

Santa Monica College Personnel Commission Meetings  
Regular Meetings Occur Every 3<sup>rd</sup> Wednesday of the Month

Special Meetings Scheduled As Needed

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

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

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**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](mailto:penate_yesenia@smc.edu) by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the subject line "Commission Meeting Comments" and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item: General Public Comments or Consent Agenda (indicate number/subject)

Alternatively, during the meeting and before public comments have ended, individuals may use the Q&A feature of the Zoom webinar to request to speak.

When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker's Zoom Profile should match the name used to request to speak to expedite this process. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

#### Instructions for Submitting Written Comments

Individuals wishing to submit written comments to be read at the Personnel Commission Meeting should send an email to [penate\\_yesenia@smc.edu](mailto:penate_yesenia@smc.edu) by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the following information:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII)); for other items indicate the topic or specific item number
- Comment to be read

*Reference: Commission Policy Section 2350  
Education Code Section 72121.5 Government  
Code Sections 54950 et se*

<p>DEPARTMENTS: PLEASE POST</p> <p>Academic Affairs:</p> <p>Accounts Payable: Cherry Aquino</p> <p>Admissions &amp; Records: Jackson Edwards</p> <p>African American Center: Sherri Bradford</p> <p>Athletics: Hadass Elnathan</p> <p>Auxiliary Services: Ofelia Meza</p> <p>Broad Stage/Madison: Gail Johnson</p> <p>Bundy: Beverly Redd-Walker</p> <p>Business Department: Peter Murray</p> <p>Campus Police Office: Jennifer Jones</p> <p>Campus Store: Elesee Juarez</p> <p>Career Services: Carolina Trejo</p> <p>Cashier's Office: Veronica Romo</p> <p>Center for Media &amp; Design: Angela Valentine</p> <p>Community &amp; Academic Relations:</p> <p>Community Education: Ashley Price</p> <p>Counseling Office: Allison Kosich</p> <p>Custodian Time Clock: Anthony Williams</p> <p>Disabled Students Center: Denise Henninger</p> <p>Early Childhood Ed.: L. Manson</p> <p>Emeritus Department: V. Rankin-Scales</p> <p>English Dept.: Martha Hall</p> <p>EOP&amp;S: Gina Brunell</p> <p>ESL Office: Jocelyn Alex</p> <p>Events Office: Vinnessa Cook</p> <p>Faculty Association: Peter Morse</p> <p>Financial Aid Office: Robyn Rouzan</p> <p>Health Sciences: Clarendia Stephens</p> <p>Health Office: Nancy Alfaro</p> <p>Human Resources: Delia Padilla &amp; Dawn Noguera</p> <p>HSS: Carolyn Baugh</p> <p>Institutional Research:</p> <p>International Education Center: Claudia Henriquez</p> <p>KCRW:</p> <p>Latino Center: Maria Martinez</p> <p>Maintenance/Operations: Kasey Garland</p> <p>Malibu: Angela Bice</p> <p>Math Village: Kristina Fukuda</p> <p>Media Center:</p> <p>Modern Language: Travis Grant</p> <p>Music: Lori Geller</p> <p>Outreach &amp; Recruitment: Angela Lee</p> <p>Payroll: Ian Fraser</p> <p>Science: Ingrid Cardwell</p> <p>Student Life: Amelia Trejo</p> <p>Superintendent/Presidents Office: L. Kilian</p> <p>STEM: Vanan Yahnian</p> <p>Theater Arts: Lindsay Lefler</p> <p>W&amp; ED/Bundy:</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 &amp; Institutional Communications: Don Girard</p> <p>Community Relations: Kiersten Elliott</p> <p>Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION</p> <p>Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Derek Eckstein</p> <p>CSEA Chapter Pres.: Cindy Ordaz</p> <p>CSEA Chapter 1st V.P.: Martha Romano</p> <p>CSEA Chapter 2nd V.P.: Kennisha Green</p> <p>CSEA Chief Job Steward: Jonathan Rosas</p> <p>CSEA Treasurer: Dagmar Gorman</p> <p>CSEA Secretary: Joan Kang</p> <p>CSEA Chief Development Officer:</p> <p>Luis Martin</p> <p>CSEA Communications Officer: Erin O'Neill</p> <p>SMC POA President: Officer Cadena</p> <p>Management Association: Jose J. Hernandez</p> <p>IF YOU NEED AN ACCOMMODATION</p> <p>Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p> <p>Revised 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

**March 2026 Addendum**

**10 YEARS**

Johnnie Adams, Chief of Police, Santa Monica College Police Department

**May 2026**

**10 YEARS**

Anne Marre Bautista, Research and Planning Analyst, Institutional Research  
Yanping Linda Chen, Information Technology Support Specialist, Academic Computing  
Berta Faby Hernandez, Payroll Specialist, Fiscal Services  
Rafal Karpinski, Information Technology Support Specialist, Academic Computing  
Omar Plascencia, Electrician, Maintenance  
Masis Shahoomian, Central Plant Operator, Maintenance

**30 YEARS**

Peter Smith, Music Technical Assistant, Music

**35 YEARS**

Beatris Guevara, Grounds Worker, Grounds

- 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	Personnel Commission Budget Fiscal Year 2026-2027 Presentation of the Initial Personnel Commission Budget for Fiscal Year 2026-2027. Second Reading.	7
2	Classified School Employees' Week	11
3	Conditional Implementation of Management Furloughs	12
4	Approval of Advanced Step Placement: Human Resources Analyst – Employee & Labor Relations (Confidential)	13
5	Classification Description Revisions and Salary Reallocation: <i>Accountant Cyclical Review</i>	14
6	Classification Description Revisions and Salary Reallocation: <i>Accounting Supervisor Cyclical Review</i>	25
7	Retitle, Salary Reallocation and Classification Description Revisions: Accounts Payable Supervisor to Accounts Payable Manager <i>Cyclical Review</i>	34
8	Classification Description Revisions and Salary Reallocation: <i>Accounting Manager Cyclical Review</i>	44
9	Classification Description Revisions and Salary Reallocation: <i>Associate Programmer Analyst Cyclical Review</i>	54
10	Classification Description Revisions and Salary Reallocation: <i>Programmer Analyst Cyclical Review</i>	64
11	Classification Description Revisions and Salary Reallocation: <i>IT Project Analyst Cyclical Review</i>	74
12	Classification Description Revisions: <i>Senior Programmer Analyst Cyclical Review</i>	83
13	Classification Description Revisions: <i>Principal Programmer Analyst Cyclical Review</i>	95
14	Classification Description Revisions and Salary Reallocation: <i>Chief Director of Information Technology Cyclical Review</i>	106
15	Classification Description Revisions: <i>Skilled Maintenance Worker I Cyclical Review</i>	118
16	Classification Description Revisions: <i>Skilled Maintenance Worker II Cyclical Review</i>	127
17	Classification Description Revisions: <i>Carpenter Cyclical Review</i>	136
18	Classification Description Revisions and Retitle: <i>Journeyman Trade - Welding to Welder Cyclical Review</i>	145
19	Classification Description Revisions: <i>Painter Cyclical Review</i>	154
20	Classification Revisions: <i>Electrician Cyclical Study</i>	163
21	Classification Description Revisions: <i>HVAC Mechanic Cyclical Review</i>	172
22	Classification Description Revisions: <i>Plumber Cyclical Review</i>	181
23	Classification Description Revisions: <i>Central Plant Operator Cyclical Study</i>	190
24	Classification Description Revisions and Salary Reallocation: <i>Construction Maintenance Manager Cyclical Review</i>	199
25	Classification Description Revisions and Salary Reallocation: <i>Mechanical Systems Manager</i>	208

26	Classification Description Revisions and Salary Reallocation: Financial Aid & Scholarships Specialist <i>Cyclical Review</i>	218
27	Classification Description Revisions and Salary Reallocation: Senior Financial Aid & Scholarships Specialist <i>Cyclical Review</i>	228
28	Classification Description Revisions: Financial Aid Systems Specialist <i>Cyclical Review</i>	237
29	Retitle and Classification Description Revisions: Financial Aid Supervisor to Financial Aid & Scholarships Supervisor <i>Cyclical Review</i>	246
30	Classification Description Revisions and Salary Reallocation: Director of Financial Aid & Scholarships <i>Cyclical Review</i>	256
31	Classification Description Revisions and Salary Reallocation: International Student Services Specialist <i>Cyclical Review</i>	265
32	Retitle, Classification Description Revisions, and Salary Reallocation: Senior Student Services Specialist-International to Senior International Student Services Specialist <i>Cyclical Review</i>	275
33	Classification Description Revisions and Salary Reallocation: Outreach & Recruitment Specialist <i>Cyclical Review</i>	285
34	Classification Description Revisions and Salary Reallocation: Enrollment Services Specialist <i>Cyclical Review</i>	296
35	Classification Description Revisions and Salary Reallocation: Senior Enrollment Services Specialist <i>Cyclical Review</i>	307
36	Classification Description Revisions: Director of Procurement, Contracts & Logistics <i>Cyclical Review</i>	318

V. CONSENT AGENDA

Report Number	Subject	Page Number
37	Advisory Item: Request for Reinstatement	330
38	Examination Schedule	331
39	Extension of Eligibility Lists	332
40	Appointments to Provisional Assignments	333
41	Ratification of Working Out of Class and Limited Term Assignments	334
42	Ratification of Meeting Minutes	337
43	Personnel Commission Project Tracking	338

VI. CLOSED SESSION

- A. Public Comment on Closed Session Items
- B. Public Employee Appointment/Discipline/Dismissal/Release  
(Government Code §54957)

VII. RECONVENE TO OPEN SESSION

VIII. REPORT OF CLOSED SESSION ACTION(S) TAKEN

IX. ADJOURNMENT

Agenda Report Number	1
Subject	Personnel Commission Budget Fiscal Year 2026-2027 Presentation of the Personnel Commission Budget for Fiscal Year 2026-2027. Second Reading.
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Attached is the proposed budget for the operation of the **Personnel Commission Office for Fiscal Year 2026-2027**, submitted to the Personnel Commission for review, discussion, and approval.

This is the second reading of the proposed budget for which the Commission should open the public hearing and take testimony from any interested party, close the public hearing, adopt, or amend, as the Commission deems necessary and prudent, and then adopt.

Pursuant to Articles 88073 and 88086 of the California Education Code and Merit Rule 2.4.1 (A-D), each Personnel Commission must prepare an annual budget for its office which, upon the approval of the County Superintendent, shall be included by the governing board in the regular budget of the community college district.

The Personnel Commission’s proposed budget was submitted for consideration to the Board of Trustees at their regular meeting on May 5, 2026. The Board of Trustees has accepted the Personnel Commission’s budget as submitted, without any requests for changes.

### **Summary**

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:

- **1.4% 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 related to possible salary adjustments to address pay compression

- 3.7% decrease in employee benefit costs
- Mandatory 4% increase in Commissioner benefit costs
- **2.1% increase in operating expenses**, primarily due to:
  - Anticipated increases in licensing fees for the applicant management system

The budget presented does not currently include savings from furloughs and salary freezes, keeping in line with the prior year's budget. However, savings from salary freezes and furloughs will be returned to the District at the end of the upcoming fiscal year.

### **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 to two supervisory positions in order to address salary compression with current Personnel Analyst pay.

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

Education Code 88124 states that a permanent employee who has been demoted, suspended or dismissed may appeal to the Personnel Commission and request a hearing. As multiple hearings of this nature are anticipated during 2026-2027, the Personnel Commission retains its legal budget of \$50,000. Any funds from Legal Fees not spent on hearings will be returned to the general funds at the end of the fiscal year.

Aside from 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 1.4%** 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
Administrative & Management	2110	\$ 513,037.00	\$ 521,795.00	\$ 530,633.00	\$ 8,838.00
Clerical	2120	\$ 778,275.00	\$ 796,847.00	\$ 777,009.00	\$ (19,838.00)
Clerical Hourly (Temporary Staff)	2323	11,000.00	0.00	0.00	\$ -
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)
Benefits (Commissioners)	Various	\$ 103,213.00	\$ 116,604.00	\$ 121,548.00	\$ 4,944.00
<b>Total Salary &amp; Benefits</b>		\$ 2,158,810.00	\$ 2,221,336.00	\$ 2,186,759.00	\$ (34,577.00)
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	\$ -
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
Postage	5850	\$ -		\$ -	\$ -
Other Contract Services	5890	\$ -		\$ -	\$ -
<b>Total Operating Expenses</b>		\$ 58,546.00	\$ 95,546.00	\$ 97,546.00	\$ 2,000.00
<b>Total Budget</b>		\$ 2,217,356.00	\$ 2,316,882.00	\$ 2,284,305.00	\$ (32,577.00)

<b>Open Public Hearing:</b>	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Time Opened	

<b>Close Public Hearing:</b>	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Time Closed	

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

Agenda Report Number	2
Subject	Classified School Employees' Week
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Since 1986, California has taken the third week in May to honor the invaluable contributions of Classified School Employees. It is recommended that the Personnel Commission adopt the following resolution in recognition and observance of Classified School Employees Week, May 17 through May 23, 2026.

WHEREAS, classified employees provide services that are vital to excellence in education and the educational process at Santa Monica College including maintaining buildings and grounds, providing support services and assistance, keeping facilities clean and repaired, assisting in the classroom, providing a secure learning environment, and providing many specialized services directly related to student success; and

WHEREAS, classified employees are directly involved in supporting the learning environment through their professional efforts in sustaining the activities of faculty, staff, administration, and the public who utilize the programs and services of the Santa Monica Community College District; and

WHEREAS, without these services the quality of the educational pursuits of the District and students would be greatly diminished; and

WHEREAS, classified employees of the Santa Monica Community College District deserve recognition and thanks for their outstanding efforts;

NOW, THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District.

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

Agenda Report Number	3
Subject	Conditional Implementation of Management Furloughs
Date	May 20, 2026
To	Members of the Personnel Commission
From	Joy Abbott, Vice Chair of the Personnel Commission

The Personnel Commission conditionally approves furloughs for Personnel Commission managers of two days per month subject to ongoing workload monitoring. The Commission reserves the right to seek independent legal advice concerning its options should the furloughs adversely impact operations of the Personnel Commission. Under Education Code Section 88132, Campus Counsel has declared a conflict of interest in advising the Commission on this matter and, therefore, the Commission is authorized to seek independent legal advice.

Agenda Report Number	4
Subject	Approval of Advanced Step Placement: Human Resources Analyst – Employee & Labor Relations (Confidential)
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve an initial salary placement for Harrison Porquin, Human Resources Analyst – Employee and Labor Relations (Confidential), at Range C52, Step D on the Classified Confidential Employees Salary Schedule.

The Minimum Qualifications for this position include a Bachelors degree, and at least three years of increasingly responsible technical and analytical experience in labor and employee relations and/or discrimination and harassment within an Administrative Services or Human Resources department.

This candidate possesses a Bachelors degree and twenty years of relevant experience.

**Merit Rule 12.2.4 B (4) Salary on Employment**

The maximum initial salary placement is the third step on the salary schedule, unless approval for higher initial salary placement is granted by the Personnel Commission, Superintendent/President, and the appropriate appointing authority. In order to be considered for initial salary placement above Step C, candidates must have more than four (4) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in 12.2.4.B.3. must be present.

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

Agenda Report Number	5
Subject	Classification Description Revisions and Salary Reallocation: Accountant Cyclical Review
Date	May 20, 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 Accountant.

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 Accountant classification was established in March 1998. This classification has been revised several times since its establishment. The most recent revision was approved on May 20, 2015. There are nine 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 August 21, 2025. Commission staff subsequently conducted job audits to obtain input from incumbents. The information gathered from the job audits was reviewed with the manager.

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

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

**RESULTS**

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

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
<b>Santa Monica College</b>	<b>Accountant</b>	<b>\$7,143</b>	<b>\$8,682</b>	<b>\$7,913</b>
<b>Contra Costa CCD</b>	Accountant, Senior	\$6,978	\$8,499	\$7,739
<b>Foothill De Anza CCD</b>	Accountant II	\$7,988	\$10,716	\$9,352
<b>Long Beach City College</b>	Senior Accountant	\$7,042	\$8,688	\$7,865
<b>Santa Barbara City College</b>	Accountant	\$6,411	\$7,621	\$7,016
<b>State Center CCD</b>	Senior Accountant	\$7,327	\$9,011	\$8,169
<b>Ventura County CCD</b>	Senior Accountant	\$7,441	\$10,264	\$8,853
	Average	\$7,198	\$9,133	\$8,165
	25th Percentile	\$6,994	\$8,546	\$7,770
	50th Percentile	\$7,184	\$8,849	\$8,017
	70th Percentile	\$7,384	\$9,638	\$8,511
	80th Percentile	\$7,441	\$10,264	\$8,853
	90th Percentile	\$7,715	\$10,490	\$9,102
	SMC % RANK	47.0%	39.3%	43.1%
	SMC Difference From AVG	-0.8%	-5.2%	-3.2%
	SMC Difference From MED	-0.6%	-1.9%	-1.3%

The current salary range for Accountant is 42 on the classified salary schedule. In this survey, SMC is in the 43rd median percentile compared to all benchmark agencies with comparable classifications; that is, 57% of market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 43rd percentile, salary reallocation from range 42 to range 45 on the classified employee salary schedule is being recommended. This 7.65% increase would place the Accountant at the 70<sup>th</sup> percentile to the market, which meets the District's goal to target the 70<sup>th</sup> percentile.

The following chart shows related classifications in this job discipline and the current salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Accounting Manager	M24	\$9,447	\$11,483	18.65%
Accounts Payable Supervisor	M17	\$7,962	\$9,678	7.56%
Accounting Supervisor	M14	\$7,402	\$8,997	3.63%
<b>Accountant</b>	<b>42</b>	<b>\$7,143</b>	<b>\$8,682</b>	<b>21.56%</b>
Accounting Technician	35	\$6,026	\$7,324	5.00%
Accounting Specialist	33	\$5,739	\$6,975	0.00%

The following chart shows related classifications in this job discipline and the proposed salary re-allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Accounting Manager*	M27	\$10,162	\$12,351	18.58%
Accounts Payable Manager	M20	\$8,569	\$10,415	0%
Accounting Supervisor*	M20	\$8,569	\$10,415	11.43%
<b>Accountant</b>	<b>45</b>	<b>\$7,690</b>	<b>\$9,348</b>	<b>27.63%</b>
Accounting Technician	35	\$6,026	\$7,324	5.00%
Accounting Specialist	33	\$5,739	\$6,975	0.00%

\* Addressed in separate agenda report

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

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

**FROM:** Classified Employee Salary Schedule, Range 42  
**TO:** Classified Employee Salary Schedule, Range 45

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

**Santa Monica Community College District  
Personnel Commission**

**Accountant**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform a full range of complex, professional accounting duties, including but not limited to maintaining and auditing accounting records, reconciling accounts, reviewing and preparing transactions, initiating reports and performing the month-end and year-end budget processes. Incumbents serve as fiscal experts to support management in sound financial planning and analysis, and to ensure compliance with Generally Accepted Accounting Principles (GAAP), District policies and procedures, and applicable federal and state laws, rules and regulations.

This is a multi-use classification at Santa Monica College with positions assigned to the Fiscal Services or Auxiliary Services departments.

DISTINGUISHING CHARACTERISTICS

An Accountant performs highly responsible, professional accounting duties involving independent judgment and requiring a thorough knowledge of 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 performing the month-end and year-end budget processes, budget monitoring & preparing projections.

~~Accounting Managers supervise the staff responsible for all District accounting activities and operations for the District.~~

~~The Accounting Manager manages and oversees the day-to-day accounting operations for the District and provides leadership and training to assigned professional and paraprofessional level staff.~~

~~The Accounting Supervisor plans, organizes, coordinates, and supervises the day-to-day activities and work of fiscal staff assigned to the District's Auxiliary Services, which is responsible for managing financial resources that are not derived from District, categorical, or foundation funds. Additionally, this classification performs a wide-range of professional-level accounting duties to support sound fiscal management of funds maintained under Auxiliary Services.~~

~~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.~~

~~Accounting Technicians perform a broad range of moderately complex to difficult fiscal and clerical accounting activities involved in the collection and disbursement of fees, receipts and other District funds with emphasis in processing accounting documents for the bookstore, associated students and other Auxiliary accounts.~~

~~Accounting Specialist IIc perform moderately complex to difficult fiscal and clerical activities preparing, maintaining and processing District accounts payable, accounts receivable, revolving cash funds, financial aid payments or reimbursements~~

ESSENTIAL DUTIES

Analyzes, prepares and implements financial controls and reporting procedures involving budgeting, allocating, receiving, disbursing reconciling and accounting of funds.

Reviews, analyzes and compiles accounting and reporting requirements of federal, state, private~~ly~~, and locally funded programs; verifies accuracy of month-end reports, distributes reports and conducts meetings regularly with program managers.

Works closely with District managers to reconcile accounts and ensures all reports and claims prepared by accountants are filed with funding agencies in accordance to applicable rules, regulations, policies and procedures.

Utilizes computerized systems in the processing of accounting related data such as journal entries and budget journals.

Reviews purchase requisitions and other financial related documents to ensure proper account coding of revenues and expenditures in compliance with District policies, federal, state and local agency regulations and reporting; advises

program managers, department managers or student club officers as to record keeping requirements; [maintains records for their assigned workload for audit and retention requirements.](#)

Reconciles accounts receivable, accruals and payroll clearance [and voluntary employee benefit accounts](#) with the general ledger; prepares reconciliations for financial aid payments to students.

Provides technical information and assistance to District personnel regarding financial, accounting and statistical record keeping procedures, conducts research, prepares verbal and/or written answers to inquiries regarding accounting procedures and policies, account balances, encumbrances, and resolves discrepancies.

Participates in year-end closing activities; completes and files reports and claims with funding agencies; prepares [audit and asset/depreciation financial statement schedules](#) as necessary.

Compiles data and prepares reports required for budgetary planning, examines budget estimates and proposals for completeness, accuracy and conformance with established procedures, regulations and organizational objectives, monitors the budget by reviewing reports and accounting records to determine if allocated funds have been spent as specified.

Participates in program review process to meet department goals, assists in reviewing, documenting and developing changes to improve accounting systems, procedures and controls affecting assigned area of responsibility.

Manages cash and transfers funds within accounts; reconciles subsidiary ledgers with the general ledger.

Prepares bank reconciliation of checking accounts; may prepare certificates of Deposit, governmental accounts and credit card settlement accounts.

Prepares cash and credit card receipt journals and journal entries; may review entries prepared by Accounting Specialist ~~IT~~s and Accounting Technicians.

May record and prepare reports of District and Associated Student Body investments.

May compute taxes owed, and prepare and remit tax returns, including [campus bookstore](#) monthly and quarterly sales tax returns, ensuring compliance with payment, reporting or other tax requirements.

May prepare purchase orders for Auxiliary Services for equipment, supplies and operating services.

May meet with students to answer inquiries regarding remittance balance.

May answer telephone, assist in front office functions; set-up and close cash register and prepare cash for deposit; reconcile credit card changes.

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 the Fiscal Services Department receive general supervision from the Accounting Manager [or Controller.](#)

Positions in Auxiliary Services receive general supervision from the [Director of Auxiliary Services/Accounting Supervisor.](#)

**Supervision Exercised:**

Positions in this classification do not supervise others. May provide work direction and training to assigned staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

~~the principles and practices of generally accepted accounting, auditing and budgeting procedures related to governmental accounting~~

[Principles, practice, and procedures of accounting and financial analysis, including fund accounting, Generally Accepted Accounting Principles \(GAAP\), and Governmental Accounting Standards Board \(GASB\) requirements, as they relate to governmental accounting, auditing and budgeting](#)

[District accounting policies and procedures; the Budget and Accounting Manual \(BAM\); and applicable sections of State Chancellor's Office regulations and the California Education Code and other federal, state and local reporting requirements](#)

[Methods and procedures for maintaining, reconciling, and auditing accounting records; processing journal entries, budget journals, and other transactions using accounting systems; and preparing accurate financial reports](#)

Techniques for monitoring internal controls, reconciling accounts, managing cash, and safeguarding funds, including bank reconciliations and credit card settlements

Accounting and reporting requirements for specialized programs and funding sources, including federal, state, and locally funded programs, financial aid, auxiliary services, and Associated Student Body funds

Methods for compiling, analyzing, and interpreting financial data to support budgetary planning, variance analysis, and program review, and for providing technical guidance to managers and staff regarding accounting procedures

Knowledge of Financial analysis and research procedures

**Skills & Abilities:**

Ability to Perform professional level accounting work including fund accounting, auditing, and financial reporting in a governmental or educational setting

Ability to Verify and reconcile accounting data, and resolve discrepancies and ensure accuracy in financial records Ability to use computerized software applications to perform accounting processes; effectively utilize computer equipment and software in the performance of duty

Utilize technology and financial management systems to support performing accounting processes Ability to Learn, understand, interpret and apply specific accounting and fiscal requirements, procedures and policies to various District and special projects

Learn, interpret and apply accounting and fiscal requirements, District policies, and applicable federal, state, and local regulations

Ability to Interpret, and classify and process sourced documents and transactions, including those related to grants, programs and student accounts Ability to set priorities and manage time and work in fast paced and busy environment with multiple tasks and interruption

Ability to Perform work requiring accuracy and attention to detail ensuring financial records, reports and transactions are correct Ability to

Set priorities, exercise sound independent judgment and work independently on assigned projects

Stay updated on technology changes and adapt to new technologies Ability to establish and maintain effective working relationships with other staff, faculty, administrators, managers, students and outside contractors and vendors

Ability to Accurately analyze situations, identify problems, apply sound judgment and formulate effective solutions

Ability to Prepare clear and accurate financial reports, schedules, reconciliations and program specific reports

Ability to Perform statistical and financial analysis, and auditing and compliance review to support financial reporting

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:***

A bachelor's degree in accounting, business administration, finance, or economics that included the successful completion of at least a minimum of twenty-four (24) semester units of accounting coursework.

***Experience Requirement:***

Three (3) years of recent, paid work experience performing professional level accounting or auditing work, including research, analysis and evaluation of accounting processes and procedures. Governmental accounting experience is desirable.

***Education/Experience Equivalency:***

An additional two (2) years of experience in accounting or auditing work may substitute for the required education. To qualify for equivalency, the applicant must possess a minimum of an associate's degree in accounting which includes the successful completion of a minimum of twenty-four (24) semester units of accounting coursework.

***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 lift, 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

<b>Job Family:</b>	Fiscal Services/Business Administration
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	03/21/98
<b>Class History:</b>	Accountant
<b>Revision Date(s):</b>	10/06 <del>Hay Study</del> , 02/16/11, 05/20/15, <u>05/20/26</u>

**Santa Monica Community College District  
Personnel Commission**

**Accountant**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform a full range of complex, professional accounting duties, including but not limited to maintaining and auditing accounting records, reconciling accounts, reviewing and preparing transactions, initiating reports and performing the month-end and year-end budget processes. Incumbents serve as fiscal experts to support management in sound financial planning and analysis, and to ensure compliance with Generally Accepted Accounting Principles (GAAP), District policies and procedures, and applicable federal and state laws, and regulations.

This is a multi-use classification with positions assigned to Fiscal Services or Auxiliary Services.

**DISTINGUISHING CHARACTERISTICS**

An **Accountant** performs highly responsible, professional accounting duties involving independent judgment and requiring a thorough knowledge of 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 performing the month-end and year-end budget processes, budget monitoring & preparing projections.

The **Accounting Manager** manages and oversees the day-to-day accounting operations for the District and provides leadership and training to assigned professional and paraprofessional level staff.

The **Accounting Supervisor** plans, organizes, coordinates, and supervises the day-to-day activities and work of fiscal staff assigned to the District's Auxiliary Services, which is responsible for managing financial resources that are not derived from District, categorical, or foundation funds. Additionally, this classification performs a wide-range of professional-level accounting duties to support sound fiscal management of funds maintained under Auxiliary Services.

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.

**ESSENTIAL DUTIES**

Analyzes, prepares and implements financial controls and reporting procedures involving budgeting, allocating, receiving, disbursing reconciling and accounting of funds.

Reviews, analyzes and compiles accounting and reporting requirements of federal, state, private, and locally funded programs; verifies accuracy of month-end reports, distributes reports and conducts meetings regularly with program managers.

Works closely with District managers to reconcile accounts and ensures all reports and claims prepared by accountants are filed with funding agencies in accordance to applicable rules, regulations, policies and procedures.

Utilizes computerized systems in the processing of accounting related data such as journal entries and budget journals.

Reviews purchase requisitions and other financial related documents to ensure proper account coding of revenues and expenditures in compliance with District policies, federal, state and local agency regulations and reporting; advises program managers, department managers or student club officers as to record keeping requirements; maintains records for their assigned workload for audit and retention requirements.

Reconciles accounts receivable, accruals and payroll clearance and voluntary employee benefit accounts with the general ledger; prepares reconciliations for financial aid payments to students.

Provides technical information and assistance to District personnel regarding financial, accounting and statistical record keeping procedures, conducts research, prepares verbal and/or written answers to inquiries regarding accounting procedures and policies, account balances, encumbrances, and resolves discrepancies.

Participates in year-end closing activities; completes and files reports and claims with funding agencies; prepares audit and asset/depreciation schedules as necessary.

Compiles data and prepares reports required for budgetary planning, examines budget estimates and proposals for completeness, accuracy and conformance with established procedures, regulations and organizational objectives, monitors the budget by reviewing reports and accounting records to determine if allocated funds have been spent as specified.

Participates in program review process to meet department goals, assists in reviewing, documenting and developing changes to improve accounting systems, procedures and controls affecting assigned area of responsibility.

Manages cash and transfers funds within accounts; reconciles subsidiary ledgers with the general ledger.

Prepares bank reconciliation of checking accounts; may prepare certificates of Deposit, governmental accounts and credit card settlement accounts.

Prepares cash and credit card receipt journals and journal entries; may review entries prepared by Accounting Specialists and Accounting Technicians.

May record and prepare reports of District and Associated Student Body investments.

May compute taxes owed, and prepare and remit tax returns, including campus store monthly and quarterly sales tax returns, ensuring compliance with payment, reporting or other tax requirements.

May prepare purchase orders for Auxiliary Services for equipment, supplies and operating services.

May meet with students to answer inquiries regarding remittance balance.

May answer telephone, assist in front office functions; set-up and close cash register and prepare cash for deposit; reconcile credit card changes.

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 the Fiscal Services Department receive general supervision from the Accounting Manager or Controller. Positions in Auxiliary Services receive general supervision from the Accounting Supervisor.

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

Positions in this classification do not supervise others. May provide work direction and training to assigned staff.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Principles, practice, and procedures of accounting and financial analysis, including fund accounting, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) requirements, as they relate to governmental accounting, auditing and budgeting

District accounting policies and procedures; the Budget and Accounting Manual (BAM); and applicable sections of State Chancellor's Office regulations and the California Education Code and other federal, state and local reporting requirements

Methods and procedures for maintaining, reconciling, and auditing accounting records; processing journal entries, budget journals, and other transactions using accounting systems; and preparing accurate financial reports

Techniques for monitoring internal controls, reconciling accounts, managing cash, and safeguarding funds, including bank reconciliations and credit card settlements

Accounting and reporting requirements for specialized programs and funding sources, including federal, state, and locally funded programs, financial aid, auxiliary services, and Associated Student Body funds

Methods for compiling, analyzing, and interpreting financial data to support budgetary planning, variance analysis, and program review, and for providing technical guidance to managers and staff regarding accounting procedures

**Skills & Abilities:**

- Perform professional level accounting work including fund accounting, auditing, and financial reporting in a governmental or educational setting
- Verify and reconcile accounting data, resolve discrepancies and ensure accuracy in financial records
- Utilize technology and financial management systems to support performing accounting processes
- Learn, interpret and apply accounting and fiscal requirements, District policies, and applicable federal, state, and local regulations
- Interpret, classify and process documents and transactions, including those related to grants, programs and student accounts
- Perform work requiring accuracy and attention to detail ensuring financial records, reports and transactions are correct
- Set priorities, exercise sound independent judgment and work independently on assigned projects
- Stay updated on technology changes and adapt to new technologies
- Accurately analyze situations, identify problems, apply sound judgment and formulate effective solutions
- Prepare clear and accurate financial schedules, reconciliations and program specific reports
- Perform statistical and financial analysis, auditing and compliance review to support financial reporting
- 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:***

A bachelor's degree in accounting, business administration, finance, or economics that included the successful completion of at least 24 semester units of accounting coursework.

***Experience Requirement:***

Three years of recent, paid work experience performing professional level accounting or auditing work, including research, analysis and evaluation of accounting processes and procedures. Governmental accounting experience is desirable.

***Education/Experience Equivalency:***

An additional two years of experience in accounting or auditing work may substitute for the required education. To qualify for equivalency, the applicant must possess a minimum of an associate's degree in accounting which includes the successful completion of a minimum of 24 semester units of accounting coursework.

***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 lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

<b>Job Family:</b>	Fiscal Services/Business Administration
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	03/21/98
<b>Class History:</b>	Accountant
<b>Revision Date(s):</b>	10/06 02/16/11, 05/20/15; 05/20/26

Agenda Report Number	6
Subject	Classification Description Revisions and Salary Reallocation: Accounting Supervisor Cyclical Review
Date	May 20, 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 Supervisor.

As part of the cyclical review process, we are reviewing classifications in Accounting and Finance. This includes accounting and finance related positions in Fiscal Services and Auxiliary Services. The Accounting Supervisor position is part of Auxiliary Services. Auxiliary Services is included under the broader Business Services division at SMC, it provides services through the Cashier's Office, Campus store, Transportation, and other various programs and efforts.

The Accounting Supervisor classification was established in December 2018. This is the first proposed revision since its establishment. 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 management incumbents in the Accounting and Finance classifications 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 Questionnaire (PDQs) by August 6, 2025.

Personnel Commission staff consulted with the Dean, Education Enterprise 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 proposed to clarify concept of the class, duties assigned, distinguishing characteristics, supervision, KSA's, minimum qualifications and working environment.

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 a role with similar scope of responsibility. 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 alignment. The Accounting Supervisor supervises accounting staff in Auxiliary Services, including an Accountant. Based on market data, it is recommended that the Accountant be reallocated from Range 42 to Range 45. Salary compression currently exists between the role of Accounting Supervisor and Accountant. The differential between the roles is 3.63%. The proposed salary reallocation for the Accountant would create salary inversion between the Accounting Supervisor and the Accountant. To address this, it is recommended to adjust the Accounting Supervisor from Range M14 to Range M20. The resulting differential between Accountant and Accounting Supervisor would be approximately 11%.

The following chart shows related classifications in this job discipline and the current salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Accounting Manager	M24	\$9,447	\$11,483	18.65%
Accounts Payable Supervisor	M17	\$7,962	\$9,678	7.56%
<b>Accounting Supervisor</b>	<b>M14</b>	<b>\$7,402</b>	<b>\$8,997</b>	<b>3.63%</b>
Accountant	42	\$7,143	\$8,682	21.56%
Accounting Technician	35	\$6,026	\$7,324	5.00%
Accounting Specialist	33	\$5,739	\$6,975	0.00%

The following chart shows related classifications in this job discipline and the proposed salary reallocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Accounting Manager*	M27	\$10,162	\$12,351	18.58%
Accounts Payable Manager*	M20	\$8,569	\$10,415	0%
<b>Accounting Supervisor</b>	<b>M20</b>	<b>\$8,569</b>	<b>\$10,415</b>	<b>11.43%</b>
Accountant*	45	\$7,690	\$9,348	27.63%
Accounting Technician	35	\$6,026	\$7,324	5.00%
Accounting Specialist	33	\$5,739	\$6,975	0.00%

\* Addressed in separate agenda report

Cyclical review results have been sent to the incumbent, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

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

**FROM:** Classified Management Salary Schedule, Range M14

**TO:** Classified Management Salary Schedule, Range M20

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

**Santa Monica Community College District  
Personnel Commission**

**Accounting Supervisor**

**CONCEPT OF THE CLASS**

Under general supervision, ~~from the Dean of Education Enterprise,~~ this ~~position classification~~ supervises accounting staff in the Auxiliary Services central office, and performs a full-range of complex, professional accounting duties related to all Enterprise accounts (~~Bookstore/Campus Store~~, Auxiliary, and Trust), including maintaining and auditing accounting records, reconciling, reviewing and preparing transactions, initiating reports, preparing budgets and analyzing results, and performing the month-end and year-end budget processes.

**DISTINGUISHING CHARACTERISTICS**

The **Accounting Supervisor** plans, organizes, coordinates, and ~~manages-supervises~~ the day-to-day activities and work of financial staff assigned to the District's Auxiliary Services department, which is responsible for managing financial resources that are not derived from District, categorical, or foundation funds. ~~Additionally,~~ This classification performs a wide-range of professional-level accounting duties to support sound fiscal management of funds maintained under Auxiliary Services.

The **Accounts Payable Supervisor** oversees the activities and operations of the District Accounts Payable Department, reviews and conducts performance management, ~~executes supervision over~~ ~~supervises~~ assigned staff and provides direction and training.

The **Accounting Manager** ~~manages and oversees the day-to-day accounting operations for the District and provides leadership and training to assigned professional staff, supervises professional staff responsible for all District accounting activities and operations for the District.~~

The **Accountant** performs highly responsible, professional accounting duties involving independent judgment and requiring a thorough knowledge of accounting principles and practices.

**ESSENTIAL DUTIES**

Supervises accounting staff in the Auxiliary Services department, which includes assigning and reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating employee performance.

Plans, organizes, schedules, assigns, reviews and provides direction to staff engaged in accounting activities directly related to Auxiliary Services, including reconciliations, banking operations, including wire payments, and invoice and purchase order processing.

Analyzes, prepares and implements financial controls and reporting procedures involving budgeting, allocating, receiving, disbursing and accounting of funds; ensures that adequate accounting controls over cash and credit card processing are in place; verifies adherence to internal controls.

Prepares accounting records, including journal entries, reconciliations, and monthly closings for all accounts under Auxiliary Services.

Prepares cash and credit card receipt journals and journal entries; reviews entries prepared by lower-level staff.

Computes taxes owed, and prepares and remits tax returns, including ~~campus bookstore~~ monthly and quarterly sales tax returns; ensures compliance with payment and reporting requirements, including Form 990 for Associated Students, and issuance of Form 1099.

Performs financial and budgetary analyses, using related computer programs, systems and applications, as requested.

Oversees and ensures the accurate transference of funds between Auxiliary Services and other internal and external sources, including District Fiscal Services, the Department of Veterans Affairs, and international funding sources.

Performs year-end closing activities; completes and files reports and claims with funding agencies; prepares financial statements and interfaces with District Auditors to provide information regarding Auxiliary Services accounting operations.

Manages, maintains and updates Auxiliary Services' accounting system, and ensures appropriate use; maintains the chart

of accounts and establishes new codes as appropriate.

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 Dean of Education Enterprise, and is expected to carry them through to completion with substantial independence.

**Supervision Exercised:**

This position exercises general supervision over [lower-level professional and paraprofessional](#) accounting staff in Auxiliary Services.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

Principles, practices, and procedures of accounting and financial analysis, including Generally Accepted Accounting Principles (GAAP), as they relate to governmental accounting, auditing and budgeting

Federal, state, local and District policies, procedures, rules, regulations and practices related to tax reporting, banking activities, and the preparation of accounting records, including accounts receivable and accounts payable

Methods, practices, documents and terminology used in financial recordkeeping [and reporting](#).

[Practices and procedures for month-end and year-end closing, including account reconciliations, accruals, and financial statement preparation](#)

Research, statistical, and forecasting methods used in accounting analysis and management

Practices and procedures ~~of auditing related to~~ establishing internal controls [and compliance monitoring](#)

[Cash management, including cash flow analysis, interfund transfers, and accounts receivable management](#)

Current trends and developments in accounting and related field

Principles of supervision and training

~~Computer applications and programs that support this level of work, including Microsoft Office-Office management practices and procedures~~

[Computer applications used in accounting and financial management, including financial management systems, spreadsheets and databases](#)

[Effective written and oral communication techniques to explain financial information and collaborate with stakeholders](#)

[Leadership and operational management practices](#)

**Skills & Abilities:**

[Supervise day-to-day accounting operations](#)

Interpret, apply, [and](#) explain ~~and reach sound decisions in accordance with~~ applicable laws and regulations, and District policies and procedures

Perform work requiring accuracy and attention to detail

~~Operate a computer using computer applications, programs, and standard office equipment~~

[Utilize technology and financial management systems to support and direct fiscal operations](#)

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

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Stay [abreast updated](#) of technology changes and [adapt to new technologies apply new tools to improve departmental operations](#)

Utilize organizational funds, material resources and staffing levels wisely and strategically

Understand internal and external customer immediate and long term needs to provide viable solutions and

recommendations

Maintain an open and approachable manner and easily build rapport with others

Model professional integrity and ethics and deal quickly with breaches and misconduct

Communicate [complex financial and operational information](#) effectively, both orally and in writing

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:**

A bachelor's degree in Accounting, Business Administration, Finance, Economics, or a closely related field, which included the successful completion of a minimum of twenty-four (24) semester units of accounting coursework.

**Experience Requirement:**

Three years of professional [Level](#) accounting or auditing experience. Experience in a supervisory or lead capacity is preferred. [Accounting](#) experience in a [governmental, community college district, or non-profit organization education system, such as a K-12, community college or university system](#) is also preferred.

**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 AND 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, stand, walk, reach, use hands to keyboard, type, use a cash register, or handle materials, and talk and/or hear. The employee is occasionally required to lift, carry, push, or pull up to ~~45~~10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

#### CLASS DETAIL

<b>Job Family:</b>	Business Administration & Fiscal Services
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	12/12/2018
<b>Class History:</b>	
<b>Revision Date(s):</b>	<a href="#">5/20/2026</a>

**Santa Monica Community College District  
Personnel Commission**

**Accounting Supervisor**

**CONCEPT OF THE CLASS**

Under general supervision, this position supervises accounting staff in the Auxiliary Services central office, and performs a full-range of complex, professional accounting duties related to all Enterprise accounts (Campus Store, Auxiliary, and Trust), including maintaining and auditing accounting records, reconciling, reviewing and preparing transactions, initiating reports, preparing budgets and analyzing results, and performing the month-end and year-end budget processes.

**DISTINGUISHING CHARACTERISTICS**

The **Accounting Supervisor** plans, organizes, coordinates, and supervises the day-to-day activities and work of financial staff assigned to the District's Auxiliary Services department, which is responsible for managing financial resources that are not derived from District, categorical, or foundation funds. This classification performs a wide-range of professional-level accounting duties to support sound fiscal management of funds maintained under Auxiliary Services.

The **Accounts Payable Supervisor** oversees the activities and operations of the District Accounts Payable Department, reviews and conducts performance management, supervises assigned staff and provides direction and training.

The **Accounting Manager** manages and oversees the day-to-day accounting operations for the District and provides leadership and training to assigned professional staff.

The **Accountant** performs highly responsible, professional accounting duties involving independent judgment and requiring a thorough knowledge of accounting principles and practices.

**ESSENTIAL DUTIES**

Supervises accounting staff in the Auxiliary Services department, which includes assigning and reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating employee performance.

Plans, organizes, schedules, assigns, reviews and provides direction to staff engaged in accounting activities directly related to Auxiliary Services, including reconciliations, banking operations, including wire payments, and invoice and purchase order processing.

Analyzes, prepares and implements financial controls and reporting procedures involving budgeting, allocating, receiving, disbursing and accounting of funds; ensures that adequate accounting controls over cash and credit card processing are in place; verifies adherence to internal controls.

Prepares accounting records, including journal entries, reconciliations, and monthly closings for all accounts under Auxiliary Services.

Prepares cash and credit card receipt journals and journal entries; reviews entries prepared by lower-level staff.

Computes taxes owed, and prepares and remits tax returns, including campus store monthly and quarterly sales tax returns; ensures compliance with payment and reporting requirements, including Form 990 for Associated Students, and issuance of Form 1099.

Performs financial and budgetary analyses, using related computer programs, systems and applications, as requested.

Oversees and ensures the accurate transference of funds between Auxiliary Services and other internal and external sources, including District Fiscal Services, the Department of Veterans Affairs, and international funding sources.

Performs year-end closing activities; completes and files reports and claims with funding agencies; prepares financial statements and interfaces with District Auditors to provide information regarding Auxiliary Services accounting operations.

Manages, maintains and updates Auxiliary Services' accounting system, and ensures appropriate use; maintains the chart of accounts and establishes new codes as appropriate.

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 Dean of Education Enterprise, and is expected to carry them through to completion with substantial independence.

### **Supervision Exercised:**

This position exercises general supervision over professional and paraprofessional accounting staff in Auxiliary Services.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Principles, practices, and procedures of accounting and financial analysis, including Generally Accepted Accounting Principles (GAAP), as they relate to governmental accounting, auditing and budgeting

Federal, state, local and District policies, procedures, rules, regulations and practices related to tax reporting, banking activities, and the preparation of accounting records, including accounts receivable and accounts payable

Methods, practices, documents and terminology used in financial recordkeeping and reporting.

Practices and procedures for month-end and year-end closing, including account reconciliations, accruals, and financial statement preparation

Research, statistical, and forecasting methods used in accounting analysis and management

Practices and procedures of auditing, establishing internal controls and compliance monitoring

Cash management, including cash flow analysis, interfund transfers, and accounts receivable management

Current trends and developments in accounting and related field

Principles of supervision and training

Computer applications used in accounting and financial management, including financial management systems, spreadsheets and databases

Effective written and oral communication techniques to explain financial information and collaborate with stakeholders

Leadership and operational management practices

### **Skills & Abilities:**

Supervise day-to-day accounting operations

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

Perform work requiring accuracy and attention to detail

Utilize technology and financial management systems to support and direct fiscal operations

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

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Stay updated of technology changes and apply new tools to improve departmental operations Utilize organizational funds, material resources and staffing levels wisely and strategically

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Maintain an open and approachable manner and easily build rapport with others

Model professional integrity and ethics and deal quickly with breaches and misconduct

Communicate complex financial and operational information effectively, both orally and in writing

**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:**

A bachelor's degree in Accounting, Business Administration, Finance, Economics, or a closely related field, which included the successful completion of a minimum of twenty-four (24) semester units of accounting coursework.

**Experience Requirement:**

Three years of professional accounting or auditing experience. Experience in a supervisory or lead capacity is preferred. Accounting experience in a governmental, community college district, or non-profit organization is preferred.

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

**CLASS DETAIL**

<b>Job Family:</b>	Business Administration & Fiscal Services
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	12/12/2018
<b>Class History:</b>	
<b>Revision Date(s):</b>	5/20/26

Agenda Report Number	7
Subject	Retitle, Salary Reallocation and Classification Description Revisions: Accounts Payable Supervisor to Accounts Payable Manager Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino

**BACKGROUND**

Attached for your approval are retitle, class description revisions and a salary reallocation for Accounts Payable Supervisor.

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 Accounts Payable Supervisor classification was established in October 1998. This classification has been revised four times since its establishment. The most recent revision was approved in June 2023, for classification description revisions and salary reallocation. There is one permanent incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-2026. The management incumbents in the Accounting and Finance classifications were invited to participate in a study orientation on July 17, 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. Commission staff subsequently conducted a job audit to obtain input from the incumbent. The information gathered from the job audit was reviewed with the manager.

Personnel Commission staff consulted with the Controller, 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 proposed to retitle the classification, 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 the concept of the classification, distinguishing characteristics, essential duties, supervision received, knowledge, skills, abilities and minimum qualifications.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. 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 a role with similar scope of responsibility. Typically, when matches were not found it is due to the organizational structure and scope of the classifications.

As a result, the salary recommendation was based on internal comparison within the job discipline, using the Accounting Supervisor classification (proposed Range 20) as an anchor based on similar job factor levels, including knowledge required, level of decision-making, and complexity of work. The Accounting Supervisor oversees an Accountant and Accounting Technician and performs professional accounting work for Auxiliary Services. The Accounts Payable Supervisor (retitle to Accounts Payable Manager) oversees Accounting Specialists, performs professional accounting work, and is responsible for accounts payable operations District-wide. It is recommended to reallocate the retitled Accounts Payable Manager from Range M17 to Range M20.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Accounting Manager	M24	\$9,447	\$11,483	18.65%
Accounts Payable Supervisor	M17	\$7,962	\$9,678	7.56%
Accounting Supervisor	M14	\$7,402	\$8,997	3.63%
Accountant	42	\$7,143	\$8,682	21.56%
Accounting Technician	35	\$6,026	\$7,324	5.00%
Accounting Specialist	33	\$5,739	\$6,975	0.00%

The following chart shows related classifications in this job discipline and the proposed salary reallocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Accounting Manager*	M27	\$10,162	\$12,351	18.58%
<b>Accounts Payable Manager</b>	<b>M20</b>	<b>\$8,569</b>	<b>\$10,415</b>	<b>0%</b>
Accounting Supervisor*	M20	\$8,569	\$10,415	11.43%
Accountant*	45	\$7,690	\$9,348	27.63%
Accounting Technician	35	\$6,026	\$7,324	5.00%
Accounting Specialist	33	\$5,739	\$6,975	0.00%

\* Addressed in separate agenda report

Cyclical review results have been sent to the incumbent, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

It is recommended that the Commission approve the proposed retitle, classification description revisions and salary for Accounts Payable Supervisor.

**FROM:** Accounts Payable Supervisor  
 Classified Management Salary Schedule, Range M17

**TO:** Accounts Payable Manager  
 Classified Management Salary Schedule, Range M20

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

**Santa Monica Community College District  
Personnel Commission**

**Accounts Payable ~~Supervisor~~Manager**

CONCEPT OF THE CLASS

Under general direction, this position plans, organizes-manages and supervises the day-to-day staff, operations, and activities of the District's Accounts Payable Department and performs complex professional accounting activities for the District.

DISTINGUISHING CHARACTERISTICS

The **Accounts Payable ~~Supervisor~~Manager manages and** oversees the activities and operations of the District Accounts Payable Department, reviews and conducts performance management, executes supervision over assigned staff and provides direction and training to assigned staff. This position also has responsibility for performing complex professional accounting activities.

The Accounting Manager manages and oversees the day-to-day accounting operations for the District and provides leadership and training to assigned professional staff.

The **Controller** plans, organizes, ~~and controls~~, directs and audits all activities related to District's financial accounting and disbursement activities and the accounting, accounts payable, budgeting auditing and payroll activities of the District to ensure compliance with related policies, rules, laws and regulations.

~~An Accounting Specialist performs journey level and complex clerical accounting 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.~~

ESSENTIAL DUTIES

Supervises employees of the Accounts Payable department, assigns and reviews work participates in new employee selection, discipline and termination; trains employees and evaluates employee performance including hiring and workload management.

Oversee the entire vendor payment process, ensuring accuracy, timeliness, and compliance with internal policies and tax regulations.

Analyzes, researches, prepares and audits accounts payable records and reports; resolves accounts payable discrepancies; recommends adjustments or amendments to correct current or potential account deficits; checks for coding errors and corrects as necessary.

