

Public Session: 12:00 p.m.

I. Organizational Functions

- A. Call to Order
- B. Roll Call

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

II. Director's Report

District Layoffs - Update

The Board of Trustees agreed a recommendation for their most recent public meeting on April 7, 2026 which called for the following two resolutions:

- Recommendation No. 22: Freezing salaries for all classified managers, educational administrators, and confidential personnel and imposing two days per month of furloughs.
- Recommendation No. 23: Rescinding layoffs for 49 classified management positions, including Director of the Personnel Commission, Classification and Compensation Manager, and Supervising Personnel Analyst.

However, the Board decided to pull Agenda Item No. 23 at the start of the meeting and bring it back at a later date. While salary freezes and furloughs for classified management have now been confirmed, the final layoff list for classified management and confidential staff has not yet been finalized.

Please note that the Personnel Commission's budget for 2026-27 cannot reflect anticipated salary freezes or furloughs for classified non-management staff until they have been officially approved by the Board of Trustees.

Personnel Commission staff will be working with Human Resources to carry out the bumping process for all qualified and interested employees whose positions are being cut, once all decisions impacting bumping are finalized.

Our next step will involve preparation for July 1, when we will be primarily utilizing reemployment lists to fill vacancies. I have attached two documents that outline our present selection process, and the new process we will be utilizing as of July 1, 2026. These new processes will stay in place until the reemployment lists have expired or have been exhausted.

Classification Studies

The Personnel Commission currently has 98 cyclical classification reviews on our current calendar. We currently have 30 reviews in process, 43 reviews which are on hold for additional stakeholder review, and 25 additional reviews that are upcoming. Management and staff orientations have been scheduled for reviews designated for Spring 2026. These reviews include classifications within the Personnel Commission staff.

Recruitment

We currently have one recruitment in process, and one upcoming recruitment. All other potential recruitments have been put on hold for the present. We have completed the recruitment process for two additional jobs. Eligibility lists for both of these classifications are included in this agenda.

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

April 2026

5 YEARS

Luis Gallego, Administrative Assistant II, Human Resources

Karen Monzon and Chris Bonvenuto were present to congratulate Luis.

10 YEARS

Roger Acevedo, Grounds Worker, Grounds

Chris Bonvenuto was present to congratulate Roger.

Armineh Gurjian, Classification and Compensation Manager, Personnel Commission

Carol Long, Karen Monzon and Chris Bonvenuto were present to congratulate Amy.

Gustavo Gutierrez, Grounds Equipment Operator, Grounds

Chris Bonvenuto was present to congratulate Gustavo.

Latoya Hightower, Student Services Assistant, International Education Center

John Linke, Supervising Personnel Analyst, Personnel Commission

Carol Long, Karen Monzon and Chris Bonvenuto were present to congratulate John.

Yosief Yihunie, Senior Research Analyst, Institutional Research

Chris Bonvenuto was present to congratulate Yosef.

15 YEARS

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

Chris Bonvenuto was present to congratulate Nyla.

George Rogers, Student Services Assistant, EOPS

20 YEARS

Damon McLeod, Financial Aid Systems Specialist, Financial Aid

Emily Raby, Custodial Operations Manager, Operations

Chris Bonvenuto was present to congratulate Emily.

25 YEARS

Michael Newport, KCRW Radio Station Operations Manager, KCRW

B. Comments from the Vice President of Human Resources

Vice President Tre'Shawn Hall Baker was present to address the Commissioners on the Diversity Report, College layoffs and Human Resources' role throughout the process.

C. Comments from the President of CSEA

No Comments.

D. Comments from the President of Management Association

Scott Silverman attended on behalf of Jose J. Hernandez to congratulate and appreciate classified staff.

E. Comments from Personnel Commission Staff

Personnel Analysts August Faustino and Jose Guzman spoke to congratulate and share appreciation for Amy Gurjian and John Linke.

F. Comments from the Personnel Commissioners

No Comments.

IV. AGENDA REPORTS: MAJOR ITEMS OF BUSINESS

Report Number	Subject	Page Number
1	Proposed Budget for Personnel Commission - Fiscal Year 2026-2027: First Reading.	5

V. CONSENT AGENDA

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VI. CLOSED SESSION

A. PUBLIC COMMENT ON CLOSED SESSION

B. CONVENE TO CLOSED SESSION

Employment/Staffing Adjustments (Government Code Section 54957)

VII. RECONVENE TO OPEN SESSION & REPORT OF CLOSED SESSION ACTION(S) TAKEN

VIII. 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.

Commissioner/Vice Chair Abbot asked Director Long to elaborate on the Budget process and Commissioner Patel inquired on the visual Personnel Commission Budget which contains financial data from fiscal year(s) 2024-2025 and 2025-2026.

