

Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3rd Wednesday of the Month

Special Meetings Scheduled As Needed

Attend in Person: 1900 Pico Blvd, Business Room 117, Santa Monica Ca 90405

Attend Virtually: <https://smc-edu.zoom.us/j/84028297535?pwd=RxkYATqIVJK3Ecglaez76kVEyKbgEE.1>

Webinar ID: 840 2829 7535

Passcode:532468

Join via audio: +1 669 444 9171 US

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.

- 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 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 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 & 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: Elease Juarez</p> <p>Career Services: Carolina Trejo</p> <p>Cashier's Office: Veronica Romo</p> <p>Center for Media & Design: Angela Valentine</p> <p>Community & Academic Relations:</p> <p>Community Education: Ashley Price</p> <p>Counseling Office: Allison Kosich</p> <p>Custodian Time Clock: Anthony Williams</p> <p>Disabled Students Center: Denise Henninger</p> <p>Early Childhood Ed.: L. Manson</p> <p>Emeritus Department: V. Rankin-Scales</p> <p>English Dept.: Martha Hall</p> <p>EOP&S: Gina Brunell</p> <p>ESL Office: Jocelyn Alex</p> <p>Events Office: Vinnessa Cook</p> <p>Faculty Association: Peter Morse</p> <p>Financial Aid Office: Robyn Rouzan</p> <p>Health Sciences: Clarendia Stephens</p> <p>Health Office: Nancy Alfaro</p> <p>Human Resources: Delia Padilla & Dawn Noguera</p> <p>HSS: Carolyn Baugh</p> <p>Institutional Research:</p> <p>International Education Center: Claudia Henriquez</p> <p>KCRW:</p> <p>Latino Center: Maria Martinez</p> <p>Maintenance/Operations: Kasey Garland</p> <p>Malibu: Angela Bice</p> <p>Math Village: Kristina Fukuda</p> <p>Media Center:</p> <p>Modern Language: Travis Grant</p> <p>Music: Lori Geller</p> <p>Outreach & Recruitment: Angela Lee</p> <p>Payroll: Ian Fraser</p> <p>Science: Ingrid Cardwell</p> <p>Student Life: Amelia Trejo</p> <p>Superintendent/Presidents Office: L. Kilian</p> <p>STEM: Vanan Yahnian</p> <p>Theater Arts: Lindsay Lefler</p> <p>W& ED/Bundy:</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>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 Human Resources: Tre'Shawn Hall-Baker</p> <p>VP Student Success: Tania Acosta</p> <p>Senior Director Government Relations & Institutional Communications: Don Girard</p> <p>Community Relations: Kiersten Elliott</p> <p>Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION</p> <p>Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Derek Eckstein</p> <p>CSEA Chapter Pres.: Cindy Ordaz</p> <p>CSEA Chapter 1st V.P.: Martha Romano</p> <p>CSEA Chapter 2nd V.P.: Kennisha Green</p> <p>CSEA Chief Job Steward: Jonathan Rosas</p> <p>CSEA Treasurer: Dagmar Gorman</p> <p>CSEA Secretary: 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 4/9/2026</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

April 2026

5 YEARS

Luis Gallego, Administrative Assistant II, Human Resources

10 YEARS

Roger Acevedo, Grounds Worker, Grounds

Armineh Gurjian, Classification and Compensation Manager, Personnel Commission

Gustavo Gutierrez, Grounds Equipment Operator, Grounds

Latoya Hightower, Student Services Assistant, International Education Center

John Linke, Supervising Personnel Analyst, Personnel Commission

Yosief Yihunie, Senior Research Analyst, Institutional Research

15 YEARS

Nyla Cotton, Director of Procurement, Contracts and Logistics, Fiscal Services

George Rogers, Student Services Assistant, EOPS

20 YEARS

Damon McLeod, Financial Aid Systems Specialist, Financial Aid

Emily Raby, Custodial Operations Manager, Operations

25 YEARS

Michael Newport, KCRW Radio Station Operations Manager, 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	Proposed Budget for Personnel Commission - Fiscal Year 2026-2027: First Reading.	6