Manages, reviews, reconciles, and audits District liability accounts including accounts payable vendor liability, vendor prepayments, manual accruals and retention accounts.

Monitors, reconciles, researches and resolves budget discrepancies related to encumbrances.

Organizes annual IRS Form 1099 reporting; researches and obtains necessary software to interface with the District Office and ensure reporting to appropriate federal agency, consistent with District accounting systems and policies.

Coordinates and supervises the Accounts Payable activities in support of the monthly and annual year-end close processes.

Organizes and provides records requested for interim and annual audits; reconciles accounts payable, manual accrual, construction retention accounts and provides audit schedules.

Develops and implements plans, policies and procedures to improve District Accounts Payable services and operations; reviews information for accuracy, identify discrepancies, make corrections and resolve problems as necessary.

Analyzes, reports, maintains and performs most critical accounts payable functions, including sales and use tax, debt obligation and general ledger voucher entries.

Responds to questions, requests and problems; answers questions and advises departments on status of accounts; provides assistance in the resolution of accounts payable discrepancies and issues.

Communicates and corresponds with various outside sources regarding accounts payable functions; may participate in or assist with reports required by outside agencies.

Assures compliance with Federal, State, County and District requirements and procedures.

Assists with annual reports, journal entries from County, daily reports; processes transactions needed to clear suspense lists and exception reports; assists with balancing County expenditures and revenues as needed.

Participates in accounts payable functions during peak workload periods and in the absence of assigned personnel.

Calculates and prepares transfers of various County and District financial documents; oversee data entry into County systems; communicates with District and County offices to verify accuracy and completeness of records and reports and to maintain appropriate accounting controls.

Prepares, maintains and analyzes complex financial records and reports.

Prepares accounts payable liability year-end schedules for audit.

Manages the department budget and fiscal resources, including supply purchases, conferences, training costs, mileage, maintenance of essential department check signing equipment and required software; researches and coordinates updates or replacement of equipment/software as needed.

Assists Controller with review of policies; develops, recommends and implements accounts payable procedures and processes and maintains internal controls in accordance with Generally Accepted Accounting Principles (GAAP).

Attends and participates in management development programs, seminars and workshops.

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. This position receives direction from the Controller and is expected to carry them through with substantial independence.

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

This position exercises general supervision over the Accounting Specialist positions.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Business, management, and supervisory principles and practices involved in ~~strategic~~ operational planning, resources allocation, work assignment and delegation, performance evaluation, employee motivation, staff development and training, grievances management and imposition of corrective or disciplinary action

Principles, practices, and procedures of accounting and financial analysis, including Generally Accepted Accounting Principles (GAAP), as they relate to governmental accounting, auditing and budgeting

Financial analysis and research procedures

Effective customer service techniques

Federal, State, and District policies, procedures, rules, regulations and practices related to the preparation of accounting records, including accounts payable, accounts receivable, revolving cash funds

Application data process used in the maintenance of accounting records and financial administration

Accounting, statistical bookkeeping and financial terminology, theories, methods, practices, and procedures

Effective office management practices and procedures

~~Basic~~ Mathematics applicable to accounting and financial record keeping

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

Supervise assigned work functions, provide resources needed, and delegate responsibility according to staff abilities, opportunities for development and relevant rules and policies to ensure effective and timely completion of work assignments

Perform professional level accounting work

Verify accounting data and resolve discrepancies

- Communicate effectively, both orally and in writing
- Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures
- Operate a computer using computer applications, programs, and standard office equipment
- Organize, set priorities, meet competing deadlines and exercise sound independent judgement within areas of assigned responsibility
- Analyze situations and adopt an effective course of action
- Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives
- Stay [updated on abreast of](#) technology changes and adapt to new technologies
- Utilize organizational funds, material resources and staffing levels wisely and strategically
- Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations
- Maintain an open and approachable manner and easily build rapport with others
- Model professional integrity and ethics and deal quickly with breaches and misconduct
- 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
- Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

A bachelor's degree [or equivalent](#) in accounting, business administration, finance or a [closely](#)-related field.

**Experience Requirement:**

Three years of professional accounting experience. One year of lead or supervisory experience in an accounts payable, accounting or budget/finance department is preferred. Governmental accounting experience is preferred.

**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 lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

<b>Job Family:</b>	Business Administration & Fiscal Services
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	10/20/98
<b>Class History:</b>	Accounts Payable Supervisor
<b>Revision Date(s):</b>	11/02/06 <a href="#">Hay Study</a> , 12/12/18, 10/21/20, 6/21/23; <a href="#">5/20/26</a>

**Santa Monica Community College District  
Personnel Commission**

**Accounts Payable Manager**

**CONCEPT OF THE CLASS**

Under general direction, this position plans, manages and supervises the day-to-day staff, operations, and activities of the District's Accounts Payable Department and performs complex professional accounting activities for the District.

**DISTINGUISHING CHARACTERISTICS**

The **Accounts Payable** Manager manages and oversees the activities and operations of the District Accounts Payable Department, and provides direction and training to assigned staff. This position also has responsibility for performing complex professional accounting activities.

The **Accounting Manager** manages and oversees the day-to-day accounting operations for the District and provides leadership and training to assigned professional staff.

The **Controller** plans, organizes, controls, directs and audits all activities related to District's financial accounting and disbursement activities and the accounting, accounts payable, budgeting auditing and payroll activities of the District to ensure compliance with related policies, rules, laws and regulations.

**ESSENTIAL DUTIES**

Supervises employees of the Accounts Payable department, assigns and reviews work participates in new employee selection, discipline and termination; trains employees and evaluates employee performance including hiring and workload management.

Oversee the entire vendor payment process, ensuring accuracy, timeliness, and compliance with internal policies and tax regulations.

Analyzes, researches, prepares and audits accounts payable records and reports; resolves accounts payable discrepancies; recommends adjustments or amendments to correct current or potential account deficits; checks for coding errors and corrects as necessary.

Manages, reviews, reconciles, and audits District liability accounts including accounts payable vendor liability, vendor prepayments, manual accruals and retention accounts.

Monitors, reconciles, researches and resolves budget discrepancies related to encumbrances.

Organizes annual IRS Form 1099 reporting; researches and obtains necessary software to interface with the District Office and ensure reporting to appropriate federal agency, consistent with District accounting systems and policies.

Coordinates and supervises the Accounts Payable activities in support of the monthly and annual year-end close processes.

Organizes and provides records requested for interim and annual audits; reconciles accounts payable, manual accrual, construction retention accounts and provides audit schedules.

Develops and implements plans, policies and procedures to improve District Accounts Payable services and operations; reviews, information for accuracy, identify discrepancies, make corrections and resolve problems as necessary.

Analyzes, reports, maintains and performs most critical accounts payable functions, including sales and use tax, debt obligation and general ledger voucher entries.

Responds to questions, requests and problems; answers questions and advises departments on status of accounts; provides assistance in the resolution of accounts payable discrepancies and issues.

Communicates and corresponds with various outside sources regarding accounts payable functions; may participate in or assist with reports required by outside agencies.

Assures compliance with Federal, State, County and District requirements and procedures.

Assists with annual reports, journal entries from County, daily reports; processes transactions needed to clear suspense lists and exception reports; assists with balancing County expenditures and revenues as needed.

Participates in accounts payable functions during peak workload periods and in the absence of assigned personnel.

Calculates and prepares transfers of various County and District financial documents; oversee data entry into County systems; communicates with District and County offices to verify accuracy and completeness of records and reports and to maintain appropriate accounting controls.

Prepares, maintains and analyzes complex financial records and reports.

Prepares accounts payable liability year-end schedules for audit.

Manages the department budget and fiscal resources, including supply purchases, conferences, training costs, mileage, maintenance of essential department check signing equipment and required software; researches and coordinates updates or replacement of equipment/software as needed.

Assists Controller with review of policies; develops, recommends and implements accounts payable procedures and processes and maintains internal controls in accordance with Generally Accepted Accounting Principles (GAAP).

Attends and participates in management development programs, seminars and workshops.

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 Controller and is expected to carry them through with substantial independence.

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

This position exercises general supervision over the Accounting Specialist positions.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Business, management, and supervisory principles and practices involved in operational planning, resources allocation, work assignment and delegation, performance evaluation, employee motivation, staff development and training, grievances management and imposition of corrective or disciplinary action

Principles, practices, and procedures of accounting and financial analysis, including Generally Accepted Accounting Principles (GAAP), as they relate to governmental accounting, auditing and budgeting

Financial analysis and research procedures

Effective customer service techniques

Federal, State, and District policies, procedures, rules, regulations and practices related to the preparation of accounting records, including accounts payable, accounts receivable, revolving cash funds

Application data process used in the maintenance of accounting records and financial administration

Accounting, statistical bookkeeping and financial terminology, theories, methods, practices, and procedures

Effective office management practices and procedures

Mathematics applicable to accounting and financial record keeping

### **Skills & Abilities:**

Supervise assigned work functions, provide resources needed, and delegate responsibility according to staff abilities, opportunities for development and relevant rules and policies to ensure effective and timely completion of work assignments

Perform professional level accounting work

Verify accounting data and resolve discrepancies

Communicate effectively, both orally and in writing

Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

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

Organize, set priorities, meet competing deadlines and exercise sound independent judgement within areas of assigned responsibility

Analyze situations and adopt an effective course of action

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Stay updated on technology changes and adapt to new technologies

Utilize organizational funds, material resources and staffing levels wisely and strategically

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Maintain an open and approachable manner and easily build rapport with others

Model professional integrity and ethics and deal quickly with breaches and misconduct

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

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

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

A bachelor's degree in accounting, business administration, finance or a related field.

**Experience Requirement:**

Three years of professional accounting experience. One year of lead or supervisory experience in an accounts payable, accounting or budget/finance department is preferred. Governmental accounting experience is preferred.

**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 lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

<b>Job Family:</b>	Business Administration & Fiscal Services
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	10/20/98
<b>Class History:</b>	Accounts Payable Supervisor
<b>Revision Date(s):</b>	11/02/06, 12/12/18, 10/21/20, 6/21/23; 5/20/26

Agenda Report Number	8
Subject	Classification Description Revisions and Salary Reallocation: Accounting Manager Cyclical Review
Date	May 20, 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 Manager.

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 Manager classification was established in February 1985. This classification has been revised several times since its establishment. The most recent revision was approved on April 17, 2019. 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 management incumbents in the Accounting and Finance classifications were invited to participate in a study orientation on July 17, 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.

Personnel Commission staff consulted with the Controller and Chief Director of Business Services 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 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 a role with similar scope of responsibility. Typically, when matches were not found it is due to the organizational structure and scope of the classifications.

As a result, salary review is based on internal alignment. Based on market data, it is recommended that the Accountant be reallocated from Range 42 to Range 45 on the classified employee salary schedule. Due to job factor differences in the areas of decision making, knowledge and scope of responsibility and to retain the existing salary differential a three-range re-allocation is being proposed for the Accounting Manager. It is recommended to adjust the Accounting Manager from Range M24 to Range M27. The resulting differential between Accountant and Accounting Manager will remain at approximately 32%.

The following chart shows related classifications in this job discipline and the current salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<b>Accounting Manager</b>	<b>M24</b>	<b>\$9,447</b>	<b>\$11,483</b>	<b>18.65%</b>
Accounts Payable Supervisor	M17	\$7,962	\$9,678	7.56%
Accounting Supervisor	M14	\$7,402	\$8,997	3.63%
Accountant	42	\$7,143	\$8,682	21.56%
Accounting Technician	34	\$5,876	\$7,143	5.00%
Accounting Specialist	32	\$5,596	\$6,803	0.00%

The following chart shows related classifications in this job discipline and the proposed salary reallocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<b>Accounting Manager</b>	<b>M27</b>	<b>\$10,162</b>	<b>\$12,351</b>	<b>27.61%</b>
<i>Accounts Payable Supervisor*</i>	<i>M17</i>	<i>\$7,962</i>	<i>\$9,678</i>	<i>-7.07%</i>
Accounting Supervisor**	M20	\$8,569	\$10,415	11.43%
Accountant**	45	\$7,690	\$9,348	27.63%
Accounting Technician**	35	\$6,026	\$7,324	5.00%
Accounting Specialist**	33	\$5,739	\$6,975	0.00%

\*Currently Under Review

\*\*Addressed in separate agenda report

Cyclical review results have been sent to the incumbent, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

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

**FROM:** Classified Management Salary Schedule, Range M24

**TO:** Classified Management Salary Schedule, Range M27

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

**Santa Monica Community College District  
Personnel Commission**

**Accounting Manager**

**CONCEPT OF THE CLASS**

Under general direction, this ~~position classification~~ manages, plans and coordinates the day-to-day accounting operations of the District, supervises the work of professional accounting staff and performs a full range of complex professional accounting activities for the District.

**DISTINGUISHING CHARACTERISTICS**

The **Accounting Manager** manages and oversees the day-to-day accounting operations for the District and provides leadership and training to assigned professional staff.

The **Controller** ~~directs the accounting, accounts payable, budgeting, auditing and payroll activities of the District to plans, organizes, controls, directs and audits all activities related to District's financial accounting and disbursement activities and ensures~~ compliance with related policies, rules, laws and regulations.

The **Accounting Supervisor** plans, organizes, coordinates, and supervises the day-to-day activities and work of fiscal staff assigned to the District's Auxiliary Services, which is responsible for managing financial resources that are not derived from District, categorical, or foundation funds. ~~Additionally,~~ This classification performs a wide-range of professional-level accounting duties to support sound fiscal management of funds maintained under Auxiliary Services.

**ESSENTIAL DUTIES**

Plans, organizes, supervise, and provides direction to Accounting Department staff, including the day-to-day accounting operations, activities, financial record-keeping and reporting functions for the District, assigning and reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating employee performance.

Researches, analyzes, prepares, and reviews federal, state and local, compliance and other reports including grant reports, financial aid reports, construction project reports, and special reports.

Coordinates and supervises the monthly, quarterly and annual year-end closing processes and prepares financial statements, District statistical reports and records in accordance with fund accounting standards Governmental Accounting Standards Board (GASB) requirements, and Generally Accepted Accounting Principles (GAAP).

Researches, reviews and resolves problems related to encumbrances, adjustments in appropriations, cash receipts, computer entries, account adjustment and student refund checks; audits financial transactions and documents for accuracy, completeness and compliance with applicable contracts, federal, state, local laws and District policies and procedures.

Monitors procurement, implementation and reimbursement of special funds accounting.

Assists in the coordination and preparation of the Annual Independent Audit and responds to audit report findings, comments and recommendations as they pertain to the accounting function.

Communicates with District personnel and outside agencies to provide financial analysis, answers questions, provides training, resolve discrepancies, identifies potential problems and recommends adjustment or amendment to account.

Manages, reviews, reconciles, and audits all District liability accounts including Federal drawdown activities and pass through funds.

Develops, recommends and implements accounting procedures and practices and maintains internal controls in accordance with District policies and ~~Generally Accepted Accounting Principles (GAAP)~~.

Manages, monitors, reconciles, researches and resolves District budget discrepancies related to encumbrances, adjustments in appropriations, cash receipts, computer entries, and account adjustments.

Attends and participates in management development programs, seminars and workshops to stay abreast of current legislative changes, trends and practices within assigned area of responsibility.

Reviews, evaluates, and interprets rules and regulations pertaining to accounting procedures, including GASB standards, and makes recommendations to Controller for developing policies, procedures and accounting systems for financial effectiveness, operational efficiency and compliance.

Monitors and prepares cash flow analysis, interfund cash transfers and the accrual and collection of accounts receivables.

Performs other related duties as requested or assigned.

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

**SUPERVISION**

**Supervision Received:**

This position receives general direction from the Controller. Under general supervision, the employee receives assignments from the Controller and is expected to carry them through with substantial independence.

**Supervision Exercised:**

This position exercises general supervision over Accountants and other assigned staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

Principles, practice, and procedures of accounting and financial analysis, including fund accounting, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) requirements, as they relate to governmental accounting, auditing and budgeting

Federal, state, local and District policies, procedures, rules, regulations and practices related to tax reporting, grants, banking activities, and the preparation of accounting records, including accounts receivable and accounts payable

Methods, practices, documents and terminology used in financial recordkeeping and reporting

District rules, regulations, policies and procedures relevant to financial management and operations

Practices and procedures for month-end and year-end closing, including account reconciliations, accruals, and financial statement preparation

Research, statistical, and forecasting methods used in accounting analysis and management

Practices and procedures of auditing, related to establishing internal controls and compliance monitoring for governmental entities

Grant and categorical fund accounting, including fiscal reporting and compliance requirements for restricted and pass-through funds.

Cash management, including cash flow analysis, interfund transfers, and accounts receivable management

Principles of supervision and training

Effective employee supervision, training, evaluation and development techniques and practices

Budget monitoring, reconciliation, and reporting practices applicable to public sector and fund accounting Computer applications and programs that support this level of work, including Microsoft Office

Computer applications used in accounting and financial management, including financial management systems, spreadsheets and databases

Effective written and oral communication techniques to explain financial information and collaborate with stakeholders

Leadership and operational Office management practices and procedures

**Skills & Abilities:**

Plan, organize and manage day-to-day accounting operations

Evaluate, develop, recommend, and implement accounting procedures and internal controls to improve operational effectiveness

Reconcile, review, and validate complex College-wide accounting data, transactions, and account balances to ensure accuracy, completeness, and compliance with applicable standards and regulations

Perform work requiring accuracy and attention to detail

Supervise assigned work functions, provide resources needed, and delegate responsibility according to staff abilities, opportunities for development and relevant rules and policies to ensure effective and timely completion of work assignments

Train, supervise and evaluate assigned employees

Interpret, apply, ~~and~~ explain ~~and reach sound decisions in accordance with~~ applicable laws and regulations, and District policies and procedures

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Utilize organizational funds, material resources and staffing levels wisely and strategically

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

~~Maintain an open and approachable manner and easily build rapport with others~~

Model professional integrity and ethics and deal quickly with breaches and misconduct

Conduct technical research, analyze and interpret statistical and financial data, and perform mathematical and statistical computations

~~Work independently under pressure of recurring deadlines and meet schedules and timelines~~

~~Operate a computer using computer applications, programs, and standard office equipment~~

~~Utilize technology and financial management systems to support and direct fiscal operations~~

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

Stay ~~abreast~~ updated on technology changes and ~~adapt~~ apply new tools to improve departmental operations to new technologies

Communicate complex financial and operational information effectively both orally and in writing

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:**

~~A~~ bachelor's degree ~~or equivalent~~ in ~~A~~ccounting or a ~~closely~~-related field.

**Experience Requirement:**

~~Three-Four~~ years of advanced professional accounting experience, including at least which included one year of lead or supervisory experience in accounting. ~~One-year-of-performing~~ Experience in governmental or community college district accounting and ~~inexperience~~ implementing payroll or financial systems is highly desirable.

**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:**

Certified Public Accountant (CPA) or professional certifications are desirable.

#### WORKING ENVIRONMENT & PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

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

CLASS DETAIL

<b>Job Family:</b>	Business Administration & Fiscal Services
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	2/1985
<b>Class History:</b>	
<b>Revision Date(s):</b>	1/23/91; 6/14/95; <del>Hay Study</del> 11/06; 8/20/08; 4/17/19; <u>5/20/26</u>

**Santa Monica Community College District  
Personnel Commission**

**Accounting Manager**

**CONCEPT OF THE CLASS**

Under general direction, this position manages, plans and coordinates the day-to-day accounting operations of the District, supervises the work of professional accounting staff and performs a full range of complex professional accounting activities for the District.

**DISTINGUISHING CHARACTERISTICS**

The **Accounting Manager** manages and oversees the day-to-day accounting operations for the District and provides leadership and training to assigned professional staff.

The **Controller** plans, organizes, controls, directs and audits all activities related to District's financial accounting and disbursement activities and ensures compliance with related policies, rules, laws and regulations.

The **Accounting Supervisor** plans, organizes, coordinates, and supervises the day-to-day activities and work of fiscal staff assigned to the District's Auxiliary Services, which is responsible for managing financial resources that are not derived from District, categorical, or foundation funds. This classification performs a wide-range of professional-level accounting duties to support sound fiscal management of funds maintained under Auxiliary Services.

**ESSENTIAL DUTIES**

Plans, organizes, supervise, and provides direction to Accounting Department staff, including the day-to-day accounting operations, activities, financial record-keeping and reporting functions for the District, assigning and reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating employee performance.

Researches, analyzes, prepares, and reviews federal, state and local, compliance and other reports including grant reports, financial aid reports, construction project reports, and special reports.

Coordinates and supervises the monthly, quarterly and annual year-end closing processes and prepares financial statements, District statistical reports and records in accordance with fund accounting standards Governmental Accounting Standards Board (GASB) requirements, and Generally Accepted Accounting Principles (GAAP).

Researches, reviews and resolves problems related to encumbrances, adjustments in appropriations, cash receipts, computer entries, account adjustment and student refund checks; audits financial transactions and documents for accuracy, completeness and compliance with applicable contracts, federal, state, local laws and District policies and procedures.

Monitors procurement, implementation and reimbursement of special funds accounting.

Assists in the coordination and preparation of the Annual Independent Audit and responds to audit report findings, comments and recommendations as they pertain to the accounting function.

Communicates with District personnel and outside agencies to provide financial analysis, answers questions, provides training, resolve discrepancies, identifies potential problems and recommends adjustment or amendment to account.

Manages, reviews, reconciles, and audits all District liability accounts including Federal drawdown activities and pass through funds.

Develops, recommends and implements accounting procedures and practices and maintains internal controls in accordance with District policies and GAAP.

Manages, monitors, reconciles, researches and resolves District budget discrepancies related to encumbrances, adjustments in appropriations, cash receipts, computer entries, and account adjustments.

Attends and participates in management development programs, seminars and workshops to stay abreast of current legislative changes, trends and practices within assigned area of responsibility.

Reviews, evaluates, and interprets rules and regulations pertaining to accounting procedures, including GASB standards, and makes recommendations to Controller for developing policies, procedures and accounting systems for financial effectiveness, operational efficiency and compliance.

Monitors and prepares cash flow analysis, interfund cash transfers and the accrual and collection of accounts receivables.

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 Controller and is expected to carry them through with substantial independence.

### **Supervision Exercised:**

This position exercises general supervision over Accountants and other assigned staff.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Principles, practice, and procedures of accounting and financial analysis, including fund accounting, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) requirements, as they relate to governmental accounting, auditing and budgeting

Federal, state, local and District policies, procedures, rules, regulations and practices related to tax reporting, grants, banking activities, and the preparation of accounting records, including accounts receivable and accounts payable

Methods, practices, documents and terminology used in financial recordkeeping and reporting

District rules, regulations, policies and procedures relevant to financial management and operations

Practices and procedures for month-end and year-end closing, including account reconciliations, accruals, and financial statement preparation

Research, statistical, and forecasting methods used in accounting analysis and management

Practices and procedures of auditing, establishing internal controls and compliance monitoring for governmental entities

Grant and categorical fund accounting, including fiscal reporting and compliance requirements for restricted and pass-through funds.

Cash management, including cash flow analysis, interfund transfers, and accounts receivable management

Effective employee supervision, training, evaluation and development techniques and practices

Budget monitoring, reconciliation, and reporting practices applicable to public sector and fund accounting

Computer applications used in accounting and financial management, including financial management systems, spreadsheets and databases

Effective written and oral communication techniques to explain financial information and collaborate with stakeholders

Leadership and operational management practices

### **Skills & Abilities:**

Plan, organize and manage day-to-day accounting operations

Evaluate, develop, recommend, and implement accounting procedures and internal controls to improve operational effectiveness

Reconcile, review, and validate complex College-wide accounting data, transactions, and account balances to ensure accuracy, completeness, and compliance with applicable standards and regulations

Train, supervise and evaluate assigned employees

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Utilize organizational funds, material resources and staffing levels wisely and strategically

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Model professional integrity and ethics and deal quickly with breaches and misconduct

Conduct technical research, analyze and interpret statistical and financial data, and perform mathematical and statistical computations

Utilize technology and financial management systems to support and direct fiscal operations

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

Stay updated on technology changes and apply new tools to improve departmental operations

Communicate complex financial and operational information effectively both orally and in writing

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:**

A bachelor's degree in accounting or a related field.

**Experience Requirement:**

Four years of advanced professional accounting experience, including at least one year of lead or supervisory experience in accounting. Experience in governmental or community college district accounting and in implementing payroll or financial systems is highly desirable.

**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:**

Certified Public Accountant (CPA) or professional certifications are desirable.

#### WORKING ENVIRONMENT & PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

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

#### CLASS DETAIL

<b>Job Family:</b>	Business Administration & Fiscal Services
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	2/1985
<b>Class History:</b>	
<b>Revision Date(s):</b>	1/23/91; 6/14/95; 11/06; 8/20/08; 4/17/19; 5/20/26

Agenda Report Number	9
Subject	Classification Description Revisions and Salary Reallocation: Associate Programmer Analyst Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions and salary reallocation request for **Associate Programmer Analyst**.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology consists of multiple specialized units including network services, management information systems, IT infrastructure, and end user support, and is responsible for developing and implementing effective technology solutions to support Santa Monica College’s overall institutional mission and goals.

The Associate Programmer Analyst classification was established in October 2021. This classification has not been revised since its establishment. There are currently three permanent incumbents in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Information Technology classifications and CSEA were invited to participate in a study orientation on April 9, 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 April 23, 2025.

Personnel Commission staff consulted with Wendy Liu, Director of Management Information Systems, 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 being proposed to clarify the distinguishing characteristics, knowledge, skills and abilities, the minimum qualifications, and the working environment.

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 the distinguishing characteristics, knowledge, skills and abilities, the minimum qualifications and the working environment.

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

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Associate Programmer Analyst	\$7,143	\$8,682	\$7,913	26,748
Cerritos College	Applications Analyst	\$7,262	\$8,760	\$8,011	22,948
Foothill De Anza CCD	Applications Support Analyst I	\$7,953	\$10,642	\$9,298	31,134
Los Angeles CCD	Assistant Applications Developer/Programmer	\$7,734	\$9,582	\$8,658	135,917
North Orange County CCD	IT Specialist, Systems Applications	\$6,503	\$7,848	\$7,176	43,148
Santa Clarita College	Associate Web Programmer	\$6,505	\$8,874	\$7,690	21,778
	Average	\$7,192	\$9,141	\$8,166	
	25th Percentile	\$6,505	\$8,760	\$7,690	
	50th Percentile	\$7,262	\$8,874	\$8,011	
	70th Percentile	\$7,640	\$9,440	\$8,529	
	80th Percentile	\$7,778	\$9,794	\$8,786	
	90th Percentile	\$7,866	\$10,218	\$9,042	
	SMC % RANK	46.0%	22.8%	42.3%	
	SMC Difference From AVG	-0.7%	-5.3%	-3.2%	
	SMC Difference From MED	-1.7%	-2.2%	-1.2%	

The current salary range for Associate Programmer Analyst is range 42 on the Classified employee salary schedule. In this survey, SMC is in the 42<sup>nd</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 58% of market comparables were paid higher than the SMC classification.

**SALARY ALLOCATION**

It is recommended that the salary for Associate Programmer Analyst be reallocated from Range 42 to Range 45 on the Classified Employee Salary Schedule, a 7.66% increase. The proposed increase would place the median salary for this classification at the 70<sup>th</sup> percentile compared to the market median, which satisfies the District’s 70<sup>th</sup> percentile target.

The following charts show related classifications in this job discipline and salary allocation for each classification:

**CURRENT**

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Management Information Systems	Chief Director of Information Technology	A15	\$14,656	\$16,158	38.87%
Principal Programmer Analyst	Director of Management Information Systems	58	\$10,554	\$12,829	10.26%
Senior Programmer Analyst	Director of Management Information Systems	54	\$9,572	\$11,636	7.53%
IT Project Analyst	Director of Management Information Systems	51	\$8,903	\$10,821	7.66%
Programmer Analyst	Director of Management Information Systems	48	\$8,269	\$10,051	15.77%
<b>Associate Programmer Analyst</b>	<b>Director of Management Information Systems</b>	<b>42</b>	<b>\$7,143</b>	<b>\$8,682</b>	

**PROPOSED**

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Management Information Systems	Chief Director of Information Technology	A15	\$14,656	\$16,158	38.87%
Principal Programmer Analyst*	Director of Management Information Systems	58	\$10,554	\$12,829	10.26%
Senior Programmer Analyst*	Director of Management Information Systems	54	\$9,572	\$11,636	2.40%
IT Project Analyst*	Director of Management Information Systems	53	\$9,348	\$11,362	2.54%
Programmer Analyst*	Director of Management Information Systems	52	\$9,116	\$11,082	18.54%
<b>Associate Programmer Analyst</b>	<b>Director of Management Information Systems</b>	<b>45</b>	<b>\$7,690</b>	<b>\$9,348</b>	

*\*See separate agenda report*

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Associate Programmer Analyst.

**FROM:** Classified Employee Salary Schedule, Range 42  
**TO:** Classified Employee Salary Schedule, Range 45

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

**Santa Monica Community College District  
Personnel Commission  
Associate Programmer Analyst**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification use applicable programming languages and tools to perform entry-level systems analysis and development work to support the creation and maintenance of District applications. Incumbents will analyze, develop, code, test, debug, document, and maintain applications with established specifications, and provide first-level technical support to end users on usage of assigned systems.

**DISTINGUISHING CHARACTERISTICS**

Positions in the **Associate Programmer Analyst** classification perform entry-level programming work related to the development and maintenance of District systems. This classification is distinguished from the Programmer Analyst by the level of supervision received and the scope and complexity of professional level work performed. Incumbents will serve as the initial point of contact for users who are experiencing system issues and will escalate complex programming issues to higher-level staff.

Positions in the **Programmer Analyst** classification are responsible for conventional to moderately complex program application projects that are components of larger modules or systems. Incumbents perform journey-level professional programming work to produce assigned applications that meet user business requirements. Work is subject to review and approval by senior level programmers or assigned manager.

Positions in the **Senior Programmer Analyst** classification provide technical direction to lower-level staff and under minimal supervision, perform advanced journey-level programming work, which includes responsibility for designing, developing, analyzing, and integrating major complex information systems and solutions.

Positions in the **Principal Programmer Analyst** classification perform lead, expert level programming work requiring highly specialized technical knowledge or skills. Incumbents are responsible for designing and integrating the most complex information systems with a high level of independent judgement. The Principal Programmer Analyst serves as an expert resource to the College and IT staff.

**ESSENTIAL DUTIES**

Develops and implements application programs based on established and well-defined programming specifications and standards to support users' operational demands.

Debugs, tests and documents application programs to ensure product quality.

Maintains, enhances and modifies existing applications to ensure efficiency and alignment with business operational needs.

Assists higher level programmers with more complex projects, which may include participating in project analysis, requirement gathering to determine implementation methods, specification development and programming and final debugging, testing and documentation.

Gathers information about users' reporting needs, creates and modifies ad hoc reports to ensure that users have access to necessary information, and provides data to end users upon request.

Develops user guides and other resources to educate end users on application usage and troubleshoot common user issues.

Provides first level support to users who experience system problems, including researching the underlying cause of issues, documenting actions taken, and initiating solutions as appropriate; forwards issues that require complex programming to higher-level programming staff.

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

**Level of Supervision Received**

Under general supervision from the Director of Management Information Systems or designee, the employee receives assignments and is expected to carry them through to completion with substantial independence.

**Level of Supervision Exercised**

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

Principles and concepts of applicable structural and procedure programming languages including Oracle PL/SQL, Oracle SQL, and Oracle APEX

Principles and concepts of relational database systems and data access languages

Principles and concepts of web page programming languages

Application debugging and testing techniques

Applicable scripting tools to maintain and improve automation processes

Research and analysis techniques related to computer programming

**Skills & Abilities:**

~~Define, design and implement~~ Prepare clear and logical systems designs and coding for simple application programs

Gather, organize, and analyze relevant information to complete programming assignments

Learn pertinent aspects of District-developed systems, ~~and~~ applicable programming languages, and program development standards

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility including technical decisions and task identification

Foresee programming problems and reason both logically and creatively

Interpret, apply, and explain ~~and reach sound decisions in accordance with~~ applicable laws and regulations, and District policies and procedures

~~Effectively Collaborate with, and~~ communicate technical and non-technical information to others effectively, both orally and in writing, ~~to stakeholders~~

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

~~Stay abreast of technology changes and~~ Learn the characteristics of new systems and update skills to 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

~~Operate a computer using computer applications, programs and standard office equipment~~

MINIMUM QUALIFICATIONS

**Education Requirement:**

Bachelor's degree in computer science or a ~~closely~~-related field

**Experience Requirement:**

Prior programming experience that involved Oracle PL/SQL and/or experience with Oracle Databases and Oracle SQL is preferred.

**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 AND 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 may be required to lift, carry, push, or pull up to 25 pounds.~~ While performing the duties of this job, the noise level in the work environment is usually quiet, but the employee will occasionally be required to work around loud equipment.

Positions in this classification work in a typical office environment; however, may require travel to satellite campuses for meetings and special projects.

**CLASS DETAIL**

<b>Job Family:</b>	Information Technology
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	10/20/21
<b>Class History:</b>	<a href="#">New Class None</a>
<b>Revision Date(s):</b>	<a href="#">None 5/20/26</a>

**Santa Monica Community College District  
Personnel Commission  
Associate Programmer Analyst**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification use applicable programming languages and tools to perform entry-level systems analysis and development work to support the creation and maintenance of District applications. Incumbents will analyze, develop, code, test, debug, document, and maintain applications with established specifications, and provide first-level technical support to end users on usage of assigned systems.

**DISTINGUISHING CHARACTERISTICS**

Positions in the **Associate Programmer Analyst** classification perform entry-level programming work related to the development and maintenance of District systems. This classification is distinguished from the Programmer Analyst by the level of supervision received and the scope and complexity of professional level work performed. Incumbents will serve as the initial point of contact for users who are experiencing system issues and will escalate complex programming issues to higher-level staff.

Positions in the **Programmer Analyst** classification are responsible for conventional to moderately complex program application projects that are components of larger modules or systems. Incumbents perform journey-level professional programming work to produce assigned applications that meet user business requirements. Work is subject to review and approval by senior level programmers or assigned manager.

Positions in the **Senior Programmer Analyst** classification provide technical direction to lower-level staff and under minimal supervision, perform advanced journey-level programming work, which includes responsibility for designing, developing, analyzing, and integrating major complex information systems and solutions.

Positions in the **Principal Programmer Analyst** classification perform lead, expert level programming work requiring highly specialized technical knowledge or skills. Incumbents are responsible for designing and integrating the most complex information systems with a high level of independent judgement. The Principal Programmer Analyst serves as an expert resource to the College and IT staff.

**ESSENTIAL DUTIES**

Develops and implements application programs based on established and well-defined programming specifications and standards to support users' operational demands.

Debugs, tests and documents application programs to ensure product quality.

Maintains, enhances and modifies existing applications to ensure efficiency and alignment with business operational needs.

Assists higher level programmers with more complex projects, which may include participating in project analysis, requirement gathering to determine implementation methods, specification development and programming and final debugging, testing and documentation.

Gathers information about users' reporting needs, creates and modifies ad hoc reports to ensure that users have access to necessary information, and provides data to end users upon request.

Develops user guides and other resources to educate end users on application usage and troubleshoot common user issues.

Provides first level support to users who experience system problems, including researching the underlying cause of issues, documenting actions taken, and initiating solutions as appropriate; forwards issues that require complex programming to higher-level programming staff.

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**

**Level of Supervision Received**

Under general supervision from the Director of Management Information Systems or designee, the employee receives assignments and is expected to carry them through to completion with substantial independence.

**Level of Supervision Exercised**

Positions in this classification do not supervise other classified positions.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

Principles and concepts of applicable structural and procedure programming languages, including Oracle PL/SQL, Oracle SQL, and Oracle APEX

Principles and concepts of relational database systems and data access languages

Principles and concepts of web page programming languages

Application debugging and testing techniques

Applicable scripting tools to maintain and improve automation processes

Research and analysis techniques related to computer programming

**Skills & Abilities:**

Prepare clear and logical systems designs and coding for simple application programs

Gather, organize, and analyze relevant information to complete programming assignments

Learn pertinent aspects of District-developed systems, applicable programming languages, and program development standards

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility including technical decisions and task identification

Foresee programming problems and reason both logically and creatively

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

Collaborate with, and communicate technical and non-technical information to others effectively, both orally and in writing

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

Learn the characteristics of new systems and update skills to 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:**

Bachelor's degree in computer science or a related field

**Experience Requirement:**

Prior programming experience that involved Oracle PL/SQL and/or experience with Oracle Databases and Oracle SQL is preferred.

**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 AND 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. While performing the duties of this job, the noise level in the work environment is usually quiet, but the employee will occasionally be required to work around loud equipment.

Positions in this classification work in a typical office environment; however, may require travel to satellite campuses for meetings and special projects.

**CLASS DETAIL**

<b>Job Family:</b>	Information Technology
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	10/20/21
<b>Class History:</b>	None
<b>Revision Date(s):</b>	5/20/26

Agenda Report Number	10
Subject	Classification Description Revisions and Salary Reallocation: Programmer Analyst Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions and salary reallocation request for **Programmer Analyst**.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology consists of multiple specialized units including network services, management information systems, IT infrastructure, and end user support, and is responsible for developing and implementing effective technology solutions to support Santa Monica College’s overall institutional mission and goals.

The Programmer Analyst classification was established in May 1982 as Programmer Analyst II. This classification has been revised twice since its establishment – most recently in December 2016 as part of the cyclical review process, which resulted in a retitle to Programmer Analyst. There are currently two permanent incumbents in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Information Technology classifications and CSEA were invited to participate in a study orientation on April 9, 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 April 23, 2025.

Personnel Commission staff consulted with Wendy Liu, Director of Management Information Systems, 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 being proposed to clarify the distinguishing characteristics, essential duties, knowledge, skills and abilities, the minimum qualifications, and the working environment.

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 the distinguishing characteristics, knowledge, skills and abilities, the minimum qualifications and the working environment.

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

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Programmer Analyst	\$8,269	\$10,051	\$9,160	26,748
Contra Costa CCD	Applications Support Analyst	\$7,153	\$8,712	\$7,933	31,432
Foothill De Anza CCD	Applications Support Analyst II	\$8,755	\$11,739	\$10,247	31,134
Glendale College	Programmer Analyst	\$6,940	\$8,858	\$7,899	15,885
Los Angeles CCD	Applications Developer/Programmer	\$9,582	\$11,870	\$10,726	135,917
Mt. San Antonio College	Systems Analyst/Programmer	\$8,728	\$11,140	\$9,934	38,269
Santa Clarita College	Programmer/Analyst	\$8,200	\$11,179	\$9,690	21,778
State Center CCD	Application Developer I	\$7,747	\$9,528	\$8,638	49,125
	Average	\$8,158	\$10,432	\$9,295	
	25th Percentile	\$7,450	\$9,193	\$8,285	
	50th Percentile	\$8,200	\$11,140	\$9,690	
	70th Percentile	\$8,734	\$11,291	\$9,997	
	80th Percentile	\$8,750	\$11,627	\$10,184	
	90th Percentile	\$9,086	\$11,791	\$10,439	
	<b>SMC % RANK</b>	52.1%	38.7%	<b>41.6%</b>	
	SMC Difference From AVG	1.3%	-3.8%	-1.5%	
	SMC Difference From MED	0.8%	-10.8%	-5.8%	

The current salary range for Programmer Analyst is range 48 on the Classified employee salary schedule. In this survey, SMC is in the 42<sup>nd</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 58% of market comparables were paid higher than the SMC classification.

**SALARY ALLOCATION**

It is recommended that the salary for Programmer Analyst be reallocated from Range 48 to Range 52 on the Classified Employee Salary Schedule, a 10.24% increase. The proposed increase would place the median salary for this classification at the 75<sup>th</sup> percentile compared to the

market median, which satisfies the District’s 70<sup>th</sup> percentile target. Allocating salary one range lower would place median salary at the 62<sup>nd</sup> percentile.

The following charts show related classifications in this job discipline and salary allocation for each classification:

**CURRENT**

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Management Information Systems	Chief Director of Information Technology	A15	\$14,656	\$16,158	38.87%
Principal Programmer Analyst	Director of Management Information Systems	58	\$10,554	\$12,829	10.26%
Senior Programmer Analyst	Director of Management Information Systems	54	\$9,572	\$11,636	7.53%
IT Project Analyst	Director of Management Information Systems	51	\$8,903	\$10,821	7.66%
<b>Programmer Analyst</b>	<b>Director of Management Information Systems</b>	<b>48</b>	<b>\$8,269</b>	<b>\$10,051</b>	<b>15.77%</b>
Associate Programmer Analyst	Director of Management Information Systems	42	\$7,143	\$8,682	

**PROPOSED**

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Management Information Systems	Chief Director of Information Technology	A15	\$14,656	\$16,158	38.87%
Principal Programmer Analyst*	Director of Management Information Systems	58	\$10,554	\$12,829	10.26%
Senior Programmer Analyst*	Director of Management Information Systems	54	\$9,572	\$11,636	2.40%
IT Project Analyst*	Director of Management Information Systems	53	\$9,348	\$11,362	2.54%
<b>Programmer Analyst</b>	<b>Director of Management Information Systems</b>	<b>52</b>	<b>\$9,116</b>	<b>\$11,082</b>	<b>18.54%</b>
Associate Programmer Analyst*	Director of Management Information Systems	45	\$7,690	\$9,348	

*\*See separate agenda report*

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

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

**FROM:** Classified Employee Salary Schedule, Range 48

**TO:** Classified Employee Salary Schedule, Range 52

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

**Santa Monica Community College District  
Personnel Commission  
Programmer Analyst**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform professional journey-level technical information systems programming work. Incumbents evaluate, analyze, develop, code, test, debug, troubleshoot, document, and maintain information system applications. In addition, incumbents respond to technical support requests from end users for various information system applications.

**DISTINGUISHING CHARACTERISTICS**

Positions in the **Programmer Analyst** classification are responsible for conventional to moderately complex program application projects that are components of larger modules or systems. Incumbents perform journey-level professional programming work to produce assigned applications that meet user business requirements. [Work is subject to review and approval by senior-level programmers or Director of Management Information Systems.](#)

[Positions in the \*\*Associate Programmer Analyst\*\* classification perform entry-level programming work related to the development and maintenance of District systems. This classification is distinguished from the Programmer Analyst by the level of supervision received and the scope and complexity of professional level work performed. Incumbents will serve as the initial point of contact for users who are experiencing system issues, and will escalate complex programming issues to higher-level staff](#)

Positions in the **Senior Programmer Analyst** classification provide technical direction to lower-level staff and under minimal supervision, perform advanced journey-level programming work, which includes responsibility for designing, developing, analyzing, and integrating major complex information systems and solutions.

Positions in the **Principal Programmer Analyst** classification perform lead, expert level programming work requiring highly specialized technical knowledge or skills. Incumbents are responsible for designing and integrating the most complex information systems with a high level of independent judgement. The Principal Programmer Analyst serves as an expert resource to the College and IT staff.

**ESSENTIAL DUTIES**

~~Participates in the planning, implementation, designing, coding, integrating, debugging, and testing of new and existing information systems and third-party applications according to overall system specifications. Designs, develops, tests, debugs, and deploys moderately complex information systems for the District's homegrown ERP system, including components of larger modules, in accordance with overall system specifications developed by higher-level programmers; integrates third-party applications with District systems.~~

Creates production and ad-hoc reports using a variety of reporting tools and programming languages following specifications from users and senior programming staff.

Analyzes user needs to determine programming requirements; identifies problems or improvements in existing programs and systems to enhance business operations.

Provides end user technical support related to systems, applications, and software by responding to user requests and performing the necessary maintenance, upgrades, modifications, and enhancements.

~~Participates in cross-training by sharing technical and functional information about assigned applications with other IT staff; may provide guidance and training to lower-level programmers.~~

Serves as a liaison to assigned departments to identify business needs and conducts user training sessions as required; develops end user instructions and internal technical documentation.

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.

~~Stays abreast with renewed application programming technology to determine appropriate programming solutions and improve overall application environment performance and efficiency.~~

SUPERVISION

**Supervision Received:**

Positions in this classification receive general supervision from the Director of Management Information Systems.

**Supervision Exercised:**

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

Programming development standards and ~~development software~~ tools, including Oracle PL/SQL, Oracle SQL, Oracle APEX

Principles of information system operations, ~~principles~~, procedures, analysis, and design

Principles and techniques of programming, program documentation ~~ing~~ and troubleshooting

Principles and concepts of structured and object-oriented programming, including tools, design, and analysis

Application debugging and testing techniques

Principles and concepts of web page programming languages

Applicable scripting tools to develop, maintain, and improve automation processes.

Characteristics, use, capability, and limitations of computer systems and related equipment

~~Basic computer concepts and operating systems~~

Client/server theory and multi-tiered internet architecture

Relational database concepts and data access languages

**Skills & Abilities:**

Analyze system requirements and specifications to identify coding, policy, or business rule implementation approaches and issues

Prepare clear and logical systems designs and coding for programs

Collaborate with, and ~~Communicate~~ technical and non-technical information to others effectively, both orally and in writing,

Identify, analyze, evaluate, and solve system and programming problems

Learn the characteristics of new systems and update skills to adapt to changing technology

Write clear and comprehensive instructions and program documentation

Provide guidance, direction, and training to end users and staff

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

Organize, set priorities and exercise independent judgment within areas of assigned responsibility including technical decisions and task identification

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

Role model exceptional internal and external customer service

Foresee programming problems and reason both logically and creatively

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

~~Perform professional programming to develop various scales of application modules~~

~~Define, design, and implement new computer management applications, and improve existing ones~~

~~Relate and integrate solutions for various application programs~~

~~Design and implement programs using programming languages~~

~~Identify and respond to current and impending problems with current applications~~  
~~Analyze situations and respond to programming needs/problems accurately and take appropriate action~~  
~~Analyze information from users regarding problems and needs and translate information into terms that can be processed by a programming language~~  
~~Maintain effective working relationships with administrators, managers, faculty, staff, students and outside vendors.~~  
~~Stay abreast of technology changes and to adapt to new techniques/languages to current programming environment~~  
~~Work independently in the area of expertise~~

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Bachelor's degree in computer science or a ~~closely~~-related field ~~from an accredited college or university.~~

**Experience Requirement:**

Three ~~(3)~~ years of experience in application programming and analysis using Oracle PL/SQL and Oracle SQL in a high volume computing environment.

**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 may be required to lift, carry, push, or pull up to 25 pounds.~~ While performing the duties of this job, the noise level in the work environment is usually quiet.

Positions in this classification work in a typical office environment; however, may require travel to satellite campuses for meetings and special projects.

**CLASS DETAIL**

<b>Job Family:</b>	Information Technology
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	05/1982
<b>Class History:</b>	Programmer Analyst II
<b>Revision Date(s):</b>	11/30/06, 12/14/16, <u>5/20/26</u>

**Santa Monica Community College District  
Personnel Commission  
Programmer Analyst**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform professional journey-level technical information systems programming work. Incumbents evaluate, analyze, develop, code, test, debug, troubleshoot, document, and maintain information system applications. In addition, incumbents respond to technical support requests from end users for various information system applications.

**DISTINGUISHING CHARACTERISTICS**

Positions in the **Programmer Analyst** classification are responsible for conventional to moderately complex program application projects that are components of larger modules or systems. Incumbents perform journey-level professional programming work to produce assigned applications that meet user business requirements.

Positions in the **Associate Programmer Analyst** classification perform entry-level programming work related to the development and maintenance of District systems. This classification is distinguished from the Programmer Analyst by the level of supervision received and the scope and complexity of professional level work performed. Incumbents will serve as the initial point of contact for users who are experiencing system issues, and will escalate complex programming issues to higher-level staff

Positions in the **Senior Programmer Analyst** classification provide technical direction to lower-level staff and under minimal supervision, perform advanced journey-level programming work, which includes responsibility for designing, developing, analyzing, and integrating major complex information systems and solutions.

Positions in the **Principal Programmer Analyst** classification perform lead, expert level programming work requiring highly specialized technical knowledge or skills. Incumbents are responsible for designing and integrating the most complex information systems with a high level of independent judgement. The Principal Programmer Analyst serves as an expert resource to the College and IT staff.

**ESSENTIAL DUTIES**

Designs, develops, tests, debugs, and deploys moderately complex information systems for the District's homegrown ERP system, including components of larger modules, in accordance with overall system specifications developed by higher-level programmers; integrates third-party applications with District systems.

Creates production and ad-hoc reports using a variety of reporting tools and programming languages following specifications from users and senior programming staff.

Analyzes user needs to determine programming requirements; identifies problems or improvements in existing programs and systems to enhance business operations.

Provides end user technical support related to systems, applications, and software by responding to user requests and performing the necessary maintenance, upgrades, modifications, and enhancements.

Participates in cross-training by sharing technical and functional information about assigned applications with other IT staff; may provide guidance and training to lower-level programmers.

Serves as a liaison to assigned departments to identify business needs and conducts user training sessions as required; develops end user instructions and internal technical documentation.

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 Director of Management Information Systems.

**Supervision Exercised:**

Positions in this classification do not supervise others.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

- Programming development standards and tools, including Oracle PL/SQL, Oracle SQL, Oracle APEX
- Principles of information system operations, procedures, analysis, and design
- Principles and techniques of programming, program documentation and troubleshooting
- Principles and concepts of structured and object-oriented programming, including tools, design, and analysis
- Application debugging and testing techniques
- Principles and concepts of web page programming languages
- Applicable scripting tools to develop, maintain, and improve automation processes.
- Characteristics, use, capability, and limitations of computer systems and related equipment
- Client/server theory and multi-tiered internet architecture
- Relational database concepts and data access languages

**Skills & Abilities:**

- Analyze system requirements and specifications to identify coding, policy, or business rule implementation approaches and issues
- Prepare clear and logical systems designs and coding for programs
- Collaborate with, and communicate technical and non-technical information to others effectively, both orally and in writing,
- Identify, analyze, evaluate, and solve system and programming problems
- Learn the characteristics of new systems and update skills to adapt to changing technology
- Write clear and comprehensive instructions and program documentation
- Provide guidance, direction, and training to end users and staff
- Organize and maintain specialized files and confidentiality of employee and student information
- Organize, set priorities and exercise independent judgment within areas of assigned responsibility including technical decisions and task identification
- Interpret, apply, and explain applicable laws and regulations, and District policies and procedures
- Role model exceptional internal and external customer service
- Foresee programming problems and reason both logically and creatively
- 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:**

Bachelor's degree in computer science or a related field.

**Experience Requirement:**

Three years of experience in application programming and analysis using Oracle PL/SQL and Oracle SQL.

**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. While performing the duties of this job, the noise level in the work environment is usually quiet.

Positions in this classification work in a typical office environment; however, may require travel to satellite campuses for meetings and special projects.

**CLASS DETAIL**

<b>Job Family:</b>	Information Technology
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	05/1982
<b>Class History:</b>	Programmer Analyst II
<b>Revision Date(s):</b>	11/30/06, 12/14/16, 5/20/26

Agenda Report Number	11
Subject	Classification Description Revisions and Salary Reallocation: IT Project Analyst Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions and salary reallocation request for **IT Project Analyst**.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology consists of multiple specialized units including network services, management information systems, IT infrastructure, and end user support, and is responsible for developing and implementing effective technology solutions to support Santa Monica College’s overall institutional mission and goals.