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	\$ -		
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	\$ -		<i>Hearing Officers for multiple anticipated disciplinary hearings</i>
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	10.9%	<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	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
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

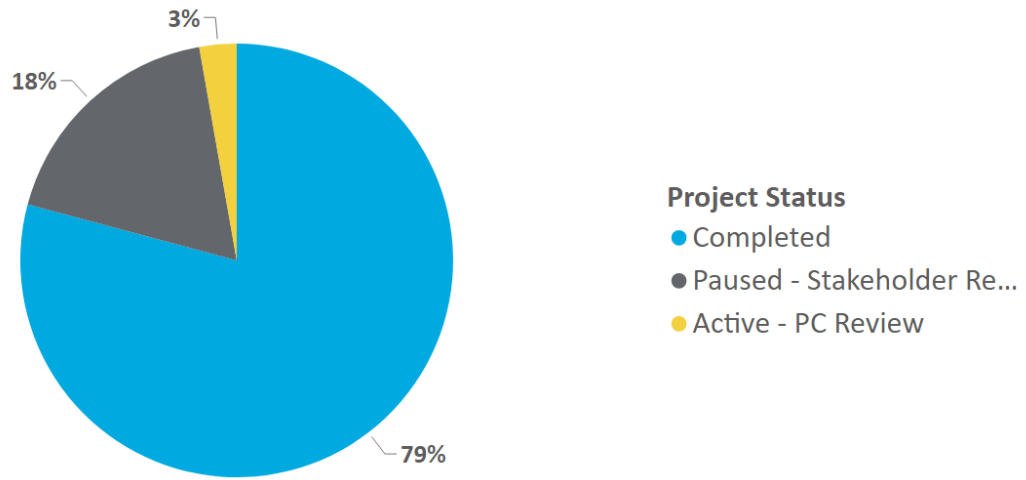
It is recommended that the Personnel Commission ratify the following meeting minutes:

1. 03-18-2026 Regular Meeting

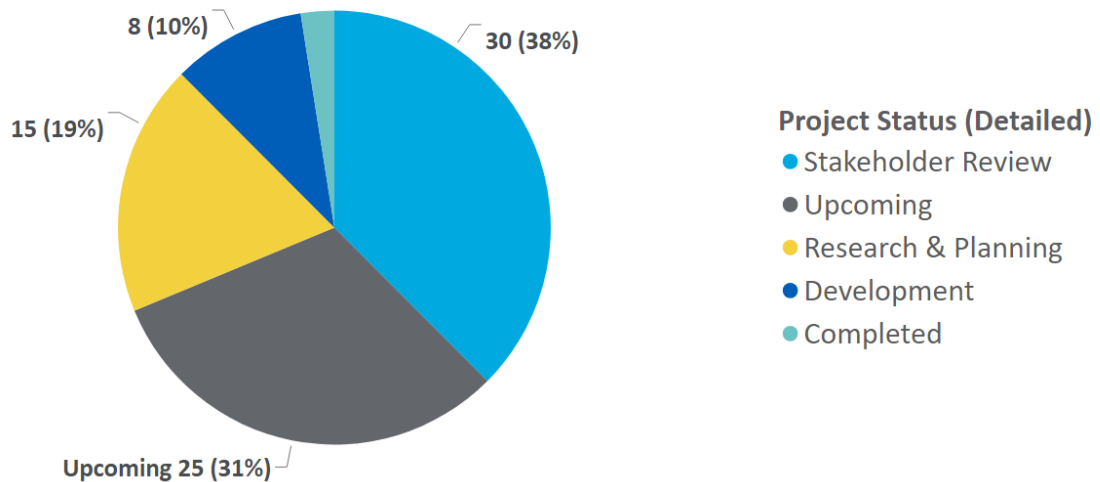
Agenda Report Number	9
Subject	Personnel Commission Project Tracking
Date	April 15, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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: 1:28 p.m.

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

Time: 1:32 p.m.

VII. RECONVENE TO OPEN SESSION AND REPORT OF CLOSED SESSION ACTION(S) TAKEN

Time: 2:36 p.m.

No action taken and nothing to report.

VIII. Adjournment at 2:40 pm

Chair Metoyer declared that the Personnel Commission meeting was held in memoriam of Santa Monica College staff member, Jere Romano.

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Mina Patel
Ayes	5
Nays	0
Abstentions	0
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.