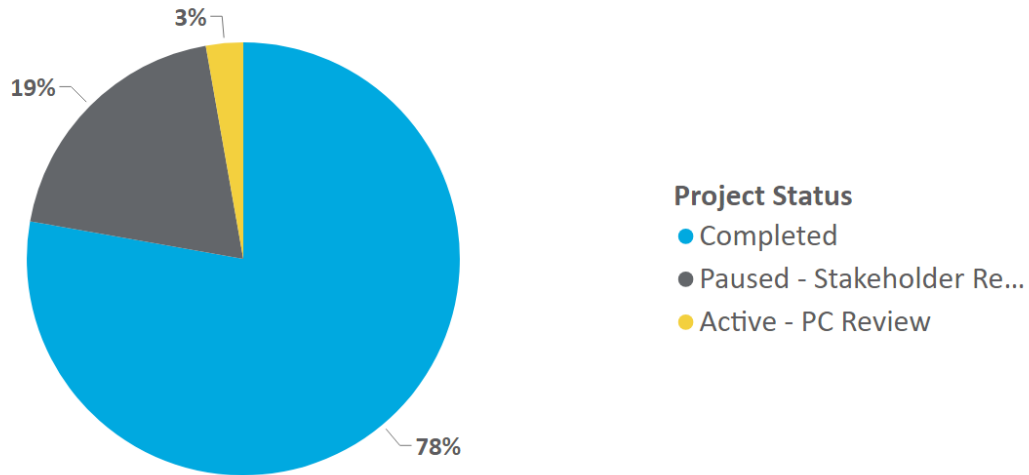
It is recommended that the Personnel Commission ratify the following meeting minutes:

1. 02-18-2026 Regular Meeting

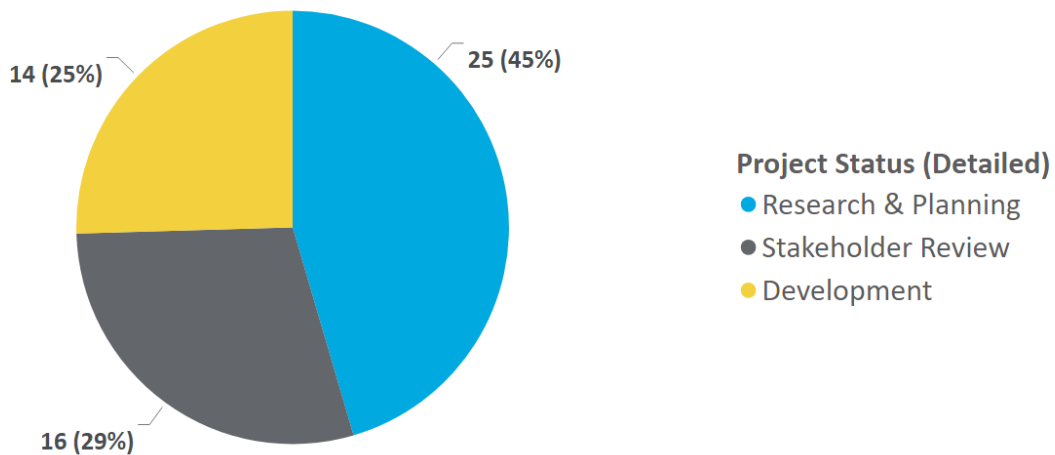
Agenda Report Number	11
Subject	Personnel Commission Project Tracking
Date	March 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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
Upcoming	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.
Research & Planning	Commission staff gather and review job description updates, Position Description Questionnaires (PDQs), and market data and conduct job audits. The goal is to collect the information needed for analysis.
Development	Commission staff update classification descriptions and review salary data for recommendations.
Stakeholder Review	Completed studies are sent for fiscal impact review, and union and employee feedback. This step confirms accuracy and ensures that all key parties have an opportunity to provide comments before recommendations are presented to the Personnel Commission.
Management Hold	The study is temporarily paused at the request of management to allow for organizational, operational, or budget-related considerations before moving forward.
Labor-Management	The study is under discussion between the District and union representatives to address negotiable matters.
Stakeholder Review (Post-Discussion)	After labor-management or hold issues are resolved, the revised study may be reviewed again by stakeholders prior to Commission consideration.
Date Completed	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 motion was made to transition to Closed Session.

Disposition by the Commission	
Motion Made By	Deborah Jansen
Seconded By	Joy Abott
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

A. PUBLIC COMMENT ON CLOSED SESSION ITEMS *Time: 1:00 p.m.*

No Public Comments.

B. Conference with Legal Counsel regarding *Time: 1:02 p.m.*
EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE
(Government Code Section 54957)

It was clarified that “Legal Counsel” on the agenda was referring to the Hearing Officer hired by the Personnel Commission to oversee an appeal, and not Campus Counsel, Robert Myers.

VI. RECONVENE TO OPEN SESSION / REPORT OF CLOSED SESSION ACTION TAKEN
Time: 3:25 p.m.

Following the reconvene to Open Session Chair Metoyer announced that the Personnel Commission affirmed the district’s decision with modifications.

Disposition by the Commission	
Motion Made By	Joy Abott
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

VII. Adjournment at 3:27 p.m.

Disposition by the Commission	
Motion Made By	Joy Abott
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
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.