The IT Project Analyst classification was established in August 1998 as Information Systems Support Analyst. This classification has been revised three times since its establishment – most recently in May 2017 as part of the cyclical review process, which resulted in a retitle to IT Project Analyst. There is currently one permanent incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Information Technology classifications and CSEA were invited to participate in a study orientation on April 9, 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 April 23, 2025.

Personnel Commission staff consulted with Wendy Liu, Director of Management Information Systems, 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 being proposed to clarify the class concept, essential duties, knowledge, skills and abilities, the minimum qualifications, and the working environment.

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 the class concept, essential duties, knowledge, skills and abilities, the minimum qualifications and the working environment.

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

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). Job matches in other benchmark organizations were limited due to the absence of a comparable specialized role that coupled enterprise systems support and user support. As a result, salary review is based on internal alignment with other classifications in the Programmer Analyst series. This classification performs work requiring experience in enterprise resource planning program development and advanced programming knowledge, with job evaluation results indicating that this role is between the Programmer Analyst and Senior Programmer Analyst classifications.

Salary reallocation for the Programmer Analyst is proposed in a separate agenda report; if approved, this would increase the Programmer Analyst salary from range 48 to range 52 and create an internal alignment concern with the IT Project Analyst (currently allocated to range 51). As such, an increase in salary for the IT Project Analyst is recommended to maintain internal alignment within the Programmer Analyst series.

**SALARY ALLOCATION**

It is recommended that the salary for IT Project Analyst be reallocated from Range 51 to Range 53 on the Classified Employee Salary Schedule, a 5.00% increase.

The following charts show related classifications in this job discipline and salary allocation for each classification:

**CURRENT**

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Management Information Systems	Chief Director of Information Technology	A15	\$14,656	\$16,158	38.87%
Principal Programmer Analyst	Director of Management Information Systems	58	\$10,554	\$12,829	10.26%
Senior Programmer Analyst	Director of Management Information Systems	54	\$9,572	\$11,636	7.53%

IT Project Analyst	Director of Management Information Systems	51	\$8,903	\$10,821	7.66%
Programmer Analyst	Director of Management Information Systems	48	\$8,269	\$10,051	15.77%
Associate Programmer Analyst	Director of Management Information Systems	42	\$7,143	\$8,682	

**PROPOSED**

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Management Information Systems	Chief Director of Information Technology	A15	\$14,656	\$16,158	38.87%
Principal Programmer Analyst*	Director of Management Information Systems	58	\$10,554	\$12,829	10.26%
Senior Programmer Analyst*	Director of Management Information Systems	54	\$9,572	\$11,636	2.40%
<b>IT Project Analyst</b>	<b>Director of Management Information Systems</b>	<b>53</b>	<b>\$9,348</b>	<b>\$11,362</b>	<b>2.54%</b>
Programmer Analyst*	Director of Management Information Systems	52	\$9,116	\$11,082	18.54%
Associate Programmer Analyst*	Director of Management Information Systems	45	\$7,690	\$9,348	

*\*See separate agenda report*

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for IT Project Analyst.

**FROM:** Classified Employee Salary Schedule, Range 51

**TO:** Classified Employee Salary Schedule, Range 53

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

**Santa Monica Community College District  
Personnel Commission  
IT Project Analyst**

**CONCEPT OF THE CLASS**

Under general direction, a position in this classification plans and implements computer information system ~~quality assurance processes, and~~ operational procedures; provides technical, procedural, and analytical assistance in the identification and resolution of the District's information service delivery methods; plans and coordinates user support and training, information system product distribution, and product maintenance; creates and maintains effective system and operational documentation.

**DISTINGUISHING CHARACTERISTICS**

Positions in the **IT Project Analyst** classification demonstrate an advanced technical understanding of the organizations Information Systems and under minimal supervision coordinate, analyze, resolve, document, and maintain projects and user requests.

Positions in the **Programmer Analyst** classification are responsible for conventional to moderately complex program application projects that are components of larger modules or systems. Incumbents perform journey-level professional programming work to produce assigned applications that meet user business requirements. Work is subject to review and approval by senior level programmers or Director of Management Information Systems.

Positions in the **Senior Programmer Analyst** classification provide technical direction to lower-level staff and under minimal supervision, perform advanced journey-level programming work, which includes responsibility for designing, developing, analyzing, and integrating major complex information systems and solutions.

**ESSENTIAL DUTIES**

~~Plans, creates, and maintains schedules and documents; executes and optimizes District batch and other business processes based on production schedules to ensure routine batch jobs are executed accurately.~~

Manages and responds to Information Systems support requests, trouble-shoots user problems, and logs problems and solutions in centralized help desk system.

Conducts user needs analysis and plans, designs, implements and maintains applications systems solutions.

Develops functional and technical documentation and test plans for system upgrades; coordinates upgrade testing.

Assists the Database Administrator with maintaining users' student information system (SIS) access to ensure data confidentiality and integrity.

Performs professional level programming assignments for report creation, data query and web content.

Develops scripts and SQL queries for programming interfaces between multiple data sources; develops data extracts, and other critical reports.

Plans, coordinates, and prepares user training schedules and materials, and coordinates with other District training resources to ensure the skill and knowledge of the end users for administrative information systems.

Establishes, implements, and maintains procedures to create, revise and control system documentation and ensure the integrity of information used in support of product development.

Analyzes, develops, implements, automates, and optimizes college administrative information systems to improve overall operational efficiency

Provides prompt and effective resolutions to application problems.

Performs related duties and activities as needed.

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 Director of Management Information Systems.

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

Positions in this classification do not supervise others.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Advanced computer concepts and system architecture

Advanced Oracle concepts, database development and web architecture

Software development standards and methodologies

Information system automation technologies and techniques

Advanced [Oracle](#) structured query language (SQL), Oracle procedural language/structured query language (PL/SQL), [and Oracle APEX](#)

Report development and analysis and Oracle APEX experience

Advanced software quality assurance techniques

Enterprise Resource Planning / information systems operational procedures

Modern web technologies such as: JQuery, JavaScript, HTML5, and CSS3

Advanced college administrative business operations

[Customer service principles and techniques](#)

[Advanced management of batch and scheduled processes](#)

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

[Prepare clear and logical systems designs and coding for complex programs and scripts](#)

Identify and ~~communicate~~ [translate](#) user requirements and support needs into standardized specifications

~~Effectively communicate~~ [priorities and provide deliverables to both](#) technical and non-technical ~~audiences~~ [information effectively, both orally and in writing](#)

Coordinate and conduct user-training sessions ~~via lecture or teleconference~~

[Analyze complex system requirements and specifications to identify policy or business rule implementation approaches and issues](#)

Produce and maintain effective and clear test plans and systems documentation

~~Identify, Analyze, evaluate, and solve and trouble-shoot~~ complex technical problems ~~effectively and promptly~~

[Learn the characteristics of new systems and update skills to adapt to changing technology](#)

[Organize, set priorities](#) and exercise independent judgment within areas of assigned responsibility including technical decisions and task identification

[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

~~Organize complex business processes into systematic information system operations~~  
~~Work independently in the area of expertise~~  
~~Stay abreast of technology changes and to adapt to new techniques and languages~~

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

~~Graduation from an accredited college or university with a~~ Bachelor's degree in computer science or a ~~closely~~ related field.

**Experience Requirement:**

Four (4) years of ~~progressive responsibility, and recent working~~ experience in Enterprise Resource Planning (ERP) program development, ~~batch processes,~~ application quality and performance testing, and information system operations ~~in a complex large scale computing environment~~. Experienced with modern web programming, Oracle enterprise development tool set and ERP module implementation methodologies are also required.

**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

**Special Requirements:**

~~Willingness and ability to work varied hours and/or be on call.~~

**WORKING CONDITIONS AND 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.

**Work 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 may be required to lift, carry, push, or pull up to 25 pounds.~~ While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

<b>Job Family:</b>	Information Technology
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	8/10/98
<b>Class History:</b>	Information Systems Support Analyst
<b>Revision Date(s):</b>	4/12/99, 7/20/11, 5/17/17, <u>5/20/26</u>

**Santa Monica Community College District  
Personnel Commission  
IT Project Analyst**

**CONCEPT OF THE CLASS**

Under general direction, a position in this classification plans and implements computer information system operational procedures; provides technical, procedural, and analytical assistance in the identification and resolution of the District's information service delivery methods; plans and coordinates user support and training, information system product distribution, and product maintenance; creates and maintains effective system and operational documentation.

**DISTINGUISHING CHARACTERISTICS**

Positions in the **IT Project Analyst** classification demonstrate an advanced technical understanding of the organizations Information Systems and under minimal supervision coordinate, analyze, resolve, document, and maintain projects and user requests.

Positions in the **Programmer Analyst** classification are responsible for conventional to moderately complex program application projects that are components of larger modules or systems. Incumbents perform journey-level professional programming work to produce assigned applications that meet user business requirements. Work is subject to review and approval by senior level programmers or Director of Management Information Systems.

Positions in the **Senior Programmer Analyst** classification provide technical direction to lower-level staff and under minimal supervision, perform advanced journey-level programming work, which includes responsibility for designing, developing, analyzing, and integrating major complex information systems and solutions.

**ESSENTIAL DUTIES**

Manages and responds to Information Systems support requests, trouble-shoots user problems, and logs problems and solutions in centralized help desk system.

Conducts user needs analysis and plans, designs, implements and maintains applications systems solutions.

Develops functional and technical documentation and test plans for system upgrades; coordinates upgrade testing.

Assists the Database Administrator with maintaining users' student information system (SIS) access to ensure data confidentiality and integrity.

Performs professional level programming assignments for report creation, data query and web content.

Develops scripts and SQL queries for programming interfaces between multiple data sources; develops data extracts, and other critical reports.

Plans, coordinates, and prepares user training schedules and materials, and coordinates with other District training resources to ensure the skill and knowledge of the end users for administrative information systems.

Establishes, implements, and maintains procedures to create, revise and control system documentation and ensure the integrity of information used in support of product development.

Analyzes, develops, implements, automates, and optimizes college administrative information systems to improve overall operational efficiency

Provides prompt and effective resolutions to application problems.

Performs related duties and activities as needed.

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 Director of Management Information Systems.

### ***Supervision Exercised***

Positions in this classification do not supervise others.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Advanced computer concepts and system architecture

Advanced Oracle concepts, database development and web architecture

Software development standards and methodologies

Information system automation technologies and techniques

Advanced Oracle structured query language (SQL), Oracle procedural language/structured query language (PL/SQL), and Oracle APEX

Report development and analysis and Oracle APEX experience

Advanced software quality assurance techniques

Enterprise Resource Planning / information systems operational procedures

Modern web technologies such as: JQuery, JavaScript, HTML5, and CSS3

Advanced college administrative business operations

Customer service principles and techniques

### **Skills & Abilities:**

Prepare clear and logical systems designs and coding for complex programs and scripts

Identify and translate user requirements and support needs into standardized specifications

Communicate technical and non-technical information effectively, both orally and in writing

Coordinate and conduct user-training sessions

Analyze complex system requirements and specifications to identify policy or business rule implementation approaches and issues

Produce and maintain effective and clear test plans and systems documentation

Identify, analyze, evaluate, and solve complex technical problems

Learn the characteristics of new systems and update skills to adapt to changing technology

Organize, set priorities and exercise independent judgment within areas of assigned responsibility including technical decisions and task identification

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:**

Bachelor's degree in computer science or a related field.

**Experience Requirement:**

Four years of experience in Enterprise Resource Planning (ERP) program development, application quality and performance testing, and information system operations. Experience with modern web programming, Oracle enterprise development tool set and ERP module implementation methodologies are also required.

**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 CONDITIONS AND 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.

**Work 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. While performing the duties of this job, the noise level in the work environment is usually quiet.

### CLASS DETAIL

<b>Job Family:</b>	Information Technology
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	8/10/98
<b>Class History:</b>	Information Systems Support Analyst
<b>Revision Date(s):</b>	4/12/99, 7/20/11, 5/17/17, 5/20/26

Agenda Report Number	12
Subject	Classification Description Revisions: Senior Programmer Analyst Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Senior Programmer Analyst**.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology consists of multiple specialized units including network services, management information systems, IT infrastructure, and end user support, and is responsible for developing and implementing effective technology solutions to support Santa Monica College’s overall institutional mission and goals.

The Senior Programmer Analyst classification was established in August 2013 as Programmer Analyst IV. This classification has been revised once since its establishment – most recently in December 2016 as part of the cyclical review process, which resulted in a retitle to Senior Programmer Analyst. There is currently one permanent incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Information Technology classifications and CSEA were invited to participate in a study orientation on April 9, 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 April 23, 2025.

Personnel Commission staff consulted with Wendy Liu, Director of Management Information Systems, 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 being proposed to clarify the distinguishing characteristics, essential duties, level of supervision, knowledge, skills and abilities, the minimum qualifications, and the working environment.

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 the distinguishing characteristics, essential duties, level of supervision, knowledge, skills and abilities, the minimum qualifications, and the working environment.

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

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Senior Programmer Analyst	\$9,572	\$11,636	\$10,604	26,748
Cerritos College	Senior Application Analyst	\$8,569	\$10,328	\$9,449	22,948
Contra Costa CCD	Programmer/Analyst, Senior	\$7,893	\$9,615	\$8,754	31,432
Foothill De Anza CCD	Applications Support Analyst III	\$10,135	\$13,588	\$11,861	31,134
Glendale College	Senior Programmer Analyst	\$7,291	\$9,306	\$8,299	15,885
Mt. San Antonio College	Senior Systems Analyst/Programmer	\$8,904	\$11,364	\$10,134	38,269
Santa Clarita College	Senior Programmer/Analyst	\$8,574	\$11,950	\$10,262	21,778
State Center CCD	Application Developer II	\$8,057	\$9,909	\$8,983	49,125
	Average	\$8,489	\$10,866	\$9,677	
	25th Percentile	\$7,975	\$9,762	\$8,869	
	50th Percentile	\$8,569	\$10,328	\$9,449	
	70th Percentile	\$8,640	\$11,481	\$10,159	
	80th Percentile	\$8,838	\$11,833	\$10,236	
	90th Percentile	\$9,396	\$12,605	\$10,902	
	<b>SMC % RANK</b>	92.3%	74.4%	<b>86.8%</b>	
	SMC Difference From AVG	11.3%	6.6%	8.7%	
	SMC Difference From MED	10.5%	11.2%	10.9%	

The current salary range for Senior Programmer Analyst is range 54 on the Classified employee salary schedule. In this survey, SMC is in the 87<sup>th</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 13% of market comparables were paid higher than the SMC classification.

**SALARY ALLOCATION**

Based on median percentile ranking at the 87<sup>th</sup> percentile, salary reallocation is not recommended because the current salary meets the District’s goal to target the 70<sup>th</sup> percentile.

The following charts show related classifications in this job discipline and salary allocation for each classification:

**CURRENT**

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Management Information Systems	Chief Director of Information Technology	A15	\$14,656	\$16,158	38.87%
Principal Programmer Analyst	Director of Management Information Systems	58	\$10,554	\$12,829	10.26%
<b>Senior Programmer Analyst</b>	<b>Director of Management Information Systems</b>	<b>54</b>	<b>\$9,572</b>	<b>\$11,636</b>	<b>7.53%</b>
IT Project Analyst	Director of Management Information Systems	51	\$8,903	\$10,821	7.66%
Programmer Analyst	Director of Management Information Systems	48	\$8,269	\$10,051	15.77%
Associate Programmer Analyst	Director of Management Information Systems	42	\$7,143	\$8,682	

**PROPOSED**

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Management Information Systems	Chief Director of Information Technology	A15	\$14,656	\$16,158	38.87%
Principal Programmer Analyst*	Director of Management Information Systems	58	\$10,554	\$12,829	10.26%
<b>Senior Programmer Analyst</b>	<b>Director of Management Information Systems</b>	<b>54</b>	<b>\$9,572</b>	<b>\$11,636</b>	<b>2.40%</b>
IT Project Analyst*	Director of Management Information Systems	53	\$9,348	\$11,362	2.54%
Programmer Analyst*	Director of Management Information Systems	52	\$9,116	\$11,082	18.54%
Associate Programmer Analyst*	Director of Management Information Systems	45	\$7,690	\$9,348	

*\*See separate agenda report*

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 for Senior Programmer Analyst.

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

**Santa Monica Community College District  
Personnel Commission  
Senior Programmer Analyst**

**CONCEPT OF THE CLASS**

Under general direction, positions in this classification perform advanced journey-level professional information systems analysis and development work. Incumbents analyze user requirements, evaluate solutions, develop programs, coordinate tests, debug, document, create reports, integrate, and maintain complex web and cloud applications. In addition, incumbents serve as lead workers to other staff in the completion of projects and application development life cycles.

**DISTINGUISHING CHARACTERISTICS**

Positions in the **Senior Programmer Analyst** classification provide technical direction to lower-level staff and under minimal supervision, perform advanced journey-level programming work, which includes responsibility for designing, developing, analyzing, and integrating major complex information systems and solutions.

Positions in the **Principal Programmer Analyst** classification perform lead, expert level programming work requiring highly specialized technical knowledge or skills. Incumbents are responsible for designing and integrating the most complex information systems [that have a broad impact on District operations](#) with a high level of independent judgement. The Principal Programmer Analyst serves as an expert resource to the College and IT staff.

Positions in the **Programmer Analyst** classification are responsible for conventional to moderately complex program application projects that are components of larger modules or systems. Incumbents perform journey-level professional programming work to produce assigned applications that meet user business requirements. Work is subject to review and approval by senior level programmers or Director of Management Information Systems.

[Positions in the Associate Programmer Analyst classification perform entry-level programming work related to the development and maintenance of District systems. This classification is distinguished from the Programmer Analyst by the level of supervision received and the scope and complexity of professional level work performed. Incumbents will serve as the initial point of contact for users who are experiencing system issues, and will escalate complex programming issues to higher-level staff](#)

**ESSENTIAL DUTIES**

Analyzes, designs, develops, tests, debugs, implements and maintains complex [web and cloud enterprise applications for both on-premises and cloud/web service-based environments; integrates student information systems \(SIS\) with other systems](#) to establish and improve the College's information technology environment.

[Designs, develops, tests, and deploys homegrown and/or ERP systems or modules by collaborating with end users, analyzing their business needs and providing ongoing support, troubleshooting issues, performing data mapping and integration, and maintaining technical and functional documentation.](#)

Coordinates the implementation, maintenance, and testing of new releases of applications including those provided by third-party vendors.

Analyzes, evaluates, and develops systematic program version control, change control, application development/testing/production migration process, reusable business logic library, and other related software development automation practices and procedures.

Consults with [College stakeholders management, staff, and college faculty](#) to analyze [business processes and identify their functional requirements, implement complex business rules, design, develop and enhance complex user interfaces and applications, and integrate SIS with external software systems; employs current web and cloud development languages, protocols, techniques and tools to maximize system performance and improve](#) ~~make recommendations and propose solutions to improve~~ business operations ~~and resolve problems.~~

Develops, updates and maintains logic and programs for legally mandated reporting including, but not limited to, MIS reporting to the Chancellor's office, CCFS-320 apportionment attendance report, and the National Clearinghouse report.

Develops, analyzes, formulates, and recommends specifications for programming, modifications and improvements, including program logic, database access methods, and record/report layouts, for effective use of the technical environment.

Develops algorithms, routines, scripts, and SQL queries for programming interfaces between multiple data sources; develop data extracts, data normalization processes, and merge routines including those for state MIS reporting, and other critical reports.

Communicates with other Information Technology team members and other computing support personnel, contractors, and vendors to resolve complex application development problems, and system integration and connectivity issues.

Analyzes, evaluates, and develops application and data security with best practices and/or security advisory tools; ~~leads effort to develop application security guidelines as part of program standards.~~

Provides prompt and effective resolutions to application problems.

Plans, designs and prepares training strategies and material for entry level programmers to ensure the readiness of their production skill in a minimal timeframe.

Mentors lower-level programmers by providing training, guidance and best practices to ensure application stability and performance.

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.

~~Performs advanced enterprise application development, integration with other systems and reporting for modern distributed client/server including cloud/web service based environments.~~

~~Develops and implements complex business rules, user interface design and integrates external web or cloud services with internal business systems. Employs state-of-the-art web and cloud development languages, protocols, techniques and tools to maximize system performance and enhance reporting.~~

#### SUPERVISION

***Supervision Received:***

Positions in this classification receive direction from the Director of Management Information Systems.

***Supervision Exercised:***

Positions in this classification do not supervise others; however, they may serve as lead workers to lower-level programmers-Programmer Analysts.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

Advanced methods and techniques of software development programming and reporting

Principles and techniques of systems analysis, design, reporting and testing

Methods and techniques of program documentation and version control

Web, object oriented and structural programming languages, including Oracle PL/SQL, Oracle SQL, and Oracle APEX

Relational database management systems (RDBMS)

Advanced reporting and query tools

State-of-the-art web and cloud database development tools

Large-scale client/server environment, web services, cloud services integration and web based multi-tier network computing architecture

[Scripting tools to develop, maintain, and improve automation processes](#)

Principles of database design

Enterprise Resource Planning (ERP) systems

School administrative operations, federal, state, and local requirements and business rules to support and develop the best programming solutions

Principles of project management

[Customer service principles and techniques](#)

**Skills & Abilities:**

[Analyze highly complex system requirements and specifications to identify coding, policy or business rule implementation approaches and issues](#)

[Write and code highly complex programs](#)

Prepare clear and logical systems designs [and coding for highly complex programs](#)

[Present and explain technical concepts to a non-technical audience](#)

Identify, analyze, evaluate, and solve complex system and programming problems

Communicate [clearly and concisely technical and non-technical information effectively](#), both orally and in writing

Learn the characteristics of new systems and update skills to adapt to changing technology

[Foresee programming problems and reason both logically and creatively](#)

Write clear and comprehensive reports, instructions, and program documentation

Provide guidance, direction, and training to end users and staff

Organize, set priorities and exercise independent judgment within areas of assigned responsibility including technical decisions and task identification

Interpret, apply, [and](#) explain [and reach sound decisions in accordance with](#) applicable laws and regulations, and District policies and procedures

[Role model exceptional internal and external customer service](#)

[Organize and maintain specialized files and confidentiality of employee and student information](#)

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 an accredited college or university with a](#) Bachelor's degree in computer science or a [closely](#) related field.

**Experience Requirement:**

[Five \(5\)](#) ~~Four~~ years of progressively responsible professional information technology experience in application programming and analysis [using Oracle PL/SQL and Oracle SQL in a medium or large scale enterprise](#) including two ~~(2)~~ years of experience with database applications in a web or cloud environment.

**Education/Experience Equivalency:**

Experience of the same kind, level, and amount as required in the minimum education requirement 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 may be required to lift, carry, push, or pull up to 25 pounds.~~ While performing the duties of this job, the noise level in the work environment is usually quiet.

Positions in this classification work in a typical office environment; however, may require travel to satellite campuses for meetings and special projects.

**CLASS DETAIL**

<b>Job Family:</b>	Information Technology
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	08/21/13
<b>Class History:</b>	Programmer Analyst IV
<b>Revision Date(s):</b>	12/14/16, <a href="#">5/20/26</a>

**Santa Monica Community College District  
Personnel Commission  
Senior Programmer Analyst**

**CONCEPT OF THE CLASS**

Under general direction, positions in this classification perform advanced journey-level professional information systems analysis and development work. Incumbents analyze user requirements, evaluate solutions, develop programs, coordinate tests, debug, document, create reports, integrate, and maintain complex web and cloud applications. In addition, incumbents serve as lead workers to other staff in the completion of projects and application development life cycles.

**DISTINGUISHING CHARACTERISTICS**

Positions in the **Senior Programmer Analyst** classification provide technical direction to lower-level staff and under minimal supervision, perform advanced journey-level programming work, which includes responsibility for designing, developing, analyzing, and integrating major complex information systems and solutions.

Positions in the **Principal Programmer Analyst** classification perform lead, expert level programming work requiring highly specialized technical knowledge or skills. Incumbents are responsible for designing and integrating the most complex information systems that have a broad impact on District operations with a high level of independent judgement. The Principal Programmer Analyst serves as an expert resource to the College and IT staff.

Positions in the **Programmer Analyst** classification are responsible for conventional to moderately complex program application projects that are components of larger modules or systems. Incumbents perform journey-level professional programming work to produce assigned applications that meet user business requirements. Work is subject to review and approval by senior level programmers or Director of Management Information Systems.

Positions in the **Associate Programmer Analyst** classification perform entry-level programming work related to the development and maintenance of District systems. This classification is distinguished from the Programmer Analyst by the level of supervision received and the scope and complexity of professional level work performed. Incumbents will serve as the initial point of contact for users who are experiencing system issues, and will escalate complex programming issues to higher-level staff

**ESSENTIAL DUTIES**

Analyzes, designs, develops, tests, debugs, implements and maintains complex enterprise applications for both on-premises and cloud/web service-based environments; integrates student information systems (SIS) with other systems to establish and improve the College's information technology environment.

Designs, develops, tests, and deploys homegrown and/or ERP systems or modules by collaborating with end users, analyzing their business needs and providing ongoing support, troubleshooting issues, performing data mapping and integration, and maintaining technical and functional documentation.

Coordinates the implementation, maintenance, and testing of new releases of applications including those provided by third-party vendors.

Analyzes, evaluates, and develops systematic program version control, change control, application development/testing/production migration process, reusable business logic library, and other related software development automation practices and procedures.

Consults with College stakeholders to analyze their functional requirements, implement complex business rules, design, develop and enhance complex user interfaces and applications, and integrate SIS with external

software systems; employs current web and cloud development languages, protocols, techniques and tools to maximize system performance and improve business operations.

Develops, updates and maintains logic and programs for legally mandated reporting including, but not limited to, MIS reporting to the Chancellor's office, CCFS-320 apportionment attendance report, and the National Clearinghouse report.

Develops, analyzes, formulates, and recommends specifications for programming, modifications and improvements, including program logic, database access methods, and record/report layouts, for effective use of the technical environment.

Develops algorithms, routines, scripts, and SQL queries for programming interfaces between multiple data sources; develop data extracts, data normalization processes, and merge routines including those for state MIS reporting, and other critical reports.

Communicates with other Information Technology team members and other computing support personnel, contractors, and vendors to resolve complex application development problems, and system integration and connectivity issues.

Analyzes, evaluates, and develops application and data security with best practices and/or security advisory tools.

Provides prompt and effective resolutions to application problems.

Plans, designs and prepares training strategies and material for entry level programmers to ensure the readiness of their production skill in a minimal timeframe.

Mentors lower-level programmers by providing training, guidance and best practices to ensure application stability and performance.

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 direction from the Director of Management Information Systems.

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

Positions in this classification do not supervise others; however, they may serve as lead workers to lower-level programmers.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Advanced methods and techniques of software development programming and reporting

Principles and techniques of systems analysis, design, reporting and testing

Methods and techniques of program documentation and version control

Web, object oriented and structural programming languages, including Oracle PL/SQL, Oracle SQL, and Oracle APEX

Relational database management systems (RDBMS)

Advanced reporting and query tools

State-of-the-art web and cloud database development tools

Large-scale client/server environment, web services, cloud services integration and web based multi-tier network computing architecture

Scripting tools to develop, maintain, and improve automation processes

Principles of database design

Enterprise Resource Planning (ERP) systems

School administrative operations, federal, state, and local requirements and business rules to support and develop the best programming solutions

Principles of project management

Customer service principles and techniques

**Skills & Abilities:**

Analyze highly complex system requirements and specifications to identify coding, policy or business rule implementation approaches and issues

Prepare clear and logical systems designs and coding for highly complex programs

Identify, analyze, evaluate, and solve complex system and programming problems

Communicate technical and non-technical information effectively, both orally and in writing

Learn the characteristics of new systems and update skills to adapt to changing technology

Foresee programming problems and reason both logically and creatively

Write clear and comprehensive reports, instructions, and program documentation

Provide guidance, direction, and training to end users and staff

Organize, set priorities and exercise independent judgment within areas of assigned responsibility including technical decisions and task identification

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

Role model exceptional internal and external customer service

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

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:***

Bachelor's degree in computer science or a related field.

***Experience Requirement:***

Four years of progressively responsible professional information technology experience in application programming and analysis using Oracle PL/SQL and Oracle SQL including two years of experience with database applications in a web or cloud environment.

***Education/Experience Equivalency:***

Experience of the same kind, level, and amount as required in the minimum education requirement 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. While performing the duties of this job, the noise level in the work environment is usually quiet.

Positions in this classification work in a typical office environment; however, may require travel to satellite campuses for meetings and special projects.

**CLASS DETAIL**

<b>Job Family:</b>	Information Technology
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	08/21/13
<b>Class History:</b>	Programmer Analyst IV
<b>Revision Date(s):</b>	12/14/16, 5/20/26

Agenda Report Number	13
Subject	Classification Description Revisions: Principal Programmer Analyst Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Principal Programmer Analyst**.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology consists of multiple specialized units including network services, management information systems, IT infrastructure, and end user support, and is responsible for developing and implementing effective technology solutions to support Santa Monica College’s overall institutional mission and goals.

The Principal Programmer Analyst classification was established in December 2016. This classification has not been revised since its establishment. There are currently two permanent incumbents in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Information Technology classifications and CSEA were invited to participate in a study orientation on April 9, 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 April 23, 2025.

Personnel Commission staff consulted with Wendy Liu, Director of Management Information Systems, 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 being proposed to clarify the class concept, distinguishing characteristics, essential duties, level of supervision, knowledge, skills and abilities, the minimum qualifications, and the working environment.

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 the class concept, distinguishing characteristics, essential duties, level of supervision, knowledge, skills and abilities, the minimum qualifications, and the working environment.

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

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). Job matches in other benchmark organizations were limited due to incompatible classification structure, including lack of an expert-level programmer classification or the complete absence of dedicated programmer roles; in some cases, expert-level classifications were designated as management, making them incompatible for the purpose of this survey. As a result, salary review is based on internal alignment with other classifications in the Programmer Analyst series. The Principal Programmer Analyst classification is distinguished from the Senior Programmer Analyst by the level of highly specialized technical knowledge required. Because no internal alignment issues exist and there is an adequate salary difference between the classifications in this job series, it is recommended that the salary placement for this role remain at range 58 on the Classified Employee salary schedule.

The following charts show related classifications in this job discipline and salary allocation for each classification:

**CURRENT**

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Management Information Systems	Chief Director of Information Technology	A15	\$14,656	\$16,158	38.87%
<b>Principal Programmer Analyst</b>	<b>Director of Management Information Systems</b>	<b>58</b>	<b>\$10,554</b>	<b>\$12,829</b>	<b>10.26%</b>
Senior Programmer Analyst	Director of Management Information Systems	54	\$9,572	\$11,636	7.53%
IT Project Analyst	Director of Management Information Systems	51	\$8,903	\$10,821	7.66%
Programmer Analyst	Director of Management Information Systems	48	\$8,269	\$10,051	15.77%
Associate Programmer Analyst	Director of Management Information Systems	42	\$7,143	\$8,682	

**PROPOSED**

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Management Information Systems	Chief Director of Information Technology	A15	\$14,656	\$16,158	38.87%
<b>Principal Programmer Analyst</b>	<b>Director of Management Information Systems</b>	<b>58</b>	<b>\$10,554</b>	<b>\$12,829</b>	<b>10.26%</b>
Senior Programmer Analyst*	Director of Management Information Systems	54	\$9,572	\$11,636	2.40%
IT Project Analyst*	Director of Management Information Systems	53	\$9,348	\$11,362	2.54%
Programmer Analyst*	Director of Management Information Systems	52	\$9,116	\$11,082	18.54%
Associate Programmer Analyst*	Director of Management Information Systems	45	\$7,690	\$9,348	

*\*See separate agenda report*

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 for Principal Programmer Analyst.

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

**Santa Monica Community College District  
Personnel Commission  
Principal Programmer Analyst**

**CONCEPT OF THE CLASS**

Under general direction, the position in this classification performs expert level professional information systems development, integration and design work. The incumbent analyzes, evaluates solutions, develops programs, coordinates tests, designs, debugs, documents, integrates, and maintains the most complex enterprise wide systems and applications, such as those that are highly interconnected with other systems and have a broad impact on District operations. In addition, the incumbent is responsible for providing expert guidance to the College and IT staff in the most complex systems. The incumbent establishes standards and best practices to support the integration of diverse and critical technologies College wide, in order to support College goals, objectives and business rules.

**DISTINGUISHING CHARACTERISTICS**

Positions in the **Principal Programmer Analyst** classification perform lead, expert level programming work requiring highly specialized technical knowledge or skills. Incumbents are responsible for designing and integrating the most complex information systems that have a broad impact on District operations with a high level of independent judgement. The Principal Programmer Analyst serves as an expert resource to the College and IT staff.

Positions in the **Senior Programmer Analyst** classification provide technical direction to lower-level staff and under minimal supervision, perform advanced journey-level programming work, which includes responsibility for designing, developing, analyzing, and integrating major complex information systems and solutions.

Positions in the **Programmer Analyst** classification are responsible for conventional to moderately complex program application projects that are components of larger modules or systems. Incumbents perform journey-level professional programming work to produce assigned applications that meet user business requirements. Work is subject to review and approval by senior level programmers or Director of Management Information Systems.

Positions in the Associate Programmer Analyst classification perform entry-level programming work related to the development and maintenance of District systems. This classification is distinguished from the Programmer Analyst by the level of supervision received and the scope and complexity of professional level work performed. Incumbents will serve as the initial point of contact for users who are experiencing system issues, and will escalate complex programming issues to higher-level staff

**ESSENTIAL DUTIES**

Designs, develops, implements, and maintains the most complex enterprise applications for both centralized and distributed systems solutions to support College policies, business practices and educational goals; implements, documents and maintains major database packages with mission critical business logic.

Consults with College stakeholders to analyze their functional requirements, Develops and implements the most complex business rules, design, develop and enhance the most complex user interfaces and applications, design and integrates student information systems (SIS) with external software systems to enhance the most complex applications; employs current web, cloud and portal development languages, protocols, techniques and tools to maximize system performance and improve business operations enhance reporting.

Develops and manages integration between the College's SIS and other internal and external systems, in addition to student, staff and faculty portals.

Leads complex enterprise application projects by analyzing business needs, recommending and designing high-level programming solutions, defining program specifications, and performing complex integration with other software; ensures that components developed by lower-level programmers are functional and consistent with project goals.

Establishes development standards and best practices to ensure facilitate uniform enterprise-wide application design, development, security, implementation, integration, and maintenance standards are met.

Develops algorithms, routines, scripts, and SQL queries for programming interfaces between multiple data sources.

Consults with application programmers and database administrator regarding program development, modifications and transaction processing.

Assists the Director of Management Information Systems with development and implementation of the College's homegrown and/or ERP systems by utilizing a deep understanding of system architecture, functionalities and integration points to recommend key architectural decisions, and ensure seamless data integration and on-time project delivery.

Analyzes, evaluates, and develops application and data security with best practices and/or security advisory tools; leads effort to develop application security guidelines as part of program standards.

Analyzes, evaluates, and develops systematic program version control, change control, application development/testing/production migration process, reusable business logic library, and other related software development automation practices and procedures.

Participates in and leads the full software development lifecycle, including meetings, design, development, testing, and support.

Mentors, trains, and provides technical guidance to other programmers by establishing coding standards, best practices and knowledge sharing to ensure application stability and performance.

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.

~~Performs expert level enterprise application development, integration and reporting for up-to-date mobile, portal and web environments.~~

~~Develops, manages and extends mobile applications, ensure compatibility with new versions of mobile operating systems, and provide migration path to the next generation of mobile applications.~~

~~Analyzes, plans, design, develops, tests, implements, integrates, maintains, and troubleshoots most complex systems and solutions to support College policies, business practices and educational goals.~~

~~Consults with management, staff, and college faculty to analyze most complex business processes and identify functional requirements for software systems; make recommendations and propose solutions to improve business operations and resolve problems.~~

~~Collaborates with IT management to provide expert knowledge of module capabilities of the primary database and auxiliary systems, and ensures the architecture is aligned with business requirements.~~

#### SUPERVISION

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

Positions in this classification receive direction from the Director of Management Information Systems.

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

Positions in this classification do not supervise others; however, they may serve as lead workers to lower-level programmers, Programmer Analysts and Senior Programmer Analysts.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Expert level systems and environment integration, testing, and security protocols

Expert level methods, techniques and tools for full-cycle software design, development, programming and reporting

Design principles related to systems, applications, databases, and user interface

State-of-the-art web, portal and mobile application development tools

Methods and techniques of program documentation and version control

Web, object oriented and structural programming languages, including Oracle PL/SQL, Oracle SQL, and Oracle APEX

Relational database management systems (RDBMS)

Reporting and query tools applicable to the position

Large-scale client/server environment, web, cloud, and mobile integration and advanced multi-tier network computing architecture

Scripting tools to develop, maintain, and improve automation processes

Enterprise Resource Planning (ERP) systems

Administrative operations, federal, state and local requirements, and business rules to support and develop programming solutions

College policies and business rules related to key student, faculty and staff online systems

Principles of project management

[Customer service principles and techniques](#)

**Skills & Abilities:**

Provide [coordination and](#) technical leadership to [the](#) application development team

[Identify, analyze, evaluate, and solve the most complex system and programming problems](#)

Analyze system requirements and specifications [at the broadest, most complex level](#) to identify [coding](#), policy or business rule implementation [approaches and](#) issues

Prepare clear and logical [systems designs and coding for the District's most complex systems](#)

Communicate [technical and non-technical information](#) effectively, both orally and in writing

Learn the characteristics of new systems and update skills to adapt to changing technology

Write clear and comprehensive reports, instructions, and program documentation

[Foresee programming problems and reason both logically and creatively](#)

Provide guidance, direction, and training to end users and staff

Organize, set priorities and exercise independent judgment within areas of assigned responsibility-including technical decisions and task identification

Interpret, apply, [and](#) explain [and reach sound decisions in accordance with](#) applicable laws and regulations, and District policies and procedures

[Role model exceptional internal and external customer service](#)

[Organize and maintain specialized files and confidentiality of employee and student information](#)

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

[Perform design and code reviews](#)

[Provide prompt and effective resolutions to most advanced application problems](#)

[Present and explain technical concepts to a non-technical audience](#)

MINIMUM QUALIFICATIONS

**Education Requirement:**

[Graduation from an accredited college or university with a](#) Bachelor's degree in computer science or a [closely](#)-related field.

**Experience Requirement:**

[Seven \(7\) Five](#) years of progressively responsible professional information technology experience in application programming and analysis [using Oracle PL/SQL and Oracle SQL in a medium or large scale enterprise](#) including four ~~(4)~~ years of database application experience in a cloud, web or mobile environment.

**Education/Experience Equivalency:**

Experience of the same kind, level, and amount as required in the minimum education requirement 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 may be required to lift, carry, push, or pull up to 25 pounds.~~ While performing the duties of this job, the noise level in the work environment is usually quiet.

Positions in this classification work in a typical office environment; however, may require travel to satellite campuses for meetings and special projects.

CLASS DETAIL

<b>Job Family:</b>	Information Technology
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	12/14/2016
<b>Class History:</b>	<a href="#">NEW CLASS</a> None
<b>Revision Date(s):</b>	<a href="#">5/20/26</a>

**Santa Monica Community College District  
Personnel Commission  
Principal Programmer Analyst**

**CONCEPT OF THE CLASS**

Under general direction, the position in this classification performs expert level professional information systems development, integration and design work. The incumbent analyzes, evaluates solutions, develops programs, coordinates tests, designs, debugs, documents, integrates, and maintains the most complex enterprise wide systems and applications, such as those that are highly interconnected with other systems and have a broad impact on District operations. In addition, the incumbent is responsible for providing expert guidance to the College and IT staff in the most complex systems. The incumbent establishes standards and best practices to support the integration of diverse and critical technologies College wide, in order to support College goals, objectives and business rules.

**DISTINGUISHING CHARACTERISTICS**

Positions in the **Principal Programmer Analyst** classification perform lead, expert level programming work requiring highly specialized technical knowledge or skills. Incumbents are responsible for designing and integrating the most complex information systems that have a broad impact on District operations with a high level of independent judgement. The Principal Programmer Analyst serves as an expert resource to the College and IT staff.

Positions in the **Senior Programmer Analyst** classification provide technical direction to lower-level staff and under minimal supervision, perform advanced journey-level programming work, which includes responsibility for designing, developing, analyzing, and integrating major complex information systems and solutions.

Positions in the **Programmer Analyst** classification are responsible for conventional to moderately complex program application projects that are components of larger modules or systems. Incumbents perform journey-level professional programming work to produce assigned applications that meet user business requirements. Work is subject to review and approval by senior level programmers or Director of Management Information Systems.

Positions in the **Associate Programmer Analyst** classification perform entry-level programming work related to the development and maintenance of District systems. This classification is distinguished from the Programmer Analyst by the level of supervision received and the scope and complexity of professional level work performed. Incumbents will serve as the initial point of contact for users who are experiencing system issues, and will escalate complex programming issues to higher-level staff

**ESSENTIAL DUTIES**

Designs, develops, implements, and maintains the most complex enterprise applications for both centralized and distributed systems solutions to support College policies, business practices and educational goals; implements, documents and maintains major database packages with mission critical business logic.

Consults with College stakeholders to analyze their functional requirements, implement the most complex business rules, design, develop and enhance the most complex user interfaces and applications, and integrate student information systems (SIS) with external software systems; employs current web, cloud and portal development languages, protocols, techniques and tools to maximize system performance and improve business operations.

Develops and manages integration between the College's SIS and other internal and external systems, in addition to student, staff and faculty portals.

Leads complex enterprise application projects by analyzing business needs, recommending and designing high-level programming solutions, defining program specifications, and performing complex integration with other software; ensures that components developed by lower-level programmers are functional and consistent with project goals.

Establishes development standards and best practices to facilitate uniform enterprise-wide application design, development, security, implementation, integration, and maintenance standards are met.

Develops algorithms, routines, scripts, and SQL queries for programming interfaces between multiple data sources.

Consults with application programmers and database administrator regarding program development, modifications and transaction processing.

Assists the Director of Management Information Systems with development and implementation of the College's homegrown and/or ERP systems by utilizing a deep understanding of system architecture, functionalities and integration points to recommend key architectural decisions, and ensure seamless data integration and on-time project delivery.

Analyzes, evaluates, and develops application and data security with best practices and/or security advisory tools; leads effort to develop application security guidelines as part of program standards.

Analyzes, evaluates, and develops systematic program version control, change control, application development/testing/production migration process, reusable business logic library, and other related software development automation practices and procedures.

Participates in and leads the full software development lifecycle, including meetings, design, development, testing, and support.

Mentors, trains, and provides technical guidance to other programmers by establishing coding standards, best practices and knowledge sharing to ensure application stability and performance.

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 direction from the Director of Management Information Systems.

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

Positions in this classification do not supervise others; however, they may serve as lead workers to lower-level programmers.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Expert level systems and environment integration, testing, and security protocols

Expert level methods, techniques and tools for full-cycle software design, development, programming and reporting

Design principles related to systems, applications, databases, and user interface

State-of-the-art web, portal and mobile application development tools

Methods and techniques of program documentation and version control

Web, object oriented and structural programming languages, including Oracle PL/SQL, Oracle SQL, and Oracle APEX

Relational database management systems (RDBMS)

Reporting and query tools applicable to the position

Large-scale client/server environment, web, cloud, and mobile integration and advanced multi-tier network computing architecture

Scripting tools to develop, maintain, and improve automation processes

Enterprise Resource Planning (ERP) systems

Administrative operations, federal, state and local requirements, and business rules to support and develop programming solutions

College policies and business rules related to key student, faculty and staff online systems

Principles of project management

Customer service principles and techniques

### **Skills & Abilities:**

Provide coordination and technical leadership to the application development team

Identify, analyze, evaluate, and solve the most complex system and programming problems

Analyze system requirements and specifications at the broadest, most complex level to identify coding, policy or business rule implementation approaches and issues

Prepare clear and logical designs and coding for the District's most complex systems

Communicate technical and non-technical information effectively, both orally and in writing

Learn the characteristics of new systems and update skills to adapt to changing technology

Write clear and comprehensive reports, instructions, and program documentation

Foresee programming problems and reason both logically and creatively

Provide guidance, direction, and training to end users and staff

Organize, set priorities and exercise independent judgment within areas of assigned responsibility-including technical decisions and task identification

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

Role model exceptional internal and external customer service

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

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:***

Bachelor's degree in computer science or a related field.

***Experience Requirement:***

Five years of progressively responsible professional information technology experience in application programming and analysis using Oracle PL/SQL and Oracle SQL including four years of database application experience in a cloud, web or mobile environment.

***Education/Experience Equivalency:***

Experience of the same kind, level, and amount as required in the minimum education requirement 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. While performing the duties of this job, the noise level in the work environment is usually quiet.

Positions in this classification work in a typical office environment; however, may require travel to satellite campuses for meetings and special projects.

CLASS DETAIL

<b>Job Family:</b>	Information Technology
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	12/14/2016
<b>Class History:</b>	None
<b>Revision Date(s):</b>	5/20/26

Agenda Report Number	14
Subject	Classification Description Revisions and Salary Reallocation: Chief Director of Information Technology Cyclical Review
Date	May 20, 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 and salary reallocation for **Chief Director of Information Technology**.

As part of the cyclical review process, we are reviewing classifications in the Information Technology job discipline. Information Technology consists of multiple specialized units including network services, management information systems, IT infrastructure, and end user support, and is responsible for developing and implementing effective technology solutions to support Santa Monica College’s overall institutional mission and goals.

The Chief Director of Information Technology classification was established in July 2015. This classification has been revised once since its establishment. That revision was approved in February 2023, prior to opening recruitment. There is one permanent incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Information Technology management classifications were invited to participate in a study orientation on April 7, 2025 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The management incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by April 23, 2025.

Personnel Commission staff consulted with the Vice President of Business/Administration 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 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 assigned, knowledge, skills and abilities, minimum qualifications and working environment and physical demands to more accurately reflect the nature and scope of the work performed.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Chief Director of Information Technology	\$16,966	\$18,705	\$17,836
Cerritos College	Director, Information Technology	\$16,048	\$20,142	\$18,095
Contra Costa CCD	Director of Information Technology	\$13,383	\$16,307	\$14,845
Glendale College	Associate Vice President, Technology & Innovation	\$10,939	\$17,817	\$14,378
Long Beach City College	Executive Director, Information Technology Services	\$14,049	\$19,142	\$16,595
Mt. San Antonio College	Chief Technology Officer	\$20,585	\$22,141	\$21,363
North Orange County CCD	Executive Director, Information Technology (Director 4)	\$15,804	\$19,949	\$17,877
Riverside CCD	Associate Vice Chancellor, Information Technology & Learning Services	\$16,199	\$19,722	\$17,961
Santa Barbara City College	Executive Director, Information Technology	\$13,118	\$15,981	\$14,550
State Center CCD	District Chief Technology Officer	\$15,659	\$19,258	\$17,458
Ventura County CCD	Associate Vice Chancellor of Information Technology	\$13,722	\$18,389	\$16,056
	Average	\$14,951	\$18,885	\$16,918
	25th Percentile	\$13,468	\$17,960	\$15,148
	50th Percentile	\$14,854	\$19,200	\$17,027
	70th Percentile	\$15,877	\$19,790	\$17,902
	80th Percentile	\$16,078	\$19,988	\$17,988
	90th Percentile	\$16,638	\$20,342	\$18,422
	SMC % RANK	90.8%	37.9%	<b>65.5%</b>
	SMC Difference From AVG	11.9%	-1.0%	5.1%
	SMC Difference From MED	12.4%	-2.6%	4.5%

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
<b>Santa Monica College</b>	<b>Chief Director of Information Technology</b>	<b>\$16,966</b>	<b>\$18,705</b>	<b>\$17,836</b>
Cerritos College	Director, Information Technology	\$16,048	\$20,142	\$18,095
Contra Costa CCD	Director of Information Technology	\$13,383	\$16,307	\$14,845
Glendale College	Associate Vice President, Technology & Innovation	\$10,939	\$17,817	\$14,378
Long Beach City College	Executive Director, Information Technology Services	\$14,049	\$19,142	\$16,595
Mt. San Antonio College	Chief Technology Officer	\$20,585	\$22,141	\$21,363
North Orange County CCD	Executive Director, Information Technology (Director 4)	\$15,804	\$19,949	\$17,877
Riverside CCD	Associate Vice Chancellor, Information Technology & Learning Services	\$16,199	\$19,722	\$17,961
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State Center CCD	District Chief Technology Officer	\$15,659	\$19,258	\$17,458
Ventura County CCD	Associate Vice Chancellor of Information Technology	\$13,722	\$18,389	\$16,056
	Average	\$14,951	\$18,885	\$16,918
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	90th Percentile	\$16,638	\$20,342	\$18,422
	SMC % RANK	90.8%	37.9%	<b>65.5%</b>
	SMC Difference From AVG	11.9%	-1.0%	5.1%
	SMC Difference From MED	12.4%	-2.6%	4.5%

The current salary range for Chief Director of Information Technology is Range A21 on the Classified Administrator 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.

**SALARY ALLOCATION**

It is recommended that salary for the Chief Director of Information Technology to be reallocated from Range A21 to Range A22 on the Administrator Employee Salary Schedule, a 2.5% increase.

This will place the median salary at the 89th percentile, which satisfies the District’s 70th percentile target. Please see salary data for jobs in the Information Technology job series.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS (MIN)
Chief Director of Information Technology (PROPOSED)	Superintendent/President	A22	\$17,380	\$19,161	2.44%
Chief Director of Information Technology (CURRENT)	Superintendent/President	A21	\$16,966	\$18,705	15.76%
Director of Network and Technology Services	Chief Director of IT	A15	\$14,656	\$16,158	0.00%
Director of Management Information Systems	Chief Director of IT	A15	\$14,656	\$16,158	30.82%
Information Systems Security Officer	Chief Director of IT	M31	\$11,203	\$13,617	6.15%
Principal Programmer Analyst*	Director of MIS	58	\$10,554	\$12,829	0.00%
Database Administrator*	Director of MIS	58	\$10,554	\$12,829	10.26%

\*Under review.

Cyclical review results have been sent to the incumbent, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Chief Director of Information Technology.

**FROM:** Classified Manager Salary Schedule, Range A21

**TO:** Classified Manager Salary Schedule, Range A22

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

**Santa Monica Community College District  
Personnel Commission**

**Chief Director of Information Technology**

**CONCEPT OF THE CLASS**

Under general direction, this position is responsible for planning, implementing, and maintaining [the College's](#) information systems to support academic activities, student services, and business operations. ~~The role providing provides~~ institution-wide leadership, strategic direction and consultation for all information technology activities ~~at the college,~~ including planning, analysis, design, installation, and maintenance of systems, applications, networks, and communication systems within a large, multi-campus environment.