V. CONSENT AGENDA

Report Number	Subject	Page Number
2	Ratification of Eligibility Lists	9
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4	Ratification of Limited Term Assignments	11
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7	Ratification of Working Out of Class and Substitute Limited Term Assignments	14
8	Ratification of Meeting Minutes	16
9	Personnel Commission Project Tracking	17

VI. CLOSED SESSION

- * Public Comments on Closed Session Items
- * Employment/Staffing Adjustments (Government Code Section 54957)

VII. RECONVENE TO OPEN SESSION

VIII. REPORT OF CLOSED SESSION ACTION(S) TAKEN

IX. ADJOURNMENT

Agenda Report Number	1
Subject	Proposed Budget for Personnel Commission - Fiscal Year 2026-2027: First Reading
Date	April 15, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The attached proposed budget for the operation of the Personnel Commission Office for Fiscal Year 2026–2027 is submitted for review and discussion by the Director of the Personnel Commission.

In accordance with Merit Rule 2.4.1(A), the Director is required to prepare and submit a proposed budget for the ensuing fiscal year. The budget shall be submitted for a first reading no later than the appropriate Commission meeting in April.

Summary of Changes

The proposed FY 2026–2027 Personnel Commission budget reflects the following adjustments compared to the prior fiscal year:

1.1% decrease in total salaries and benefits, driven by:

- 2.5% decrease in salary costs for non-management staff
- 1.7% increase in salary costs for management staff due to freezes and furloughs, along with possible salary adjustments to address issues with internal salary compression
- Mandatory step and column increases which are still reflected for classified non-management staff*
- 6.5% decrease in employee benefit costs
- Mandatory 5% increase in Commissioner benefit costs

3.4% increase in operating expenses, primarily due to:

- Anticipated increases in licensing fees for the applicant management system

** While step and column increases may be paused for classified management staff for the upcoming fiscal year, this action has not yet been finalized for classified non-management staff as of the date of this report.*

Budget Drivers and Assumptions

Salary savings reflected in this proposal are primarily attributable to staffing changes within the classified non-management group, and salary freezes and furloughs currently imposed for classified management. A vacated Personnel Analyst position was filled by a new employee with less longevity, resulting in lower salary placement. In addition, we anticipate possible minor salary adjustments in order to address a salary compression issue.

Reductions in benefit costs are associated both with these salary savings and with employee elections of lower-cost benefit plans.

Aside from mandatory adjustments noted above, salary expenditures are otherwise projected to remain flat compared to the prior fiscal year

Overall Impact

Overall, the Personnel Commission budget reflects a **net decrease of approximately 1.1%** for Fiscal Year 2026–2027.

This proposal reflects a continued effort to maintain essential Personnel Commission functions while minimizing cost increases during a period of district-wide fiscal constraint.

PERSONNEL COMMISSION BUDGET 2026-2027

Description	Object	2024-25	2025-26	2026-27	Difference	% Change	Remarks
Administrative & Management	2110	\$ 513,037.00	\$ 521,795.00	\$ 530,633.00	\$ 8,838.00	1.7%	<i>Potential salary adjustments to address pay compression</i>
Classified Non-Management	2120	\$ 778,275.00	\$ 796,847.00	\$ 777,009.00	\$ (19,838.00)	-2.5%	<i>Step and Column increases; back-filled 2 vacant analyst positions at a lower level</i>
Clerical Hourly (Temporary Staff)	2323	11,000.00	0.00	0.00	\$ 11,000.00		
Clerical Overtime	2324	2,000.00	2,000.00	2,000.00	\$ -		
Personnel Commissioners	2380	7,725.00	7,725.00	7,725.00	\$ -		
Other Classified Hourly	2393	0.00		0.00	\$ -		
Benefits (Staff)	Various	\$ 743,560.00	\$ 776,365.00	\$ 747,844.00	\$ (28,521.00)	-3.8%	<i>CalPERS-Mandated and Increase in Health & Welfare premiums; lower salary expenses this year impact benefits expenses</i>
Benefits (Commissioners)	Various	\$ 103,213.00	\$ 116,604.00	\$ 121,548.00	\$ 4,944.00	5%	<i>CalPERS-Mandated and Increase in Health & Welfare premiums</i>
Total Salary & Benefits		\$ 2,158,810.00	\$ 2,221,336.00	\$ 2,186,759.00	\$ (23,577.00)	-1.1%	
Supplies	4550	\$ 4,396.00	\$ 4,396.00	\$ 4,396.00	\$ -	10.9%	<i>Hearing Officers for multiple anticipated disciplinary hearings</i>
Mileage	5210	\$ 150.00	\$ 150.00	\$ 150.00	\$ -		
Conf./Training/Staff Development	5220	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00	\$ -		
Meeting Reimbursements	5241	\$ -		\$ -	\$ -		
Meals/Catering for Raters	5242	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -		
Dues & Memberships	5310	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ -		
Repairs & Equipment Maintenance	5650	\$ 400.00	\$ 400.00	\$ 400.00	\$ -		
Legal	5730	\$ 15,000.00	\$ 50,000.00	\$ 50,000.00	\$ -		
Off Campus Printing	5820	\$ -		\$ -	\$ -		
Advertising	5830	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ -		
Software Licensing	5840	\$ 18,400.00	\$ 20,400.00	\$ 22,400.00	\$ 2,000.00	<i>Anticipated increase in NeoGov licensing</i>	
Postage	5850	\$ -		\$ -	\$ -		
Other Contract Services	5890	\$ -		\$ -	\$ -		
Total Operating Expenses		\$ 58,546.00		\$ 97,546.00	\$2,000.00	3.4%	
Total Budget		\$ 2,217,356.00		\$ 2,284,305.00	\$ (21,577.00)	-1.0%	