**DISTINGUISHING CHARACTERISTICS**

[The Chief Director of Information Technology serves as the senior technology administrator for the College, providing institution-wide leadership and strategic direction for all information technology functions. The position focuses on long-range planning, resource allocation, policy development, and alignment of technology services with the College's mission and strategic priorities.](#)

~~The Director of Management Information Systems directs and manages the integration and implementation of the college's information systems and databases.~~  
[directs, plans and manages daily activities related to the integration, implementation and secure, continuous operation of the College's information systems and databases that support academic and administrative functions.](#)

~~The Director of Network and Technology Services directs and manages the District's network and technical support services, including enterprise computing and unified communications.~~  
[directs, plans and manages daily activities related to operating system and server administration, network design and maintenance, physical IT infrastructure, and end user support services.](#)

**ESSENTIAL DUTIES**

Provides managerial direction and leadership in the development, refinement, and implementation of the District's Information Technology plans, including implementation of cloud services, virtual technology, and Enterprise Resource Planning (ERP) systems by articulating a clear vision of technology uses and benefits.

Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that aligns with the District's mission, objectives and values and supports the goals of the Technology Master Plan.

Directs and oversees Information Technology workforce planning and performance management; establishes standards and reviews staff performance; selects, trains, and evaluates assigned staff.

[Provides leadership and strategic direction for the development and administration of campus information security programs and operations.](#)

[Oversees the development and maintenance of policies and procedures that protect digital assets, electronic data and network infrastructure from internal and external security threats.](#)

~~Leads, manages and participates in the development and implementation of technology security policies.~~  
[Directs the development and implementation of security standards and procedures to prevent the unauthorized access, use, disclosure, modification, loss or destruction of District data assets; directs oversees activities to assess and that ensure the integrity and security of the District-wide IT infrastructure; directs the implementation of appropriate District-wide security incident response and notification procedures.](#)

Ensures the delivery of quality technology and support through effective needs assessment, system design, and selection and implementation processes. Interacts with internal and external customers to define needs, evaluate operations, and enact improvements and enhancements.

Develops, maintains, and evaluates policies, procedures, standards, capacity, and infrastructure required to provide flexible and cost-effective information technology services that support quality instruction, efficient administrative processes, and internal and community access.

Establishes and maintains an effective and efficient organizational structure within Information Technology; establishes and communicates clear roles and responsibilities for Information Technology management staff.

Ensures that District-wide technology standards are developed, followed, and regularly reviewed.

Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.

Oversees the development and maintenance of a business continuity and disaster recovery plan in the event of an outage or failure of the systems.

Reviews and approves systems, applications, and security specifications and standards for administrative and academic application networks and software.

Oversees and ensures that mandated records and reports to external oversight agencies are prepared and/or transmitted accurately, appropriately, and in a timely manner.

Reviews and participates in the decision-making process for major contracts for technology systems and services.

Directs and facilitates correction of any system failures, including root cause analysis.

Develops and monitors budgets and allocates resources within budget constraints to maximize resources.

Anticipates, prevents, and resolves conflicts under areas of supervision.

Evaluates staff training and development needs and provides training and educational opportunities for District personnel to maintain and upgrade technical skills to optimize service to users.

Researches alternative methods, designs, and programming concepts ~~in an effort~~ to keep the District at the forefront of technological advancement.

Maintains currency in the information technology field, including new emerging technologies by participating in organizations, committees, task forces, and special assignments.

[Travels to District satellite campuses and off-site facilities to assess technology needs and oversee implementation of IT projects.](#)

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

**Level of Supervision Received:**

This position receives general ~~administrative~~ direction from the Superintendent/President or designee.

**Level of Supervision Exercised:**

The position in this classification exercises direct supervisory responsibility over assigned Directors and other classified managers within the Information Technology staff; and indirect supervisory responsibility over classified professional, technical and clerical positions within Information Technology operations.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

[Effective leadership, administration, organizational planning, supervision, training and analysis techniques](#)

[Current federal, state laws, local legislation and guidelines pertaining to Information Technology](#)

Best practices for development and implementation of operating policies procedures, and objectives for Information Technology

Strategies for developing, implementing and maintaining technology master plans

[Collective bargaining agreements, District Board Policies and District Administrative Procedures](#)

[Methods and techniques to encourage high performance of staff and to promote an organizational culture of customer service, innovation and quality services that meets District needs](#)

[Effective employee supervision, training, evaluation, and development techniques and practices](#)

Budget development and expenditure tracking [to ensure fiscal accountability](#)

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and the development of department metrics and operational needs

Computer applications, operating systems, hardware, telecommunications, and complex LAN/WAN network infrastructure, and relational database systems implementation and operation

System design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, evaluation and operational management

System security controls, permissions and interoperability standards to ensure security and integrity of data and consistency

[AV and web standards, accessibility, and content management to guide policy and ensure compliance](#)

[Methods for conducting needs assessments to support technology planning and resource allocation](#)

[Principles and best practices of project planning and management](#)

Methods for gathering and presenting general, statistical and technical data; research and reporting methods and procedures

[Information Technology change management principles and practices to ensure effective implementation of technology initiatives](#)

[Audio-visual tools and web-page development](#)

[Needs assessment methods](#)

[Project management practices](#)

**Skills & Abilities:**

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for District-wide Information Technology services

Provide administrative and professional leadership and direction to Information Technology staff and the District

Manage the technological interdependencies between the institution and instruction, student services, and support functions

Effectively translate user requirements into computer programs and systems

Act as a change agent to facilitate improvement in ongoing infrastructure and organizational structure

Lead, motivate, direct, train, and evaluate personnel; establish expectations and performance standards

Interpret, apply, explain and ensure compliance with rules, policies, procedures, and applicable Federal, State, local, and District-wide laws and regulations

Plan and manage multiple large-scale Information Technology projects simultaneously

Motivate, educate, and facilitate teams to produce quality materials within tight timeframes

Communicate effectively, both orally and in writing

[Navigate organizational dynamics and align resources effectively to resolve challenges and achieve institutional objectives](#)

[Lead collaborative discussions to build shared understanding of issues and guide teams toward consensus-based decisions](#)

[Utilize organizational funds, material resources and staffing levels wisely and strategically](#)

Prepare and administer large and complex budgets; ~~allocate limited resources in a cost-effective manner~~

[Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives](#)

[Model professional integrity and ethics and deal quickly with breaches and misconduct](#)

[Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership](#)

[Assess complex situations and implement effective, timely solutions](#)

Stay ~~updated abreast of~~ on technology ~~changes/advances~~, trends, ~~and~~ issues, and evaluate them for organizational relevance

[Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations](#)

[Apply adaptable and innovative approaches to solving problems and achieving objectives.](#)

[Plan and prioritize work activities](#)

[Analyze situations accurately and adopt an effective course of action](#)

[Identify and meet the needs and expectations of internal and external customers, in order to ensure end user satisfaction](#)  
[Demonstrate flexibility and creativity in accomplishing work and resolving issues](#)

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

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Bachelor's degree in computer science, management information systems, [business administration](#) or a ~~closely~~-related field is required. [A master's degree in a related field is preferred.](#)

**Experience Requirement:**

Seven years of ~~recent~~ professional experience in planning, developing and implementing complex, multi-vendor and multi-platform computer application services, [including](#) four years ~~working of which is~~ in a management capacity. Relevant work experience within a community college is desirable.

**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:**

A valid driver license.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

**Disclosure:**

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

**Normal Office Environment:**

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

**CLASS DETAIL**

<b>Job Family:</b>	Information Technology
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	7/30/2015
<b>Class History:</b>	None
<b>Revision Date(s):</b>	2/15/23, 5/20/26

**Santa Monica Community College District  
Personnel Commission**

**Chief Director of Information Technology**

**CONCEPT OF THE CLASS**

Under general direction, this position is responsible for planning, implementing, and maintaining the College's information systems to support academic activities, student services, and business operations. The role provides institution-wide leadership, strategic direction and consultation for all information technology activities including planning, analysis, design, installation, and maintenance of systems, applications, networks, and communication systems within a large, multi-campus environment.

**DISTINGUISHING CHARACTERISTICS**

The **Chief Director of Information Technology** serves as the senior technology administrator for the College, providing institution-wide leadership and strategic direction for all information technology functions. The position focuses on long-range planning, resource allocation, policy development, and alignment of technology services with the College's mission and strategic priorities.

The **Director of Management Information Systems** directs, plans and manages daily activities related to the integration, implementation and secure, continuous operation of the College's information systems and databases that support academic and administrative functions.

The **Director of Network and Technology Services** directs, plans and manages daily activities related to operating system and server administration, network design and maintenance, physical IT infrastructure, and end user support services.

**ESSENTIAL DUTIES**

Provides managerial direction and leadership in the development, refinement, and implementation of the District's Information Technology plans, including implementation of cloud services, virtual technology, and Enterprise Resource Planning (ERP) systems by articulating a clear vision of technology uses and benefits.

Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that aligns with the District's mission, objectives and values and supports the goals of the Technology Master Plan.

Directs and oversees Information Technology workforce planning and performance management; establishes standards and reviews staff performance; selects, trains, and evaluates assigned staff.

Provides leadership and strategic direction for the development and administration of campus information security programs and operations.

Oversees the development and maintenance of policies and procedures that protect digital assets, electronic data and network infrastructure from internal and external security threats.

Directs the development and implementation of security standards and procedures to prevent the unauthorized access, use, disclosure, modification or destruction of District data; oversees activities that ensure the integrity and security of the District-wide IT infrastructure; directs the implementation of appropriate District-wide security incident response and notification procedures.

Ensures the delivery of quality technology and support through effective needs assessment, system design, and selection and implementation processes. Interacts with internal and external customers to define needs, evaluate operations, and enact improvements and enhancements.

Develops, maintains, and evaluates policies, procedures, standards, capacity, and infrastructure required to provide flexible and cost-effective information technology services that support quality instruction, efficient administrative processes, and internal and community access.

Establishes and maintains an effective and efficient organizational structure within Information Technology; establishes and communicates clear roles and responsibilities for Information Technology management staff.

Ensures that District-wide technology standards are developed, followed, and regularly reviewed.

Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.

Oversees the development and maintenance of a business continuity and disaster recovery plan in the event of an outage or failure of the systems.

Reviews and approves systems, applications, and security specifications and standards for administrative and academic application networks and software.

Oversees and ensures that mandated records and reports to external oversight agencies are prepared and/or transmitted accurately, appropriately, and in a timely manner.

Reviews and participates in the decision-making process for major contracts for technology systems and services.

Directs and facilitates correction of any system failures, including root cause analysis.

Develops and monitors budgets and allocates resources within budget constraints to maximize resources.

Anticipates, prevents, and resolves conflicts under areas of supervision.

Evaluates staff training and development needs and provides training and educational opportunities for District personnel to maintain and upgrade technical skills to optimize service to users.

Researches alternative methods, designs, and programming concepts to keep the District at the forefront of technological advancement.

Maintains currency in the information technology field, including new emerging technologies by participating in organizations, committees, task forces, and special assignments.

Travels to District satellite campuses and off-site facilities to assess technology needs and oversee implementation of IT projects.

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

### ***Level of Supervision Received:***

This position receives general direction from the Superintendent/President or designee.

### ***Level of Supervision Exercised:***

The position in this classification exercises direct supervisory responsibility over assigned Directors and other classified managers within the Information Technology staff; and indirect supervisory responsibility over classified professional, technical and clerical positions within Information Technology operations.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Effective leadership, administration, organizational planning, supervision, training and analysis techniques

Current federal, state laws, local legislation and guidelines pertaining to Information Technology

Best practices for development and implementation of operating policies procedures, and objectives for Information Technology

Strategies for developing, implementing and maintaining technology master plans

Collective bargaining agreements, District Board Policies and District Administrative Procedures

Methods and techniques to encourage high performance of staff and to promote an organizational culture of customer service, innovation and quality services that meets District needs

Effective employee supervision, training, evaluation, and development techniques and practices

Budget development and expenditure tracking to ensure fiscal accountability

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and the development of department metrics and operational needs

Computer applications, operating systems, hardware, telecommunications, and complex LAN/WAN network infrastructure, and relational database systems implementation and operation

System design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, evaluation and operational management

System security controls, permissions and interoperability standards to ensure security and integrity of data and consistency

A/V and web standards, accessibility, and content management to guide policy and ensure compliance

Methods for conducting needs assessments to support technology planning and resource allocation

Principles and best practices of project planning and management

Methods for gathering and presenting general, statistical and technical data; research and reporting methods and procedures

Information Technology change management principles and practices to ensure effective implementation of technology initiatives

**Skills & Abilities:**

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for District-wide Information Technology services

Provide administrative and professional leadership and direction to Information Technology staff and the District

Manage the technological interdependencies between the institution and instruction, student services, and support functions

Effectively translate user requirements into computer programs and systems

Act as a change agent to facilitate improvement in ongoing infrastructure and organizational structure

Lead, motivate, direct, train, and evaluate personnel; establish expectations and performance standards

Interpret, apply, explain and ensure compliance with rules, policies, procedures, and applicable Federal, State, local, and District-wide laws and regulations

Plan and manage multiple large-scale Information Technology projects simultaneously

Motivate, educate, and facilitate teams to produce quality materials within tight timeframes

Communicate effectively, both orally and in writing

Navigate organizational dynamics and align resources effectively to resolve challenges and achieve institutional objectives

Lead collaborative discussions to build shared understanding of issues and guide teams toward consensus-based decisions

Utilize organizational funds, material resources and staffing levels wisely and strategically Prepare and administer large and complex budgets

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct

Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership

Assess complex situations and implement effective, timely solutions

Stay updated on technology changes, trends, issues, and evaluate them for organizational relevance

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Apply adaptable and innovative approaches to solving problems and achieving objectives.

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

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

Bachelor's degree in computer science, management information systems, business administration or a related field is required. A master's degree in a related field is preferred.

**Experience Requirement:**

Seven years of professional experience in planning, developing and implementing complex, multi-vendor and multi-platform computer application services, including four years working in a management capacity. Relevant work experience within a community college is desirable.

**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:**

A valid driver's license

#### WORKING ENVIRONMENT AND PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

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

#### CLASS DETAIL

<b>Job Family:</b>	Information Technology
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	7/30/2015
<b>Class History:</b>	None
<b>Revision Date(s):</b>	2/15/23; 5/20/26

Agenda Report Number	15
Subject	Classification Description Revisions: Skilled Maintenance Worker I Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Skilled Maintenance Worker I**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Maintenance & Planning job discipline. The Facilities Department's mission is to provide a safe and comfortable learning environment for all students and staff at SMC in accordance with the College's mission and vision, and in alignment with SMC's institutional goals.

The Skilled Maintenance Worker I classification was established in 2006. This classification has been revised once since its establishment. The most recent revision was approved in October 2022. There are currently no permanent incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-26. Incumbents in the Maintenance & Planning discipline and CSEA were invited to participate in a study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions.

Personnel Commission staff consulted with José Tostado, Construction Maintenance Manager, 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 the duties assigned and distinguishing characteristics.

A job evaluation and an external salary survey 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, class description revisions are being proposed, to clarify the class concept, distinguishing characteristics, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working environment.

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

The survey yielded several strong to moderate matches, which are identified below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
<b>Santa Monica College</b>	<b>Skilled Maintenance Worker I</b>	<b>\$5,466</b>	<b>\$6,643</b>	<b>\$6,055</b>	<b>27,191</b>
<b>El Camino College</b>	Skilled Trades Assistant	\$5,190	\$6,628	<b>\$5,909</b>	22,702
<b>Foothill De Anza</b>	Utility Maintenance Worker I	\$6,090	\$8,162	<b>\$7,126</b>	30,729
<b>Glendale College</b>	Crafts Maintenance Worker	\$5,160	\$6,586	<b>\$5,873</b>	17,058
<b>Los Angeles CCD</b>	Maintenance Assistant	\$5,348	\$6,625	<b>\$5,987</b>	125,061
<b>Pasadena City College</b>	Skilled Trades Worker	\$5,428	\$6,927	<b>\$6,177</b>	27,861
<b>State Center</b>	Maintenance Worker I	\$4,401	\$5,412	<b>\$4,906</b>	46,065
<b>Ventura County</b>	Maintenance Worker I	\$4,711	\$6,512	<b>\$5,612</b>	30,868
	Average	\$5,190	\$6,693	\$5,941	
	25th Percentile	\$4,936	\$6,549	\$5,742	
	50th Percentile	\$5,190	\$6,625	\$5,909	
	75th Percentile	\$5,364	\$6,688	\$6,025	
	80th Percentile	\$5,412	\$6,867	\$6,139	
	90th Percentile	\$5,693	\$7,421	\$6,557	
	SMC % RANK	84.2%	67.5%	<b>72.5%</b>	
	SMC Difference From AVG	5.1%	-0.8%	1.9%	
	SMC Difference From MED	5.0%	0.3%	2.4%	

The current salary range for Skilled Maintenance Worker I is Range 31 on the Classified Employee Salary Schedule. In this survey, SMC is in the 73<sup>rd</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 27% of the market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 73<sup>rd</sup> percentile, salary reallocation is not recommended given the current salary meets the District’s goal to target the 70<sup>th</sup> percentile.

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions for Skilled Maintenance Worker I.

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

**Santa Monica Community College District  
Personnel Commission**

**Skilled Maintenance Worker I**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform general building maintenance and repair work at the apprentice/non-journey level associated with carpentry, painting, plumbing, electrical, [heating, ventilation & air conditioning \(HVAC\)](#), and [locksmithing work](#).

**DISTINGUISHING CHARACTERISTICS**

The **Skilled Maintenance Worker I** is a multi-incumbent class within the Facilities Maintenance Department. Incumbents perform a variety of general maintenance or apprentice/non-journey level duties in the various trades.

The **Skilled Maintenance Worker II** ~~classification~~ performs advanced apprentice level work associated with several different trades including carpentry, plumbing, electrical, HVAC, welding, [locksmithing work](#), and painting. Incumbents perform moderate to heavy labor, and exercise a high degree of knowledge, responsibility and independent judgment. Individuals in this class may work alone in a "troubleshooter" capacity.

**Journey level workers** perform [the](#) full range of journey level general building maintenance and construction tasks associated with the carpentry, plumbing, painting, electrical, welding or heating, [ventilation/ventilating](#) and air conditioning systems of the buildings on District [campuses/facilities](#).

**ESSENTIAL DUTIES**

Performs apprentice/non-journey level carpentry work in the repair, installation, alteration, and construction of wooden items and structures.

Performs apprentice/non-journey level painting work in protecting, covering, and refurbishing surfaces of buildings, furniture, and equipment.

Performs apprentice/non-journey level plumbing maintenance work in the repair, installation, and alteration of, water lines, sewers and similar facilities and equipment.

Performs apprentice/non-journey level electrical maintenance work in the repair, installation, and alteration of electrical equipment and wiring systems.

Performs apprentice/non-journey level maintenance and repairs of heating, ventilation, air conditioning, and refrigeration systems.

Performs apprentice/non-journey level locksmith work including cutting keys, keying and entering security codes and systems, and changing locks and installing and maintaining door hardware.

Performs apprentice/non-journey level mechanical maintenance work in the repair, installation, and alteration of equipment and facilities.

Performs both skilled and routine tasks related to a variety of building and equipment maintenance needs and assists with scheduled preventative maintenance.

Operates a wide variety of hand and power tools and specialized equipment including motor vehicles, and uses various tools used in the skilled trades to perform duties.

Cleans and maintains tools, brushes, vehicles, and equipment.

Performs moderate to heavy manual labor.

Maintains records, completes reports and work orders as assigned.

Takes appropriate action following departmental practices; refers issues or problems to supervisor or lead worker as appropriate.

Assists with inspection of facilities and equipment for safety.

May perform miscellaneous maintenance duties and assist with hazardous waste clean up and disposal as required.

May operate a computer and use college or department specific software to accomplish work.

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**

**Level of Supervision Received**

Positions in this classification receive general supervision from the assigned supervisor in Facilities Maintenance.

**Level of Supervision Exercised**

Positions in this classification do not supervise other classified positions.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

General building maintenance and repair work at the apprentice/non-journey level associated with carpentry, painting, plumbing, electrical, HVAC, and/or locksmithing

Safe work practices

Basic math and geometry

**Skills & Abilities:**

Make accurate measurements and estimates of materials

Read and comprehend instructions, safety rules, policies and procedures, instruction manuals, read, and interprets blueprints and schematics

Communicate effectively, both orally and in writing

Read and write at a level necessary to perform the duties of the class

Communicate orally

Prepare and maintain accurate records and reports

Learn and apply knowledge of multiple building trades at the assigned skilled level in a safe manner

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

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

Stay updated on abreast of 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:**

High school diploma or equivalent. Graduation from high school or GED equivalent.

**Experience Requirement:**

Two ~~(2)~~ years of building maintenance and/or construction 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:**

A valid driver's license.

**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 Work Environment:**

While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. Incumbents perform moderate to heavy physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and may do so with or without assistance and with or without the aid of lifting devices.

Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos, or polychlorinated biphenyls (PCB's), and is at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	12/7/06
<b>Class History:</b>	Skilled Maintenance Worker
<b>Revision Date(s):</b>	10/19/22; <a href="#">05/20/26</a>

**Santa Monica Community College District  
Personnel Commission**

**Skilled Maintenance Worker I**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform general building maintenance and repair work at the apprentice/non journey level associated with carpentry, painting, plumbing, electrical, heating, ventilation & air conditioning (HVAC), and locksmithing .

**DISTINGUISHING CHARACTERISTICS**

The **Skilled Maintenance Worker I** is a multi-incumbent class within the Facilities Maintenance Department. Incumbents perform a variety of general maintenance or apprentice/non journey level duties in the various trades.

The **Skilled Maintenance Worker II** performs advanced apprentice level work associated with several different trades including carpentry, plumbing, electrical, HVAC, welding, locksmithing, and painting. Incumbents perform moderate to heavy labor, and exercise a high degree of knowledge, responsibility and independent judgment. Individuals in this class may work alone in a “troubleshooter” capacity.

**Journey level workers** perform the full range of journey level general building maintenance and construction tasks associated with the carpentry, plumbing, painting, electrical, welding or heating, ventilation and air conditioning systems of the buildings on District campuses.

**ESSENTIAL DUTIES**

Performs apprentice/non journey level carpentry work in the repair, installation, alteration, and construction of wooden items and structures.

Performs apprentice/non journey level painting work in protecting, covering, and refurbishing surfaces of buildings, furniture, and equipment.

Performs apprentice/non journey level plumbing maintenance work in the repair, installation, and alteration of, water lines, sewers and similar facilities and equipment.

Performs apprentice/non journey level electrical maintenance work in the repair, installation, and alteration of electrical equipment and wiring systems.

Performs apprentice/non journey level maintenance and repairs of heating, ventilation, air conditioning, and refrigeration systems.

Performs apprentice/non journey level locksmith work including cutting keys, keying and entering security codes and systems, and changing locks and installing and maintaining door hardware.

Performs apprentice/non journey level mechanical maintenance work in the repair, installation, and alteration of equipment and facilities.

Performs both skilled and routine tasks related to a variety of building and equipment maintenance needs and assists with scheduled preventative maintenance.

Operates a wide variety of hand and power tools and specialized equipment including motor vehicles, and uses various tools used in the skilled trades to perform duties.

Cleans and maintains tools, brushes, vehicles, and equipment.

Performs moderate to heavy manual labor.

Maintains records, completes reports and work orders as assigned.

Takes appropriate action following departmental practices; refers issues or problems to supervisor or lead worker as appropriate.

Assists with inspection of facilities and equipment for safety.

May perform miscellaneous maintenance duties and assist with hazardous waste clean up and disposal as required.

May operate a computer and use college or department specific software to accomplish work.

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

### **Level of Supervision Received**

Positions in this classification receive general supervision from the assigned supervisor in Facilities Maintenance.

### **Level of Supervision Exercised**

Positions in this classification do not supervise other classified positions.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

General building maintenance and repair work at the apprentice/non journey level associated with carpentry, painting, plumbing, electrical, HVAC, and/or locksmithing

Safe work practices

Basic math and geometry

### **Skills & Abilities:**

Make accurate measurements and estimates of materials

Read and comprehend instructions, safety rules, policies and procedures, instruction manuals, read, and interprets blueprints and schematics

Communicate effectively, both orally and in writing

Prepare and maintain accurate records and reports

Learn and apply knowledge of multiple building trades at the assigned skilled level in a safe manner

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

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

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:**

High school diploma or equivalent.

### **Experience Requirement:**

Two years of building maintenance and/or construction 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:**

A valid driver's license.

**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 accommodation may be made to enable individuals with disabilities to perform the essential functions

**Normal Work Environment:**

While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. Incumbents perform moderate to heavy physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and may do so with or without assistance and with or without the aid of lifting devices.

Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos, or polychlorinated biphenyls (PCBs), and is at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	12/7/06
<b>Class History:</b>	Skilled Maintenance Worker
<b>Revision Date(s):</b>	10/19/22; 05/20/26

Agenda Report Number	16
Subject	Classification Description Revisions: Skilled Maintenance Worker II Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Skilled Maintenance Worker II**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Maintenance & Planning job discipline. The Facilities Department's mission is to provide a safe and comfortable learning environment for all students and staff at SMC in accordance with the College's mission and vision, and in alignment with SMC's institutional goals.

The Skilled Maintenance Worker II classification was established in 1997. This classification has been revised three times since its establishment. The most recent revision was approved in October 2022. There are currently five permanent incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-26. Incumbents in the Maintenance & Planning discipline and CSEA were invited to participate in a class study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 3, 2025.

Personnel Commission staff consulted with José Tostado, Construction Maintenance Manager and Mario Samano, Mechanical Systems Manager, 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 are proposed to clarify the duties assigned and distinguishing characteristics.

A job evaluation and an external salary survey 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, class description revisions are being proposed, to clarify the class concept, distinguishing characteristics, essential duties, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working environment.

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

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
<b>Santa Monica College</b>	<b>Skilled Maintenance Worker II</b>	<b>\$6,170</b>	<b>\$7,500</b>	<b>\$6,835</b>	<b>27,191</b>
<b>Cerritos College</b>	Maintenance Mechanic	\$5,692	\$6,841	<b>\$6,266</b>	23,946
<b>El Camino College</b>	Skilled Trades Worker	\$6,024	\$7,725	<b>\$6,875</b>	22,702
<b>Foothill De Anza</b>	Utility Maintenance Worker II	\$6,715	\$8,998	<b>\$7,857</b>	30,729
<b>Long Beach City College</b>	Skilled Maintenance Worker	\$4,877	\$5,999	<b>\$5,438</b>	26,737
<b>North Orange County</b>	Skilled Maintenance Assistant	\$5,241	\$6,299	<b>\$5,770</b>	44,093
<b>Pasadena City College</b>	Skilled Maintenance Worker II	\$5,984	\$7,637	<b>\$6,811</b>	27,861
<b>Santa Barbara City College</b>	Maintenance Technician	\$4,766	\$5,808	<b>\$5,287</b>	17,012
<b>State Center</b>	Maintenance Worker II	\$5,148	\$6,331	<b>\$5,740</b>	46,065
<b>Ventura County CCD</b>	Maintenance Worker II	\$5,252	\$7,242	<b>\$6,247</b>	30,868
	Average	\$5,522	\$6,987	\$6,254	
	25th Percentile	\$5,148	\$6,299	\$5,740	
	50th Percentile	\$5,252	\$6,841	\$6,247	
	75th Percentile	\$5,867	\$7,479	\$6,593	
	80th Percentile	\$6,000	\$7,672	\$6,836	
	90th Percentile	\$6,162	\$7,980	\$7,071	
	SMC % RANK	90.1%	70.6%	<b>79.7%</b>	
	SMC Difference From AVG	10.5%	6.8%	8.5%	
	SMC Difference From MED	14.9%	8.8%	8.6%	

The current salary range for Skilled Maintenance Worker II is Range 36 on the Classified Employee Salary Schedule. In this survey, SMC is in the 80<sup>th</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 20% of the market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 80<sup>th</sup> percentile, salary reallocation is not recommended given the current salary meets the District’s goal to target the 70<sup>th</sup> percentile.

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 for Skilled Maintenance Worker II.

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

**Santa Monica Community College District  
Personnel Commission**

**Skilled Maintenance Worker II**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform a variety of general building maintenance and construction tasks at an advanced apprenticeship level related to a diversity of trades, including carpentry, plumbing, electrical, [heating, ventilation & air conditioning \(HVAC\)](#), welding, locksmithing [work](#), and painting.

**DISTINGUISHING CHARACTERISTICS**

[Positions in the Skilled Maintenance Worker II classification](#) performs advanced apprentice level work associated with several different trades including carpentry, plumbing, electrical, HVAC, welding, locksmithing [work](#), and painting. Incumbents perform moderate to heavy labor and exercise a high degree of knowledge, responsibility and independent judgment. Individuals in this class may work alone in a "troubleshooter" capacity.

[The Skilled Maintenance Worker I](#) is a multi-incumbent class within the Facilities Maintenance Department. Incumbents perform a variety of general maintenance or apprentice level duties in the various trades.

[Journey level workers](#) perform [the](#) full range of journey level general building maintenance and construction tasks associated with the carpentry, plumbing, painting, electrical, welding or [HVAC heating, ventilating and air conditioning](#) systems of the buildings on District [campuses/facilities](#).

**ESSENTIAL DUTIES**

Performs [any](#) duties at the advanced apprentice level including but not limited to fabrication, building, modification, replacement, installation, alteration, repairing, remodeling, maintaining, and inspecting, assessing, and estimating supplies and materials related to the maintenance needs of the College.

Electrical maintenance work includes the repair, installation, and alteration of electrical equipment and wiring systems, and may assist HVAC and boiler personnel with all electrical, safety, and controls systems to keep the College safe and operational. More complex work is done at the direction and/or assistance of a journey level electrician.

Performs routine repairs and maintenance on [heating, ventilating, and air conditioning \(HVAC\)](#) systems including air distribution machinery, pneumatic and digital controls, hot and chilled water distribution, and variable volume systems. More complex work is done at the direction and/or assistance of a [HVAC](#) technician at the journey level.

Carpentry work includes the repair, installation, alteration, and construction of wooden items and structures using construction materials related to general construction. More complex work is done at the direction and/or assistance of a journey level carpenter.

Plumbing maintenance work includes the repair, maintenance, and alteration of, water lines, waste lines and similar facilities and equipment, which may include above ground or below ground work. More complex work is done at the direction and/or assistance of a journey level plumber.

Fabricates equipment and parts by cutting, burning, soldering, joining, and welding various metals; repairs equipment and machinery by using welding techniques and appropriate welding equipment utilizing knowledge of fluxes and base metals. More complex work is generally performed by outside contractors.

Installs, adjusts, and repairs [building hardware](#), such as locks, doorknobs, door checkers, door closures and window hardware.

Performs minor painting to protect, cover, and refurbish surfaces of buildings, furniture, and equipment. More extensive or complex work requiring the use of scaffolding or [personnel lifts/manlifts](#) is generally performed by outside contractors.

Operates a wide variety of hand and power tools and specialized equipment including motor vehicles, and uses various tools used in the skilled trades to perform duties.

Cleans and maintains tools, brushes, vehicles, and equipment.

Performs the more complex, but not journey level, maintenance and repair of tools, machinery, and equipment used in performing the essential duties of the job.

Takes appropriate action following departmental practices; refers issues or problems to supervisor or lead worker as appropriate.

May perform miscellaneous maintenance duties and assist with hazardous waste clean up and disposal as required.

May order and maintain an inventory of supplies and materials as required, prepares routine reports for inventory and procurement, and maintains necessary work records.

May, under direction, estimate materials, and determine and procure tools, equipment and labor needed for jobs assigned.

May meet with sub-contractors or vendors to complete projects as approved by supervisors.

May be required to respond to emergency calls on a 24-hour basis to keep Santa Monica College safe and operational.

May oversee inspections of facilities and equipment for safety; assists with scheduled preventative maintenance.

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**

***Level of Supervision Received***

Positions in this classification receive general supervision from assigned [manager supervisor](#) in Facilities Maintenance.

***Level of Supervision Exercised***

Positions in this classification do not supervise classified staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

General building maintenance and repair work at the advanced apprenticeship level associated with carpentry, painting, welding, plumbing, electrical, HVAC, and/or locksmithing [ing work](#)

Methods, terms, tools, and equipment used in various trades commonly used in maintaining College facilities

Basic math and geometry

Safety equipment, rules and regulations necessary to provide safe working environment

**Skills & Abilities:**

Calculate figures and amounts such as fractions, discounts, proportions, percentages, area, circumference, and volume, and to apply concepts of basic algebra and geometry to make accurate measurements and estimates of materials

Read and comprehend instructions, safety rules, policies and procedures, instruction manuals, read and interpret blueprints and schematics, read and respond to correspondence, and memos

[Communicate effectively, both orally and in writing](#)

[Effectively present information in one-on-one and small group situations to other employees of the organization; use good oral and written communication skills](#)

Prepare and maintain accurate records and reports

Solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists

Interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges

Adapt or modify existing systems, procedures, or methods to new situations and find alternative solutions by weighing alternatives and developing action plans

Learn and apply knowledge of multiple building trades at the assigned skilled level in a safe manner

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

[Interpret, apply, and explain applicable laws and regulations, and District policies and procedures](#)

[Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures](#)

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

Stay [updated on abreast of](#) 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:**

~~High school diploma or equivalent. Graduation from high school or GED equivalent.~~

**Experience Requirement:**

Three ~~(3)~~ years of experience in one or more of the building and construction trades in which the position will be employed.

**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:**

A valid driver's license.

**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 Work Environment:**

~~While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements. While performing the duties of this job, the employee may work indoors and frequently is exposed to outside weather conditions with full exposure to the elements~~ in a variety of positions, such as flat, vertical, horizontal, and overhead. Incumbents perform moderate to heavy physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with assistance, and/or with the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos or polychlorinated biphenyls (PCBs), and are at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	11/97
<b>Class History:</b>	Building Repair Worker, Skilled Maintenance Worker II
<b>Revision Date(s):</b>	12/13/06, 07/18/07, 10/19/22, 05/20/26

**Santa Monica Community College District  
Personnel Commission**

**Skilled Maintenance Worker II**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform a variety of general building maintenance and construction tasks at an advanced apprenticeship level related to a diversity of trades, including carpentry, plumbing, electrical, heating, ventilation & air conditioning (HVAC), welding, locksmithing, and painting.

**DISTINGUISHING CHARACTERISTICS**

The **Skilled Maintenance Worker II** performs advanced apprentice level work associated with several different trades including carpentry, plumbing, electrical, HVAC, welding, locksmithing, and painting. Incumbents perform moderate to heavy labor and exercise a high degree of knowledge, responsibility and independent judgment. Individuals in this class may work alone in a “troubleshooter” capacity.

The **Skilled Maintenance Worker I** is a multi-incumbent class within the Facilities Maintenance Department. Incumbents perform a variety of general maintenance or apprentice level duties in the various trades.

**Journey level workers** perform the full range of journey level general building maintenance and construction tasks associated with the carpentry, plumbing, painting, electrical, welding or HVAC systems of the buildings on District campuses.

**ESSENTIAL DUTIES**

Performs duties at the advanced apprentice level including but not limited to fabrication, building, modification, replacement, installation, alteration, repairing, remodeling, maintaining, and inspecting, assessing, and estimating supplies and materials related to the maintenance needs of the College.

Electrical maintenance work includes the repair, installation, and alteration of electrical equipment and wiring systems, and may assist HVAC and boiler personnel with all electrical, safety, and controls systems to keep the College safe and operational. More complex work is done at the direction and/or assistance of a journey level electrician.

Performs routine repairs and maintenance on HVAC systems including air distribution machinery, pneumatic and digital controls, hot and chilled water distribution, and variable volume systems. More complex work is done at the direction and/or assistance of an HVAC technician at the journey level.

Carpentry work includes the repair, installation, alteration, and construction of wooden items and structures using construction materials related to general construction. More complex work is done at the direction and/or assistance of a journey level carpenter.

Plumbing maintenance work includes the repair, maintenance, and alteration of, water lines, waste lines and similar facilities and equipment, which may include above ground or below ground work. More complex work is done at the direction and/or assistance of a journey level plumber.

Fabricates equipment and parts by cutting, burning, soldering, joining, and welding various metals; repairs equipment and machinery by using welding techniques and appropriate welding equipment utilizing knowledge of fluxes and base metals. More complex work is generally performed by outside contractors.

Installs, adjusts, and repairs building hardware, such as locks, doorknobs, door checkers, door closures and window hardware.

Performs minor painting to protect, cover, and refurbish surfaces of buildings, furniture, and equipment. More extensive or complex work requiring the use of scaffolding or personnel lifts is generally performed by outside contractors.

Operates a wide variety of hand and power tools and specialized equipment including motor vehicles, and uses various tools used in the skilled trades to perform duties.

Cleans and maintains tools, brushes, vehicles, and equipment.

Performs the more complex, but not journey level, maintenance and repair of tools, machinery, and equipment used in performing the essential duties of the job.

Takes appropriate action following departmental practices; refers issues or problems to supervisor or lead worker as appropriate.

May perform miscellaneous maintenance duties and assist with hazardous waste clean up and disposal as required.

May order and maintain an inventory of supplies and materials as required, prepares routine reports for inventory and procurement, and maintains necessary work records.

May, under direction, estimate materials, and determine and procure tools, equipment and labor needed for jobs assigned.

May meet with sub-contractors or vendors to complete projects as approved by supervisors.

May be required to respond to emergency calls on a 24-hour basis to keep Santa Monica College safe and operational.

May oversee inspections of facilities and equipment for safety; assists with scheduled preventative maintenance.

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

### ***Level of Supervision Received***

Positions in this classification receive general supervision from assigned manager in Facilities Maintenance.

### ***Level of Supervision Exercised***

Positions in this classification do not supervise classified staff.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

General building maintenance and repair work at the advanced apprenticeship level associated with carpentry, painting, welding, plumbing, electrical, HVAC, and/or locksmithing

Methods, terms, tools, and equipment used in various trades commonly used in maintaining College facilities

Basic math and geometry

Safety equipment, rules and regulations necessary to provide safe working environment

### **Skills & Abilities:**

Calculate figures and amounts such as fractions, discounts, proportions, percentages, area, circumference, and volume, and to apply concepts of basic algebra and geometry to make accurate measurements and estimates of materials

Read and comprehend instructions, safety rules, policies and procedures, instruction manuals, read and interpret blueprints and schematics, read and respond to correspondence, and memos

Communicate effectively, both orally and in writing

Prepare and maintain accurate records and reports

Solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exists

Interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges

Adapt or modify existing systems, procedures, or methods to new situations and find alternative solutions by weighing alternatives and developing action plans

Learn and apply knowledge of multiple building trades at the assigned skilled level in a safe manner

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

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

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:**

High school diploma or equivalent. **Experience Requirement:**

Three years of experience in one or more of the building and construction trades in which the position will be employed.

**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:**

A valid driver's license.

#### 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 Work Environment:**

While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. Incumbents perform moderate to heavy physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with assistance, and/or with the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos or polychlorinated biphenyls (PCBs), and are at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

#### CLASS DETAIL

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	11/97
<b>Class History:</b>	Building Repair Worker, Skilled Maintenance Worker II
<b>Revision Date(s):</b>	12/13/06, 07/18/07, 10/19/22, 05/20/26

Agenda Report Number	17
Subject	Classification Description Revisions: Carpenter Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Carpenter**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Maintenance & Planning job discipline. The Facilities Department's mission is to provide a safe and comfortable learning environment for all students and staff at SMC in accordance with the College's mission and vision, and in alignment with SMC's institutional goals.

The Carpenter classification was established in 1977. This classification has been revised several times since its establishment. The most recent revision was approved in October 2019. There is currently one permanent incumbent in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-26. The Incumbents in the Maintenance & Planning discipline and CSEA were invited to participate in a study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 3, 2025.

Personnel Commission staff consulted with José Tostado, Construction Maintenance Manager, 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 the duties assigned and distinguishing characteristics.

A job evaluation and an external salary survey 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, class description revisions are being proposed, to clarify the essential duties, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working environment.

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

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Carpenter	\$6,643	\$8,075	\$7,359	27,191
Cerritos College	Skilled Maintenance - Carpenter	\$6,241	\$7,506	\$6,873	23,946
El Camino College	Carpenter	\$6,157	\$7,915	\$7,036	22,702
Foothill De Anza	Carpenter, Journey	\$6,477	\$8,627	\$7,552	30,729
Long Beach City College	Carpenter	\$5,848	\$7,204	\$6,526	26,737
Mt. San Antonio College	Carpenter	\$6,343	\$8,084	\$7,213	42,158
North Orange County	Carpenter	\$6,154	\$7,430	\$6,792	44,093
Pasadena City College	Carpenter	\$6,436	\$8,215	\$7,326	27,861
State Center	Carpenter	\$6,514	\$8,011	\$7,263	46,065
Ventura County	Carpenter	\$5,252	\$7,242	\$6,247	30,868
	Average	\$6,158	\$7,804	\$6,981	
	25th Percentile	\$6,154	\$7,430	\$6,792	
	50th Percentile	\$6,241	\$7,915	\$7,036	
	75th Percentile	\$6,399	\$8,055	\$7,243	
	80th Percentile	\$6,453	\$8,136	\$7,288	
	90th Percentile	\$6,485	\$8,297	\$7,371	
	SMC % RANK	100%	73.4%	<b>89.3%</b>	
	SMC Difference From AVG	7.3%	3.4%	5.1%	
	SMC Difference From MED	6.1%	2.0%	4.4%	

The current salary range for Carpenter is Range 39 on the Classified Employee Salary Schedule. In this survey, SMC is in the 89<sup>th</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 11% of the market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 89<sup>th</sup> percentile, salary reallocation is not recommended given the current salary meets the District’s goal to target the 70<sup>th</sup> percentile.

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions for Carpenter.

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

**Santa Monica Community College District  
Personnel Commission**

**Carpenter**

**CONCEPT OF THE CLASS**

Under general ~~supervision~~~~direction~~, positions in this classification perform the full range of journey level building maintenance and construction tasks associated with performing finish and rough carpentry in the renovation, remodeling, and/or new construction of campus facilities.

**DISTINGUISHING CHARACTERISTICS**

The **Carpenter** ~~classification~~ performs the a full range of journey level duties relating to renovating, remodeling, installing, and construction of finished or rough carpentry on District facilities.

The **Skilled Maintenance Worker** series performs a variety of general facilities construction, maintenance and repair tasks gradually progressing to advanced apprenticeship level. Work performed may be related to all trades, but differs by variety and complexity of skilled work, independence of action and level of supervision received.

**ESSENTIAL DUTIES**

Performs finish carpentry in the repair or completion of renovations, remodels and existing structures such as setting door jambs, and new constructions; installs interior and exterior moldings and trims; places or installs flooring, ceilings, and paneling; sets windows and installs glass; installs hardware such as hinges, locks; hangs doors; and installs bulletin boards.

Performs rough carpentry in constructing, repairing or renovating, remodeling or tearing down existing structures, and demolishing; lays out and sets frames and forms; installs insulation materials; installs metal lath; hangs and tapes drywall; repairs roofs; and constructs and installs fences and ramps.

Performs cabinet making duties; draws, designs, fabricates, modifies, installs, and repairs cabinets, counters, shelves and wall units, furniture and other custom and pre-made items and structures using various types of wood, pressboard, veneers, laminates, paneling and plastics.

Installs wall and ceiling insulation materials; installs drop ceilings; may assist with the installation of air conditioners and air duct systems.

Retrofits structures or items in new, remodeled or renovated facilities to meet District standards.

Responds to emergency calls and makes necessary repairs; troubleshoots problem areas and makes necessary reports.

Makes and installs signs, name plates and plaques.

Applies, repairs, and replaces stucco and plaster.

Erects and works from scaffolds and ladders.

Maintains inventory of materials and supplies; picks up materials from vendors.

Reads and works from blueprints, plans and sketches.

Estimates and ensures most efficient usage of materials.

Collaborates with ~~Construction Facilities Supervisor, other~~ trades persons, sub-contractors, and contractors on short- and long-term projects.

Cleans and maintains work area, tools and equipment.

Performs duties in a manner that meets District and governmental standards and code requirements.

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**

**Level of Supervision Received:**

Positions in this classification receive general supervision from the Construction Maintenance ~~Manager~~~~Supervisor~~.

**Level of Supervision Exercised:**

Positions in this classification do not supervise classified staff, but may serve in a lead capacity over a small crew as needed.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

The methods, processes, materials, ~~and~~ hand and power tools used in rough and finish carpentry and cabinetmaking  
Applicable state codes and regulations  
Safe work practices  
Properties and appropriate uses of various woods and materials used in carpentry work  
Basic methods used in concrete flatwork  
Basic roof repair methods  
Basic math and geometry as they apply to carpentry  
Techniques used in installing metal lath  
Basic techniques used in the application of stucco and plaster

**Skills & Abilities:**

Perform full range of skilled carpentry work in the construction, repair and maintenance of District facilities, equipment and structures  
Draw designs and rough sketches for cabinets, shelves and other furnishings  
Make accurate measurements and estimates of materials  
Calculate figures and amounts such as fractions, discounts, proportions, percentages, area, circumference, and volume, and ~~to~~ apply concepts of basic algebra and geometry  
Safely erect, climb and work from tall ladders and scaffolds  
Use and care for equipment, hand and power tools used in the carpentry trade  
Read and comprehend instructions, safety rules, policies and procedures, instruction manuals, read and interpret blueprints and schematics

~~Communicate effectively, both orally and in writing~~

~~Interpret and follow oral and written instructions~~

Prepare and maintain accurate records and reports

~~Read and write at a level necessary to perform the duties of the class~~

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

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

~~Interpret, apply, and explain applicable laws and regulations, and District policies and procedures~~

~~Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures~~

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

Stay ~~updated on abreast of~~ 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:**

~~High school diploma or equivalent~~ Graduation from high school or GED equivalent. Completion of industry trade certifications an associate's degree or apprenticeship in carpentry is desirable-preferred.

**Experience Requirement:**

One year of journey level carpentry experience performing the full range of rough and finished skilled work.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**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:**

A valid driver's license.

**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 Work Environment:**

~~While performing the duties of this job, the employee frequently works indoors and is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead. When work is performed outdoors, there may be full exposure to the elements.~~ While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos or polychlorinated biphenyls (PCBs), and are at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	6/77
<b>Class History:</b>	Carpenter, Journeyman Trade – Carpentry
<b>Revision Date(s):</b>	10/87, 12/7/06, 10/16/19, <u>05/20/26</u>

**Santa Monica Community College District  
Personnel Commission**

**Carpenter**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform the full range of journey level building maintenance and construction tasks associated with performing finish and rough carpentry in the renovation, remodeling, and/or new construction of campus facilities.

**DISTINGUISHING CHARACTERISTICS**

The **Carpenter** performs the full range of journey level duties relating to renovating, remodeling, installing, and construction of finished or rough carpentry on District facilities.

The **Skilled Maintenance Worker** series performs a variety of general facilities construction, maintenance and repair tasks gradually progressing to advanced apprenticeship level. Work performed may be related to all trades, but differs by variety and complexity of skilled work, independence of action and level of supervision received.

**ESSENTIAL DUTIES**

Performs finish carpentry in the repair or completion of renovations, remodels and existing structures such as setting door jambs, and new constructions; installs interior and exterior moldings and trims; places or installs flooring, ceilings, and paneling; sets windows and installs glass; installs hardware such as hinges, locks; hangs doors; and installs bulletin boards.

Performs rough carpentry in constructing, repairing or renovating, remodeling or tearing down existing structures, and demolishing; lays out and sets frames and forms; installs insulation materials; installs metal lath; hangs and tapes drywall; repairs roofs; and constructs and installs fences and ramps.

Performs cabinet making duties; draws, designs, fabricates, modifies, installs, and repairs cabinets, counters, shelves and wall units, furniture and other custom and pre-made items and structures using various types of wood, pressboard, veneers, laminates, paneling and plastics.

Installs wall and ceiling insulation materials; installs drop ceilings; may assist with the installation of air conditioners and air duct systems.

Retrofits structures or items in new, remodeled or renovated facilities to meet District standards.

Responds to emergency calls and makes necessary repairs; troubleshoots problem areas and makes necessary reports.

Makes and installs signs, name plates and plaques.

Applies, repairs, and replaces stucco and plaster.

Erects and works from scaffolds and ladders.

Maintains inventory of materials and supplies; picks up materials from vendors.

Reads and works from blueprints, plans and sketches.

Estimates and ensures most efficient usage of materials.

Collaborates with trades persons, sub-contractors, and contractors on short and long-term projects.

Cleans and maintains work area, tools and equipment.

Performs duties in a manner that meets District and governmental standards and code requirements.

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

### **Level of Supervision Received:**

Positions in this classification receive general supervision from the Construction Maintenance Manager.

### **Level of Supervision Exercised:**

Positions in this classification do not supervise classified staff, but may serve in a lead capacity over a small crew as needed.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

The methods, processes, materials, hand and power tools used in rough and finish carpentry and cabinetmaking

Applicable state codes and regulations

Safe work practices

Properties and appropriate uses of various woods and materials used in carpentry work

Basic methods used in concrete flatwork

Basic roof repair methods

Basic math and geometry as they apply to carpentry

Techniques used in installing metal lath

Basic techniques used in the application of stucco and plaster

### **Skills & Abilities:**

Perform full range of skilled carpentry work in the construction, repair and maintenance of District facilities, equipment and structures

Draw designs and rough sketches for cabinets, shelves and other furnishings

Make accurate measurements and estimates of materials

Calculate figures and amounts such as fractions, discounts, proportions, percentages, area, circumference, and volume, and apply concepts of basic algebra and geometry

Safely erect, climb and work from tall ladders and scaffolds

Use and care for equipment, hand and power tools used in the carpentry trade

Read and comprehend instructions, safety rules, policies and procedures, instruction manuals, read and interpret blueprints and schematics

Communicate effectively, both orally and in writing

Prepare and maintain accurate records and reports

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

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

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:**

High school diploma or equivalent. Completion of industry trade certifications or apprenticeship in carpentry is desirable.

**Experience Requirement:**

One year of journey level carpentry experience performing the full range of rough and finished skilled work.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**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:**

A valid driver's license.

**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 Work Environment:**

While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos or polychlorinated biphenyls (PCBs), and are at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	6/77
<b>Class History:</b>	Carpenter, Journeyman Trade – Carpentry
<b>Revision Date(s):</b>	10/87, 12/7/06, 10/16/19, 05/20/26

Agenda Report Number	18
Subject	Classification Description Revisions and Retitle: Journeyman Trade - Welding to Welder Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Journeyman Trade - Welding**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Maintenance & Planning job discipline. The Facilities Department’s mission is to provide a safe and comfortable learning environment for all students and staff at SMC in accordance with the College's mission and vision, and in alignment with SMC’s institutional goals.

The Journeyman Trade - Welding classification was established in 2006. This classification has been revised once since its establishment. The most recent revision was approved in April 2009. There are currently no permanent incumbents in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-26. The Incumbents in the Maintenance & Planning discipline and CSEA were invited to participate in a study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions.

Personnel Commission staff consulted with José Tostado, Construction Maintenance Manager, 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 the duties assigned and distinguishing characteristics.

A job evaluation and an external salary survey 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, class description revisions are being proposed, to include a more accurate description of the work performed. Additional changes serve to clarify the class concept, distinguishing characteristics, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working environment.

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

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 assigned welding duties to a general trades classification that performed multiple facilities maintenance duties. As a result, salary review is based on internal comparison of similar roles such as Carpenter and Painter. The Job Evaluation results indicated that the Journeyman Trade – Welding matched the scores of the Construction Maintenance Classification. As such, it is recommended that the salary placement for this role remain at Range 39.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Mechanical Systems Manager	M24	\$9,447	\$11,483	5.00%
Construction Maintenance Manager	M22	\$8,997	\$10,936	22.84%
Central Plant Operator	43	\$7,324	\$8,903	5.00%
Electrician	41	\$6,975	\$8,479	0.00%
HVAC Mechanic	41	\$6,975	\$8,479	0.00%
Plumber	41	\$6,975	\$8,479	5.00%
Carpenter	39	\$6,643	\$8,075	0.00%
<b>Journeyman Trade - Welding</b>	<b>39</b>	<b>\$6,643</b>	<b>\$8,075</b>	<b>0.00%</b>
Locksmith	39	\$6,643	\$8,075	0.00%
Painter	39	\$6,643	\$8,075	7.67%
Skilled Maintenance Worker II	36	\$6,170	\$7,500	12.88%
Skilled Maintenance Worker I	31	\$5,466	\$6,643	

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and retitle for Journeyman Trade - Welding.

**FROM:** Journeyman Trade - Welding

**TO:** Welder

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

**Santa Monica Community College District  
Personnel Commission**

**Welder Journeyman Trade—Welding**

**CONCEPT OF THE CLASS**

Under general supervision, Positions in this classification perform the full range of journey-to-master level welding duties. Under general supervision, Incumbents draw designs and rough sketches, repairs, and replaces equipment parts, structures, tools and other items by performing sheet metal, iron work, and oxyacetylene and electric welding, including layout and fabrication; performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Welder performs the full range of journey level duties relating to the design, repair and fabrication of metal or plastic items on District facilities.

The Skilled Maintenance Worker series performs a variety of general facilities construction, maintenance and repair tasks gradually progressing to advanced apprenticeship level. Work performed may be related to all trades, but differs by variety and complexity of skilled work, independence of action and level of supervision received.

**ESSENTIAL DUTIES**

Designs/Draws sketches, fabricates, installs, repairs or replaces metal or plastic items or parts on equipment and structures such as metal furniture, ladders, fences, gates, hand rails, ducts, maintenance and groundskeeping machinery and equipment, office and classroom equipment, heating and air conditioning units, trailers, tanks, scaffolds, and carts by cutting, bending, forming, shaping, assembling and joining parts.

Draws designs for, fabricates and installs a variety of special items and structures such as ramps, gates, stairs, ladders, bicycle and storage racks, brackets, cages, stands, mounts, and photography and physical education equipment

Draws rough sketches or illustrations, fabricates and installs various structures and equipment parts, such as gutters, ducts, boxes, mounts, furniture, signs and cabinets made of sheet metals, by cutting, bending, shaping, and joining parts

Joins metals and alloys by using gas (oxyacetylene) and electric (arc and wire feed) welding techniques.

Uses brazing and soldering techniques, materials and equipment.

Fabricates items by using a variety of materials including galvanized sheet metal, plastics, aluminum, stainless steel, brass, copper, bronze, iron, cast iron, galvanized pipe and iron pipe.

Works from rough sketches, illustrations, blueprints or oral and written instructions.

Retrofits items and structures in new, remodeled or renovated facilities to meet District and governmental safety standards.

Maintains inventory of materials and supplies.

Cleans and maintains work area, tools and equipment, including stacking and moving materials with a forklift.

Responds to emergency calls, if necessary; makes necessary repairs.

Operates tools and machinery of the trade.

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**

**Level of Supervision Received**

Positions in this classification receive general supervision from either the Mechanical Systems & Energy Management Supervisor or the Construction Systems Manager/Supervisor.

**Level of Supervision Exercised**

Positions in this classification do not supervise classified staff, but may serve in a lead capacity over a small crew as needed.

Direction may be provided to Maintenance Workers, Skilled Maintenance Workers or student workers.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

- ~~m~~Methods, tools, equipment and terms used in metal work and welding
- ~~Knowledge of v~~Various types and applications of a variety of materials used in metal work
- ~~Knowledge of g~~Gas and electric welding apparatuses
- ~~Knowledge of e~~Composition of ferrous metals and non-ferrous alloys
- ~~Knowledge of e~~Safe work practices

**Skills & Abilities:**

- ~~f~~Fabricate metal parts and structures
- ~~Ability to e~~Safely operate and care for equipment, machinery and hand and power tools of the trade
- ~~Ability to m~~Make accurate illustrations and rough sketches
- ~~Ability to u~~Use gas and electric welding and cutting equipment
- ~~Ability to i~~Interpret and follow oral and written instructions
- ~~Ability to e~~Estimate materials needed
- Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility
- Interpret, apply, and explain applicable laws and regulations, and District policies and procedures
- Operate a computer using computer applications, programs and standard office equipment
- Stay updated on technology changes and adapt to new technologies
- Role model exceptional internal and external customer service
- Communicate effectively, both orally and in writing
- ~~Ability to read and write at a level necessary to perform the required duties~~
- ~~Ability to maintain cooperative working relationships with others~~
- 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:**

High ~~S~~chool ~~D~~iploma or equivalent~~G~~ED. Completion of a certificate program or apprenticeship in welding is desirable

**Experience Requirement:**

One year of experience as a journey ~~\_~~level metal worker and welder.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**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.

Four years of experience with the District in the class of Skilled Maintenance Worker with at least 2 years of experience performing assignments in all phases of the metal work/welding trade; and completion of related coursework which would provide the necessary skills, knowledge and abilities

**Licensure and/or Certification:**

A valid driver's license. A valid Class C California driver's license is required;

~~a~~A forklift operator's certificate, which must be obtained during the first six months of employment. Must be available to respond to emergency calls.

**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 Work Environment:**

~~While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. While performing the duties of this job, the employee frequently works indoors or may be exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead.~~ Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and may do so with assistance, and with the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; airborne particles, asbestos, or polychlorinated biphenyls (PCB's), and may be at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	12/7/06
<b>Class History:</b>	Metal Worker, Welder, <u>Journeyman Trade – Welding</u>
<b>Revision Date(s):</b>	4/15/09, 5/20/26

**Santa Monica Community College District  
Personnel Commission**

Welder

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform the full range of journey level welding duties. Incumbents draw designs and rough sketches, repair, and replace equipment parts, structures, tools and other items by performing oxyacetylene and electric welding.

**DISTINGUISHING CHARACTERISTICS**

The **Welder** performs the full range of journey level duties relating to the design, repair and fabrication of metal or plastic items on District facilities.

The **Skilled Maintenance Worker** series performs a variety of general facilities construction, maintenance and repair tasks gradually progressing to advanced apprenticeship level. Work performed may be related to all trades, but differs by variety and complexity of skilled work, independence of action and level of supervision received.

**ESSENTIAL DUTIES**

Designs, fabricates, installs, repairs or replaces metal or plastic items or parts on equipment and structures such as metal furniture, ladders, fences, gates, hand rails, ducts, maintenance and groundskeeping machinery and equipment, office and classroom equipment, heating and air conditioning units, trailers, tanks, scaffolds, and carts by cutting, bending, forming, shaping, assembling and joining parts.

Joins metals and alloys by using gas (oxyacetylene) and electric (arc and wire feed) welding techniques.

Uses brazing and soldering techniques, materials and equipment.

Fabricates items by using a variety of materials including galvanized sheet metal, plastics, aluminum, stainless steel, brass, copper, bronze, iron, cast iron, galvanized pipe and iron pipe.

Works from rough sketches, illustrations, blueprints or oral and written instructions.

Retrofits items and structures in new, remodeled or renovated facilities to meet District and governmental safety standards.

Maintains inventory of materials and supplies.

Cleans and maintains work area, tools and equipment, including stacking and moving materials with a forklift.

Responds to emergency calls, if necessary; makes necessary repairs.

Operates tools and machinery of the trade.

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**

***Level of Supervision Received***

Positions in this classification receive general supervision from the Construction Systems Manager.

***Level of Supervision Exercised***

Positions in this classification do not supervise classified staff, but may serve in a lead capacity over a small crew as needed.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

Methods, tools, equipment and terms used in metal work and welding

Various types and applications of a variety of materials used in metal work

Gas and electric welding apparatuses

Composition of ferrous metals and non-ferrous alloys

Safe work practices

**Skills & Abilities:**

Fabricate metal parts and structures

Safely operate and care for equipment, machinery and hand and power tools of the trade

Make accurate illustrations and rough sketches

Use gas and electric welding and cutting equipment

Interpret and follow oral and written instructions

Estimate materials needed

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

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

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Communicate effectively, both orally and in writing

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:**

High school diploma or equivalent. Completion of a certificate program or apprenticeship in welding is desirable

**Experience Requirement:**

One year of experience as a journey level metal worker and welder.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**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:**

A valid driver's license.

A forklift operator's certificate, which must be obtained during the first six months of employment.

**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 Work Environment:**

While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead.

Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of

hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and may do so with assistance, and with the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; airborne particles, asbestos, or polychlorinated biphenyls (PCBs), and may be at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	12/7/06
<b>Class History:</b>	Metal Worker, Welder, Journeyman Trade – Welding
<b>Revision Date(s):</b>	4/15/09, 5/20/26

Agenda Report Number	19
Subject	Classification Description Revisions: Painter Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Painter**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Maintenance & Planning job discipline. The Facilities Department's mission is to provide a safe and comfortable learning environment for all students and staff at SMC in accordance with the College's mission and vision, and in alignment with SMC's institutional goals.

The Painter classification was established in 1977. This classification has been revised seven times since its establishment. The most recent revision was approved in October 2019. There are currently two permanent incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-26. Incumbents in the Maintenance & Planning discipline and CSEA were invited to participate in a study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 3, 2025.

Personnel Commission staff consulted with José Tostado, Construction Maintenance Manager, 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 the duties assigned and distinguishing characteristics.

A job evaluation and an external salary survey 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, class description revisions are being proposed to clarify the essential duties, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working environment.

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

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Painter	\$6,643	\$8,075	\$7,359	27,191
Cerritos College	Skilled Maintenance-Painter	\$6,241	\$7,506	\$6,873	23,946
El Camino College	Painter	\$6,157	\$7,915	\$7,036	22,702
Foothill De Anza	Painter, Journey	\$6,477	\$8,627	\$7,552	30,729
Mt. San Antonio College	Painter	\$6,343	\$8,084	\$7,213	42,158
North Orange County	Painter	\$5,744	\$6,930	\$6,337	44,093
Pasadena City College	Painter	\$6,283	\$8,019	\$7,151	27,861
Riverside	Maintenance Mechanic - Painter	\$5,727	\$6,973	\$6,350	38,990
Santa Clarita College	Facilities Engineer (Painter)	\$6,411	\$8,775	\$7,593	21,145
State Center	Painter	\$6,514	\$8,011	\$7,263	46,065
Ventura County	Painter	\$5,252	\$7,242	\$6,247	30,868
	Average	\$6,115	\$7,808	\$6,962	
	25th Percentile	\$5,847	\$7,308	\$6,481	
	50th Percentile	\$6,262	\$7,963	\$7,094	
	75th Percentile	\$6,363	\$8,039	\$7,228	
	80th Percentile	\$6,424	\$8,192	\$7,321	
	90th Percentile	\$6,481	\$8,642	\$7,556	
	SMC % RANK	100%	76.2%	<b>81.4%</b>	
	SMC Difference From AVG	7.9%	3.3%	5.4%	
	SMC Difference From MED	5.7%	1.4%	3.6%	

The current salary range for Painter is Range 39 on the Classified Employee Salary Schedule. In this survey, SMC is in the 81<sup>st</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 19% of the market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 81<sup>st</sup> percentile, salary reallocation is not recommended given the current salary meets the District’s goal to target the 70<sup>th</sup> percentile.

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 for Painter.

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

**Santa Monica Community College District  
Personnel Commission**

**Painter**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform the full range journey level painting duties for the preventative maintenance and beautification of the District.

**DISTINGUISHING CHARACTERISTICS**

The **Painter classification** performs the a full range of journey level skilled work in painting, finishing and maintaining District facilities.

The **Skilled Maintenance Worker** series performs a variety of general facilities construction, maintenance and repair tasks gradually progressing to advanced apprenticeship level. Work performed may be related to all trades, but differs by variety and complexity of skilled work, independence of action and level of supervision received.

**ESSENTIAL DUTIES**

Cleans, scrapes, brushes, caulks, patches, sands and prepares a variety of interior and exterior surfaces, equipment and facilities such as cabinets, walls, rooms, doors, window sashes and sills, fences, roofs, and metalwork, for undercoating, painting and finishing with various epoxies, paints, and finishes.

Applies paints using various methods and equipment, including use of sprayers (spray guns, airless sprayers, high volume low pressure (HVLPS) spray guns), brushes, and rollers on a variety of surfaces such as wood, metal, aluminum, glass, plaster, brick, stucco, concrete and asphalt.

Works on projects that occur intermittently such as waterproofing buildings or walls, stenciling wording on roads, parking lots, equipment and signs; painting curbs; applying non-skid paints on stairs ramps, and floors.

Prepares work area, including erecting, rigging, and moving working scaffolds and ladders, and taping, sealing, covering or masking off unaffected areas.

Mixes various paint finishes with base, thinners and colors to match, coordinate or contrast colors, textures and consistencies of existing painted surfaces and structures.

Strips paint, if needed, sands and prepares new and used indoor and outdoor furniture for refinishing or painting with stains, varnishes, lacquers, or enamels.

Uses color-matching tools or digital devices to ensure accurate tinting and consistency.

Removes graffiti with solvents, graffiti removers or by repainting.

Estimates time and supplies needed to complete assignments.

Cleans and maintains work areas, tools, and equipment.

Uses personal protective equipment such as respirators, harnesses, and protective clothing.

Completes assigned work orders, generates work orders as necessary.

Maintains inventory of materials and supplies and requests new or additional materials/supplies as needed.

Provides guidance and work direction to skilled maintenance workers assigned to painting.

Assists in performing or performs other skilled maintenance duties as they relate to painting.

Cleans up and/or disposes of hazardous painting related materials, substances and chemicals specific to the painting trade.

Responds to emergency calls, if necessary.

Refers issues or problems to supervisor as appropriate.

Assists with scheduled preventative maintenance as it relates to painting.

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

**Level of Supervision Received:**

Positions in this classification receive general supervision from the Construction Maintenance ~~Manager~~ Supervisor.

**Level of Supervision Exercised:**

Positions in this classification do not supervise staff, but may serve in a lead capacity over a small crew as needed.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

Methods, materials, tools and equipment used in the painting trade

Applicable local, state and federal laws, codes and regulations

Brush, roller, and spray-painting methods, procedures, techniques, tools, and materials

Preparation methods used for various surfaces to paint, reprint, finish or refinish

Application types and methods for various protective and decorative epoxies paints and finishes

Safe practices related to the use, application, and storage of paints and toxic painting materials

Safe practices related to the erection and use of ladders, rigging, and scaffolds

**Skills & Abilities:**

Perform full range of skilled painting work in the construction, repair and maintenance of District facilities, equipment and structures

Match colors and mix paints and other finishes to produce various colors

Apply paints and other finishes by brush, roller, or sprayer

Complete all steps of drywall compound and taping applications to achieve a uniform finish on new and repaired surfaces

Safely use equipment such as air sanders and spray guns

Clean, adjust, maintain, and make minor repairs to painting equipment

Diagnose and repair problems on damaged surfaces

Estimate time and materials needed

~~Communicate effectively, both orally and in writing~~

~~Interpret and follow oral and written instructions~~

~~Read and write at a level necessary to perform essential duties~~

Maintain accurate records

Perform basic mathematical computations, including calculations using fractions, percentages and/or ratios

Work while wearing required personal safety equipment

Provide work direction and training to assigned employees

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

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

~~Interpret, apply, and explain applicable laws and regulations, and District policies and procedures~~

~~Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures~~

Operate a computer using computer applications, programs and standard office equipment.

Stay updated on abreast of 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:**

~~High school diploma or equivalent. Sufficient education to demonstrate the knowledge and abilities listed above.~~ Completion of a certificate or apprenticeship in painting is desirable preferred.

**Experience Requirement:**

One year of journey level painting experience in an industrial or commercial setting performing the full range of skilled work in painting, finishing and maintaining facilities.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**Licensure and/or Certification:**

A valid driver's license.

**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 Work Environment:**

~~While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. While performing the duties of this job, the employee frequently works indoors and is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead. When work is performed outdoors, there may be full exposure to the elements.~~ Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents must be able to work while wearing required personal safety equipment. Incumbents may be required to wear a respirator. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos, or polychlorinated biphenyls (PCBs), and is at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	6/77
<b>Class History:</b>	Painter, Journeyman Trade - Painting
<b>Revision Date(s):</b>	10/87, 12/7/06, 7/18/07, 10/21/09, 11/18/09, 9/16/15, 10/16/19, 5/20/26

**Santa Monica Community College District  
Personnel Commission**

**Painter**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform the full range journey level painting duties for the preventative maintenance and beautification of the District.

**DISTINGUISHING CHARACTERISTICS**

The **Painter** performs the full range of journey level skilled work in painting, finishing and maintaining District facilities.

The **Skilled Maintenance Worker** series performs a variety of general facilities construction, maintenance and repair tasks gradually progressing to advanced apprenticeship level. Work performed may be related to all trades, but differs by variety and complexity of skilled work, independence of action and level of supervision received.

**ESSENTIAL DUTIES**

Cleans, scrapes, brushes, caulks, patches, sands and prepares a variety of interior and exterior surfaces, equipment and facilities such as cabinets, walls, rooms, doors, window sashes and sills, fences, roofs, and metalwork, for undercoating, painting and finishing with various epoxies, paints, and finishes.

Applies paints using various methods and equipment, including use of sprayers (spray guns, airless sprayers, high-volume low-pressure [HVLP] spray guns), brushes, and rollers on a variety of surfaces such as wood, metal, aluminum, glass, plaster, brick, stucco, concrete and asphalt.

Works on projects that occur intermittently such as waterproofing buildings or walls, stenciling wording on roads, parking lots, equipment and signs; painting curbs; applying non-skid paints on stairs ramps, and floors.

Prepares work area, including erecting, rigging, and moving working scaffolds and ladders, and taping, sealing, covering or masking off unaffected areas.

Mixes various paints finish with base, thinners and colors to match, coordinate or contrast colors, textures and consistencies of existing painted surfaces and structures.

Strips paint, if needed, sands and prepares new and used indoor and outdoor furniture for refinishing or painting with stains, varnishes, lacquers, or enamels.

Uses color-matching tools or digital devices to ensure accurate tinting and consistency.

Removes graffiti with solvents, graffiti removers or by repainting.

Estimates time and supplies needed to complete assignments.

Cleans and maintains work areas, tools, and equipment.

Uses personal protective equipment such as respirators, harnesses, and protective clothing.

Completes assigned work orders, generates work orders as necessary.

Maintains inventory of materials and supplies and requests new or additional materials/supplies as needed.

Provides guidance and work direction to skilled maintenance workers assigned to painting.

Assists in performing or performs other skilled maintenance duties as they relate to painting.

Cleans up and/or disposes of hazardous painting related materials, substances and chemicals specific to the painting trade.

Responds to emergency calls, if necessary.

Refers issues or problems to supervisor as appropriate.

Assists with scheduled preventative maintenance as it relates to painting.

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

### ***Level of Supervision Received***

Positions in this classification receive general supervision from the Construction Maintenance Manager.

### ***Level of Supervision Exercised***

Positions in this classification do not supervise staff, but may serve in a lead capacity over a small crew as needed.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Methods, materials, tools and equipment used in the painting trade

Applicable local, state and federal laws, codes and regulations

Brush, roller, and spray-painting methods, procedures, techniques, tools, and materials

Preparation methods used for various surfaces to paint, reprint, finish or refinish

Application types and methods for various protective and decorative epoxies paints and finishes

Safe practices related to the use, application, and storage of paints and toxic painting materials

Safe practices related to the erection and use of ladders, rigging, and scaffolds

### **Skills & Abilities:**

Perform full range of skilled painting work in the construction, repair and maintenance of District facilities, equipment and structures

Match colors and mix paints and other finishes to produce various colors

Apply paints and other finishes by brush, roller, or sprayer

Complete all steps of drywall compound and taping applications to achieve a uniform finish on new and repaired surfaces

Safely use equipment such as air sanders and spray guns

Clean, adjust, maintain, and make minor repairs to painting equipment

Diagnose and repair problems on damaged surfaces

Estimate time and materials needed

Communicate effectively, both orally and in writing

Maintain accurate records

Perform basic mathematical computations, including calculations using fractions, percentages and/or ratios

Work while wearing required personal safety equipment

Provide work direction and training to assigned employees

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

Operate a computer using computer applications, programs and standard office equipment.

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:**

High school diploma or equivalent. Completion of a certificate or apprenticeship in painting is desirable .

**Experience Requirement:**

One year of journey level painting experience in an industrial or commercial setting performing the full range of skilled work in painting, finishing and maintaining facilities.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**Licensure and/or Certification:**

A valid driver's license.

**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 Work Environment:**

While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents must be able to work while wearing required personal safety equipment. Incumbents may be required to wear a respirator. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos, or polychlorinated biphenyls (PCBs), and is at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	6/77
<b>Class History:</b>	Painter, Journeyman Trade - Painting 10/87, 12/7/06, 7/18/07, 10/21/09, 11/18/09, 9/16/15, 10/16/19, 5/20/26
<b>Revision Date(s):</b>	

Agenda Report Number	20
Subject	Classification Revisions: Electrician Cyclical Study
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Electrician**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Maintenance & Planning job discipline. The Facilities Department's mission is to provide a safe and comfortable learning environment for all students and staff at SMC in accordance with the College's mission and vision, and in alignment with SMC's institutional goals.

The Electrician classification was established in 1977. This classification has been revised 4 times since its establishment. The most recent revision was approved in October 2020. There is currently one permanent incumbent in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-26. The incumbents in the Maintenance & Planning discipline and CSEA were invited to participate in a study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions.

Personnel Commission staff consulted with Mario Samano, Mechanical Systems Manager, 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 survey 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, class description revisions are being proposed to clarify the distinguishing characteristics, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working environment.

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

The survey several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
<b>Santa Monica College</b>	<b>Electrician</b>	<b>\$6,975</b>	<b>\$8,479</b>	<b>\$7,727</b>	27,191
<b>Cerritos</b>	Skilled Maintenance - Electrician	\$6,540	\$7,864	<b>\$7,202</b>	23,946
<b>Contra Costa</b>	Electrician	\$6,642	\$8,090	<b>\$7,366</b>	31,194
<b>El Camino</b>	Electrician	\$6,477	\$8,328	<b>\$7,403</b>	22,702
<b>Foothill De Anza</b>	Electrician, Journey	\$6,803	\$9,042	<b>\$7,922</b>	30,729
<b>Long Beach City College</b>	Electrician	\$6,157	\$7,595	<b>\$6,876</b>	26,737
<b>Mt. San Antonio</b>	Electrician	\$6,343	\$8,084	<b>\$7,213</b>	42,158
<b>North Orange County</b>	Electrician	\$6,154	\$7,430	<b>\$6,792</b>	44,093
<b>Pasadena City College</b>	Electrician	\$6,597	\$8,420	<b>\$7,509</b>	27,861
<b>Riverside</b>	Maintenance Mechanic - Electrician	\$6,629	\$8,069	<b>\$7,349</b>	38,990
<b>Santa Clarita</b>	Facilities Engineer (Electrical)	\$6,411	\$8,775	<b>\$7,593</b>	21,145
<b>State Center</b>	Electrician	\$6,514	\$8,011	<b>\$7,263</b>	46,065
<b>Ventura County</b>	Electrician	\$5,539	\$7,639	<b>\$6,589</b>	30,868
	Average	\$6,400	\$8,112	\$7,256	
	25th Percentile	\$6,296	\$7,808	\$7,121	
	50th Percentile	\$6,496	\$8,076	\$7,306	
	75th Percentile	\$6,580	\$8,257	\$7,392	
	80th Percentile	\$6,623	\$8,402	\$7,487	
	90th Percentile	\$6,641	\$8,740	\$7,585	
	SMC % RANK	100%	83.3%	<b>94.6%</b>	
	SMC Difference From AVG	8.2%	4.3%	6.1%	
	SMC Difference From MED	6.9%	4.7%	5.5%	

The current salary range for Electrician is Range 41 on the Classified Employee Salary Schedule. In this survey, SMC is in the 95<sup>th</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 5% of the market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 95<sup>th</sup> percentile, salary reallocation is not recommended given the current salary meets the District's goal to target the 70<sup>th</sup> percentile.

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions for Electrician.

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

**Santa Monica Community College District  
Personnel Commission**

**Electrician**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform the full range of journey level general building maintenance and construction tasks associated with the electrical systems of the buildings and grounds of the District.

**DISTINGUISHING CHARACTERISTICS**

The **Electrician** performs the full range of journey level duties relating to the installation, maintenance and repair of electrical systems on District facilities.

The **Skilled Maintenance Worker** series performs a variety of general facilities construction, maintenance and repair tasks gradually progressing to advanced apprenticeship level. Work performed may be related to all trades, but differs by variety and complexity of skilled work, independence of action and level of supervision received.

**ESSENTIAL DUTIES**

Performs larger and more complex electrical installation, maintenance or repair duties, as well as routine electrical maintenance work as needed in the 120 to 4,160 voltage range.

Diagnoses and repairs or replaces malfunctioning apparatus such as transformers, motors, and lighting fixtures and damaged or broken wires and cables, faulty electrical components of machines such as relays, switches, and motors, and position sensing devices, alarms, outlets, switches, breakers, conduits, cables, electronic scoreboards and clock systems and interior and exterior lighting fixtures.

Designs and lays out electrical installations referring to blueprints, drawings, plans, specifications, on-site inspections and oral and/or written instructions utilizing appropriate materials so that safety code requirements, conservation of energy, feasibility, and convenience are ensured.

Reviews all new electrical construction plans for appropriateness of for intended use and compliance with California and National electrical codes.

Wires or rewires high and low voltage power sources; power supply wiring and complex central circuitry and conduit for newly installed systems, machines and equipment.

Synchronizes, programs, sets and resets clock system and maintains master clock and time clocks to ensure the accuracy of clocks in campus facilities.

Installs and connects wiring of high and low voltages to power sources.

Responds to 24-hour emergency calls on campus facilities, extracurricular activities and other campus events; troubleshoots problem areas and makes necessary reports.

Performs periodic inspection of campus emergency back-up power and lighting systems, elevators, fire alarm systems, load centers (including scheduled cleaning and tightening), and emergency telephones.

Performs complex maintenance and repair of tools, machinery, and equipment used in performing duties related to the electrical trade.

Erects, climbs, and works from tall ladders and scaffolds.

Orders, stocks, and maintains inventory of electrical supplies and material by working with through the Purchasing Department; prepares routine reports for inventory and procurement; picks up supplies from vendors.

Estimates materials, determines and procures tools, equipment needed for jobs assigned.

Maintains time and material records and other necessary work records.

Contacts sub-contractors or vendors to complete projects as approved by supervisors.

Oversees inspections of facilities and equipment for safety; assists with scheduled preventative maintenance.

Assists HVAC and boiler personnel with all electrical, safety, and controls systems to keep the College safe and operational, 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

**Level of Supervision Received:**

Positions in this classification receive general supervision from the [Mechanical Systems Manager/Facilities Maintenance Supervisor](#).

**Level of Supervision Exercised:**

Positions in this classification do not supervise classified staff, but may serve in a lead capacity over a small crew as needed.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

Methods, materials, tools, equipment and terms used in the electrical trade

Federal and state electrical codes and orders

Techniques for design, installation, repair, and maintenance of electrical circuitry

Safe work practices when working with electricity

**Skills & Abilities:**

Perform full range of skilled electrical work in the construction, repair and maintenance of District facilities

Install and lay out electrical installations

Make inspections and perform difficult installations, maintenance and report work

Estimate materials

Safely erect, climb and work from tall ladders and scaffolds

Read, comprehend, and communicate instructions, safety rules, policies and procedures, instruction manuals, blueprints and schematics as they relate to electrical installations

~~Interpret and follow oral and written instructions~~

~~Read and write at a level necessary to perform the duties of the class~~

~~Communicate effectively, both orally and in writing~~

~~Communicate orally~~

Prepare and maintain accurate records and reports

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

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

~~Interpret, apply, and explain applicable laws and regulations, and District policies and procedures~~

~~Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures~~

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

Stay updated on abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

~~Operate a computer using computer applications, programs and standard office equipment~~

Apply effective reasoning to identify problems, apply sound judgment and solve practical problems

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:**

High school diploma or equivalent. Graduation from high school or GED equivalent trade and eCompletion of a formal electrical apprenticeship program is desirable.

**Experience Requirement:**

One year journey level experience performing the full range of skilled work in the electrical trade

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**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:**

A valid driver's license.

**Special Requirement:**

Must be available to respond to emergency calls after normally scheduled working hours as needed.

**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 Work Environment**

While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. While performing the duties of this job, the employee frequently works indoors and is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead. When work is performed outdoors, there may be full exposure to the elements. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos or polychlorinated biphenyls (PCB-s), and are at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	6/77
<b>Class History:</b>	Electrician I & II, Journeyman Trade – Electrical
<b>Revision Date(s):</b>	2/82, 10/87, 12/7/06, 10/21/20, 5/20/26

**Santa Monica Community College District  
Personnel Commission**

**Electrician**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform the full range of journey level general building maintenance and construction tasks associated with the electrical systems of the buildings and grounds of the District.

**DISTINGUISHING CHARACTERISTICS**

The **Electrician** performs the full range of journey level duties relating to the installation, maintenance and repair of electrical systems on District facilities.

The **Skilled Maintenance Worker** series performs a variety of general facilities construction, maintenance and repair tasks gradually progressing to advanced apprenticeship level. Work performed may be related to all trades, but differs by variety and complexity of skilled work, independence of action and level of supervision received.

**ESSENTIAL DUTIES**

Performs larger and more complex electrical installation, maintenance or repair duties, as well as routine electrical maintenance work as needed in the 120 to 4,160 voltage range.

Diagnoses and repairs or replaces malfunctioning apparatus such as transformers, motors, and lighting fixtures and damaged or broken wires and cables, faulty electrical components of machines such as relays, switches, and motors, and position sensing devices, alarms, outlets, switches, breakers, conduits, cables, electronic scoreboards and clock systems and interior and exterior lighting fixtures.

Designs and lays out electrical installations referring to blueprints, drawings, plans, specifications, on-site inspections and oral and/or written instructions utilizing appropriate materials so that safety code requirements, conservation of energy, feasibility, and convenience are ensured.

Reviews all new electrical construction plans for appropriateness of intended use and compliance with California and National electrical codes.

Wires or rewires high and low voltage power sources; power supply wiring and complex central circuitry and conduit for newly installed systems, machines and equipment.

Synchronizes, programs, sets and resets clock system and maintains master clock and time clocks to ensure the accuracy of clocks in campus facilities.

Installs and connects wiring of high and low voltages to power sources.

Responds to 24-hour emergency calls on campus facilities, extracurricular activities and other campus events; troubleshoots problem areas and makes necessary reports.

Performs periodic inspection of campus emergency back-up power and lighting systems, elevators, fire alarm systems, load centers (including scheduled cleaning and tightening), and emergency telephones.

Performs complex maintenance and repair of tools, machinery, and equipment used in performing duties related to the electrical trade.

Erects, climbs, and works from tall ladders and scaffolds.

Orders, stocks, and maintains inventory of electrical supplies and material by working with the Purchasing Department; prepares routine reports for inventory and procurement; picks up supplies from vendors.

Estimates materials, determines and procures tools, equipment needed for jobs assigned.

Maintains time and material records and other necessary work records.

Contacts sub-contractors or vendors to complete projects as approved by supervisors.

Oversees inspections of facilities and equipment for safety; assists with scheduled preventative maintenance.

Assists HVAC and boiler personnel with all electrical, safety, and controls systems to keep the College safe and operational, 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

### **Level of Supervision Received:**

Positions in this classification receive general supervision from the Mechanical Systems Manager.

### **Level of Supervision Exercised:**

Positions in this classification do not supervise classified staff, but may serve in a lead capacity over a small crew as needed.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Methods, materials, tools, equipment and terms used in the electrical trade

Federal and state electrical codes and orders

Techniques for design, installation, repair, and maintenance of electrical circuitry

Safe work practices when working with electricity

### **Skills & Abilities:**

Perform full range of skilled electrical work in the construction, repair and maintenance of District facilities

Install and lay out electrical installations

Make inspections and perform difficult installations, maintenance and report work

Estimate materials

Safely erect, climb and work from tall ladders and scaffolds

Read, comprehend, and communicate instructions, safety rules, policies and procedures, instruction manuals, blueprints and schematics as they relate to electrical installations

Communicate effectively, both orally and in writing

Prepare and maintain accurate records and reports

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

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

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Apply effective reasoning to identify problems, apply sound judgment and solve practical problems

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:**

High school diploma or equivalent. Completion of a formal electrical apprenticeship program is desirable.

**Experience Requirement:**

One year journey level experience performing the full range of skilled work in the electrical trade. Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**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:**

A valid driver's license.

**Special Requirement:**

Must be available to respond to emergency calls after normally scheduled working hours as needed.

**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 Work Environment**

While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos or polychlorinated biphenyls (PCBs), and are at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	6/77
<b>Class History:</b>	Electrician I & II, Journeyman Trade – Electrical
<b>Revision Date(s):</b>	2/82, 10/87, 12/7/06, 10/21/20, 5/20/26

Agenda Report Number	21
Subject	Classification Description Revisions: HVAC Mechanic Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **HVAC Mechanic**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Maintenance & Planning job discipline. The Facilities Department's mission is to provide a safe and comfortable learning environment for all students and staff at SMC in accordance with the College's mission and vision, and in alignment with SMC's institutional goals.

The HVAC Mechanic classification was established in 1977. This classification has been revised five times since its establishment. The most recent revision was approved in October 2020. There are currently two permanent incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-26. Incumbents in the Maintenance & Planning discipline and CSEA were invited to participate in a class study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 3, 2025.

Personnel Commission staff consulted with Mario Samano, Mechanical Systems Manager, 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. Revisions are proposed to clarify the duties assigned and distinguishing characteristics.

A job evaluation and an external salary survey 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, class description revisions are being proposed, to clarify the class concept, distinguishing characteristics, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working environment.

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

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
<b>Santa Monica College</b>	<b>HVAC Mechanic</b>	<b>\$6,975</b>	<b>\$8,479</b>	<b>\$7,727</b>	27,191
<b>Contra Costa</b>	Heating, Ventilation and Air Conditioning (HVAC) Mechanic	\$6,642	\$8,090	<b>\$7,366</b>	31,194
<b>El Camino College</b>	Heating & Air Conditioning (HVAC) Mechanic	\$6,810	\$8,772	<b>\$7,791</b>	22,702
<b>Foothill De Anza</b>	Heating, Ventilation and Air Conditioning (HVAC)-Journey	\$6,803	\$9,042	<b>\$7,922</b>	30,729
<b>Long Beach City College</b>	HVAC Mechanic	\$6,157	\$7,595	<b>\$6,876</b>	26,737
<b>Mt. San Antonio College</b>	HVAC Mechanic	\$6,158	\$7,848	<b>\$7,003</b>	42,158
<b>North Orange County</b>	HVAC Mechanic II	\$6,154	\$7,430	<b>\$6,792</b>	44,093
<b>Riverside</b>	Maintenance Mechanic - HVAC	\$6,629	\$8,069	<b>\$7,349</b>	38,990
<b>State Center</b>	Air Conditioning & Heating Mechanic	\$6,514	\$8,011	<b>\$7,263</b>	46,065
<b>Ventura County</b>	HVAC&R Technician	\$5,539	\$7,639	<b>\$6,589</b>	30,868
	Average	\$6,378	\$8,055	\$7,217	
	25th Percentile	\$6,157	\$7,639	\$6,876	
	50th Percentile	\$6,514	\$8,011	\$7,263	
	75th Percentile	\$6,637	\$8,082	\$7,359	
	80th Percentile	\$6,706	\$8,363	\$7,536	
	90th Percentile	\$6,804	\$8,826	\$7,817	
	SMC % RANK	100%	82.1%	<b>85.6%</b>	
	SMC Difference From AVG	8.6%	5.0%	6.6%	
	SMC Difference From MED	6.6%	5.5%	6.0%	

The current salary range for HVAC Mechanic is Range 41 on the Classified Employee Salary Schedule. In this survey, SMC is in the 86<sup>th</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 14% of the market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 86<sup>th</sup> percentile, salary reallocation is not recommended given the current salary meets the District’s goal to target the 70<sup>th</sup> percentile.

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 for HVAC Mechanic.

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

**Santa Monica Community College District  
Personnel Commission**

**HVAC Mechanic**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform the full range of journey level general building maintenance and construction tasks associated with the heating, ventilation/ventilating and air conditioning systems (HVAC) of the District.

**DISTINGUISHING CHARACTERISTICS**

The HVAC Mechanic is responsible for assigned heating, ventilation, and air conditioning systems throughout the District, and for performing the full range of journey level general building maintenance and construction tasks.

The Central Plant Operator is responsible for the District's central plant centrifugal chiller and scroll compressor refrigerant systems, cooling towers, pumps, ice storage, and related equipment. This position requires a broader applied understanding of HVAC, refrigerant systems and energy management methodology.

**ESSENTIAL DUTIES**

Inspects, installs, maintains and repairs heating, ventilation, air conditioning, refrigeration and control systems to ensure maximum energy efficiency of systems.

Troubleshoots malfunctions with boilers, pumps, compressors, motors, transformers, condensers, chillers and other HVAC units and makes appropriate repairs or replacements.

Performs routine safety checks and preventive maintenance on all HVAC devices and equipment including testing, installing, replacing, lubrication or otherwise maintaining gas valves, safety valves, filters, coils, fuses, switches, belts, bearings, pulleys, joints, thermometers, ducts, gauges and thermostats.

Maintains and repairs boilers; calibrates electrical and pneumatic control systems including inspecting limits, water and pneumatic controllers and other monitored temperatures, pressures, voltages and amperes.

Performs pipefitting work related to the installation or replacement of HVAC and refrigeration systems.

Works from blueprints and diagrams to determine appropriate layout, replacement or repair of electrical wiring of HVAC equipment.

Estimates materials and time needed to complete an assignment.

Maintains inventory of materials and supplies.

Responds to 24-hour emergency calls and makes necessary repairs or adjustments, if necessary.

Cleans and maintains work areas, tools, and equipment.

Oversees inspections of facilities and equipment for safety; assists with scheduled preventative maintenance.

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**

**Level of Supervision Received:**

Positions in this classification receive general supervision from the Mechanical Systems Manager/Facilities Maintenance Supervisor.

**Level of Supervision Exercised:**

Positions in this classification do not supervise classified staff, but may serve in a lead capacity over a small crew as needed.

KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

Methods, terms, tools, and equipment used in heating, ventilation, air conditioning and refrigeration systems  
Hot water hydronic systems  
Direct digital control energy management, electronic, and pneumatic control systems  
Safe work practices

**Skills & Abilities Ability to:**

Perform full range of skilled HVAC work in the construction, repair and maintenance of District facilities  
Install, maintain, repair and troubleshoot problems related to refrigeration systems, electrical equipment, and direct digital, electrical, and pneumatic control systems  
Balance air conditioning and heating systems for air and water flow

Communicate effectively, both orally and in writing

Interpret and follow oral and written instructions

Read and interpret blueprints and schematic wiring diagrams as they relate to HVAC and refrigeration systems  
Estimate materials needed  
Maintain accurate records

Calculate figures and amounts such as fractions, discounts, proportions, percentages, area, circumference, and volume, and ~~to~~ applies apply concepts of basic algebra and geometry

Read and comprehend memos, instructions, safety rules, policies and procedures, instruction manuals

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

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

~~Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures~~

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

Stay updated on abreast of 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:**

High School diploma or equivalent~~Graduation from high school or GED equivalent.~~ Completion of a certification or apprenticeship in the HVAC trade school is desirable.

**Experience Requirement:**

One year of journey level experience in the installation, repair and maintenance of HVAC systems including electronic, pneumatic and automated control systems.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**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:**

A valid driver's license.

Environmental Protection Agency (EPA) Sec. 608 ~~Technician~~ Certification (Universal Certification)

**Special Requirement:**

Must be available to respond to emergency calls after normally scheduled working hours as needed.

**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 Work Environment:**

~~While performing the duties of this job, the employee frequently works indoors and is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead.~~ While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. When work is performed outdoors, there may be full exposure to the elements. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos or polychlorinated biphenyls (PCB's), and are at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	6/77
<b>Class History:</b>	Heating, Ventilation and Air Conditioning (HVAC) Specialist, Journeyman Trade-HVAC
<b>Revision Date(s):</b>	5/29/85, 10/21/87, 12/7/06, 11/19/08, 10/21/20, 5/20/26

**Santa Monica Community College District  
Personnel Commission**

**HVAC Mechanic**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform the full range of journey level general building maintenance and construction tasks associated with the heating, ventilation and air conditioning systems (HVAC) of the District.

**DISTINGUISHING CHARACTERISTICS**

The **HVAC Mechanic** is responsible for assigned heating, ventilation, and air conditioning systems throughout the District, and for performing the full range of journey level general building maintenance and construction tasks.

The **Central Plant Operator** is responsible for the District's central plant centrifugal chiller and scroll compressor refrigerant systems, cooling towers, pumps, ice storage, and related equipment. This position requires a broader applied understanding of HVAC, refrigerant systems and energy management methodology.

**ESSENTIAL DUTIES**

Inspects, installs, maintains and repairs heating, ventilation, air conditioning, refrigeration and control systems to ensure maximum energy efficiency of systems.

Troubleshoots malfunctions with boilers, pumps, compressors, motors, transformers, condensers, chillers and other HVAC units and makes appropriate repairs or replacements.

Performs routine safety checks and preventive maintenance on all HVAC devices and equipment including testing, installing, replacing, lubrication or otherwise maintaining gas valves, safety valves, filters, coils, fuses, switches, belts, bearings, pulleys, joints, thermometers, ducts, gauges and thermostats.

Maintains and repairs boilers; calibrates electrical and pneumatic control systems including inspecting limits, water and pneumatic controllers and other monitored temperatures, pressures, voltages and amperes.

Performs pipefitting work related to the installation or replacement of HVAC and refrigeration systems.

Works from blueprints and diagrams to determine appropriate layout, replacement or repair of electrical wiring of HVAC equipment.

Estimates materials and time needed to complete an assignment.

Maintains inventory of materials and supplies.

Responds to 24-hour emergency calls and makes necessary repairs or adjustments, if necessary.

Cleans and maintains work areas, tools, and equipment.

Oversees inspections of facilities and equipment for safety; assists with scheduled preventative maintenance.

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**

***Level of Supervision Received:***

Positions in this classification receive general supervision from the Mechanical Systems Manager.

***Level of Supervision Exercised:***

Positions in this classification do not supervise classified staff, but may serve in a lead capacity over a small crew as needed.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Methods, terms, tools, and equipment used in heating, ventilation, air conditioning and refrigeration systems

Hot water hydronic systems

Direct digital control energy management, electronic, and pneumatic control systems

Safe work practices

### **Skills & Abilities:**

Perform full range of skilled HVAC work in the construction, repair and maintenance of District facilities

Install, maintain, repair and troubleshoot problems related to refrigeration systems, electrical equipment, and direct digital, electrical, and pneumatic control systems

Balance air conditioning and heating systems for air and water flow

Communicate effectively, both orally and in writing

Read and interpret blueprints and schematic wiring diagrams as they relate to HVAC and refrigeration systems

Estimate materials needed

Maintain accurate records

Calculate figures and amounts such as fractions, discounts, proportions, percentages, area, circumference, and volume, and applies concepts of basic algebra and geometry

Read and comprehend memos, instructions, safety rules, policies and procedures, instruction manuals

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

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

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:**

High School diploma or equivalent. Completion of a certification or apprenticeship in the HVAC trade is desirable.

### **Experience Requirement:**

One year of journey level experience in the installation, repair and maintenance of HVAC systems including electronic, pneumatic and automated control systems.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

### **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:**

A valid driver's license.

Environmental Protection Agency (EPA) Sec. 608 Technician Certification (Universal Certification)

**Special Requirement:**

Must be available to respond to emergency calls after normally scheduled working hours as needed.

**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 Work Environment:**

While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. When work is performed outdoors, there may be full exposure to the elements. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos or polychlorinated biphenyls (PCB's), and are at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	6/77
<b>Class History:</b>	Heating, Ventilation and Air Conditioning (HVAC) Specialist, Journeyman Trade-HVAC
<b>Revision Date(s):</b>	5/29/85, 10/21/87, 12/7/06, 11/19/08, 10/21/20, 5/20/26

Agenda Report Number	22
Subject	Classification Description Revisions: Plumber Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Plumber**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Maintenance & Planning job discipline. The Facilities Department's mission is to provide a safe and comfortable learning environment for all students and staff at SMC in accordance with the College's mission and vision, and in alignment with SMC's institutional goals.

The Plumber classification was established in 1977. This classification has been revised six times since its establishment. The most recent revision was approved in October 2020. There are currently two permanent incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-26. Incumbents in the Maintenance & Planning discipline and CSEA were invited to participate in a class study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 3, 2025.

Personnel Commission staff consulted with Mario Samano, Mechanical Systems Manager, 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. Revisions are proposed to clarify the duties assigned and distinguishing characteristics.

A job evaluation and an external salary survey 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, class description revisions are being proposed to clarify the distinguishing characteristics, essential duties, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working environment.

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

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
<b>Santa Monica College</b>	<b>Plumber</b>	<b>\$6,975</b>	<b>\$8,479</b>	<b>\$7,727</b>	<b>27,191</b>
<b>Cerritos College</b>	Skilled Maintenance - Plumber	\$6,241	\$7,506	<b>\$6,873</b>	23,946
<b>Contra Costa</b>	Plumber	\$6,642	\$8,090	<b>\$7,366</b>	31,194
<b>El Camino College</b>	Plumber	\$6,477	\$8,328	<b>\$7,403</b>	22,702
<b>Foothill De Anza</b>	Plumber, Journey	\$6,803	\$9,042	<b>\$7,922</b>	30,729
<b>Long Beach City College</b>	Plumber	\$6,157	\$7,595	<b>\$6,876</b>	26,737
<b>Mt. San Antonio College</b>	Plumber	\$6,343	\$8,084	<b>\$7,213</b>	42,158
<b>North Orange County</b>	Plumber	\$6,154	\$7,430	<b>\$6,792</b>	44,093
<b>Pasadena City College</b>	Plumber	\$6,597	\$8,420	<b>\$7,509</b>	27,861
<b>State Center</b>	Boiler/Plumber Specialist	\$6,514	\$8,011	<b>\$7,263</b>	46,065
<b>Ventura County</b>	Plumber	\$5,539	\$7,639	<b>\$6,589</b>	30,868
	Average	\$6,347	\$8,014	\$7,181	
	25th Percentile	\$6,178	\$7,606	\$6,874	
	50th Percentile	\$6,410	\$8,048	\$7,238	
	75th Percentile	\$6,539	\$8,161	\$7,377	
	80th Percentile	\$6,606	\$8,346	\$7,424	
	90th Percentile	\$6,658	\$8,482	\$7,550	
	SMC % RANK	100%	89.9%	<b>94.7%</b>	
	SMC Difference From AVG	9.0%	5.5%	7.1%	
	SMC Difference From MED	8.1%	5.1%	6.3%	

The current salary range for Plumber is Range 41 on the Classified Employee Salary Schedule. In this survey, SMC is in the 95<sup>th</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 5% of the market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 95<sup>th</sup> percentile, salary reallocation is not recommended given the current salary meets the District’s goal to target the 70<sup>th</sup> percentile.

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 for Plumber.

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

**Santa Monica Community College District  
Personnel Commission**

**Plumber**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform the full range of journey level general building maintenance and construction tasks associated with plumbing installation and repair of District facilities.

**DISTINGUISHING CHARACTERISTICS**

The **Plumber** performs the full range of journey level duties relating to the installation, maintenance and repair of potable and waste water, natural gas and sewage systems on District facilities.

The **Skilled Maintenance Worker** series performs a variety of general facilities construction, maintenance and repair tasks gradually progressing to advanced apprenticeship level. Work performed may be related to all trades, but differs by variety and complexity of skilled work, independence of action and level of supervision received.

**ESSENTIAL DUTIES**

Maintains the College's plumbing infrastructure in a safe and sanitary manner, without exposing personnel to any safety issues related to plumbing installation and repair; performs duties in a manner that meets District and governmental safety standards and code requirements.

Installs, maintains and repairs fixtures, fittings, valves, pumps and pipes related to the potable and waste water systems, natural gas, air oxyacetylene, sewage (waste treatment tanks), roof and storm drains, and hot water/steam heating collection and distribution systems.

Performs routine inspection of campus facilities for damaged, clogged, malfunctioning or leaking pipes, valves, gauges, spouts, fixtures, sinks, showers, drains, toilets, faucets, ovens, stoves, dishwashers, garbage disposals and pumps; makes necessary repairs.

Monitors and repairs natural gas, domestic, and industrial water supply and drain lines (pressure and waste outlets); faucets, valves, fixtures and leaks in plumbing systems; steam lines, roof drains, heat return and main water lines of heating and cooling systems; gas, electric and open flame boilers and water heaters; circulating pumps and mixing valves.

Installs and maintains water and space heaters.

Measures and sizes, cuts, threads, brazes, solders, or installs various types of pipes (e.g., metal, copper copper, threaded, and plastic), valves, pumps, containment tanks, gauges and insulation for both underground and above ground components.

Uses and operates various tools and equipment used in plumbing and pipefitting, such as pipe threaders, soldering torches, and drain cleaning tools.

Cleans, maintains, and organizes work areas, tools, and equipment; orders and maintains inventory of plumbing materials and supplies ~~and~~; prepares routine reports for inventory and procurement; maintains necessary work records.

Performs the more complex maintenance and repair of tools, machinery, and equipment used in performing the essential duties.

Assists heating, ventilation & air conditioning (HVAC) and boiler personnel with all piping systems to keep the College safe and operational.

Responds to emergency calls on a 24-hour basis and troubleshoots to locate the problem if not readily apparent.

Makes rough sketches of pipe layouts and installations or reads from blueprints, plans or specifications.

Estimates time and supplies needed to complete assignments; determines and procures tools, equipment, and labor needed for jobs as requested.

Contacts sub-contractors or vendors to complete projects as approved by supervisors.