V. CONSENT AGENDA

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

Agenda Report Number	2
Subject	Ratification of Eligibility Lists
Date	April 15, 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
Director of Facilities Maintenance	1	9	10/08/2026
Human Resources Analyst – Employee & Labor Relations (Confidential)	0	4	10/09/2026

Agenda Report Number	3
Subject	Extension of Eligibility Lists
Date	April 15, 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 II	5/18/2025	5/18/2026	5	5	8/18/2026
Case Manager	1/13/2026	5/13/2026	14	6	8/13/2026
Custodial Operations Manager (PROMO)	5/5/2026	5/5/2026	1	1	8/5/2026
Custodial Operations Manager (Open)	5/5/2026	5/5/2026	12	5	8/5/2026
Employee Benefits Coordinator	5/20/2026	5/20/2026	1	1	11/20/2026
Student Services Specialist (PROMO)	4/28/2026	4/28/2026	3	3	7/28/2026
Theater Arts Operations Assistant	10/30/2025	4/30/2026	7	4	7/30/2026

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	4
Subject	Ratification of Limited Term Assignments
Date	April 15, 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
Administrative Assistant I	Business & CSIS	3/12/2026-5/22/2026

Agenda Report Number	5
Subject	Appointment to Limited Term Assignments
Date	April 15, 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
Jessica Balsam	Administrative Assistant I	Business & CSIS	3/12/2026-5/22/2026

Agenda Report Number	6
Subject	Appointments to Provisional Assignments
Date	April 15, 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	Music	3/9/2026-6/30/2026
John Sawoski	Accompanist-Music Performance	Music	5/1/2026-6/30/2026
Declan Powers	Events Assistant	SMC Performing Arts Center	4/3/2026-6/30/2026
Dorian Guerrero	Events Assistant	SMC Performing Arts Center	4/11/2026-6/30/2026
Haruna Yamamoto	Events Assistant	SMC Performing Arts Center	4/13/2026-6/30/2026
Morgan Witala	Events Assistant	SMC Performing Arts Center	3/26/2026-6/30/2026
Brittany Tostado	Student Services Assistant	Scholars Program	9/15/2025-4/26/2026*
Fatih Esmer	Theater Technical Specialist	Facilities	12/1/2025-3/23/2026*
Guillermo Cervera	Theater Technical Specialist	Facilities	3/6/2026-6/30/2026
Branden Sandoval	Theater Technical Specialist	Facilities	1/16/2026-6/30/2026

*Adjustment to assignment end date.