May install, replace, and repair backflow devices

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**

**Level of Supervision Received**

Positions in this classification receive general supervision from the Mechanical Systems Manager/Facilities Maintenance Supervisor.

**Level of Supervision Exercised**

Positions in this classification do not supervise classified staff, but may serve in a lead capacity over a small crew as needed.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

Vacuum plumbing systems

Methods, materials, tools, equipment, and terms used in the plumbing trade

Plumbing codes

Methods and techniques in pipefitting

Geometric angles used in laying out pipe

Types and proper usage of various plumbing and piping materials

Safe work practices including proper usage and handling of power tools, cutting machines and torches

**Skills & Abilities:**

Perform full range of skilled plumbing work in the construction, repair and maintenance of District facilities

Thread pipe, solder water lines, use drain-cleaning tools, and install all piping related to the plumbing trade

Diagnose and repair pumps or pumping problems

Install or repair sewer lines and vents

Make rough sketches of smaller plumbing installations

Estimate materials and time needed to complete assignments

Read blueprints and diagrams as they relate to plumbing installations

Apply effective reasoning to identify problems, apply sound judgment, and solve practical problems

Communicate effectively, both orally and in writing

~~Interpret and follow oral and written instructions~~

~~Read and write at a level necessary to perform essential duties~~

Estimate materials needed

Maintain accurate records

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

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

~~Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures~~

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

Stay updated on abreast of 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:**

~~High School diploma or equivalent~~ Graduation from high school or GED equivalent. Completion of industry trade certifications ~~an associate's degree~~ or apprenticeship in of an approved plumbing Plumber trade school is desirable.

**Experience Requirement:**

One year journey level experience in the installation, maintenance, and repair of commercial plumbing systems.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**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:**

A valid driver's license.

Possession of a Los Angeles County Backflow License is desirable.

**Special Requirement:**

Must be available to respond to emergency calls after normally scheduled working hours as needed.

**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 Work Environment:**

~~While performing the duties of this job, the employee frequently works outdoors indoors and is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead. While performing the duties of this job, the employee frequently works outdoors indoors and is exposed to outside weather conditions in a variety of positions, such as flat, vertical, horizontal, and overhead. When work is performed outdoors, there may be full exposure to the elements.~~ Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos, or polychlorinated biphenyls (PCBs), and is at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	6/77
<b>Class History:</b>	Plumber, Journeyman Trade – Plumbing
<b>Revision Date(s):</b>	2/82, 10/87, 12/7/06, 11/19/08, 5/20/15, 10/21/20, <u>5/20/26</u>

**Santa Monica Community College District  
Personnel Commission**

**Plumber**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform the full range of journey level general building maintenance and construction tasks associated with plumbing installation and repair of District facilities.

**DISTINGUISHING CHARACTERISTICS**

The **Plumber** performs the full range of journey level duties relating to the installation, maintenance and repair of potable and waste water, natural gas and sewage systems on District facilities.

The **Skilled Maintenance Worker** series performs a variety of general facilities construction, maintenance and repair tasks gradually progressing to advanced apprenticeship level. Work performed may be related to all trades, but differs by variety and complexity of skilled work, independence of action and level of supervision received.

**ESSENTIAL DUTIES**

Maintains the College's plumbing infrastructure in a safe and sanitary manner, without exposing personnel to any safety issues related to plumbing installation and repair; performs duties in a manner that meets District and governmental safety standards and code requirements.

Installs, maintains and repairs fixtures, fittings, valves, pumps and pipes related to the potable and waste water systems, natural gas, air oxyacetylene, sewage (waste treatment tanks), roof and storm drains, and hot water/steam heating collection and distribution systems.

Performs routine inspection of campus facilities for damaged, clogged, malfunctioning or leaking pipes, valves, gauges, spouts, fixtures, sinks, showers, drains, toilets, faucets, ovens, stoves, dishwashers, garbage disposals and pumps; makes necessary repairs.

Monitors and repairs natural gas, domestic, and industrial water supply and drain lines (pressure and waste outlets); faucets, valves, fixtures and leaks in plumbing systems; steam lines, roof drains, heat return and main water lines of heating and cooling systems; gas, electric and open flame boilers and water heaters; circulating pumps and mixing valves.

Installs and maintains water and space heaters.

Measures and sizes, cuts, threads, brazes, solders, or installs various types of pipes (e.g., metal, copper, threaded, and plastic), valves, pumps, containment tanks, gauges and insulation for both underground and above ground components.

Uses and operates various tools and equipment used in plumbing and pipefitting, such as pipe threaders, soldering torches, and drain cleaning tools.

Cleans, maintains, and organizes work areas, tools, and equipment; orders and maintains inventory of plumbing materials and supplies; prepares routine reports for inventory and procurement; maintains necessary work records.

Performs the more complex maintenance and repair of tools, machinery, and equipment used in performing the essential duties.

Assists heating, ventilation & air conditioning (HVAC) and boiler personnel with all piping systems to keep the College safe and operational.

Responds to emergency calls on a 24-hour basis and troubleshoots to locate the problem if not readily apparent.

Makes rough sketches of pipe layouts and installations or reads from blueprints, plans or specifications.

Estimates time and supplies needed to complete assignments; determines and procures tools, equipment, and labor needed for jobs as requested.

Contacts sub-contractors or vendors to complete projects as approved by supervisors.

May install, replace, and repair backflow devices

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

### **Level of Supervision Received**

Positions in this classification receive general supervision from the Mechanical Systems Manager.

### **Level of Supervision Exercised**

Positions in this classification do not supervise classified staff, but may serve in a lead capacity over a small crew as needed.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Vacuum plumbing systems

Methods, materials, tools, equipment, and terms used in the plumbing trade

Plumbing codes

Methods and techniques in pipefitting

Geometric angles used in laying out pipe

Types and proper usage of various plumbing and piping materials

Safe work practices including proper usage and handling of power tools, cutting machines and torches

### **Skills & Abilities:**

Perform full range of skilled plumbing work in the construction, repair and maintenance of District facilities

Thread pipe, solder water lines, use drain-cleaning tools, and install all piping related to the plumbing trade

Diagnose and repair pumps or pumping problems

Install or repair sewer lines and vents

Make rough sketches of smaller plumbing installations

Estimate materials and time needed to complete assignments

Read blueprints and diagrams as they relate to plumbing installations

Apply effective reasoning to identify problems, apply sound judgment, and solve practical problems

Communicate effectively, both orally and in writing

Estimate materials needed

Maintain accurate records

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

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

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:**

High School diploma or equivalent. Completion of industry trade certifications or apprenticeship in plumbing is desirable.

**Experience Requirement:**

One year journey level experience in the installation, maintenance, and repair of commercial plumbing systems.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**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:**

A valid driver's license.

Possession of a Los Angeles County Backflow License is desirable.

**Special Requirement:**

Must be available to respond to emergency calls after normally scheduled working hours as needed.

**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 Work Environment:**

While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles or blood borne pathogens, asbestos, or polychlorinated biphenyls (PCBs), and is at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed.

The noise level in the work environment is usually moderate and occasionally noisy and loud. Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	6/77
<b>Class History:</b>	Plumber, Journeyman Trade – Plumbing
<b>Revision Date(s):</b>	2/82, 10/87, 12/7/06, 11/19/08, 5/20/15, 10/21/20, 5/20/26

Agenda Report Number	23
Subject	Classification Description Revisions: Central Plant Operator Cyclical Study
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Central Plant Operator**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Maintenance & Planning job discipline. The Facilities Department’s mission is to provide a safe and comfortable learning environment for all students and staff at SMC in accordance with the College's mission and vision, and in alignment with SMC’s institutional goals.

The Central Plant Operator classification was established in 2017. This classification has not been revised since its establishment. There is currently one permanent incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-26. Incumbents in the Maintenance & Planning discipline and CSEA were invited to participate in a class study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 3, 2025.

Personnel Commission staff consulted with Mario Samano, Mechanical Systems Manager, 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 the duties assigned and distinguishing characteristics.

A job evaluation and an external salary survey 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, class description revisions are being proposed, to clarify the class concept, distinguishing characteristics, supervision, KSAs (Knowledge, Skills and Abilities), minimum qualifications and working environment.

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 utilize this role, no maintenance journey level classifications existed, work was performed by manager or higher level position. As a result, salary review is based on internal comparison of similar roles such as HVAC Mechanic. The Job Evaluation results indicated that the Central Plant Operator is rated higher in Knowledge Required and Scope & Effect when compared to the HVAC Mechanic. As such, it is recommended that the salary placement for this role remain at Range 43.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Mechanical Systems Manager	M24	\$9,447	\$11,483	5.00%
Construction Maintenance Manager	M22	\$8,997	\$10,936	22.84%
<b><i>Central Plant Operator</i></b>	<b>43</b>	<b>\$7,324</b>	<b>\$8,903</b>	<b>5.00%</b>
Electrician	41	\$6,975	\$8,479	0.00%
HVAC Mechanic	41	\$6,975	\$8,479	0.00%
Plumber	41	\$6,975	\$8,479	5.00%
Carpenter	39	\$6,643	\$8,075	0.00%
Journeyman Trade - Welding	39	\$6,643	\$8,075	0.00%
Locksmith	39	\$6,643	\$8,075	0.00%
Painter	39	\$6,643	\$8,075	7.67%
Skilled Maintenance Worker II	36	\$6,170	\$7,500	12.88%
Skilled Maintenance Worker I	31	\$5,466	\$6,643	

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions for Central Plant Operator.

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

**Santa Monica Community College District  
Personnel Commission**

**Central Plant Operator**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform journey-level professional operations and maintenance of the District's central plant refrigerant systems. Incumbents inspect, maintain, repair, troubleshoot, plan, record, analyze, and manage the central plant's efficiency, equipment and inventory for an optimal learning environment.

**DISTINGUISHING CHARACTERISTICS**

Positions in the **Central Plant Operator** classification are responsible for the District's central plant centrifugal chiller and scroll compressor refrigerant systems, cooling towers, pumps, ice storage, and related equipment. This position requires a broader applied understanding of HVAC, refrigerant systems and energy management methodology.

Positions in the **Journeyman Trade – HVAC Mechanic** classification are responsible for assigned heating, ventilation, and air conditioning systems throughout the District, and for performing the full range of journey-to-master level general building maintenance and construction tasks.

**ESSENTIAL DUTIES**

Inspects, maintains, repairs, and makes adjustments to centrifugal chillers, cooling towers, pumps, control systems, and central plant equipment in accordance with manufacturer operations and maintenance manual guidelines and standards for maximum energy efficiency.

Records, logs, and analyzes mechanical equipment readings on a central computer panel to determine service, repairs, energy consumption, plant efficiency, and scheduled maintenance needs.

Performs routine facility and equipment safety inspections to ensure job site meets safety conditions and industry work standards; reports any hazardous conditions.

Schedules central plant Direct Digital Control (DDC) operational cycles to coincide with the District's Energy Management Systems (EMS) policies, academic calendar and business needs.

Diagnoses, troubleshoots, and responds to mechanical, plumbing and electrical problems of central plant equipment and systems to ensure continuity.

Relays central plant issues to supervisor and appropriate parties for corrective course of action.

Determines supplies needed and develops a budget and plans for project execution.

Monitors and purchases central plant inventory required for necessary repairs and maintenance of equipment.

Executes central plant pipefitting installations, repairs and replacements of water pumping and refrigeration systems.

Interprets blueprints and diagrams to determine layout, electrical wiring, repairs and replacements of central plant equipment.

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**

**Level of Supervision Received**

Positions in this classification receive general supervision from the Mechanical Systems **Manager and Energy Management Supervisor**. The employee independently performs duties and solves work-related problems.

**Level of Supervision Exercised**

Positions in this classification do not supervise others; however, they may serve in a lead capacity over a small crew.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Closed loop water systems and their maintenance.

Central plant centrifugal chiller, scroll compressor, and hydronic refrigerant systems

California Occupational Safety and Health Administration (Cal/OSHA) safety rules, regulations, occupational hazards, and standard safety practices

Direct Digital Control energy management, electronic and pneumatic control systems

Methods, terminology, tools, equipment used in the operation, maintenance and repair of Heating, Ventilation, Air Conditioning & Refrigeration (HVACR) and other mechanical systems

Relevant information technology systems

Energy efficiency and engineering fundamentals with respect to central plant operations

Basic mathematics

**Skills & Abilities:**

Plan and estimate central plant refrigerant systems maintenance, repairs, and related materials

Understand blueprints, and schematic wiring diagrams

Balance Heating, Ventilation & Air Conditioning (HVAC) systems for air and water flow

Install, maintain, repair, analyze, and troubleshoot problems related to refrigeration systems, electrical equipment, and direct digital, electrical and pneumatic control systems

Maintain accurate recordkeeping

Operate a District vehicle and observe safe driving practices

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

~~Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures~~

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

~~Operate a computer using word processing and other industry software systems and standard office equipment~~

Communicate effectively, both orally and in writing

Stay updated on abreast of 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:**

High school diploma or equivalent. Completion of heating, ventilation & air conditioning (HVAC) or Energy Management System trade certifications or courses is are desirable.

**Experience Requirement:**

Three ~~(3)~~-years of journey\_level experience in the maintenance and repair of physical plant equipment and utilities systems related to HVAC centrifugal chiller systems or three ~~(3)~~-years of journey\_level experience in the heating, ventilation and air conditioning trade.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**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:**

Environmental Protection Agency (EPA) Section 608 Technician Certification (Universal Certification).

A valid driver's license. ~~Must maintain a satisfactory driving record.~~

**Special Requirements:**

Willingness and ability to work varied hours ~~and/or be on call.~~

Must be available to respond to emergency calls after normally scheduled working hours as needed.

**WORKING ENVIRONMENT AND 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.

**Working Conditions and Physical Demands:**

~~While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. While performing the duties of this job, the employee frequently works indoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead.~~ Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles, odors or blood borne pathogens, asbestos or polychlorinated biphenyls (PCB's), and are at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed. The noise level in the work environment is usually moderate and occasionally noisy and loud.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	9/20/17
<b>Class History:</b>	
<b>Revision Date(s):</b>	<u>5/20/26</u>

**Santa Monica Community College District  
Personnel Commission**

**Central Plant Operator**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform journey level professional operations and maintenance of the District's central plant refrigerant systems. Incumbents inspect, maintain, repair, troubleshoot, plan, record, analyze, and manage the central plant's efficiency, equipment and inventory for an optimal learning environment.

**DISTINGUISHING CHARACTERISTICS**

The **Central Plant Operator** is responsible for the District's central plant centrifugal chiller and scroll compressor refrigerant systems, cooling towers, pumps, ice storage, and related equipment. This position requires a broader applied understanding of HVAC, refrigerant systems and energy management methodology.

The **HVAC Mechanic** is responsible for assigned heating, ventilation, and air conditioning systems throughout the District, and for performing the full range of journey level general building maintenance and construction tasks.

**ESSENTIAL DUTIES**

Inspects, maintains, repairs, and makes adjustments to centrifugal chillers, cooling towers, pumps, control systems, and central plant equipment in accordance with manufacturer operations and maintenance manual guidelines and standards for maximum energy efficiency.

Records, logs, and analyzes mechanical equipment readings on a central computer panel to determine service, repairs, energy consumption, plant efficiency, and scheduled maintenance needs.

Performs routine facility and equipment safety inspections to ensure job site meets safety conditions and industry work standards; reports any hazardous conditions.

Schedules central plant Direct Digital Control (DDC) operational cycles to coincide with the District's Energy Management Systems (EMS) policies, academic calendar and business needs.

Diagnoses, troubleshoots, and responds to mechanical, plumbing and electrical problems of central plant equipment and systems to ensure continuity.

Relays central plant issues to supervisor and appropriate parties for corrective course of action.

Determines supplies needed and develops a budget and plans for project execution.

Monitors and purchases central plant inventory required for necessary repairs and maintenance of equipment.

Executes central plant pipefitting installations, repairs and replacements of water pumping and refrigeration systems.

Interprets blueprints and diagrams to determine layout, electrical wiring, repairs and replacements of central plant equipment.

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**

***Level of Supervision Received***

Positions in this classification receive general supervision from the Mechanical Systems Manager. The employee independently performs duties and solves work-related problems.

***Level of Supervision Exercised***

Positions in this classification do not supervise others; however, they may serve in a lead capacity over a small crew.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Closed loop water systems and their maintenance.

Central plant centrifugal chiller, scroll compressor, and hydronic refrigerant systems

California Occupational Safety and Health Administration (Cal/OSHA) safety rules, regulations, occupational hazards, and standard safety practices

Direct Digital Control energy management, electronic and pneumatic control systems

Methods, terminology, tools, equipment used in the operation, maintenance and repair of Heating, Ventilation, Air Conditioning & Refrigeration (HVACR) and other mechanical systems

Relevant information technology systems

Energy efficiency and engineering fundamentals with respect to central plant operations

Basic mathematics

### **Skills & Abilities:**

Plan and estimate central plant refrigerant systems maintenance, repairs, and related materials

Understand blueprints, and schematic wiring diagrams

Balance Heating, Ventilation & Air Conditioning (HVAC) systems for air and water flow

Install, maintain, repair, analyze, and troubleshoot problems related to refrigeration systems, electrical equipment, and direct digital, electrical and pneumatic control systems

Maintain accurate recordkeeping

Operate a District vehicle and observe safe driving practices

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

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

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

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:**

High school diploma or equivalent. Completion of heating, ventilation & air conditioning (HVAC) or energy management system trade certifications or courses is desirable.

### **Experience Requirement:**

Three years of journey level experience in the maintenance and repair of physical plant equipment and utilities systems related to HVAC centrifugal chiller systems or three years of journey level experience in the heating, ventilation and air conditioning trade.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

### **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:**

Environmental Protection Agency (EPA) Section 608 Technician Certification (Universal Certification).

A valid driver's license.

**Special Requirements:**

Willingness and ability to work varied hours.

Must be available to respond to emergency calls after normally scheduled working hours as needed.

**WORKING ENVIRONMENT AND 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.

**Working Conditions and Physical Demands:**

While performing the duties of this job, the employee may work indoors or outdoors. When work is performed outdoors, there may be full exposure to the elements in a variety of positions, such as flat, vertical, horizontal, and overhead. Incumbents perform physical labor for extended periods requiring physical strength and endurance and use a variety of hand and power tools involving repetitive motion. Incumbents may work under damp conditions and grasp, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, stoop, pull, reach, push, twist, climb ladders and work on sloping surfaces; may grasp, drag, lift and carry items weighing 50 pounds or less and will do so with or without assistance, and with or without the aid of lifting devices. Incumbents may be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration, and noise. The employee is occasionally exposed to moving mechanical parts; high, precarious places; airborne particles, odors or blood borne pathogens, asbestos or polychlorinated biphenyls (PCBs), and are at risk of electrical shock. Incumbents must be able to meet the physical requirements of the class and have mobility, color and peripheral vision, hearing, and dexterity levels appropriate to the duties to be performed. The noise level in the work environment is usually moderate and occasionally noisy and loud.

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	9/20/17
<b>Class History:</b>	
<b>Revision Date(s):</b>	5/20/26

Agenda Report Number	24
Subject	Classification Description Revisions and Salary Reallocation: Construction Maintenance Manager Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Construction Maintenance Manager**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Maintenance & Planning job discipline. The Facilities Department's mission is to provide a safe and comfortable learning environment for all students and staff at SMC in accordance with the College's mission and vision, and in alignment with SMC's institutional goals.

The Construction Maintenance Manager classification was established in 2023. This classification has not been revised since its establishment. There is currently one permanent incumbent in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-26. Incumbents in the Maintenance & Planning discipline were invited to participate in a class study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 3, 2025. Manager orientations were scheduled on November 12, 2025.

Personnel Commission staff consulted with Terry Kamibayashi, former Director of Facilities Maintenance, 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 survey 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 the class concept, essential duties, supervision, minimum qualifications and working environment.

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

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 separate the supervision of mechanical and construction maintenance classifications. In most agencies, a single manager existed which oversaw all facets of facilities maintenance. As a result, salary review is based on internal comparison of similar roles such as Mechanical Systems Manager at SMC. Based on all the job factors, the Construction Maintenance Manager aligns with the Mechanical Systems Manager classification in the Facilities Maintenance job discipline. The Mechanical Systems Manager is being recommended for reallocation in a related report, as such it is recommended that the salary placement for this role be reallocated to Range M24 to maintain salary alignment within the department.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Facilities Maintenance	M31	\$11,203	\$13,617	0.00%
Director of Facilities Operations	M31	\$11,203	\$13,617	12.94%
<i>Mechanical Systems Manager (proposed)</i>	<i>M26*</i>	<i>\$9,919</i>	<i>\$12,057</i>	5.00%
Mechanical Systems Manager	M24	\$9,447	\$11,483	0.00%
<b><i>Construction Maintenance Manager (proposed)</i></b>	<b><i>M24*</i></b>	<b><i>\$9,447</i></b>	<b><i>\$11,483</i></b>	<b>5.00%</b>
Construction Maintenance Manager	M22	\$8,997	\$10,936	22.84%
Central Plant Operator	43	\$7,324	\$8,903	5.00%
Electrician	41	\$6,975	\$8,479	0.00%
HVAC Mechanic	41	\$6,975	\$8,479	0.00%
Plumber	41	\$6,975	\$8,479	5.00%
Carpenter	39	\$6,643	\$8,075	0.00%
Journeyman Trade - Welding	39	\$6,643	\$8,075	0.00%
Locksmith	39	\$6,643	\$8,075	0.00%
Painter	39	\$6,643	\$8,075	7.67%
Skilled Maintenance Worker II	36	\$6,170	\$7,500	12.88%
Skilled Maintenance Worker I	31	\$5,466	\$6,643	

*\*Proposed reallocation*

Cyclical review results have been sent to the incumbent, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Construction Maintenance Manager.

**FROM:** Classified Manager Salary Schedule, Range M22

**TO:** Classified Manager Salary Schedule, Range M24

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

**Santa Monica Community College District  
Personnel Commission**

**Construction Maintenance Manager**

**CONCEPT OF THE CLASS**

Under direction from the Director of Facilities Maintenance, this position plans, manages, and coordinates the construction trades activities and operations of the Facilities Maintenance department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects, that including projects that could do not require Division of the State Architect (DSA) approval. Areas of oversight include the construction, repair, alteration, remodeling, roofing, flooring, paving, and painting of various District buildings and structures, including responsibility for inspecting the work of contractors.

**DISTINGUISHING CHARACTERISTICS**

The **Construction Maintenance Manager** plans, manages, and coordinates construction trades activities and operations of the Facilities Maintenance department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The **Mechanical Systems Manager** plans, manages, and evaluates the mechanical trades activities and operations of the Facilities Maintenance Department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The **Director of Facilities Maintenance** oversees the District's construction, maintenance, renovations, remodeling, and mechanical, utilities and energy management services.

**ESSENTIAL DUTIES**

Plans, supervises, assigns, and coordinates the District's construction maintenance activities, and ensures project completion and conformance to scope, specifications, budget, and established timelines.

Selects, trains, supervises and evaluates staff performance; assigns and reviews work for accuracy and completion of assigned duties; identifies need for employee development, develops individualized training plans, and monitors and corrects performance concerns to ensure that employees are providing optimal service to the College community.

Assists in reviewing and controlling the maintenance construction budget; prepares annual budget requests for equipment and supplies for each trade supervised, and reviews and approves budget request for equipment and supplies.

Prepares recommendations to the Director of Facilities Maintenance with estimated costs of materials, hours of labor, and other expenses for scheduled maintenance; gathers bids and product information from contractors/vendors for projects.

Monitors the condition and maintenance needs of departmental carts and vehicles, and coordinates maintenance service as needed.

Maintains accurate records and database of alterations and repairs; maintains a database to document the schedule for all campus roofs, flooring, and interior and exterior painting.

Makes periodic and final inspections of work performed by staff, general contractors and subcontractors to ensure compliance with District and governmental safety, structural and code requirements.

Participates in job walks for bid proposals for roofing, painting, flooring, concrete, contract remodels and other related projects.

Follows up and supervises construction-related correction of any areas on District facilities determined to be unsafe by government inspectors (e.g., [Occupational Safety and Health Administration \[OSHA\]](#), [Environmental Protection Agency \[EPA\]](#), [Fire Department](#)).

Oversees and coordinates asbestos abatement projects; supervises the in-house asbestos abatement program, equipment and supports other support for asbestos-related activities.

Manages and responds to emergency calls, if needed, and serves as the supplemental contact for construction maintenance issues; inspects the site for damage, coordinates or makes necessary repairs, and follows-up on issues; works with Risk Management as required to reduce loss of College assets.

Plans, develops, and manages applicable State scheduled maintenance projects by establishing project specifications, and monitoring and coordinating work products, budgets, methods and procedures to ensure successful project completion.

Confers with Chief of Police, Director of Facilities Maintenance, department heads, and locksmith to recommend electronic hardware for doors, and assists in establishing access and security through key control and procedures

Attends seminars for professional development; stays updated on developments in the trades areas supervised by this role.

May be required to perform the full range of duties of journey\_-level carpenter, painter, and locksmith positions as needed, if journey\_-level staff members are unavailable to respond to emergency service requests as authorized by applicable collective bargaining agreements.

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

##### **Level of Supervision Received**

Under direction from the Director of Facilities Maintenance, the employee receives assignments and is expected to carry them through to completion with substantial independence.

##### **Level of Supervision Exercised**

Positions in this classification exercise general supervision over assigned Facilities Maintenance staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Project management principles and practices

Laws affecting the construction, maintenance and repair of college facilities, applicable state and local building safety and health codes, State of California and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws.

Effective supervisory techniques, including hiring, work delegation and scheduling, staff development and training, performance evaluations, and carrying out meaningful corrective and disciplinary action

Methods, materials and equipment used in carpentry, painting and locksmithing

Techniques used in cabinetmaking, concrete, drywall, stucco, glazing, roofing, flooring and ceiling work

Computer programs such as Excel, Word, Outlook, and computerized maintenance work order systems

Effective record keeping techniques

Applicable safety work practices

Current sources and costs of construction trades materials

Effective employee supervision, training, evaluation, and development techniques and practices

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

Plan, organize, supervise and coordinate the activities of assigned employees

Plan and manage project activities, including estimating necessary materials and resources, overseeing work performed, managing project budgets, and ensuring project completion.

Read and work from drawings and blueprints

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

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

Organize and maintain specialized files and prepare reports

Understand internal and external customers' immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct

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:**

High school diploma or equivalent Graduation from high school or GED equivalent. Completion of Industry trade certifications and related coursework is desirable.

**Experience Requirement:**

Three years of journey-level experience in one of the construction trades managed by this role, including at least two years of lead or supervisory experience.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**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:**

A valid driver's license.

**Special Requirement:**

Must be available to respond to emergency calls after normally scheduled working hours as needed.

#### WORKING ENVIRONMENT AND 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 regularly required to stand, walk, crouch, bend, and kneel. The employee is occasionally required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet but may be moderately loud. The employee may be required to work indoors or outdoors, with exposure to the elements, including damp conditions. Employee may occasionally be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, high places, electrical and mechanical hazards, vehicular traffic, vibration, moving mechanical parts, airborne particles or blood borne pathogens, asbestos or polychlorinated biphenyls (PCBs).

#### CLASS DETAIL

**Job Family:**

Facilities, Trades & Maintenance

**FLSA Status:**

Exempt

**Personnel Commission Approval Date:**

6/21/2023

**Class History:**

New Class

**Revision Date(s):**

None 5/20/26

**Santa Monica Community College District  
Personnel Commission**

**Construction Maintenance Manager**

**CONCEPT OF THE CLASS**

Under direction from the Director of Facilities Maintenance, this position plans, manages, and coordinates the construction trades activities and operations of the Facilities Maintenance department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects, including projects that could require Division of the State Architect (DSA) approval. Areas of oversight include the construction, repair, alteration, remodeling, roofing, flooring, paving, and painting of various District buildings and structures, including responsibility for inspecting the work of contractors.

**DISTINGUISHING CHARACTERISTICS**

The **Construction Maintenance Manager** plans, manages, and coordinates construction trades activities and operations of the Facilities Maintenance department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The **Mechanical Systems Manager** plans, manages, and evaluates the mechanical trades activities and operations of the Facilities Maintenance Department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The **Director of Facilities Maintenance** oversees the District's construction, maintenance, renovations, remodeling, and mechanical, utilities and energy management services.

**ESSENTIAL DUTIES**

Plans, supervises, assigns, and coordinates the District's construction maintenance activities, and ensures project completion and conformance to scope, specifications, budget, and established timelines.

Selects, trains, supervises and evaluates staff performance; assigns and reviews work for accuracy and completion of assigned duties; identifies need for employee development, develops individualized training plans, and monitors and corrects performance concerns to ensure that employees are providing optimal service to the College community.

Assists in reviewing and controlling the maintenance construction budget; prepares annual budget requests for equipment and supplies for each trade supervised, and reviews and approves budget request for equipment and supplies.

Prepares recommendations to the Director of Facilities Maintenance with estimated costs of materials, hours of labor, and other expenses for scheduled maintenance; gathers bids and product information from contractors/vendors for projects.

Monitors the condition and maintenance needs of departmental carts and vehicles, and coordinates maintenance service as needed.

Maintains accurate records and database of alterations and repairs; maintains a database to document the schedule for all campus roofs, flooring, and interior and exterior painting.

Makes periodic and final inspections of work performed by staff, general contractors and subcontractors to ensure compliance with District and governmental safety, structural and code requirements.

Participates in job walks for bid proposals for roofing, painting, flooring, concrete, contract remodels and other related projects.

Follows up and supervises construction-related correction of any areas on District facilities determined to be unsafe by government inspectors (e.g., Occupational Safety and Health Administration [OSHA], Environmental Protection Agency [EPA], fire department).

Oversees and coordinates asbestos abatement projects; supervises the asbestos abatement program and supports other asbestos-related activities.

Manages and responds to emergency calls, if needed, and serves as the supplemental contact for construction maintenance issues; inspects the site for damage, coordinates or makes necessary repairs, and follows-up on issues; works with Risk Management as required to reduce loss of College assets.

Plans, develops, and manages applicable State scheduled maintenance projects by establishing project specifications, and monitoring and coordinating work products, budgets, methods and procedures to ensure successful project completion.

Confers with Chief of Police, Director of Facilities Maintenance, department heads, and locksmith to recommend electronic hardware for doors, and assists in establishing access and security through key control and procedures

Attends seminars for professional development; stays updated on developments in the trades areas supervised by this role.

May be required to perform the full range of duties of journey level carpenter, painter, and locksmith positions as needed, if journey level staff members are unavailable to respond to emergency service requests as authorized by applicable collective bargaining agreements.

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

### ***Level of Supervision Received***

Under direction from the Director of Facilities Maintenance, the employee receives assignments and is expected to carry them through to completion with substantial independence.

### ***Level of Supervision Exercised***

Positions in this classification exercise general supervision over assigned Facilities Maintenance staff.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Project management principles and practices

Laws affecting the construction, maintenance and repair of college facilities, applicable state and local building safety and health codes, State of California and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws.

Effective supervisory techniques, including hiring, work delegation and scheduling, staff development and training, performance evaluations, and carrying out meaningful corrective and disciplinary action

Methods, materials and equipment used in carpentry, painting and locksmithing

Techniques used in cabinetmaking, concrete, drywall, stucco, glazing, roofing, flooring and ceiling work

Computer programs such as Excel, Word, Outlook, and computerized maintenance work order systems

Effective record keeping techniques

Applicable safety work practices

Current sources and costs of construction trades materials

Effective employee supervision, training, evaluation, and development techniques and practices

### **Skills & Abilities:**

Plan, organize, supervise and coordinate the activities of assigned employees

Plan and manage project activities, including estimating necessary materials and resources, overseeing work performed, managing project budgets, and ensuring project completion.

Read and work from drawings and blueprints

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

operate a computer using computer applications, programs and standard office equipment

**Organize and maintain specialized files and prepare reports**

Understand internal and external customers' immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct

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:**

High school diploma or equivalent. Completion of Industry trade certifications and related coursework is desirable.

**Experience Requirement:**

Three years of journey level experience in one of the construction trades managed by this role, including at least two years of lead or supervisory experience.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**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:**

A valid driver's license.

**Special Requirement:**

Must be available to respond to emergency calls after normally scheduled working hours as needed.

**WORKING ENVIRONMENT AND 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 regularly required to stand, walk, crouch, bend, and kneel. The employee is occasionally required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet but may be moderately loud. The employee may be required to work indoors or outdoors, with exposure to the elements, including damp conditions. Employee may occasionally be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, high places, electrical and mechanical hazards, vehicular traffic, vibration, moving mechanical parts, airborne particles or blood borne pathogens, asbestos or polychlorinated biphenyls (PCBs).

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	6/21/2023
<b>Class History:</b>	
<b>Revision Date(s):</b>	5/20/26

Agenda Report Number	25
Subject	Classification Description Revisions and Salary Reallocation: Mechanical Systems Manager Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Mechanical Systems Manager**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Maintenance & Planning job discipline. The Facilities Department's mission is to provide a safe and comfortable learning environment for all students and staff at SMC in accordance with the College's mission and vision, and in alignment with SMC's institutional goals.

The Mechanical Systems Manager classification was established in 2023. This classification has not been revised since its establishment. There is currently one permanent incumbent in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-26. Incumbents in the Maintenance & Planning discipline were invited to participate in a class study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 3, 2025. Manager orientations were scheduled on November 12, 2025.

Personnel Commission staff consulted with Terry Kamibayashi, former Director of Facilities Maintenance, 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 survey 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, class description revisions are being proposed to clarify the class concept, essential duties, supervision, minimum qualifications and working environment.

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

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Mechanical Systems Manager	\$9,447	\$11,483	\$10,465	27,191
Cerritos College	Facilities Manager	\$9,618	\$12,098	\$10,858	23,946
El Camino College	Facilities Trades & Maintenance Manager	\$9,030	\$11,750	\$10,390	22,702
Long Beach City College	Manager, Campus Facilities	\$8,994	\$12,254	\$10,624	26,737
Los Angeles CCD	General Foreman	\$10,812	\$13,394	\$12,103	125,061
Mt. San Antonio College	Manager, Maintenance and Operations	\$9,966	\$11,553	\$10,760	42,158
North Orange County CCD	Manager, Maintenance and Operations	\$9,261	\$11,669	\$10,465	44,093
Riverside CCD	Maintenance Manager	\$8,843	\$10,766	\$9,804	38,990
Santa Barbara City College	Facility Operations Manager	\$7,809	\$9,518	\$8,663	17,012
	Average	\$9,292	\$11,625	\$10,458	
	25th Percentile	\$8,956	\$11,356	\$10,244	
	50th Percentile	\$9,145	\$11,709	\$10,544	
	75th Percentile	\$9,582	\$12,063	\$10,746	
	80th Percentile	\$9,827	\$12,191	\$10,819	
	90th Percentile	\$10,220	\$12,596	\$11,232	
	SMC % RANK	64.5%	27.3%	<b>42.8%</b>	
	SMC Difference From AVG	1.6%	-1.2%	0.1%	
	SMC Difference From MED	3.2%	-2.0%	-0.8%	

The current salary range for Mechanical Systems Manager is Range 24 on the Classified Management Salary Schedule. In this survey, SMC is in the 43<sup>rd</sup> median percentile compared to all benchmark agencies with comparable classifications; that is, 57% of the market comparables were paid higher than the SMC classification.

Given this market position, salary reallocation is recommended from Range M24 to Range M26 on the Classified Management Salary Schedule, resulting in a 5% increase. This adjustment would place the median salary for this classification at the 87th percentile, which aligns with the District's 70<sup>th</sup> percentile target.

Cyclical review results have been sent to the incumbent, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Mechanical Systems Manager.

**FROM:** Classified Manager Salary Schedule, Range M24

**TO:** Classified Manager Salary Schedule, Range M26

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

**Santa Monica Community College District  
Personnel Commission**

**Mechanical Systems Manager**

**CONCEPT OF THE CLASS**

Under direction from the Director of Facilities Maintenance, this position plans, manages, and coordinates the mechanical trades activities and operations of the Facilities Maintenance department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects that ~~could~~ require Division of the State Architect (DSA) approval. Areas of oversight include the installation, repair and maintenance of equipment related to the plumbing, metal work, heating, ventilation and air conditioning (HVAC), central plant, and electrical trades. The incumbent inspects the work of contractors and recommends and implements energy management and preventive maintenance practices for campus equipment and facilities.

**DISTINGUISHING CHARACTERISTICS**

The **Mechanical Systems Manager** plans, manages, assesses, and evaluates the mechanical trades activities and operations of the Facilities Maintenance department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The **Construction Maintenance Manager** plans, manages, and coordinates construction trades activities and operations of the Facilities Maintenance department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The **Director of Facilities Maintenance** oversees the District's construction, maintenance, renovations, remodeling, and mechanical, utilities and energy management services.

**ESSENTIAL DUTIES**

Selects, trains, supervises and evaluates staff performance; assigns and reviews work for accuracy and completion of assigned duties; identifies need for employee development, develops individualized training plans, and monitors and corrects performance concerns to ensure that employees are providing optimal service to the College community.

Assists in reviewing and controlling the maintenance mechanical budget; prepares annual budget requests for equipment and supplies for each trade supervised, and reviews and approves budget requests for equipment and supplies.

Maintains accurate records of electrical, plumbing, HVAC, and other mechanical maintenance and repair work, including timekeeping, equipment inventory, material purchases, and personnel actions.

Makes periodic and final inspections of work performed by staff and contractors to ensure compliance with District and governmental safety, structural and code requirements.

Manages and monitors the day-to-day operational activities of the District's Central Plant; uses computerized building automation systems (BAS) to operate, monitor and adjust HVAC equipment.

Manages the preventative maintenance program for campus equipment, including maintaining accurate records and databases

Prepares recommendations to the Director of Facilities Maintenance with estimated costs of materials, hours of labor and cost of building equipment repair/replacement for scheduled maintenance; gathers bids and product information from contractors/vendors for projects.

Supervises and follows up on the correction of conditions and facilities that have been determined unsafe by government inspectors (e.g., [Occupational Safety and Health Administration \[OSHA\]](#), [Environmental Protection Agency \[EPA\]](#), [Fire Department](#)).

Maintains contact with contractors or vendors; arranges job-walks for bid proposals for HVAC, plumbing, central plant, electrical and metal, contract remodels, and other related projects.

Manages and responds to emergency calls, if needed, and serves as the supplemental contact for mechanical systems issues; inspects the site for damage, coordinates necessary repairs, and completes follow-up on issues; works with Risk Management as required to reduce loss of College assets.

Plans, develops, and manages applicable State scheduled maintenance projects by establishing project specifications, and monitoring and coordinating work products, budgets, methods and procedures to ensure successful project completion.

Plans, supervises, assigns, and coordinates the District's mechanical systems activities, and ensures project completion and conformance to scope, specifications, budget, and established timelines.

Manages energy management program for mechanical systems; reviews and studies technological development related to energy management and conservation; recommends and implements energy management practices or programs.

Participates in training programs and attends seminars for professional development; stays abreast of changes in code requirements and other developments related to the HVAC, mechanical, electrical, plumbing, central plant, and fire/life-safety fields.

May be required to perform the full range of duties of journey-level staff members, if staff are unavailable to respond to emergency service requests as authorized by applicable collective bargaining agreements.

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

##### **Level of Supervision Received**

Under direction from the Director of [Facilities](#) Maintenance, the employee receives assignments and is expected to carry them through to completion with substantial independence.

##### **Level of Supervision Exercised**

Positions in this classification exercise general supervision over assigned Facilities Maintenance staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Project management principles and practices

Laws affecting the construction, maintenance and repair of college facilities, applicable state and local building safety and health codes, State of California and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws.

Effective supervisory techniques, including hiring, work delegation and scheduling, staff development and training, performance evaluations, and carrying out meaningful corrective and disciplinary action

Methods, terms, techniques, materials, and equipment used in HVAC, plumbing, metal work, and electrical trades and fire/life-safety systems

Engineering technologies for central plant centrifugal chiller, scroll compressor, and hydronic refrigerant technology system operations.

Energy management and conservation practices

Computer programs, systems and applications related to assigned work, work order and energy management systems

Effective record keeping techniques

Applicable safety work practices

Current sources and costs of mechanical trade materials

Effective employee supervision, training, evaluation, and development techniques and practices

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

Plan, organize, supervise, schedule, and coordinate the work and activities of assigned employees

Repair, service and maintain HVAC, mechanical, electrical, plumbing, central plant, and fire-life/safety equipment

Plan and manage projects activities, including estimating necessary materials and resources, overseeing work performed, managing project budgets, and ensuring project completion.

Read and work from drawing and blueprints

Organize and maintain specialized files and prepare reports

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Understand internal and external customers' immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct

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:**

A high school diploma or equivalent. Completion of industry trade certifications and related coursework is desirable.

**Experience Requirement:**

Three years of journey-level experience in mechanical trades, including experience with HVAC systems over 25 tons, electricity, plumbing, or fire-life/safety systems, including at least two years of lead or supervisory experience.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**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:**

A valid driver's license.

**Special Requirement:**

Must be available to respond to emergency calls after normally scheduled working hours as needed.

#### WORKING ENVIRONMENT AND 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 regularly required to stand, walk, crouch, bend, and kneel. The employee is occasionally required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet but may be moderately loud. The employee may be required to work indoors or outdoors with exposure to the elements, including damp conditions. Employee may occasionally be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, high places, electrical and mechanical hazards, vehicular traffic, vibration, moving mechanical parts, airborne particles or blood borne pathogens, asbestos or [polychlorinated biphenyls \(PCBs\)](#).

#### CLASS DETAIL

**Job Family:**

Facilities, Trades & Maintenance

**FLSA Status:**

Exempt

**Personnel Commission Approval Date:**

6/21/2023

**Class History:**

New Class

**Revision Date(s):**

None 5/20/26

**Santa Monica Community College District  
Personnel Commission**

**Mechanical Systems Manager**

**CONCEPT OF THE CLASS**

Under direction from the Director of Facilities Maintenance, this position plans, manages, and coordinates the mechanical trades activities and operations of the Facilities Maintenance department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects that could require Division of the State Architect (DSA) approval. Areas of oversight include the installation, repair and maintenance of equipment related to the plumbing, metal work, heating, ventilation and air conditioning (HVAC), central plant, and electrical trades. The incumbent inspects the work of contractors and recommends and implements energy management and preventive maintenance practices for campus equipment and facilities.

**DISTINGUISHING CHARACTERISTICS**

The **Mechanical Systems Manager** plans, manages, assesses, and evaluates the mechanical trades activities and operations of the Facilities Maintenance department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The **Construction Maintenance Manager** plans, manages, and coordinates construction trades activities and operations of the Facilities Maintenance department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The **Director of Facilities Maintenance** oversees the District's construction, maintenance, renovations, remodeling, and mechanical, utilities and energy management services.

**ESSENTIAL DUTIES**

Selects, trains, supervises and evaluates staff performance; assigns and reviews work for accuracy and completion of assigned duties; identifies need for employee development, develops individualized training plans, and monitors and corrects performance concerns to ensure that employees are providing optimal service to the College community.

Assists in reviewing and controlling the maintenance mechanical budget; prepares annual budget requests for equipment and supplies for each trade supervised, and reviews and approves budget requests for equipment and supplies.

Maintains accurate records of electrical, plumbing, HVAC, and other mechanical maintenance and repair work, including timekeeping, equipment inventory, material purchases, and personnel actions.

Makes periodic and final inspections of work performed by staff and contractors to ensure compliance with District and governmental safety, structural and code requirements.

Manages and monitors the day-to-day operational activities of the District's Central Plant; uses computerized building automation systems (BAS) to operate, monitor and adjust HVAC equipment.

Manages the preventative maintenance program for campus equipment, including maintaining accurate records and databases

Prepares recommendations to the Director of Facilities Maintenance with estimated costs of materials, hours of labor and cost of building equipment repair/replacement for scheduled maintenance; gathers bids and product information from contractors/vendors for projects.

Supervises and follows up on the correction of conditions and facilities that have been determined unsafe by government inspectors (e.g., Occupational Safety and Health Administration [OSHA], Environmental Protection Agency [EPA], fire department).

Maintains contact with contractors or vendors; arranges job-walks for bid proposals for HVAC, plumbing, central plant, electrical and metal, contract remodels, and other related projects.

Manages and responds to emergency calls, if needed, and serves as the supplemental contact for mechanical systems issues; inspects the site for damage, coordinates necessary repairs, and completes follow-up on issues; works with Risk Management as required to reduce loss of College assets.

Plans, develops, and manages applicable State scheduled maintenance projects by establishing project specifications, and monitoring and coordinating work products, budgets, methods and procedures to ensure successful project completion.

Plans, supervises, assigns, and coordinates the District's mechanical systems activities, and ensures project completion and conformance to scope, specifications, budget, and established timelines.

Manages energy management program for mechanical systems; reviews and studies technological development related to energy management and conservation; recommends and implements energy management practices or programs.

Participates in training programs and attends seminars for professional development; stays abreast of changes in code requirements and other developments related to the HVAC, mechanical, electrical, plumbing, central plant, and fire/life-safety fields.

May be required to perform the full range of duties of journey level staff members, if staff are unavailable to respond to emergency service requests as authorized by applicable collective bargaining agreements.

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

### ***Level of Supervision Received***

Under direction from the Director of Facilities Maintenance, the employee receives assignments and is expected to carry them through to completion with substantial independence.

### ***Level of Supervision Exercised***

Positions in this classification exercise general supervision over assigned Facilities Maintenance staff.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Project management principles and practices

Laws affecting the construction, maintenance and repair of college facilities, applicable state and local building safety and health codes, State of California and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws.

Effective supervisory techniques, including hiring, work delegation and scheduling, staff development and training, performance evaluations, and carrying out meaningful corrective and disciplinary action

Methods, terms, techniques, materials, and equipment used in HVAC, plumbing, metal work, and electrical trades and fire/life-safety systems

Engineering technologies for central plant centrifugal chiller, scroll compressor, and hydronic refrigerant technology system operations.

Energy management and conservation practices

Computer programs, systems and applications related to assigned work, work order and energy management systems

Effective record keeping techniques

Applicable safety work practices

Current sources and costs of mechanical trade materials

Effective employee supervision, training, evaluation, and development techniques and practices

### **Skills & Abilities:**

Plan, organize, supervise, schedule, and coordinate the work and activities of assigned employees

Repair, service and maintain HVAC, mechanical, electrical, plumbing, central plant, and fire-life/safety equipment

Plan and manage projects activities, including estimating necessary materials and resources, overseeing work performed, managing project budgets, and ensuring project completion.

Read and work from drawing and blueprints

Organize and maintain specialized files and prepare reports

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Understand internal and external customers' immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct

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:**

High school diploma or equivalent. Completion of industry trade certifications and related coursework is desirable.

**Experience Requirement:**

Three years of journey level experience in mechanical trades, including experience with HVAC systems over 25 tons, electricity, plumbing, or fire-life/safety systems, including at least two years of lead or supervisory experience.

Journey level is defined as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

**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:**

A valid driver's license.

**Special Requirement:**

Must be available to respond to emergency calls after normally scheduled working hours as needed.

**WORKING ENVIRONMENT AND 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 regularly required to stand, walk, crouch, bend, and kneel. The employee is occasionally required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet but may be moderately loud. The employee may be required to work indoors or outdoors with exposure to the elements, including damp conditions. Employee may occasionally be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, high places, electrical and mechanical hazards, vehicular traffic, vibration, moving mechanical parts, airborne particles or blood borne pathogens, asbestos or polychlorinated biphenyls (PCBs).

**CLASS DETAIL**

<b>Job Family:</b>	Facilities, Trades & Maintenance
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	6/21/2023
<b>Class History:</b>	
<b>Revision Date(s):</b>	5/20/26

Agenda Report Number	26
Subject	Classification Description Revisions and Salary Reallocation: Financial Aid & Scholarships Specialist Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Financial Aid & Scholarships Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Student Services job discipline (Phase II). Previous cyclical review of the Student Services job discipline (Phase I) was completed in August 2025. The Financial Aid & Scholarships Office helps students meet their educational goals through the administration of federal, state, and institutional aid programs.

The Financial Aid & Scholarships Specialist classification was established in June 1982. This classification has been revised several times since its establishment. The most recent revision was approved in August 2019, and included a retitle from Student Services Specialist - Financial Aid to Financial Aid & Scholarships Specialist, as well as revisions to the class concept, distinguishing characteristics, duties, knowledge, skills, and abilities (KSAs), and requirements in order to clarify the job scope of the classification. There are currently seven permanent incumbents in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for fiscal year 2025-26. The incumbents in the Student Services (Phase II) classifications and CSEA were invited to participate in a study orientation on Wednesday, July 23, 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. The study timeline was extended due to delayed PDQ submissions and the need for additional stakeholder feedback.

Personnel Commission staff consulted with the Associate Dean of Financial Aid and the Director of Financial Aid and Scholarships 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 are proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, KSAs, and the minimum qualifications required of the job to more accurately reflect the nature of the work required.

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 the class concept, distinguishing characteristics, duties to more accurately reflect the work performed, KSAs, and requirements.

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

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Financial Aid & Scholarships Specialist	\$5,739	\$6,975	\$6,357	27,191
Contra Costa CCD	Financial Aid Specialist	\$5,189	\$6,322	\$5,756	31,194
Foothill De Anza CCD	Financial Aid Specialist	\$5,686	\$7,615	\$6,651	30,729
Long Beach City College	Financial Aid Advisor	\$5,696	\$7,019	\$6,358	26,737
Los Angeles CCD	Financial Aid Technician	\$5,785	\$7,166	\$6,476	125,061
Mt. San Antonio College	Financial Aid Specialist	\$5,803	\$7,406	\$6,605	42,158
Pasadena City College	Financial Aid Advisor	\$5,817	\$7,424	\$6,621	27,861
State Center CCD	Financial Aid Specialist	\$5,568	\$6,848	\$6,208	46,065
Ventura County CCD	Financial Aid Specialist	\$5,252	\$7,242	\$6,247	30,868
	Average	\$5,600	\$7,130	\$6,365	
	25th Percentile	\$5,489	\$6,976	\$6,237	
	50th Percentile	\$5,691	\$7,204	\$6,417	
	70th Percentile	\$5,776	\$7,390	\$6,592	
	80th Percentile	\$5,796	\$7,417	\$6,614	
	90th Percentile	\$5,807	\$7,481	\$6,630	
	SMC % RANK	64.0%	24.8%	<b>42.7%</b>	
	SMC Difference From AVG	2.4%	-2.2%	-0.1%	
	SMC Difference From MED	0.8%	-3.3%	-0.9%	

The current salary range for Financial Aid & Scholarships Specialist is Range 33 on the Classified Employee Salary Schedule. In this survey, SMC is in the 42.7% median percentile compared to all benchmark agencies with comparable classifications; that is, 57.3% of market comparables were paid higher than the SMC classification.

It is recommended that salary for the Financial Aid & Scholarships Specialist be reallocated from Range 33 to Range 35 on the Classified Employee Salary Schedule, a 5% increase. This will place the median salary at the 100<sup>th</sup> percentile, which satisfies the District’s 70<sup>th</sup> percentile target. One range lower would place median salary at the 61<sup>st</sup> percentile.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Associate Dean of Financial Aid	A7	\$13,105	\$15,192	16.97%
Director of Financial Aid & Scholarships <i>(Proposed)*</i>	M31	\$11,203	\$13,617	7.57%
Director of Financial Aid and Scholarships	M28	\$10,415	\$12,660	37.35%
Financial Aid & Scholarships Supervisor <i>(Proposed Retitle)*</i>	M15	\$7,583	\$9,217	19.85%
Senior Financial Aid & Scholarships Specialist <i>(Proposed)*</i>	37	\$6,327	\$7,690	5.00%
Senior Financial Aid & Scholarships Specialist	35	\$6,026	\$7,324	0.00%
<b><i>Financial Aid &amp; Scholarships Specialist (Proposed)*</i></b>	<b>35</b>	<b>\$6,026</b>	<b>\$7,324</b>	<b>5.00%</b>
<b><i>Financial Aid &amp; Scholarships Specialist</i></b>	<b>33</b>	<b>\$5,739</b>	<b>\$6,975</b>	

\*Subsequent Agenda Item

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Financial Aid & Scholarships Specialist.

**FROM:** Classified Employee Salary Schedule, Range 33  
**TO:** Classified Employee Salary Schedule, Range 35

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

**Santa Monica Community College District  
Personnel Commission**

**Financial Aid & Scholarships Specialist**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform complex and specialized [technical](#) duties within the Financial Aid ~~and~~ Scholarships student services area.

DISTINGUISHING CHARACTERISTICS

The **Financial Aid & Scholarships Specialist** performs complex and specialized [technical](#) duties relating to the preparation and implementation of student services in financial aid and scholarships. Incumbents are expected to be a specialist in their functional area and have prior work experience in financial aid.

[The Senior Financial Aid & Scholarships Specialist leads, trains, and reviews work in the daily operation of the Financial Aid and Scholarships Office, and monitors compliance and performs related work in the delivery of student services.](#)

[The Financial Aid & Scholarships Specialist is distinguished from lower-level student services classifications by the level, variety, complexity, and specialization of work, independence of action, responsibility for decisions, and level of supervision received.](#)

[A Student Services Assistant performs moderately difficult clerical and technical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical or technical work in the assigned student services area.](#)

ESSENTIAL DUTIES

Depending upon assignment, duties may include any of the following:

Interprets, applies, and ensures compliance with Title IV Federal regulations and state regulations related to financial aid programs; maintains and ensures confidentiality of student documents and records.

Evaluates and processes financial aid applications and forms to determine eligibility for financial aid programs; performs [needs](#) analysis and packages financial aid awards in accordance with federal, state, and local guidelines.

Reviews and verifies submitted documents for accuracy [and legitimacy](#); requests, routes, and maintains all documentation and records as mandated by state, federal, or District guidelines and regulations; conducts follow-up review of aid award for adjustments or verification of continued eligibility.

Coordinates assigned major financial aid program(s), including Federal Work Study, student loans, student employment, Cal Grants, Chafee grants, other grant programs, and scholarships.

Exercises professional judgment within federal guidelines and office policies to determine appropriate financial aid eligibility for students in special circumstances.

[Reviews transcripts in order to determine compliance with Satisfactory Academic Progress standards](#); evaluates ~~and reviews~~ student academic progress and advises student of the appeal process; participates in committees to evaluate student financial aid appeals and/or loan reviews.

Meets with students for financial aid advising appointments; provides assistance to students in the financial aid application process; corresponds with students and parents regarding application status and submitted documentation; explains financial aid policies, procedures, and regulations.

Reconciles assigned financial aid program expenditures with fiscal staff and systems specialist as required.

Participates in student in-reach/outreach activities both on campus and off campus; conducts student orientations [as](#) needed for financial assistance/educational benefits.

Serves as a technical resource in assigned program area to identify, clarify, and resolve highly complex issues, and provides information and responds to program inquiries from District departments, students and the public, such as eligibility requirements and loan counseling.

Investigates and resolves student hold records; determines reasons for holds [and](#) assists students to resolve the situation for [the holds](#) to be removed.

Provides information and assistance to students, staff, and the public regarding available financial aid programs, such as grants, loans, scholarships, Federal Work Study, and student employment processing.

Processes all non-work study employment requests and terminates assignments as applicable; collects student employment paperwork, completes applicable sections and forwards to Human Resources for processing.

Processes outside scholarship through the SMC Foundation or auxiliary services as applicable; maintains records of outside scholarships and facilitates the distribution of funds through established processes; participates in and assists in the coordination of the annual scholarship award ceremony.

Assists at the front counter and answers department calls as requested.

Collects, prepares, and finalizes statistical data for required procedural and regulatory Federal, State, and/or District reporting.

Maintains and updates the Financial Aid ~~and~~ Scholarship websites to ensure accuracy and usefulness.

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

##### **Level of Supervision Received**

Under general supervision ~~from an assigned administrator~~, the employee receives assignments from an assigned administrator, and is expected to carry them through to completion with substantial independence.

##### **Level of Supervision Exercised**

Serves as specialist in assigned area, providing specialized knowledge and guidance to other staff, faculty, and student workers. Positions in this classification do not supervise other classified positions.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Financial aid and scholarship related rules, regulations, policies, and procedures to comply with federal, state, and local laws

California Educational Code; Title IV; Family Educational Rights and Privacy Act (~~FERPA~~); Federal Student Aid Handbook  
Objectives and technical aspects of financial aid programs and activities

Computer applications and programs that support this level of work, including financial aid databases, information systems, spreadsheet, presentation, and data management tools

Principles, techniques, and processes for providing customer service practices

Basic math

Administrative practices and procedures, including record keeping and filing practices and procedures

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

Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records

Access financial aid systems to process on-line loan applications and locate student financial aid history

Complete work with multiple interruptions and distractions

Prepare reports, correspondence, and create informational materials, including delivery of effective presentations

Understand detailed technical knowledge and procedural requirements for assigned program

Provide sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff

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

Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

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

Organize and maintain specialized files and confidentiality of ~~employee and~~ student information

Communicate effectively, both orally and in writing

Stay ~~abreast of~~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:**

Associate's degree or equivalent ~~from an accredited college or university. A bachelor's degree is desirable.~~

**Experience Requirement:**

Two ~~(2)~~-years of experience performing technical work related to financial aid that requires knowledge of federal and state regulations.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None.

**Special Requirement:**

Some positions may be required to work flexible or alternative work schedules that may include nights.

#### WORKING ENVIRONMENT AND 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~~Busy 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. Offices are high traffic with regular interruptions (phones, students, staff, other personnel, the public, etc.). The noise level ~~can be moderate to high in~~ the work environment is usually moderate, but occasionally can be noisy and loud.

#### CLASS DETAIL

**Job Family:**

Student Services (Non-Classroom)

**FLSA Status:**

Non-exempt

**Personnel Commission Approval Date:**

10/21/09, 06/09/82

**Class History:**

Financial Aids Specialist; Financial Aid Technician;  
Financial Aid Grant & Work Study Coordinator; Student  
Services Specialist –Financial Aid Grants &Work Study;  
Student Services Specialist – Financial Aid

**Revision Date(s):**

01/24/85, 04/19/89, 10/25/89, 01/15/92, 11/16/06,  
10/21/09, 8/21/19, 5/20/26

**Santa Monica Community College District  
Personnel Commission**

**Financial Aid & Scholarships Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform complex and specialized technical duties within the Financial Aid & Scholarships student services area.

**DISTINGUISHING CHARACTERISTICS**

The **Financial Aid & Scholarships Specialist** performs complex and specialized technical duties relating to the preparation and implementation of student services in financial aid and scholarships. Incumbents are expected to be a specialist in their functional area and have prior work experience in financial aid.

The **Senior Financial Aid & Scholarships Specialist** leads, trains, and reviews work in the daily operation of the Financial Aid and Scholarships Office, and monitors compliance and performs related work in the delivery of student services.

A **Student Services Assistant** performs moderately difficult clerical and technical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical or technical work in the assigned student services area.

**ESSENTIAL DUTIES**

Depending upon assignment, duties may include any of the following:

Interprets, applies, and ensures compliance with Title IV Federal regulations and state regulations related to financial aid programs; maintains and ensures confidentiality of student documents and records.

Evaluates and processes financial aid applications and forms to determine eligibility for financial aid programs; performs needs analysis and packages financial aid awards in accordance with federal, state, and local guidelines.

Reviews and verifies submitted documents for accuracy and legitimacy; requests, routes, and maintains all documentation and records as mandated by state, federal, or District guidelines and regulations; conducts follow-up review of aid award for adjustments or verification of continued eligibility.

Coordinates assigned major financial aid program(s), including Federal Work Study, student loans, student employment, Cal Grants, Chafee grants, other grant programs, and scholarships.

Exercises professional judgment within federal guidelines and office policies to determine appropriate financial aid eligibility for students in special circumstances.

Reviews transcripts in order to determine compliance with Satisfactory Academic Progress standards; evaluates student academic progress and advises student of the appeal process; participates in committees to evaluate student financial aid appeals and/or loan reviews.

Meets with students for financial aid advising appointments; provides assistance to students in the financial aid application process; corresponds with students and parents regarding application status and submitted documentation; explains financial aid policies, procedures, and regulations.

Reconciles assigned financial aid program expenditures with fiscal staff and systems specialist as required.

Participates in student in-reach/outreach activities both on campus and off campus; conducts student orientations as needed for financial assistance/educational benefits.

Serves as a technical resource in assigned program area to identify, clarify, and resolve highly complex issues, and provides information and responds to program inquiries from District departments, students and the public, such as eligibility requirements and loan counseling.

Investigates and resolves student hold records; determines reasons for holds and assists students to resolve the situation for the holds to be removed.

Provides information and assistance to students, staff, and the public regarding available financial aid programs, such as grants, loans, scholarships, Federal Work Study, and student employment processing.

Processes all non-work study employment requests and terminates assignments as applicable; collects student employment paperwork, completes applicable sections and forwards to Human Resources for processing.

Processes outside scholarship through the SMC Foundation or auxiliary services as applicable; maintains records of outside scholarships and facilitates the distribution of funds through established processes; participates in and assists in the coordination of the annual scholarship award ceremony.

Assists at the front counter and answers department calls as requested.

Collects, prepares, and finalizes statistical data for required procedural and regulatory Federal, State, and/or District reporting.

Maintains and updates the Financial Aid & Scholarship websites to ensure accuracy and usefulness.

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

### ***Level of Supervision Received***

Under general supervision, the employee receives assignments from an assigned administrator, and is expected to carry them through to completion with substantial independence.

### ***Level of Supervision Exercised***

Serves as specialist in assigned area, providing specialized knowledge and guidance to other staff, faculty, and student workers. Positions in this classification do not supervise other classified positions.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Financial aid and scholarship related rules, regulations, policies, and procedures to comply with federal, state, and local laws

California Education Code; Title IV; Family Educational Rights and Privacy Act; Federal Student Aid Handbook

Objectives and technical aspects of financial aid programs and activities

Computer applications and programs that support this level of work, including financial aid databases, information systems, spreadsheet, presentation, and data management tools

Principles, techniques, and processes for providing customer service

Basic math

Administrative practices and procedures, including record keeping and filing practices and procedures

### **Skills & Abilities:**

Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records

Access financial aid systems to process on-line loan applications and locate student financial aid history

Complete work with multiple interruptions and distractions

Prepare reports, correspondence, and create informational materials, including delivery of effective presentations

Understand detailed technical knowledge and procedural requirements for assigned program

Provide sensitivity and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff

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

Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

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

Organize and maintain specialized files and confidentiality of 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:**

Associate's degree or equivalent.

**Experience Requirement:**

Two years of experience performing technical work related to financial aid that requires knowledge of federal and state regulations.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None.

**Special Requirement:**

Some positions may be required to work flexible or alternative work schedules that may include nights.

#### WORKING ENVIRONMENT AND 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. Offices are high traffic with regular interruptions (phones, students, staff, other personnel, the public, etc.). The noise level in the work environment is usually moderate, but occasionally can be noisy and loud.

#### CLASS DETAIL

**Job Family:**

Student Services (Non-Classroom)

**FLSA Status:**

Non-exempt

**Personnel Commission Approval Date:**

06/09/82

**Class History:**

Financial Aids Specialist; Financial Aid Technician;  
Financial Aid Grant & Work Study Coordinator; Student  
Services Specialist –Financial Aid Grants &Work Study;  
Student Services Specialist – Financial Aid

**Revision Date(s):**

01/24/85, 04/19/89, 10/25/89, 01/15/92, 11/16/06,  
10/21/09, 8/21/19, 5/20/26

Agenda Report Number	27
Subject	Classification Description Revisions and Salary Reallocation: Senior Financial Aid & Scholarships Specialist Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Senior Financial Aid & Scholarships Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Student Services job discipline (Phase II). Previous cyclical review of the Student Services job discipline (Phase I) was completed in August 2025. The Financial Aid & Scholarships Office helps students meet their educational goals through the administration of federal, state, and institutional aid programs.

The Senior Financial Aid & Scholarships Specialist classification was established in March 2023. This classification has not been revised since its establishment. There is currently one permanent incumbent in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for fiscal year 2025-26. The incumbents in the Student Services (Phase II) classifications and CSEA were invited to participate in a study orientation on Wednesday, July 23, 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. The study timeline was extended due to delayed PDQ submissions and the need for additional stakeholder feedback.

Personnel Commission staff consulted with the Associate Dean of Financial Aid and the Director of Financial Aid and Scholarships 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 the concept of the class, distinguishing characteristics, duties assigned, level of supervision received, knowledge, skills, and abilities (KSAs), and the minimum qualifications required of the job to more accurately reflect the nature of the work required.

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 the class concept, distinguishing characteristics, duties to more accurately reflect the work performed, level of supervision received, KSAs, and requirements.

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

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 utilize roles at a senior or lead-level for their financial aid departments, or they utilized a lead-level role that had a broader scope of work that included systems-related duties, overlapping with the Financial Aid Systems Specialist role. As such, salary review is based on salary compression considerations.

It is recommended that salary for the Senior Financial Aid & Scholarships Specialist be reallocated from Range 35 to Range 37 on the Classified Employee Salary Schedule, a 5% increase. Salary review is based on internal compression between the Senior Financial Aid & Scholarships Specialist and the Financial Aid & Scholarships Specialist, in order to maintain a lead-level pay differential of 5%.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

<b>JOB TITLE</b>	<b>RANGE</b>	<b>MIN</b>	<b>MAX</b>	<b>% DIFF BETWEEN LEVELS</b>
Associate Dean of Financial Aid	A7	\$13,105	\$15,192	16.97%
Director of Financial Aid & Scholarships <i>(Proposed)**</i>	M31	\$11,203	\$13,617	7.57%
Director of Financial Aid and Scholarships	M28	\$10,415	\$12,660	37.35%
Financial Aid & Scholarships Supervisor <i>(Proposed Retitle)**</i>	M15	\$7,583	\$9,217	19.85%
<b><i>Senior Financial Aid &amp; Scholarships Specialist (Proposed)</i></b>	<b>37</b>	<b>\$6,327</b>	<b>\$7,690</b>	<b>5.00%</b>
<b><i>Senior Financial Aid &amp; Scholarships Specialist</i></b>	<b>35</b>	<b>\$6,026</b>	<b>\$7,324</b>	<b>0.00%</b>
Financial Aid & Scholarships Specialist <i>(Proposed)*</i>	35	\$6,026	\$7,324	5.00%
Financial Aid & Scholarships Specialist	33	\$5,739	\$6,975	

\*Previous Agenda Item

\*\*Subsequent Agenda Item

Cyclical review results have been sent to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Senior Financial Aid & Scholarships Specialist.

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

**TO:** Classified Employee Salary Schedule, Range 37

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

**Santa Monica Community College District  
Personnel Commission**

**Senior Financial Aid & Scholarships Specialist**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform lead work in the daily operation of the Financial Aid & Scholarships Office [student services area](#), specifically monitoring compliance with federal and state regulations and daily processing operations.

DISTINGUISHING CHARACTERISTICS

The **Senior Financial Aid & Scholarships Specialist** leads, trains, and reviews work in the daily operation of the Financial Aid and Scholarships Office, [and](#) monitors compliance and performs related work in the delivery of student services.

The **Financial Aid & Scholarships Specialist** performs complex and specialized [technical](#) duties relating to the preparation and implementation of student services in financial aid and scholarships. Incumbents are expected to be a specialist in their functional area and have prior work experience in financial aid.

~~The **Financial Aid Supervisor** provides supervision in the Financial Aid and Scholarships Office and ensures compliance with federal and state regulations, and institutional policies and procedures.~~

ESSENTIAL DUTIES

Provides lead work direction and guidance to financial aid staff, assists department leadership in coordinating workflow and day-to-day operations.

Assigns departmental work to financial aid staff members; monitors work for completeness, accuracy, and compliance.

Exercises professional judgment within federal guidelines to determine appropriate financial aid eligibility for the most complex eligibility, dependency, and appeal cases.

Regularly reviews and audits financial aid program account reconciliations to ensure accuracy.

Assists financial aid management with internal policy and procedure documentation.

Interprets and explains complex federal and state regulations related to awarding, disbursing, and reconciling aid for all financial aid programs.

Trains current and new staff on financial aid office policies, procedures, and departmental operations.

Serves as a contact liaison with internal and external departments requiring financial aid assistance.

Continuously conducts quality assurance reviews of financial aid applications to ensure consistent accuracy [legitimacy](#) and compliance.

Organizes, develops, and conducts in-reach and out-reach financial aid presentations to provide scholarship and financial aid program information to prospective and current students.

Responds to complex inquiries from students, staff, counselors, and faculty regarding financial aid policies and procedures.

Assists with daily processing of financial aid applications and forms; determines eligibility and packages financial aid and scholarships.

[Prepares and finalizes statistical data for required procedural and regulatory Federal, State, and/or District reporting.](#)

[May collaborate with other staff members and external parties to troubleshoot and resolve financial aid systems-related issues presented by department staff, students, and other members of the college community.](#)

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

**Level of Supervision Received**

Under general supervision, [the employee receives assignments from an assigned administrator, the Director of Financial Aid and Scholarships, this classification and](#) is expected to [perform job duties carry them](#) through to completion with substantial independence.

**Level of Supervision Exercised**

Positions in this classification do not supervise other classified staff, but serve in a lead worker capacity, providing training and work direction to student services staff, temporary employees, and student workers.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

Financial aid [and scholarship related](#) rules, regulations, policies, and procedures to comply with federal, state, and local laws

[California Education Code; Title IV; Family Educational Rights and Privacy Act; Federal Student Aid Handbook](#)

Objectives and technical aspects of financial aid programs and activities

Computer applications and programs that support this level of work, including financial aid databases, information systems, spreadsheet, presentation, and data management tools

District policy, [and](#) departmental resources ~~and administrative practices and procedures~~

Principles, techniques, and processes for providing customer service ~~practices~~

Administrative practices and procedures, including record keeping and filing practices and procedures

Effective formats for correspondence and other written materials

Basic [mathematics](#)

Data collection and comprehensive reporting methods, techniques, and procedures

**Skills & Abilities:**

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

Interpret, apply, explain, and reach sound decisions in accordance with applicable laws and regulations, and District policies, and procedures

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

Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records

[Prepare reports, correspondence, and create informational materials, including delivery of effective presentations](#)

Access financial aid systems to process on-line loan applications and locate student financial aid history

[Complete work with multiple interruptions and distractions](#)

Organize and maintain specialized files and confidentiality of student information

[Make arithmetical calculations accurately](#)

Train and provide work direction to others

Recognize limits of authority and refer serious or complex problems to the immediate supervisor

Demonstrate sensitivity and understanding of the diverse challenges and needs faced by students

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

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural, and multi-ethnic educational environment

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

An ~~an~~ associate's degree or equivalent.

**Experience Requirement:**

Three years of experience performing [specialized and complex technical work duties](#) related to financial aid that requires knowledge of federal and state regulations.

**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 AND 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 occasionally required to lift, 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 [to moderate, but occasionally can be noisy and loud.](#)

**CLASS DETAIL**

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	3/15/23
<b>Class History:</b>	<a href="#">None</a>
<b>Revision Date(s):</b>	5/20/26

**Santa Monica Community College District  
Personnel Commission**

**Senior Financial Aid & Scholarships Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform lead work in the daily operation of the Financial Aid & Scholarships student services area, specifically monitoring compliance with federal and state regulations and daily processing operations.

**DISTINGUISHING CHARACTERISTICS**

The **Senior Financial Aid & Scholarships Specialist** leads, trains, and reviews work in the daily operation of the Financial Aid and Scholarships Office, and monitors compliance and performs related work in the delivery of student services.

The **Financial Aid & Scholarships Specialist** performs complex and specialized technical duties relating to the preparation and implementation of student services in financial aid and scholarships. Incumbents are expected to be a specialist in their functional area and have prior work experience in financial aid.

**ESSENTIAL DUTIES**

Provides lead work direction and guidance to financial aid staff; assists department leadership in coordinating workflow and day-to-day operations.

Assigns departmental work to financial aid staff members; monitors work for completeness, accuracy, and compliance.

Exercises professional judgment within federal guidelines to determine appropriate financial aid eligibility for the most complex eligibility, dependency, and appeal cases.

Regularly reviews and audits financial aid program account reconciliations to ensure accuracy.

Assists financial aid management with internal policy and procedure documentation.

Interprets and explains complex federal and state regulations related to awarding, disbursing, and reconciling aid for all financial aid programs.

Trains current and new staff on financial aid office policies, procedures, and departmental operations.

Serves as a contact liaison with internal and external departments requiring financial aid assistance.

Continuously conducts quality assurance reviews of financial aid applications to ensure consistent accuracy, legitimacy, and compliance.

Organizes, develops, and conducts in-reach and out-reach financial aid presentations to provide scholarship and financial aid program information to prospective and current students.

Responds to complex inquiries from students, staff, counselors, and faculty regarding financial aid policies and procedures.

Assists with daily processing of financial aid applications and forms; determines eligibility and packages financial aid and scholarships.

Prepares and finalizes statistical data for required procedural and regulatory Federal, State, and/or District reporting.

May collaborate with other staff members and external parties to troubleshoot and resolve financial aid systems-related issues presented by department staff, students, and other members of the college community.

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**

***Level of Supervision Received***

Under general supervision, the employee receives assignments from an assigned administrator, and is expected to carry them through to completion with substantial independence.

***Level of Supervision Exercised***

Positions in this classification do not supervise other classified staff, but serve in a lead worker capacity, providing training and work direction to student services staff, temporary employees, and student workers.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

Financial aid and scholarship related rules, regulations, policies, and procedures to comply with federal, state, and local laws

California Education Code; Title IV; Family Educational Rights and Privacy Act; Federal Student Aid Handbook

Objectives and technical aspects of financial aid programs and activities

Computer applications and programs that support this level of work, including financial aid databases, information systems, spreadsheet, presentation, and data management tools

District policy and departmental resources

Principles, techniques, and processes for providing customer service

Administrative practices and procedures, including record keeping and filing practices and procedures

Effective formats for correspondence and other written materials

Basic math

Data collection and comprehensive reporting methods, techniques, and procedures

**Skills & Abilities:**

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

Interpret, apply, explain, and reach sound decisions in accordance with applicable laws and regulations, and District policies, and procedures

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

Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records

Prepare reports, correspondence, and create informational materials, including delivery of effective presentations

Access financial aid systems to process on-line loan applications and locate student financial aid history

Complete work with multiple interruptions and distractions

Organize and maintain specialized files and confidentiality of student information

Train and provide work direction to others

Recognize limits of authority and refer serious or complex problems to the immediate supervisor

Demonstrate sensitivity and understanding of the diverse challenges and needs faced by students

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

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural, and multi-ethnic educational environment

**MINIMUM QUALIFICATIONS**

**Education Requirement:**

Associate's degree or equivalent.

**Experience Requirement:**

Three years of experience performing specialized and complex technical duties related to financial aid that require knowledge of federal and state regulations.

**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 AND 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 noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

**CLASS DETAIL**

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	3/15/23
<b>Class History:</b>	None
<b>Revision Date(s):</b>	5/20/26

Agenda Report Number	28
Subject	Classification Description Revisions: Financial Aid Systems Specialist Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Financial Aid Systems Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Student Services job discipline (Phase II). Previous cyclical review of the Student Services job discipline (Phase I) was completed in August 2025. The Financial Aid & Scholarships Office helps students meet their educational goals through the administration of federal, state, and institutional aid programs.

The Financial Aid Systems Specialist classification was established in June 2013. This classification has been revised once since its establishment. The most recent revision was approved in May 2022, and included revisions to clarify the distinguishing characteristics, level of supervision, and knowledge, skills, and abilities (KSAs). There are currently two permanent incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for fiscal year 2025-26. The incumbents in the Student Services (Phase II) classifications and CSEA were invited to participate in a study orientation on Wednesday, July 23, 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. The study timeline was extended due to delayed PDQ submissions and the need for additional stakeholder feedback.

Personnel Commission staff consulted with the Associate Dean of Financial Aid and the Director of Financial Aid and Scholarships 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 are proposed to clarify the distinguishing characteristics, duties assigned, level of supervision received, KSAs, and the minimum qualifications required of the job to more accurately reflect the nature of the work required.

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 the distinguishing characteristics, duties to more accurately reflect the work performed, level of supervision received, KSAs, and requirements.

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

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 either did not utilize a systems specialist for financial aid, utilized an advanced business analyst role with a broader scope of work, or utilized systems-related roles with a narrower scope of work that did not include the compliance and reporting component of the job. As a result, salary review is based on internal comparison of roles within the series, such as the Senior Financial Aid Specialist. Salary for the Financial Aid Systems Specialist is higher than the Senior Financial Aid Specialist due to a higher level of knowledge required. Because no internal alignment issues exist, it is recommended that the salary placement for this role remain at Range 43 on the Classified Employee Salary Schedule.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Associate Dean of Financial Aid	A7	\$13,105	\$15,192	16.97%
Director of Financial Aid & Scholarships <i>(Proposed)**</i>	M31	\$11,203	\$13,617	7.57%
Director of Financial Aid and Scholarships	M28	\$10,415	\$12,660	42.20%
<b><i>Financial Aid Systems Specialist</i></b>	<b>43</b>	<b>\$7,324</b>	<b>\$8,903</b>	<b>15.76%</b>
Senior Financial Aid & Scholarships Specialist <i>(Proposed)*</i>	37	\$6,327	\$7,690	5.00%
Senior Financial Aid & Scholarships Specialist	35	\$6,026	\$7,324	0.00%
Financial Aid & Scholarships Specialist <i>(Proposed)*</i>	35	\$6,026	\$7,324	5.00%
Financial Aid & Scholarships Specialist	33	\$5,739	\$6,975	

\*Previous Agenda Item

\*\*Subsequent Agenda Item

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 for Financial Aid Systems Specialist.

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

**Santa Monica Community College District  
Personnel Commission**

**Financial Aid Systems Specialist**

CONCEPT OF THE CLASS

Positions in this classification are responsible for the coordination of the Federal Pell Grant program, serve as a high-end user of Banner and other systems specific to financial aid operations, and act as a liaison between Financial Aid and Information Technology in order to ensure compliance with federal and state regulations, and optimize efficiency in service delivery.

DISTINGUISHING CHARACTERISTICS

The **Financial Aid Systems Specialist** performs complex technical work related to the collection, analysis, interpretation, and reporting of financial aid data. Incumbents work with Information Technology to maintain and improve data analysis systems and ensure continuous compliance with federal and state regulations.

The **Financial Aid & Scholarships Specialist** performs complex and specialized [technical](#) duties relating to the preparation and implementation of student services in financial aid and scholarships. Incumbents are expected to be a specialist in their functional area and have prior work experience in financial aid.

[A Student Services Assistant performs moderately difficult clerical and technical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical or technical work in the assigned student services area.](#)

ESSENTIAL DUTIES

Sends Pell Grant origination and disbursement files to the Department of Education through the Common Origination and Disbursement (COD) system; imports Pell disbursement records from COD into Banner [to maintain accurate student financial aid records.](#)

Utilizes and monitors electronic exchange programs used for retrieving and sending data between various agencies related to student financial aid services [to secure transmission of financial aid information in support of student eligibility and compliance requirements.](#)

Downloads student financial aid [applications records](#) into the Banner system; assigns budgets and budget groupings using the Banner system and tracks groups to federal aid applicants; [and](#) sends tracking letters to federal [and state](#) aid applicants electronically [to evaluate students for aid eligibility.](#)

Creates and runs population selections in Banner for data analysis and reporting.

Oversees local implementation of ongoing upgrades to the financial aid systems, and performs related troubleshooting and testing of new functions [to support efficient financial aid operations.](#)

Develops queries and processes to identify operational needs and improve [processes/procedures](#); recommends changes for increased efficiency and effectiveness in office operations, and to ensure state and federal data reporting requirements are met.

Performs ad hoc queries and generates reports in Banner related to trend analysis and other summative data.

[Assists with writing and updating Santa Monica College's Financial Aid Policy and Procedure Manual.](#)

Coordinates systems and operations for the Federal Pell Grant program, including weekly reconciliation of Pell Grants and coordination with fiscal services on cancellations, overpayments, and repayments [to ensure accurate disbursement and compliance with federal regulations.](#)

Performs overpayment analysis for Pell Grant recipients [to identify and resolve funding discrepancies.](#)

Performs "Return of the Title IV Calculations," and makes subsequent adjustments in Banner to return federal aid as needed; calculates the District's obligations to the Federal government, and the students' obligations to the District [to ensure proper allocation of funds and compliance with federal financial aid regulations.](#)

Stays abreast of updated or new financial aid laws, rules, regulations, and policies; ensures current systems can accurately support changes, and financial aid staff [are](#) updated on current and upcoming changes which impact operations.

Informs Pell Grant recipients of overpayment status, and reports students remaining in overpayment status to the Department of Education [to maintain compliance with federal reporting requirements.](#)

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

##### **Level of Supervision Received**

Under general supervision ~~from the Associate Dean of Financial Aid~~, the employee receives assignments [from an assigned administrator](#), and is expected to carry them through to completion with substantial independence.

##### **Level of Supervision Exercised**

Serves as a specialist in assigned area providing specialized knowledge and guidance to others. Positions in this classification do not supervise other classified staff, but may serve in a lead capacity, providing training and work direction to other staff members.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Methods and techniques for troubleshooting and determining the causes of application problems and errors

Electronic exchange programs with various federal and state agencies, including Campus Logic, [Ellucian Banner](#), COD, NSLDS, EDE, EDEXpress, [and Ed-Connect](#), ~~and Title IV Waiver~~

Financial aid rules, regulations, policies, and procedures related to compliance with state, federal, and local laws

Title IV regulations as they are related to federal financial aid programs

California Education Code sections related to community college financial aid programs

Computer-based software programs that support this level of work, including software used for word processing, spreadsheet, presentation, graphics, data management, and document imaging/scanning

Testing and evaluating processes in relation to new and existing software

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

Access financial aid systems to retrieve, send, evaluate, and analyze financial aid data

Make effective use of query tools to design complex reports

[Pay attention to detail and make accurate assessments when analyzing and correcting complex discrepancies in student financial aid records](#)

Identify inefficiencies and recommend improvements for business processes and supporting systems

Analyze manual processes and develop automated solutions

Balance responsibilities for multiple tasks and projects to ensure timely results

Understand and apply the analysis of functional requirements to develop application proposals and make recommendations for technology solutions

Troubleshoot, diagnose, and resolve applications problems

Complete work with multiple interruptions and distractions

[Analyze situations accurately and adopt an effective course of action according to established guidelines](#)

Interpret, apply, and [explain applicable student financial aid](#) ~~communicate~~ laws and regulations, and District policies and procedures to both technical and non-technical audiences, ~~as they relate to student financial aid~~

Organize and maintain specialized files and confidentiality of work-related information and materials

[Organize, set priorities, and exercise sound independent judgment within areas of assigned responsibility](#)

[Operate a computer using computer applications, programs and standard office equipment](#)

[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:**

Associates degree or equivalent ~~from an accredited university or college~~ in information technology, computer science, or a ~~closely~~ related field. A bachelor's degree in a related field is preferred.

**Experience Requirement:**

Five ~~(5)~~ years of experience performing ~~progressively~~ specialized and complex ~~technical~~ financial aid service duties requiring knowledge of federal and state regulations, including at least one year of experience utilizing financial aid electronic exchange programs to retrieve and analyze financial aid data.

**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 AND PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

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

CLASS DETAIL

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	6/26/13
<b>Class History:</b>	None
<b>Revision Date(s):</b>	5/18/22, 5/20/26

**Santa Monica Community College District  
Personnel Commission**

**Financial Aid Systems Specialist**

**CONCEPT OF THE CLASS**

Positions in this classification are responsible for the coordination of the Federal Pell Grant program, serve as a high-end user of Banner and other systems specific to financial aid operations, and act as a liaison between Financial Aid and Information Technology in order to ensure compliance with federal and state regulations, and optimize efficiency in service delivery.

**DISTINGUISHING CHARACTERISTICS**

The **Financial Aid Systems Specialist** performs complex technical work related to the collection, analysis, interpretation, and reporting of financial aid data. Incumbents work with Information Technology to maintain and improve data analysis systems and ensure continuous compliance with federal and state regulations.

The **Financial Aid & Scholarships Specialist** performs complex and specialized technical duties relating to the preparation and implementation of student services in financial aid and scholarships. Incumbents are expected to be a specialist in their functional area and have prior work experience in financial aid.

A **Student Services Assistant** performs moderately difficult clerical and technical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical or technical work in the assigned student services area.

**ESSENTIAL DUTIES**

Sends Pell Grant origination and disbursement files to the Department of Education through the Common Origination and Disbursement (COD) system; imports Pell disbursement records from COD into Banner to maintain accurate student financial aid records.

Utilizes and monitors electronic exchange programs used for retrieving and sending data between various agencies related to student financial aid services to secure transmission of financial aid information in support of student eligibility and compliance requirements.

Downloads student financial aid applications into the Banner system; assigns budgets and budget groupings using the Banner system and tracks groups to federal aid applicants; and sends tracking letters to federal and state aid applicants electronically to evaluate students for aid eligibility.

Creates and runs population selections in Banner for data analysis and reporting.

Oversees local implementation of ongoing upgrades to the financial aid systems, and performs related troubleshooting and testing of new functions to support efficient financial aid operations.

Develops queries and processes to identify operational needs and improve procedures; recommends changes for increased efficiency and effectiveness in office operations, and to ensure state and federal data reporting requirements are met.

Performs ad hoc queries and generates reports in Banner related to trend analysis and other summative data.

Coordinates systems and operations for the Federal Pell Grant program, including weekly reconciliation of Pell Grants and coordination with fiscal services on cancellations, overpayments, and repayments to ensure accurate disbursement and compliance with federal regulations.

Performs overpayment analysis for Pell Grant recipients to identify and resolve funding discrepancies.

Performs "Return of the Title IV Calculations," and makes subsequent adjustments in Banner to return federal aid as needed; calculates the District's obligations to the Federal government, and the students' obligations to the District, to ensure proper allocation of funds and compliance with federal financial aid regulations.

Stays abreast of updated or new financial aid laws, rules, regulations, and policies; ensures current systems can accurately support changes, and financial aid staff are updated on current and upcoming changes which impact operations.

Informs Pell Grant recipients of overpayment status, and reports students remaining in overpayment status to the Department of Education to maintain compliance with federal reporting requirements.

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

### ***Level of Supervision Received***

Under general supervision, the employee receives assignments from an assigned administrator, and is expected to carry them through to completion with substantial independence.

### ***Level of Supervision Exercised***

Serves as a specialist in assigned area providing specialized knowledge and guidance to others. Positions in this classification do not supervise other classified staff, but may serve in a lead capacity, providing training and work direction to other staff members.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Methods and techniques for troubleshooting and determining the causes of application problems and errors

Electronic exchange programs with various federal and state agencies, including Campus Logic, Ellucian Banner, COD, NSLDS, EDE, EDEExpress, and Ed-Connect

Financial aid rules, regulations, policies, and procedures related to compliance with state, federal, and local laws

Title IV regulations as they are related to federal financial aid programs

California Education Code sections related to community college financial aid programs

Computer-based software programs that support this level of work, including software used for word processing, spreadsheet, presentation, graphics, data management, and document imaging/scanning

Testing and evaluating processes in relation to new and existing software

### **Skills & Abilities:**

Access financial aid systems to retrieve, send, evaluate, and analyze financial aid data

Make effective use of query tools to design complex reports

Pay attention to detail and make accurate assessments when analyzing and correcting complex discrepancies in student financial aid records

Identify inefficiencies and recommend improvements for business processes and supporting systems

Analyze manual processes and develop automated solutions

Balance responsibilities for multiple tasks and projects to ensure timely results

Understand and apply the analysis of functional requirements to develop application proposals and make recommendations for technology solutions

Troubleshoot, diagnose, and resolve applications problems

Complete work with multiple interruptions and distractions

Analyze situations accurately and adopt an effective course of action according to established guidelines

Interpret, apply, and explain applicable student financial aid laws and regulations, and District policies and procedures to both technical and non-technical audiences

Organize and maintain specialized files and confidentiality of work-related information and materials

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

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

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:**

Associates degree or equivalent in information technology, computer science, or a related field. A bachelor's degree in a related field is preferred.

**Experience Requirement:**

Five years of experience performing specialized and complex technical financial aid service duties requiring knowledge of federal and state regulations, including at least one year of experience utilizing financial aid electronic exchange programs to retrieve and analyze financial aid data.

**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 AND 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 noise level in the work environment is usually quiet.

#### CLASS DETAIL

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	6/26/13
<b>Class History:</b>	None
<b>Revision Date(s):</b>	5/18/22, 5/20/26

Agenda Report Number	29
Subject	Retitle and Classification Description Revisions: Financial Aid Supervisor to Financial Aid & Scholarships Supervisor Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Financial Aid Supervisor**.

As part of the cyclical review process, we are reviewing classifications in the Student Services job discipline (Phase II). Previous cyclical review of the Student Services job discipline (Phase I) was completed in August 2025. The Financial Aid & Scholarships Office helps students meet their educational goals through the administration of federal, state, and institutional aid programs.

The Financial Aid Supervisor classification was established in July 1999. This classification has been revised once since its establishment, in November 2006, and included a retitle from Assistant Director – Financial Aid to Financial Aid Supervisor. The classification is currently vacant.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for fiscal year 2025-26. The incumbents in the Student Services (Phase II) classifications and CSEA were invited to participate in a study orientation on Wednesday, July 23, 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. Manager orientations were scheduled on July 17<sup>th</sup> and 20<sup>th</sup>, 2025. The study timeline was extended due to delayed PDQ submissions and the need for additional stakeholder feedback.

Personnel Commission staff consulted with the Associate Dean of Financial Aid 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 proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, level of supervision, knowledge, skills, and abilities (KSAs), and the minimum qualifications required of the job to more accurately reflect the nature of the work required.

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 the concept of the class, distinguishing characteristics, duties assigned, level of supervision, KSAs, and the requirements.

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

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 mostly utilized roles at the director level to oversee their financial aid office. As a result, salary review is based on internal alignment within the Financial Aid Student Services job series. The current salary range meets the 15% minimum industry standard between management and the highest classification supervised, in this case the Senior Financial Aid & Scholarships Specialist with a proposed salary differential of 20%. Because no internal alignment issues exist, and considering job factor levels and minimum qualifications across the job discipline, it is recommended that the salary placement for this role remain at Range M15 on the Classified Manager Salary Schedule.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Associate Dean of Financial Aid	A7	\$13,105	\$15,192	16.97%
Director of Financial Aid & Scholarships ( <i>Proposed</i> )**	M31	\$11,203	\$13,617	7.57%
Director of Financial Aid & Scholarships	M28	\$10,415	\$12,660	37.35%
<b><i>Financial Aid &amp; Scholarships Supervisor (Proposed Retitle)</i></b>	<b><i>M15</i></b>	<b><i>\$7,583</i></b>	<b><i>\$9,217</i></b>	<b><i>19.85%</i></b>
Senior Financial Aid & Scholarships Specialist ( <i>Proposed</i> )*	37	\$6,327	\$7,690	5.00%
Senior Financial Aid & Scholarships Specialist	35	\$6,026	\$7,324	0.00%
Financial Aid & Scholarships Specialist ( <i>Proposed</i> )*	35	\$6,026	\$7,324	5.00%
Financial Aid & Scholarships Specialist	33	\$5,739	\$6,975	

\*Previous Agenda Item

**\*\*Subsequent Agenda Item**

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

**RECOMMENDATION**

It is recommended that the Commission approve the proposed retitle and classification description revisions for Financial Aid Supervisor.

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

**Santa Monica Community College District  
Personnel Commission**

**Financial Aid & Scholarships Supervisor**

**CONCEPT OF THE CLASS**

Under general direction, this position assists with the administration of the Financial Aid & Scholarships Office, and provides training, guidance, and supervision to Financial Aid & Scholarships Office staff members to enable them to better assist students in the process of applying for and receiving financial aid. It also ensures compliance with federal and state regulations, as well as institutional policies and procedures.

**DISTINGUISHING CHARACTERISTICS**

The Financial Aid & Scholarships Supervisor assists with overseeing the day-to-day operations of the Financial Aid & Scholarships Office, providing leadership and training to staff, and ensures compliance with state and federal regulations.

The Senior Financial Aid & Scholarships Specialist leads, trains, and reviews work in the daily operation of the Financial Aid and Scholarships Office, and monitors compliance and performs related work in the delivery of student services.

The Financial Aid & Scholarships Specialist performs complex and specialized technical duties relating to the preparation and implementation of student services in financial aid and scholarships. Incumbents are expected to be a specialist in their functional area and have prior work experience in financial aid.

**ESSENTIAL DUTIES**

Assists with the management, administration, and coordination of all the Financial Aid & Scholarships Office activities in accordance with institutional policies, and federal and state regulations.

Supervises, trains, and provides work direction and guidance to assigned personnel.

Assists with the coordination of the clerical, technical, and professional operations of the Financial Aid & Scholarships Office.

Monitors and reviews the work of technical staff to ensure compliance and accuracy with all applicable state and federal policies and procedures, and department guidelines.

Advises students and assists staff with matters related to financial aid, scholarships, and grants; resolves complex financial aid issues and adjusts financial aid eligibility when appropriate by exercising sound judgement and following established guidelines.

Explains application procedures, rules, and regulations; and counsels students to resolve financial aid related problems or conflicts.

Maintains current knowledge of federal and state rules, regulations, and policies and procedures related to the student financial aid programs; conducts meetings and distributes information and training materials to staff to ensure operational compliance with federal and state requirements.

Interprets policy and implements procedural changes as required to maintain compliance with applicable federal, state, and local laws.

Coordinates with the Systems Specialists on Oversee the comprehensive financial aid computer system, (i.e. Ellucian Banner, Ellucian Campus Logic, WebSIS), and various other related financial aid systems and programs utilized by the Financial Aid & Scholarships Office including the development and update of the Financial Aid & Scholarships website.

Provides leadership and support with complex technical and regulatory financial aid functions.

Coordinates the verification of enrollment of students prior to financial aid being disbursed to ensure recipients meet eligibility requirements.

Reviews financial aid account reconciliation processes performed by staff to ensure accuracy and compliance with regulatory requirements; addresses discrepancies to maintain proper internal controls and reporting standards.

Compiles information and data and prepares various financial aid reports for distribution to appropriate state and federal agencies.

Conducts student expense budget research in the geographic area served by the college to determine cost of living expenses.

Maintains cooperative working relationships with campus departments and personnel, governmental agencies, financial institutions, and other colleges and universities concerning financial aid operations.

Reaches out/Coordinates outreach efforts to the students and the community andto promotes awareness the benefits of financial aid programs.

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

##### **Level of Supervision Received:**

Under general direction. This position receives direction the employee receives assignments from an assigned administrator, the Director of Financial Aid, and is expected to carry them through to completion with substantial independence.

##### **Level of Supervision Exercised:**

This position supervises assigned staff within the Financial Aid & Scholarships Office, Student Services Specialists—Financial Aid and Student Services Assistants and Student Services Clerks.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Knowledge of supervisory procedures and practices including effective recruitment and selection; assigning and delegating work; evaluating performance; motivating employees; training and developing staff; handling grievances and imposing corrective and/or disciplinary action

Knowledge of current Federal and State and institutional regulations concerning financial aid and scholarship procedures and policies. Financial aid and scholarship related rules, laws, regulations, policies, and procedures to comply with federal, state, local, and institutional requirements and regulations

Knowledge of methods and techniques of needs analysis and financial aid packaging

Knowledge of basic principles and practices of fiscal, statistical and administrative research and report preparation

Knowledge of Counseling and interviewing techniques and methods

Knowledge of data processing systems and software applicable to analysis, awarding and disbursement of student financial aid. Computer applications and programs including financial aid databases, information systems, spreadsheet, presentation, and data management tools

Knowledge of Modern office practice and procedures

Knowledge of Effective research, analytical, and report writing, and presentation techniques

Knowledge of interpersonal skills that require tact, patience and diplomacy

Principles, techniques, and processes for providing customer service

Accounting and fiscal management practices

Effective employee supervision, training, evaluation, and development techniques and practices

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

Ability to effectively interpret, and apply, and explain applicable federal, and State financial aid and scholarship laws and regulations, and District policies and procedures

Supervise, train, and provide work direction to others

Monitor account balances and maintain accurate information

Ability to Assemble and analyze data, prepare reports, deliver presentations, and make appropriate recommendations to District management college officials and government agencies

Effectively represent the District in interactions with governmental agencies, community groups, and professional organizations

Ability to Communicate effectively, both orally and in writing in form, using tact, patience, and courtesy

~~Ability to operate a computer using computer applications, programs, and standard and appropriate office equipment~~

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

~~Organize and maintain specialized files and confidentiality of employee and student information~~

~~Stay updated on technology changes and adapt to new technologies~~

~~Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations~~

~~Utilize organizational funds, material resources, and staffing levels wisely and strategically~~

~~Maintain an open and approachable manner and easily build rapport with others~~

~~Create a positive work environment and ensure that clear, challenging, and attainable goals are set for assigned groups and aligned with organizational objectives~~

~~Model professional integrity and ethics and deal quickly with breaches and misconduct~~

~~Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership~~

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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 others~~

~~Ability to demonstrate sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds~~

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

A Bachelor's degree ~~from an accredited college or university with a major~~ in Business or Public Administration or a ~~closely~~ related field.

**Experience Requirement:**

Three years of ~~progressively responsible~~ experience managing a comprehensive and diverse financial aid program, including one year of ~~lead or~~ supervisory experience. Knowledge of financial aid software programs is also required.

**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 AND 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 25 pounds. While performing the duties of this job,~~ The noise level in the work environment is usually quiet ~~to moderate, but occasionally can be noisy and loud.~~

CLASS DETAIL

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	<del>11/16/06</del> <a href="#">11/16/07/12/99</a>
<b>Class History:</b>	Assistant Director – Financial Aid
<b>Revision Date(s):</b>	11/16/06, 5/20/26

**Santa Monica Community College District  
Personnel Commission**

**Financial Aid & Scholarships Supervisor**

**CONCEPT OF THE CLASS**

Under general direction, this position assists with the administration of the Financial Aid & Scholarships Office, and provides training, guidance, and supervision to Financial Aid & Scholarships Office staff members to enable them to better assist students in the process of applying for and receiving financial aid. It also ensures compliance with federal and state regulations, as well as institutional policies and procedures.

**DISTINGUISHING CHARACTERISTICS**

The **Financial Aid & Scholarships Supervisor** assists with overseeing the day-to-day operations of the Financial Aid & Scholarships Office, providing leadership and training to staff, and ensures compliance with state and federal regulations.

The **Senior Financial Aid & Scholarships Specialist** leads, trains, and reviews work in the daily operation of the Financial Aid and Scholarships Office, and monitors compliance and performs related work in the delivery of student services.

The **Financial Aid & Scholarships Specialist** performs complex and specialized technical duties relating to the preparation and implementation of student services in financial aid and scholarships. Incumbents are expected to be a specialist in their functional area and have prior work experience in financial aid.

**ESSENTIAL DUTIES**

Assists with the management, administration, and coordination of all the Financial Aid & Scholarships Office activities in accordance with institutional policies, and federal and state regulations.

Supervises, trains, and provides work direction and guidance to assigned personnel.

Assists with the coordination of the clerical, technical, and professional operations of the Financial Aid & Scholarships Office.

Monitors and reviews the work of technical staff to ensure compliance and accuracy with all applicable state and federal policies and procedures, and department guidelines.

Advises students and assists staff with matters related to financial aid, scholarships, and grants; resolves complex financial aid issues and adjusts financial aid eligibility when appropriate by exercising sound judgement and following established guidelines.

Explains application procedures, rules, and regulations; counsels students to resolve financial aid related problems or conflicts.

Maintains current knowledge of federal and state rules, regulations, and policies and procedures related to the student financial aid programs; conducts meetings and distributes information and training materials to staff to ensure operational compliance with federal and state requirements.

Interprets policy and implements procedural changes as required to maintain compliance with applicable federal, state, and local laws.

Coordinates with the Systems Specialists on the comprehensive financial aid computer system, (i.e. Ellucian Banner, Ellucian Campus Logic, WebSIS), and various other related financial aid systems and programs utilized by the Financial Aid & Scholarships Office including the development and update of the Financial Aid & Scholarships website.

Provides leadership and support with complex technical and regulatory financial aid functions.

Coordinates the verification of enrollment of students prior to financial aid being disbursed to ensure recipients meet eligibility requirements.

Reviews financial aid account reconciliation processes performed by staff to ensure accuracy and compliance with regulatory requirements; addresses discrepancies to maintain proper internal controls and reporting standards.

Conducts student expense budget research in the geographic area served by the college to determine cost of living expenses.

Maintains cooperative working relationships with campus departments and personnel, governmental agencies, financial institutions, and other colleges and universities concerning financial aid operations.

Coordinates outreach efforts to students and the community to promote awareness of financial aid programs.

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

### ***Level of Supervision Received:***

Under general direction, the employee receives assignments from an assigned administrator, , and is expected to carry them through to completion with substantial independence.

### ***Level of Supervision Exercised:***

This position supervises assigned staff within the Financial Aid & Scholarships Office. .

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Financial aid and scholarship related rules, laws, regulations, policies, and procedures to comply with federal, state, local, and institutional requirements and regulations

Methods and techniques of needs analysis and financial aid packaging

Counseling and interviewing techniques and methods

Computer applications and programs including financial aid databases, information systems, spreadsheet, presentation, and data management tools

Modern office practice and procedures

Effective research, analytical, report writing, and presentation techniques

Principles, techniques, and processes for providing customer service

Accounting and fiscal management practices

Effective employee supervision, training, evaluation, and development techniques and practices

### **Skills & Abilities:**

Interpret, apply, and explain applicable financial aid and scholarship laws and regulations, and District policies and procedures

Supervise, train, and provide work direction to others

Monitor account balances and maintain accurate information

Assemble and analyze data, prepare reports, deliver presentations, and make appropriate recommendations to District management

Effectively represent the District in interactions with governmental agencies, community groups, and professional organizations

Communicate effectively, both orally and in writing, using tact, patience, and courtesy

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

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

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

Stay updated on technology changes and adapt to new technologies

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources, and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging, and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct

Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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:**

A bachelor's degree in Business or Public Administration or a related field.