Agenda Report Number	7
Subject	Ratification of Working Out of Class Assignments
Date	April 15, 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	Provisional Assignment*	Dates of Current Assignment
Dennis Biddle, Director of Facilities Operations	Director of Facilities Maintenance and Operations	04/01/2026 to 05/15/2026

**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	8
Subject	Ratification of Meeting Minutes
Date	April 15, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

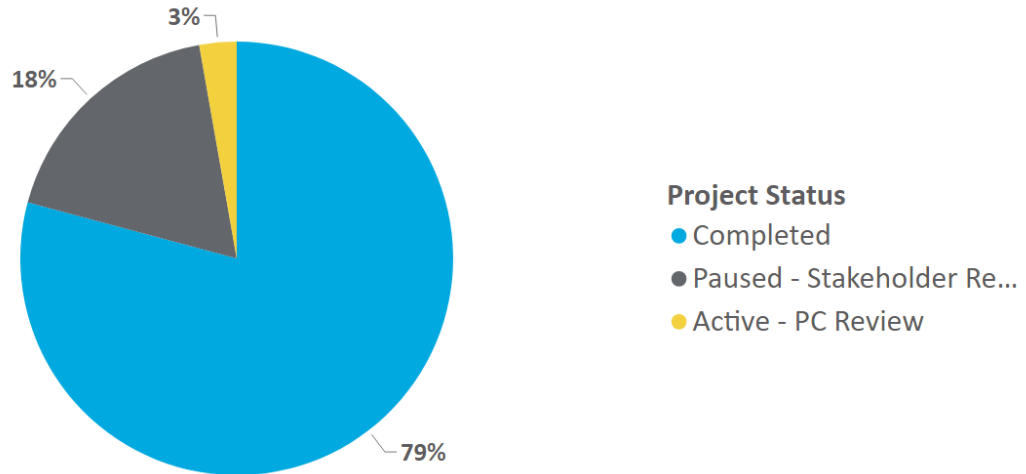
It is recommended that the Personnel Commission ratify the following meeting minutes:

1. 03-18-2026 Regular Meeting

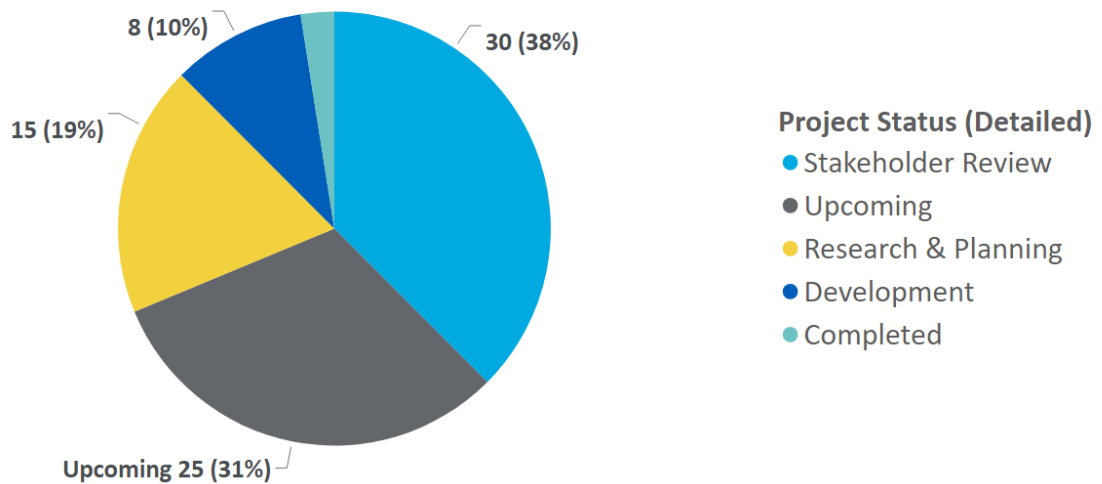
Agenda Report Number	9
Subject	Personnel Commission Project Tracking
Date	April 15, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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	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		4/9/2026	Stakeholder Review - District	
Student Services	Financial Aid Supervisor	7/22/2025		4/9/2026	Stakeholder Review - District	
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	3/19/2026	Stakeholder Review - Union	
Student Services	Financial Aid Systems Specialist	7/23/2025		3/19/2026	Stakeholder Review - Union	
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		3/19/2026	Stakeholder Review - Union	
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 Supervisor	8/6/2025		1/27/2026	Stakeholder Review	
Accounting & Finance	Accounts Payable Supervisor	8/6/2025		4/9/2026	Stakeholder Review	
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		4/2/2026	Stakeholder Review - Union	

Facilities Maintenance & Planning	Central Plant Operator	12/3/2025		4/2/2026	Stakeholder Review - Union	
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		4/2/2026	Stakeholder Review - Union	
Facilities Maintenance & Planning	HVAC Mechanic	12/3/2025		4/2/2026	Stakeholder Review - Union	
Facilities Maintenance & Planning	Journeyman Trade - Welding	12/3/2025		4/2/2026	Stakeholder Review - Union	
Facilities Maintenance & Planning	Locksmith	12/3/2025		4/2/2026	Stakeholder Review - Union	
Facilities Maintenance & Planning	Mechanical Systems Manager	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Painter	12/3/2025		4/2/2026	Stakeholder Review - Union	
Facilities Maintenance & Planning	Plumber	12/3/2025		4/2/2026	Stakeholder Review - Union	
Facilities Maintenance & Planning	Skilled Maintenance Worker I	12/3/2025		4/2/2026	Stakeholder Review - Union	
Facilities Maintenance & Planning	Skilled Maintenance Worker II	12/3/2025		4/2/2026	Stakeholder Review - Union	
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	
Payroll	Payroll Manager	4/29/2026			Upcoming	
Payroll	Payroll Specialist	4/29/2026			Upcoming	

Personnel/Human Resources	Assistant Director of Human Resources - Compliance	4/29/2026			Upcoming	
Personnel/Human Resources	Assistant Director of Human Resources - Employee & Labor Relations	4/29/2026			Upcoming	
Personnel/Human Resources	Classification & Compensation Manager	4/29/2026			Upcoming	
Personnel/Human Resources	Director of Human Resources - Employee & Labor Relations/Compliance	4/29/2026			Upcoming	
Personnel/Human Resources	Director of Human Resources - Operations	4/29/2026			Upcoming	
Personnel/Human Resources	Director of the Personnel Commission	4/29/2026			Upcoming	
Personnel/Human Resources	Employee Benefits Coordinator	4/29/2026			Upcoming	
Personnel/Human Resources	Employee Benefits Specialist	4/29/2026			Upcoming	
Personnel/Human Resources	Human Resources Analyst - Employee & Labor Relations (Conf)	4/29/2026			Upcoming	
Personnel/Human Resources	Human Resources Analyst - Leaves & Benefits	4/29/2026			Upcoming	
Personnel/Human Resources	Human Resources Analyst - Operations	4/29/2026			Upcoming	
Personnel/Human Resources	Human Resources Specialist	4/29/2026			Upcoming	
Personnel/Human Resources	Human Resources Technician	4/29/2026			Upcoming	
Personnel/Human Resources	Personnel Analyst	4/29/2026			Upcoming	
Personnel/Human Resources	Personnel Specialist	4/29/2026			Upcoming	
Personnel/Human Resources	Personnel Technician	4/29/2026			Upcoming	
Personnel/Human Resources	Professional Development Coordinator	4/29/2026			Upcoming	
Personnel/Human Resources	Supervising Personnel Analyst	4/29/2026			Upcoming	
Risk Management	Assistant Director of Safety & Risk Management	4/29/2026			Upcoming	
Risk Management	Director of Safety & Risk Management	4/29/2026			Upcoming	
Risk Management	Insurance Program Specialist	4/29/2026			Upcoming	
Risk Management	Risk & Insurance Coordinator	4/29/2026			Upcoming	

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 Planning & Construction	JG	03/26/2026	04/16/2026	
Payroll Manager	AF			

VI. CLOSED SESSION

A. Public Comment on Closed Session Items

Time: ____ p.m.

B. Public Employee Appointment/Discipline/Dismissal/Release
(Government Code §54957) – Staffing Discussion

Time: ____ p.m.

VII. RECONVENE TO OPEN SESSION

Time: ____ p.m.

VIII. REPORT OF CLOSED SESSION ACTION(S) TAKEN

Time: ____ p.m.

IX. ADJOURNMENT

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

Month	Day	Year	Time	Meeting Location
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 April 15, 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.