**Experience Requirement:**

Three years of experience managing a comprehensive and diverse financial aid program, including one year of lead or supervisory experience. Knowledge of financial aid software programs is also required.

**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 AND 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 noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

#### CLASS DETAIL

**Job Family:**

Student Services (Non-Classroom)

**FLSA Status:**

Exempt

**Personnel Commission Approval Date:**

07/12/99

**Class History:**

Assistant Director – Financial Aid

**Revision Date(s):**

11/16/06, 5/20/26

Agenda Report Number	30
Subject	Classification Description Revisions and Salary Reallocation: Director of Financial Aid & Scholarships Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Director of Financial Aid & Scholarships**.

As part of the cyclical review process, we are reviewing classifications in the Student Services job discipline (Phase II). Previous cyclical review of the Student Services job discipline (Phase I) was completed in August 2025. The Financial Aid & Scholarships Office helps students meet their educational goals through the administration of federal, state, and institutional aid programs.

The Director of Financial Aid & Scholarships classification was established in September 1995. This classification has been revised once since its establishment, in October 2019, which included revisions to the class concept, duties, level of supervision, knowledge, skills, and abilities (KSAs), and requirements in order to clarify the job scope of the classification. There is currently one permanent incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for fiscal year 2025-26. The incumbents in the Student Services (Phase II) classifications and CSEA were invited to participate in a study orientation on Wednesday, July 23, 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. Manager orientations were scheduled on July 17 and 20, 2025. The study timeline was extended due to delayed PDQ submissions and the need for additional stakeholder feedback.

Personnel Commission staff consulted with the Associate Dean of Financial Aid 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 the concept of the class, distinguishing characteristics, duties assigned, level of supervision received, KSAs, and requirements to more accurately reflect the nature of the work required.

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 the class concept, distinguishing characteristics, duties to more accurately reflect the work performed, level of supervision received, KSAs, and requirements.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Director of Financial Aid & Scholarships	\$10,415	\$12,660	\$11,538	27,191
Cerritos College	Financial Aid Assistant Director	\$11,705	\$14,722	\$13,214	23,946
Foothill De Anza CCD	Director, Financial Aid	\$11,737	\$16,515	\$14,126	30,729
Pasadena City College	Assistant Director, Financial Aid	\$10,152	\$12,133	\$11,143	27,861
Santa Barbara City College	Director - Financial Aid	\$10,248	\$12,485	\$11,367	17,012
State Center CCD	Financial Aid Manager	\$8,920	\$10,970	\$9,945	46,065
Ventura County CCD	Financial Aid Officer	\$7,595	\$10,538	\$9,067	30,868
	Average	\$10,060	\$12,894	\$11,477	
	25th Percentile	\$9,228	\$11,261	\$10,244	
	50th Percentile	\$10,200	\$12,309	\$11,255	
	70th Percentile	\$10,977	\$13,604	\$12,290	
	80th Percentile	\$11,705	\$14,722	\$13,214	
	90th Percentile	\$11,721	\$15,619	\$13,670	
	SMC % RANK	62.2%	61.5%	<b>61.8%</b>	
	SMC Difference From AVG	3.4%	-1.8%	0.5%	
	SMC Difference From MED	2.1%	2.8%	2.5%	

The current salary range for Director of Financial Aid & Scholarships is Range M28 on the Classified Management Salary Schedule. In this survey, SMC is in the 61.8% median percentile compared to all benchmark agencies with comparable classifications; that is, 38.2% market comparables were paid higher than the SMC classification.

It is recommended that salary for the Director of Financial Aid & Scholarships be reallocated from Range M28 to Range M31 on the Classified Management Salary Schedule, a 7.5% increase. This will place the median salary at the 71<sup>st</sup> percentile, which satisfies the District’s 70<sup>th</sup> percentile target.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Associate Dean of Financial Aid	A7	\$13,105	\$15,192	16.97%
<i>Director of Financial Aid &amp; Scholarships (Proposed)</i>	<i>M31</i>	<i>\$11,203</i>	<i>\$13,617</i>	<i>7.57%</i>
<i>Director of Financial Aid &amp; Scholarships</i>	<i>M28</i>	<i>\$10,415</i>	<i>\$12,660</i>	<i>37.35%</i>
Financial Aid & Scholarships Supervisor <i>(Proposed Retitle)*</i>	M15	\$7,583	\$9,217	19.85%
Senior Financial Aid & Scholarships Specialist <i>(Proposed)*</i>	37	\$6,327	\$7,690	5.00%
Senior Financial Aid & Scholarships Specialist	35	\$6,026	\$7,324	0.00%
Financial Aid & Scholarships Specialist <i>(Proposed)*</i>	35	\$6,026	\$7,324	5.00%
Financial Aid & Scholarships Specialist	33	\$5,739	\$6,975	

\*Previous Agenda Item

Cyclical review results have been sent to the incumbent, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Director of Financial Aid & Scholarships.

**FROM:** Classified Manager Salary Schedule, Range M28

**TO:** Classified Manager Salary Schedule, Range M31

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

**Santa Monica Community College District  
Personnel Commission**

**Director of Financial Aid ~~and~~ Scholarships**

**CONCEPT OF THE CLASS**

Under general direction, ~~this~~ ~~position~~ ~~in this classification~~ ~~administers and manages the daily operations related to processing and disbursing financial aid and scholarships, and supports the Associate Dean of Financial Aid & Scholarships with planning and directing the District's financial aid and scholarship programs.~~ ~~plans, directs, administers, and manages the District's financial aid and scholarship programs to ensure timely processing of financial aid and scholarships, in and~~ ~~compliance with related federal, state, and local requirements.~~

**DISTINGUISHING CHARACTERISTICS**

The Director of Financial Aid & Scholarships is responsible for administering the District's financial aid and scholarship programs to ensure timely processing of aid, and ensuring procedural compliance with federal, state, and local requirements.

The Senior Financial Aid & Scholarships Specialist leads, trains, and reviews work in the daily operation of the Financial Aid and Scholarships Office, and monitors compliance and performs related work in the delivery of student services.

The Financial Aid & Scholarships Specialist performs complex and specialized technical duties relating to the preparation and implementation of student services in financial aid and scholarships. Incumbents are expected to be a specialist in their functional area and have prior work experience in financial aid.

**ESSENTIAL DUTIES**

~~Plans, organizes,~~ Administers, maintains, implements, and monitors the District's comprehensive financial aid and scholarship program, ~~and assists with planning and determining the District's direction for financial aid and scholarship programs,~~ in accordance with federal, state, and institutional policies; coordinates the institutional scholarship program and financial aid activities with appropriate college offices.

Maintains current knowledge of federal, state, and local rules, regulations, policies and procedures related to student loans, grants, and aid programs; interprets and implements procedural changes as required; conducts staff meetings and distributes information and training materials.

Oversees and participates in performing financial aid need analysis and packaging; evaluates ~~student financial aid applications for~~ program eligibility ~~decisions made by staff~~; verifies application information; reviews supporting documentation and re-calculates financial need as required.

Selects, develops, and conducts training, supervises, reviews work, evaluates and corrects deficiencies, motivates, and, where necessary, recommends corrective discipline for financial aid and scholarship staff.

Develops the appropriate and necessary operating procedures to ensure program compliance for each component of the scholarship program: program publicity, scholarship application in-take process, and compliance with all regulations related to dissemination procedures.

Resolves difficult financial aid issues and cases, ~~and serves as chair on the Financial Aid Appeal Committee,~~ interprets and assures compliance with applicable federal and state regulations and guidelines; evaluates special circumstances and adjusts financial aid eligibility using professional judgment as defined in federal regulations.

Conducts research in the geographic area served by the college to determine cost of living expenses ~~s~~ for student budgets.

~~Oversees the loan management program to include the development of skip tracing for accounts with inaccurate addresses, contacts all students with loans who are not fulfilling payment requirements; maintains liaison with Business Services for reports and annual reconciliation of grant and loan program;~~ ~~administers the Book Emergency Loan Program.~~

Monitors work flow, accomplishments, and program effectiveness to assure efficiency, and optimizes availability of financial aid and scholarship awards to eligible students.

Conducts financial aid and scholarship presentations to local high schools, community agencies and appropriate organizations; represents the department/District at various internal meetings, workshops, and conferences related to Financial Aid & Scholarship programs.

Performs other related duties as assigned.

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

#### SUPERVISION

**Level of Supervision Received:**

This position receives Under general supervision/direction, the employee receives assignments from the Associate Dean of Financial Aid & Scholarships as assigned administrator, and is expected to carry them through to completion with substantial independence.

**Level of Supervision Exercised:**

This position exercises supervision over Financial Aid & Scholarships staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

Financial aid and scholarship related rules, laws, regulations, policies, and procedures to comply with federal, state, local, and institutional requirements and regulations

Effective strategic planning, management, and leadership principles

Effective employee supervision, training, evaluation, and development techniques and practices

Objectives and technical aspects of financial aid programs and activities

Effective research, analytical, and report writing, and presentation techniques

Principles, techniques, and processes for providing customer service practices

Budget preparation and control

Computer applications and programs including financial aid databases, information systems, spreadsheet, presentation, and data management tools

Effective customer service techniques

**Skills & Abilities:**

Plan, organize, direct, and administer a comprehensive program of student financial aid and scholarships

Assemble and analyze data, prepare reports, deliver presentations, and make appropriate recommendations to District management

Effectively interpret, apply, and explain financial aid and scholarship laws, regulations, and procedures

Provide leadership and direction of the financial aid and scholarship program

Effectively select, train, supervise, evaluate, and motivate financial aid and scholarship staff

Analyze and evaluate existing financial aid and scholarship policies and programs and formulate appropriate recommendations for necessary improvements

Effectively represent the District in interactions with governmental agencies, community groups, and professional organizations

Anticipate conditions, plan ahead, establish priorities, and meet deadlines and schedules

Effectively prepare and monitor a public agency budget; maintain proper accounting and budgetary controls

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

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

Communicate effectively, both orally and in writing, using tact, patience, and courtesy

Stay abreast of/updated on technology changes and adapt to new technologies

Role model exceptional/Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations/service

Utilize organizational funds, material resources, and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging, and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct

Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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:**

Bachelor's degree in Business Administration or a related field, ~~from an accredited college or university.~~

**Experience Requirement:**

Five years of progressively responsible experience in a student financial aid office with demonstrated knowledge and proficiency in related processing systems, rules, laws, regulations, and reporting, including three years of supervisory 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. ~~While performing the duties of this job,~~The noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

#### CLASS DETAIL

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	9/20/1995
<b>Class History:</b>	<u>None</u>
<b>Revision Date(s):</b>	10/16/19, 5/20/26

**Santa Monica Community College District  
Personnel Commission**

**Director of Financial Aid & Scholarships**

**CONCEPT OF THE CLASS**

Under general direction, this position administers and manages the daily operations related to processing and disbursing financial aid and scholarships, and supports the Associate Dean of Financial Aid & Scholarships with planning and directing the District's financial aid and scholarship programs, , in compliance with related federal, state, and local requirements.

**DISTINGUISHING CHARACTERISTICS**

The **Director of Financial Aid & Scholarships** is responsible for administering the District's financial aid and scholarship programs to ensure timely processing of aid, and ensuring procedural compliance with federal, state, and local requirements.

The **Senior Financial Aid & Scholarships Specialist** leads, trains, and reviews work in the daily operation of the Financial Aid and Scholarships Office, and monitors compliance and performs related work in the delivery of student services.

The **Financial Aid & Scholarships Specialist** performs complex and specialized technical duties relating to the preparation and implementation of student services in financial aid and scholarships. Incumbents are expected to be a specialist in their functional area and have prior work experience in financial aid.

**ESSENTIAL DUTIES**

Administers, maintains, implements, and monitors the District's comprehensive financial aid and scholarship program, and assists with planning and determining the District's direction for financial aid and scholarship programs, in accordance with federal, state, and institutional policies; coordinates the institutional scholarship program and financial aid activities with appropriate college offices.

Maintains current knowledge of federal, state, and local rules, regulations, policies and procedures related to student loans, grants, and aid programs; interprets and implements procedural changes as required; conducts staff meetings and distributes information and training materials.

Oversees and participates in performing financial aid need analysis and packaging; evaluates program eligibility decisions made by staff; verifies application information; reviews supporting documentation and re-calculates financial need as required.

Selects, develops, and conducts training, supervises, reviews work, evaluates and corrects deficiencies, motivates, and, where necessary, recommends corrective discipline for financial aid and scholarship staff.

Develops the appropriate and necessary operating procedures to ensure program compliance for each component of the scholarship program: program publicity, scholarship application in-take process, and compliance with all regulations related to dissemination procedures.

Resolves difficult financial aid issues and cases; interprets and assures compliance with applicable federal and state regulations and guidelines; evaluates special circumstances and adjusts financial aid eligibility using professional judgment as defined in federal regulations.

Conducts research in the geographic area served by the college to determine cost of living expenses for student budgets.

Maintains liaison with Business Services for reports and annual reconciliation of grant and loan program. Monitors work flow, accomplishments, and program effectiveness to assure efficiency, and optimizes availability of financial aid and scholarship awards to eligible students.

Conducts financial aid and scholarship presentations to local high schools, community agencies and appropriate organizations; represents the department at various internal meetings, workshops, and conferences related to Financial Aid & Scholarship programs.

Performs other related duties as assigned.

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

## SUPERVISION

### **Level of Supervision Received:**

Under general direction, the employee receives assignments from the Associate Dean of Financial Aid & Scholarships, and is expected to carry them through to completion with substantial independence.

### **Level of Supervision Exercised:**

This position exercises supervision over Financial Aid & Scholarships staff.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Financial aid and scholarship related rules, laws, regulations, policies, and procedures to comply with federal, state, local, and institutional requirements and regulations

Effective strategic planning, management, and leadership principles

Effective employee supervision, training, evaluation, and development techniques and practices

Objectives and technical aspects of financial aid programs and activities

Effective research, analytical, report writing, and presentation techniques

Principles, techniques, and processes for providing customer service

Budget preparation and control

Computer applications and programs including financial aid databases, information systems, spreadsheet, presentation, and data management tools

### **Skills & Abilities:**

Plan, organize, direct, and administer a comprehensive program of student financial aid and scholarships

Assemble and analyze data, prepare reports, deliver presentations, and make appropriate recommendations to District management

Effectively interpret, apply, and explain financial aid and scholarship laws, regulations, and procedures

Provide leadership and direction of the financial aid and scholarship program

Effectively select, train, supervise, evaluate, and motivate financial aid and scholarship staff

Analyze and evaluate existing financial aid and scholarship policies and programs and formulate appropriate recommendations for necessary improvements

Effectively represent the District in interactions with governmental agencies, community groups, and professional organizations

Anticipate conditions, plan ahead, establish priorities, and meet deadlines and schedules

Effectively prepare and monitor a public agency budget; maintain proper accounting and budgetary controls

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

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

Communicate effectively, both orally and in writing, using tact, patience, and courtesy

Stay updated on technology changes and adapt to new technologies

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources, and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging, and attainable goals are set for assigned groups and aligned with organizational objectives

Model professional integrity and ethics and deal quickly with breaches and misconduct

Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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:**

Bachelor's degree in Business Administration or a related field.

**Experience Requirement:**

Five years of experience in a student financial aid office with demonstrated knowledge and proficiency in related processing systems, rules, laws, regulations, and reporting, including three years of supervisory 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 noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

#### CLASS DETAIL

**Job Family:**

Student Servies (Non-Classroom)

**FLSA Status:**

Exempt

**Personnel Commission Approval Date:**

9/20/1995

**Class History:**

None

**Revision Date(s):**

10/16/19, 5/20/26

Agenda Report Number	31
Subject	Classification Description Revisions and Salary Reallocation: International Student Services Specialist Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **International Student Services Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Student Services job discipline (Phase II). Previous cyclical review of the Student Services job discipline (Phase I) was completed in August 2025. The International Education Center supports international students with many services, such as orientation, academic advising, and immigration assistance.

The International Student Services Specialist classification was established in April 1983. This classification has been revised several times since its establishment. The most recent revision was approved in December 2019, which included revisions to the class concept, distinguishing characteristics, duties, knowledge, skills, and abilities (KSAs), and requirements in order to clarify the job scope of the classification. There are currently six permanent incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for fiscal year 2025-26. The incumbents in the Student Services (Phase II) classifications and CSEA were invited to participate in a study orientation on Wednesday, July 23, 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. The study timeline was extended due to delayed PDQ submissions and the need for additional stakeholder feedback.

Personnel Commission staff consulted with the Associate Dean of the International Education Center, the Director of International Development, and the Dean of International Education 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 are being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, KSAs, and the minimum qualifications required of the job to more accurately reflect the nature of the work required.

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 the class concept, distinguishing characteristics, duties to more accurately reflect the work performed, KSAs, and requirements.

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

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	International Student Services Specialist	\$5,876	\$7,143	\$6,510	26,748
Cerritos College	International Admissions Specialist	\$5,692	\$6,841	\$6,267	22,948
El Camino College	Student Services Specialist	\$5,867	\$7,530	\$6,699	21,971
Foothill De Anza CCD	International Student Services Specialist	\$6,115	\$8,190	\$7,152	31,134
Glendale College	Programs and Services Specialist	\$5,557	\$7,092	\$6,325	15,885
Long Beach City College	International Student Services Specialist	\$5,007	\$6,157	\$5,582	26,189
Mt. San Antonio College	International Student Services Specialist	\$5,099	\$6,508	\$5,804	38,269
Santa Barbara City College	International Student Advisor	\$6,102	\$7,434	\$6,768	16,835
Ventura County CCD	Student Services Specialist - International Students	\$5,252	\$7,242	\$6,247	32,977
	Average	\$5,586	\$7,124	\$6,355	
	25th Percentile	\$5,214	\$6,758	\$6,136	
	50th Percentile	\$5,625	\$7,167	\$6,296	
	70th Percentile	\$5,850	\$7,415	\$6,661	
	80th Percentile	\$6,008	\$7,492	\$6,740	
	90th Percentile	\$6,106	\$7,728	\$6,883	
	SMC % RANK	71.9%	47.7%	<b>64.2%</b>	
	SMC Difference From AVG	4.9%	0.3%	2.4%	
	SMC Difference From MED	4.3%	-0.3%	3.3%	

The current salary range for International Student Services Specialist is Range 34 on the Classified Employee Salary Schedule. In this survey, SMC is in the 64.2% median percentile compared to all benchmark agencies with comparable classifications; that is, 35.8% of market comparables were paid higher than the SMC classification.

It is recommended that salary for the International Student Services Specialist be reallocated from Range 34 to Range 35 on the Classified Employee Salary Schedule, a 2.55% increase. This will place the median salary at the 71<sup>st</sup> percentile, which satisfies the District’s 70<sup>th</sup> percentile target.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Dean, International Education	A8	\$14,454	\$16,756	10.29%
Associate Dean, International Education	A7	\$13,105	\$15,192	4.69%
Director, International Programs	A5	\$12,518	\$14,511	97.85%
Senior International Student Services Specialist ( <i>Proposed</i> )*	37	\$6,327	\$7,690	2.54%
Senior Student Services Specialist-International	36	\$6,170	\$7,500	2.39%
<b><i>International Student Services Specialist (Proposed)</i></b>	<b>35</b>	<b>\$6,026</b>	<b>\$7,324</b>	<b>2.55%</b>
<b><i>International Student Services Specialist</i></b>	<b>34</b>	<b>\$5,876</b>	<b>\$7,143</b>	

\*Subsequent Agenda Item

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

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

**FROM:** Classified Employee Salary Schedule, Range 34  
**TO:** Classified Employee Salary Schedule, Range 35

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

**Santa Monica Community College District  
Personnel Commission**

**International Student Services Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification provide a variety of complex and specialized [technical](#) duties within the international student services area pertaining to admissions, immigration, housing, enrollment, health benefits, marketing, and recruitment.

**DISTINGUISHING CHARACTERISTICS**

The **International Student Services Specialist** performs complex and specialized [technical](#) duties relating to the preparation and implementation of student services in International Education. Incumbents are expected to be [specialists](#) in their functional area and have prior work experience in International Education.

[The Senior International Student Services Specialist serves as a lead worker and monitors and directs the work of permanent and temporary staff in the international student services area. Incumbents are specialists in their area and exercise a higher degree of responsibility and independent judgment, and act as the lead college expert regarding legal requirements for international students in the areas of immigration and homeland security.](#)

[A Student Services Assistant performs moderately difficult clerical and technical duties. Incumbents are responsible for completion of a functional phase of clerical or technical work in the student services area.](#)  
~~The International Student Specialist is distinguished from lower level student services classifications by the level, variety, complexity, and specialization of work, independence of action, responsibility for decisions, and level of supervision received.~~

**ESSENTIAL DUTIES**

***Depending upon assignment, duties may include any of the following:***

Provides information, serves as a resource and responds to inquiries from prospective and current students, staff, faculty, and the general public regarding the International Education Center, Santa Monica College, and community life via e-mail, [digital platforms](#), telephone, in-person, and by making group presentations and leading campus tours.

Advises and provides information and support to students and their representatives regarding immigration procedures and regulations such as petitions for reinstatement, visa status, and work permits; reviews benefit applications; determines eligibility and recommends benefits for students.

Reviews and processes international student applications for admission to the college [in accordance with District policies, federal regulations, and guidelines.](#)

Stays ~~abreast of~~ [updated on](#) current rules, regulations, and practices set by the Department of Homeland Security, and may serve as a Designated School Official for [the Student and Exchange Visitor Information System \(SEVIS\)](#), performing related duties such as issuing and signing I-20's, processing student transfers, and assisting students with completing required forms.

Audits, maintains, updates, and corrects databases and confidential student records, including SEVIS ([Student and Exchange Visitor Information System](#)) and [the College's](#) ISIS ([SMC-Integrated School Information System](#)) in compliance with federal immigration laws and regulations.

Meets and interfaces with students participating in the Intensive English Program (IEP); monitors student progress and assists with transitioning IEP students to matriculation.

Provides information and assistance to students to ensure that they meet health insurance requirements, [runs reports and reconciles files for insurance enrollments and payments.](#)

[Plans International Education Center social media, collaborates with student workers to develop and post reels and messages to increase visibility for the Center's program offerings.](#)

Facilitates the resolution of the concerns and issues of international students relating to campus life, cultural adjustment, and daily living in the United States.

Interviews students and parents to evaluate and assess student housing needs; provides information and support to students and their representatives regarding housing options; researches, negotiates, and recommends resolutions to housing problems and disputes.

Recruits F-1 Visa students through attendance at local language institutions and college fairs.

Develops and prepares statistical data for Federal, State, and/or District reports.

Interviews, selects, trains, and provides work direction to student workers.

Plans, coordinates and implements International Education special events, including scheduling, securing venues, negotiating and contracting guest speakers, securing the catering, decor and entertainment, preparing press releases, ~~and securing and setting up any media equipment and materials~~, [and advertises these events to the F-1 visa student population](#).

Researches, prepares, proofreads, edits, and delivers informational, marketing and promotional materials and correspondence; develops and maintains the International Education [housing](#) website.

May serve as the Principal Designated School Officer for ~~the Student Exchange and Visitor's Information System (SEVIS)~~ on a rotating basis.

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

##### **Level of Supervision Received:**

Under general supervision from an assigned administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

##### **Level of Supervision Exercised:**

This position serves as specialist in the assigned area providing specialized knowledge and guidance to other staff, faculty and student workers. Positions in this classification do not supervise others.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Federal, State and local laws, regulations, procedural guidelines, District policies, and program objectives related to International Education

Support services and resources for international students

Concepts of cultural competency and concerns of international students

Related computer programs, systems, databases, and applications

~~Principles, techniques and processes for providing customer service, including customer needs assessment and evaluation of customer satisfaction~~

Basic marketing and public relations [practices](#)

Administrative practices and procedures, including record keeping, data entry and reporting

Customer service [techniques/practices](#)

Elements required to successfully coordinate an event from planning through implementation

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

Research, analyze, and appropriately resolve the needs of international students, applicants, and their representatives

Pay attention to detail and make accurate calculations and assessments

~~Access international student systems to perform essential duties~~

Audit, update, and correct records using [external and internal information systems and databases SEVIS \(Student and Exchange Visitor Information System\)](#), ~~and ISIS (SMC Integrated School Information System)~~

~~Follow oral and written instructions~~

Train and provide clear and accurate instructions and work direction to others

Meet deadlines and [complete](#) work in a fast-paced environment with frequent interruptions and distractions

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

Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies

- Operate a computer using computer applications, programs and standard office equipment
- Organize and maintain specialized files and confidentiality of employee and student information
- Communicate effectively, both orally and in writing
- Stay ~~abreast of~~ 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:**

Associate's degree or equivalent ~~from an accredited college or university.~~

**Experience Requirement:**

Two ~~(2)~~-years of experience performing specialized and complex technical student services duties, preferably within the area of international students, such as processing international student visas.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None.

**Special Requirements:**

Employees in this classification are required to serve the College as a Designated School Official according to established Homeland Security policies. In accordance with Department of Homeland Security regulations, this designation requires US Citizenship or legal permanent resident status.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

**Disclosure:**

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

**Normal Office Environment:**

While performing the duties of this job, the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to ~~2025~~ pounds. While performing the duties of this job, the noise level in the work environment varies greatly.

**CLASS DETAIL**

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	4/83 <a href="#">Admissions &amp; International Student Services Specialist</a>
<b>Class History:</b>	International Program Specialist International Student Specialist Student Services Specialist-International Students
<b>Revision Date(s):</b>	11/16/06; 4/18/07; 1/21/09; 12/18/19, 5/20/26

**Santa Monica Community College District  
Personnel Commission**

**International Student Services Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification provide a variety of complex and specialized technical duties within the international student services area pertaining to admissions, immigration, housing, enrollment, health benefits, marketing, and recruitment.

**DISTINGUISHING CHARACTERISTICS**

The **International Student Services Specialist** performs complex and specialized technical duties relating to the preparation and implementation of student services in International Education. Incumbents are expected to be specialists in their functional area and have prior work experience in International Education.

The **Senior International Student Services Specialist** serves as a lead worker and monitors and directs the work of permanent and temporary staff in the international student services area. Incumbents are specialists in their area and exercise a higher degree of responsibility and independent judgment, and act as the lead college expert regarding legal requirements for international students in the areas of immigration and homeland security.

A **Student Services Assistant** performs moderately difficult clerical and technical duties. Incumbents are responsible for completion of a functional phase of clerical or technical work in the student services area.

**ESSENTIAL DUTIES**

***Depending upon assignment, duties may include any of the following:***

Provides information, serves as a resource and responds to inquiries from prospective and current students, staff, faculty, and the general public regarding the International Education Center, Santa Monica College, and community life via e-mail, digital platforms, telephone, in-person, and by making group presentations and leading campus tours.

Advises and provides information and support to students and their representatives regarding immigration procedures and regulations such as petitions for reinstatement, visa status, and work permits; reviews benefit applications; determines eligibility and recommends benefits for students.

Reviews and processes international student applications for admission to the college in accordance with District policies, federal regulations, and guidelines.

Stays updated on current rules, regulations, and practices set by the Department of Homeland Security, and may serve as a Designated School Official for the Student and Exchange Visitor Information System (SEVIS), performing related duties such as issuing and signing I-20's, processing student transfers, and assisting students with completing required forms.

Audits, maintains, updates, and corrects databases and confidential student records, including SEVIS and the College's ISIS (Integrated School Information System) in compliance with federal immigration laws and regulations.

Meets and interfaces with students participating in the Intensive English Program (IEP); monitors student progress and assists with transitioning IEP students to matriculation.

Provides information and assistance to students to ensure that they meet health insurance requirements; runs reports and reconciles files for insurance enrollments and payments.

Plans International Education Center social media; collaborates with student workers to develop and post reels and messages to increase visibility for the Center's program offerings.

Facilitates the resolution of the concerns and issues of international students relating to campus life, cultural adjustment, and daily living in the United States.

Interviews students and parents to evaluate and assess student housing needs; provides information and support to students and their representatives regarding housing options; researches, negotiates, and recommends resolutions to housing problems and disputes.

Recruits F-1 Visa students through attendance at local language institutions and college fairs.

Develops and prepares statistical data for Federal, State, and/or District reports.

Interviews, selects, trains, and provides work direction to student workers.

Plans, coordinates and implements International Education special events, including scheduling, securing venues, negotiating and contracting guest speakers, securing the catering, decor and entertainment, preparing press releases, securing and setting up any media equipment and materials, and advertises these events to the F-1 visa student population.

Researches, prepares, proofreads, edits, and delivers informational, marketing and promotional materials and correspondence; develops and maintains the International Education website.

May serve as the Principal Designated School Officer for SEVIS on a rotating basis.

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

### ***Level of Supervision Received:***

Under general supervision from an assigned administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

### ***Level of Supervision Exercised:***

This position serves as specialist in the assigned area providing specialized knowledge and guidance to other staff, faculty and student workers. Positions in this classification do not supervise others.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Federal, State and local laws, regulations, procedural guidelines, District policies, and program objectives related to International Education

Support services and resources for international students

Concepts of cultural competency and concerns of international students

Related computer programs, systems, databases, and applications

Basic marketing and public relations practices

Administrative practices and procedures, including record keeping, data entry and reporting

Customer service practices

Elements required to successfully coordinate an event from planning through implementation

### **Skills & Abilities:**

Research, analyze, and appropriately resolve the needs of international students, applicants, and their representatives

Pay attention to detail and make accurate calculations and assessments

Audit, update, and correct records using external and internal information systems and databases

Train and provide clear and accurate instructions and work direction to others

Meet deadlines and complete work in a fast-paced environment with frequent interruptions and distractions

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

Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies

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

Organize and maintain specialized files and confidentiality of 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:**

Associate's degree or equivalent..

**Experience Requirement:**

Two years of experience performing specialized and complex technical student services duties, preferably within the area of international students, such as processing international student visas.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None.

**Special Requirements:**

Employees in this classification are required to serve the College as a Designated School Official according to established Homeland Security policies. In accordance with Department of Homeland Security regulations, this designation requires US Citizenship or legal permanent resident status.

#### WORKING ENVIRONMENT AND PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

While performing the duties of this job, the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 20 pounds. While performing the duties of this job, the noise level in the work environment varies greatly.

#### CLASS DETAIL

**Job Family:**

Student Services (Non-Classroom)

**FLSA Status:**

Non-exempt

**Personnel Commission Approval Date:**

4/83

Admissions & International Student Services Specialist

**Class History:**

International Program Specialist

International Student Specialist

Student Services Specialist-International Students

**Revision Date(s):**

11/16/06; 4/18/07; 1/21/09; 12/18/19, 5/20/26

Agenda Report Number	32
Subject	Retitle, Classification Description Revisions, and Salary Reallocation: Senior Student Services Specialist-International to Senior International Student Services Specialist Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

**BACKGROUND**

Attached for your approval are the classification revisions for **Senior Student Services Specialist-International**.

As part of the cyclical review process, we are reviewing classifications in the Student Services job discipline (Phase II). Previous cyclical review of the Student Services job discipline (Phase I) was completed in August 2025. The International Education Center supports international students with many services, such as orientation, academic advising, and immigration assistance.

The Senior Student Services Specialist-International classification was established in September 1998. This classification has been revised several times since its establishment. The most recent revision was approved in April 2008, with a revision to the job title to clarify the role by listing “Senior” at the start of the title. There is currently one permanent incumbent in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for fiscal year 2025-26. The incumbents in the Student Services (Phase II) classifications and CSEA were invited to participate in a study orientation on Wednesday, July 23, 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. The study timeline was extended due to delayed PDQ submissions and the need for additional stakeholder feedback.

Personnel Commission staff consulted with the Associate Dean of the International Education Center, the Director of International Development, and the Dean of International Education 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 are being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, level of supervision exercised, knowledge, skills, and abilities (KSAs), and the minimum qualifications required of the job to more accurately reflect the nature of the work required.

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 the class concept, distinguishing characteristics, duties to more accurately reflect the work performed, level of supervision exercised, KSAs, and requirements.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. 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 utilize roles at a senior or lead-level for an international student services area. As a result, salary review is based on salary compression considerations.

It is recommended that salary for the Senior Student Services Specialist-International be reallocated from Range 36 to Range 37 on the Classified Employee Salary Schedule, a 2.54% increase. Salary review is based on internal compression between the Senior Student Services Specialist-International and the International Student Services Specialist, in order to maintain a lead-level pay differential of 5%.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Dean, International Education	A8	\$14,454	\$16,756	10.29%
Associate Dean, International Education	A7	\$13,105	\$15,192	4.69%
Director, International Programs	A5	\$12,518	\$14,511	97.85%
<b><i>Senior International Student Services Specialist (Proposed)</i></b>	<b>37</b>	<b>\$6,327</b>	<b>\$7,690</b>	<b>2.54%</b>
<b><i>Senior Student Services Specialist-International</i></b>	<b>36</b>	<b>\$6,170</b>	<b>\$7,500</b>	<b>2.39%</b>
International Student Services Specialist <i>(Proposed)*</i>	35	\$6,026	\$7,324	2.55%
International Student Services Specialist	34	\$5,876	\$7,143	

\*Previous Agenda Item

Cyclical review results have been sent to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

It is recommended that the Commission approve the proposed retitle, classification description revisions, and salary reallocation for Senior Student Services Specialist-International.

**FROM:** Senior Student Services Specialist – International  
Classified Employee Salary Schedule Range 36

**TO:** Senior International Student Services Specialist  
Classified Employee Salary Schedule Range 37

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

**Santa Monica Community College District  
Personnel Commission**

**Senior International Student Services Specialist –International Students**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform lead work and provide a variety of complex and specialized technical duties within the international student services area ~~and exercise a great degree of responsibility.~~

DISTINGUISHING CHARACTERISTICS

The **Senior International Student Services Specialist –International Students** class serves as a lead workers and monitors and directs the work of permanent and temporary staff in the international student services area. Incumbents are specialists in their area and exercise a higher degree of responsibility and independent judgment, and act as the ~~—They serve as liaison with federal agencies involved with attendance by foreign students at Santa Monica College. Serves as lead college expert regarding legal requirements for international students in the areas of immigration and homeland security, and serves as the contact point for federal agencies concerning student issues in those areas.~~

The International Student Services Specialist performs complex and specialized technical duties relating to the preparation and implementation of student services in International Education. Incumbents are expected to be specialists in their functional area and have prior work experience in International Education.

~~The Student Services Specialist –International Students class perform complex and specialized duties within international student services area such as assisting students with F-1 visa status and to staying abreast of current rules and regulations set by the Department of Immigration and Naturalization Service. Incumbents are expected to be a specialist in their international student area and have prior work experience in the specific functional area. Incumbents are expected to resolve complex problems and issues presented by Student Services Assistants or Clerks, other staff, students, counselors, faculty and other members of the College and broader community. At this level, correction and control of more complex errors in student records are performed to ensure accuracy.~~

~~The Student Services Assistant class performs routine and moderately difficult clerical and technical duties in support of an assigned within admissions and records, international students, or financial aid student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical or technical work in the assigned student services area, such as transcript evaluation and graduation eligibility, certification of students for Veteran benefits, test administration, lead work in student enrollment and registration, international students admissions and student services or processing student loans and performing default management procedures. Incumbents are responsible for completion of a functional phase of work necessary in these student services areas, requiring knowledge of rules and regulations.~~

ESSENTIAL DUTIES

Assists staff and international students with F-1 visa status; provides legal information regarding immigration laws affecting F-1 visa students, and determines student compliance with laws to help ensure continued visa eligibility and maintenance of F-1 status for students.

Answers inquiries and provides information to students, faculty, staff, and the public on District, Federal, and State procedures relating to student services area.

Assigns, monitors and directs work to lower-level staff related to seasonal projects, such as the Student Exchange and Visitor's Information System (SEVIS) registration project, admissions workload balancing, or the commission project.

~~Stays abreast of updated on the current rules and regulations set by the Department of Homeland Security-Immigration and Naturalization Service, and is may serve as the Principal Designated School Officer for Student Exchange and Visitor's Information System (SEVIS) by reviewing international student records and maintaining accurate data entry in SEVIS to adhere to federal regulations.~~

Advises students about visa status, work permits, practical training, and reinstatements; reviews student transcripts to determine eligibility for and processes work permits, practical training, and internships; prepares paperwork for processing reinstatements with the Department of Homeland Security-Immigration and Naturalization Service in order to support international student success and ensure compliance with federal immigration regulations.

Processes new student transfers, change of status, and reinstatements during the admission period; ~~determines, monitors~~ full-time student status ~~of students for compliance with enrollment regulations by running reports; and releases SEVIS records to other colleges and universities as needed.~~

~~Processes Transfer Clearance Forms for students leaving the College.~~

Signs I-20 forms [to authorize international students](#) for travel [in accordance with federal immigration regulations](#).

~~Serves as College liaison for international students with the Department of Immigration and Naturalization Service, immigration attorneys, and other colleges.~~

Prepares, updates, and oversees the production and distribution of International Student Services information and guideline materials [such as the campus manual](#) that are used by counselors, department representatives, and students.

Resolves complex problems and issues presented by Student Services, Assistants or Clerks, other staff, students, counselors, faculty, and other members of the College community.

Performs correction and control of more complex errors in student files to ensure their accuracy.

Prepares and finalizes statistical data for Federal, State, and/or District reports.

Serves as guest speaker for classes ~~arranges IRS tax seminars, and~~ provides visa information at information seminars [to educate students on the regulations governing their F-1 status](#).

Attends conferences relating to the current immigration laws affecting F-1 visa students.

[Oversees the planning and execution of special events for international students and advertises these events to the F-1 visa student population to promote participation in international education programs.](#)

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

**Level of Supervision Received:**

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

**Level of Supervision Exercised:**

[Positions in this classification do not supervise others, but serve in a lead capacity, providing training and work direction to permanent and temporary staff in the international student services area.](#)

~~Serves as specialist in assigned area providing specialized knowledge and guidance to others, which can include student assistants, coworkers, and other District staff. There is no supervision of other classified positions.~~

KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

~~Of the Code of Federal Regulations related to F-1 status students, knowledge of Immigration and Nationality Act, knowledge of Family Educational Rights and Privacy Act, and State and local laws, regulations, procedural guidelines, District policies, and program objectives related to International Education~~

~~Knowledge of personal computer based software programs that support this level of work, including word processing, spreadsheet, presentation graphics, and data management~~

~~Related computer programs, systems, databases, and applications~~

~~Support services and resources for international students~~

~~Concepts of cultural competency and concerns of international students~~

~~Administrative practices and procedures, including record keeping, data entry, and reporting~~

~~Knowledge of Customer service practices~~

**Skills & Abilities:**

~~Skills in detail orientation~~

~~Research, analyze, and appropriately resolve the needs of international students, applicants, and their representatives~~

~~Ability to Interpret Department of ~~Immigration and Naturalization Service~~ Homeland Security rules and regulations~~

~~Ability to Process F-1 visa benefits as provided under relevant statutory provisions~~

~~Ability to Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records~~

~~Ability to access international student systems to perform essential duties. Audit, update, and correct records using external and internal information systems and databases~~

~~Ability to~~ Write reports, correspondence, and informational materials

~~Ability to complete work with multiple interruptions and distractions. Meet deadlines and complete work in a fast-paced environment with frequent interruptions and distractions~~

~~Ability to~~ Collaborate with other student services areas

Train and provide clear and accurate instructions and work direction to others

~~Ability to~~ Interpret, communicate, and apply, and explain applicable laws, and regulations, and District policies and procedures ~~particularly as they relate~~d to assigned area of responsibility

~~Ability to~~ Organize, set priorities and exercise sound independent judgement within areas of assigned responsibilityplan, and implement a variety of tasks simultaneously.

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

~~Ability to~~Organize and maintain specialized files and confidentiality of employee and student informationfiles.

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

~~Ability to maintain effective working relationships with students, staff, external contacts, and the general public.~~

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

~~AA~~Associate's degree or ~~2 years of college level coursework or equivalent.~~ Bachelor's degree is desirable.

**Experience Requirement:**

Five ~~(5)~~ years of experience performing specialized and complex technical student services duties within the area of international students, such as processing international student visas.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None.

**Special Requirements:**

Employees in this classification are required to serve the college as a Designated School Official according to established Homeland Security policies. In accordance with Department of Homeland Security regulations, this designation requires US Citizenship or legal permanent resident status.

#### WORKING ENVIRONMENT AND PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

While performing the duties of this job, the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 2025 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	<a href="#">4/16/06</a> <a href="#">09/98</a>
<b>Class History:</b>	Immigration Coordinator, Student Services Senior Specialist - International
<b>Revision Date(s):</b>	11/16/06, 4/16/08, 5/20/26

**Santa Monica Community College District  
Personnel Commission**

**Senior International Student Services Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform lead work and provide a variety of complex and specialized technical duties within the international student services area.

**DISTINGUISHING CHARACTERISTICS**

The **Senior International Student Services Specialist** serves as a lead worker and monitors and directs the work of permanent and temporary staff in the international student services area. Incumbents are specialists in their area and exercise a higher degree of responsibility and independent judgment, and act as the lead college expert regarding legal requirements for international students in the areas of immigration and homeland security.

The **International Student Services Specialist** performs complex and specialized technical duties relating to the preparation and implementation of student services in International Education. Incumbents are expected to be specialists in their functional area and have prior work experience in International Education.

The **Student Services Assistant** performs moderately difficult clerical and technical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical or technical work in the assigned student services area.

**ESSENTIAL DUTIES**

Assists staff and international students with F-1 visa status; provides legal information regarding immigration laws affecting F-1 visa students, and determines student compliance with laws to help ensure continued visa eligibility and maintenance of F-1 status for students.

Answers inquiries and provides information to students, faculty, staff, and the public on District, Federal, and State procedures relating to student services area.

Assigns, monitors and directs work to lower-level staff related to seasonal projects, such as the Student Exchange and Visitor's Information System (SEVIS) registration project, admissions workload balancing, or the commission project.

Stays updated on the current rules and regulations set by the Department of Homeland Security, and may serve as the Principal Designated School Officer for SEVIS by reviewing international student records and maintaining accurate data entry in SEVIS to adhere to federal regulations.

Advises students about visa status, work permits, practical training, and reinstatements; reviews student transcripts to determine eligibility for and processes work permits, practical training, and internships; prepares paperwork for processing reinstatements with the Department of Homeland Security in order to support international student success and ensure compliance with federal immigration regulations.

Processes new student transfers, change of status, and reinstatements during the admission period; monitors full-time student status for compliance with enrollment regulations by running reports; and releases SEVIS records to other colleges and universities as needed.

Signs I-20 forms to authorize international students for travel in accordance with federal immigration regulations.

Prepares, updates, and oversees the production and distribution of International Student Services information and guideline materials that are used by counselors, department representatives, and students.

Resolves complex problems and issues presented by Student Services, Assistants or Clerks, other staff, students, counselors, faculty, and other members of the College community.

Performs correction and control of more complex errors in student files to ensure their accuracy.

Prepares and finalizes statistical data for Federal, State, and/or District reports.

Serves as guest speaker for classes and provides visa information at information seminars to educate students on the regulations governing their F-1 status.

Attends conferences relating to the current immigration laws affecting F-1 visa students.

Oversees the planning and execution of special events for international students and advertises these events to the F-1 visa student population to promote participation in international education programs.

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

### ***Level of Supervision Received:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

### ***Level of Supervision Exercised:***

Positions in this classification do not supervise others, but serve in a lead capacity, providing training and work direction to permanent and temporary staff in the international student services area.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Code of Federal Regulations related to F-1 status students, Immigration and Nationality Act, Family Educational Rights and Privacy Act, and State and local laws, regulations, procedural guidelines, District policies, and program objectives related to International Education

Related computer programs, systems, databases, and applications

Support services and resources for international students

Concepts of cultural competency and concerns of international students

Administrative practices and procedures, including record keeping, data entry, and reporting

Customer service practices

### **Skills & Abilities:**

Research, analyze, and appropriately resolve the needs of international students, applicants, and their representatives

Interpret Department of Homeland Security rules and regulations

Process F-1 visa benefits as provided under relevant statutory provisions

Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records

Audit, update, and correct records using external and internal information systems and databases

Write reports, correspondence, and informational materials

Meet deadlines and complete work in a fast-paced environment with frequent interruptions and distractions

Collaborate with other student services areas

Train and provide clear and accurate instructions and work direction to others

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures related to assigned area of responsibility

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

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

Organize and maintain specialized files and confidentiality of 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:**

Associate's degree or equivalent.

**Experience Requirement:**

Five years of experience performing specialized and complex technical student services duties within the area of international students, such as processing international student visas.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None.

**Special Requirements:**

Employees in this classification are required to serve the college as a Designated School Official according to established Homeland Security policies. In accordance with Department of Homeland Security regulations, this designation requires US Citizenship or legal permanent resident status.

#### WORKING ENVIRONMENT AND PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

While performing the duties of this job, the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 20 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

#### CLASS DETAIL

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	09/98
<b>Class History:</b>	Immigration Coordinator, Student Services Senior Specialist - International
<b>Revision Date(s):</b>	11/16/06, 4/16/08, 5/20/26

Agenda Report Number	33
Subject	Classification Description Revisions and Salary Reallocation: Outreach & Recruitment Specialist Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Outreach & Recruitment Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Student Services job discipline (Phase II). Previous cyclical review of the Student Services job discipline (Phase I) was completed in August 2025. The Welcome Center is responsible for outreach and onboarding activities that support new and prospective students by guiding them through the application, enrollment, and onboarding process to help ensure a smooth transition to Santa Monica College.

The Outreach & Recruitment Specialist classification was established in October 2018. This classification has been revised once since its establishment. The last revision was approved in November 2021, which included revisions to the class concept, distinguishing characteristics, duties, knowledge, skills, and abilities (KSAs), and requirements in order to clarify the job scope of the classification. There are currently five permanent incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for fiscal year 2025-26. The incumbents in the Student Services (Phase II) classifications and CSEA were invited to participate in a study orientation on Wednesday, July 23, 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. Commission staff subsequently conducted job audits to obtain input from the incumbents. The information gathered from the job audits was reviewed with the managers. The study timeline was extended due to delayed PDQ submissions and the need for additional stakeholder feedback.

Personnel Commission staff consulted with the previous supervisor, the Interim Associate Dean for Outreach, Onboarding and Student Engagement and the current supervisor, the Dean for Community & Academic Relations, to discuss the classification description. In addition, the current 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 being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, level

of supervision exercised, KSAs, and the minimum qualifications required of the job to more accurately reflect the nature of the work required.

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 the distinguishing characteristics, duties to more accurately reflect the work performed, level of supervision exercised, KSAs, and requirements.

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

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Outreach & Recruitment Specialist	\$5,876	\$7,143	\$6,510	26,748
El Camino College	Student Services Specialist	\$5,867	\$7,530	\$6,699	21,971
Long Beach City College	Community Outreach Assistant	\$4,516	\$5,550	\$5,033	26,189
Los Angeles CCD	Student Recruiter	\$5,715	\$7,080	\$6,397	135,917
Mt. San Antonio College	Student Services Outreach Specialist	\$5,578	\$7,120	\$6,349	38,269
Riverside CCD	Outreach Specialist	\$5,977	\$7,281	\$6,629	42,274
	Average	\$5,447	\$6,758	\$6,102	
	25th Percentile	\$5,313	\$6,697	\$6,020	
	50th Percentile	\$5,647	\$7,100	\$6,373	
	70th Percentile	\$5,741	\$7,136	\$6,420	
	80th Percentile	\$5,820	\$7,184	\$6,490	
	90th Percentile	\$5,898	\$7,233	\$6,559	
	SMC % RANK	87.1%	71.4%	<b>62.1%</b>	
	SMC Difference From AVG	7.3%	5.4%	6.3%	
	SMC Difference From MED	3.9%	0.6%	2.1%	

The current salary range for Outreach & Recruitment Specialist is Range 34 on the Classified Employee Salary Schedule. In this survey, SMC is in the 62.1% median percentile compared to all benchmark agencies with comparable classifications; that is, 37.9% of market comparables were paid higher than the SMC classification.

It is recommended that salary for the Outreach & Recruitment Specialist be reallocated from Range 34 to Range 35 on the Classified Employee Salary Schedule, a 2.55% increase. This will place the median salary at the 92<sup>nd</sup> percentile, which satisfies the District’s 70<sup>th</sup> percentile target.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Dean, Community & Academic Relations	A8	14,454	\$16,756	139.86%
<i>Outreach &amp; Recruitment Specialist (Proposed)</i>	<b>35</b>	<b>\$6,026</b>	<b>\$7,324</b>	<b>2.55%</b>
<i>Outreach &amp; Recruitment Specialist</i>	<b>34</b>	<b>\$5,876</b>	<b>\$7,143</b>	<b>10.24%</b>
Student Onboarding Specialist*	30	\$5,330	\$6,479	

\*Under Review

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

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

**FROM:** Classified Employee Salary Schedule, Range 34  
**TO:** Classified Employee Salary Schedule, Range 35

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

**Santa Monica Community College District  
Personnel Commission**

**Outreach & Recruitment Specialist**

CONCEPT OF THE CLASS

Under general supervision, the position in this classification serves as a project lead for outreach committees and events, and plans, tracks, coordinates, and performs a variety of outreach campaigns and activities in order to promote interest in the College and encourage student enrollment.

DISTINGUISHING CHARACTERISTICS

The **Outreach & Recruitment Specialist** is distinguished from other student services classifications by performing [technical and complex](#) and specialized [technical](#) duties related to student outreach and recruitment activities to promote College enrollment. This classification is further distinguished from the Student Services Assistant and Student Services Clerk classifications by the level, variety, and complexity of work, independence of action and responsibility for decisions, and level of supervision received.

The **Student Onboarding Specialist** class performs complex and specialized [technical](#) duties pertaining to programs that support new students as they transition to college. It is distinguished from other student services classifications by the nature of work and specialized knowledge required.

[A Student Services Assistant performs moderately difficult clerical and technical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical or technical work in the assigned student services area.](#)

~~The **Administrative Assistant** classification series have primary responsibility in providing entry to highly complex secretarial and clerical support to an assigned administrator, manager or department chair by receiving and screening visitors, phone calls and emails, managing meeting calendars, making arrangements for conferences and events, preparing and maintaining a variety of documents, files, and records, preparing payroll, entering and compiling data, and other related clerical duties.~~

ESSENTIAL DUTIES

Participates in the development, planning, publicizing, implementation, and promotion of programs and events in an effort to increase enrollment; oversees event planning including scheduling dates, catering and venues, coordinating counselor participation, preparing announcements, and securing media equipment.

Liaises with and performs recruitment and outreach activities for high schools and local community agencies to promote the college, make connections with prospective students, and increase enrollment.

Prepares and conducts program-specific and general college orientations, presentations, workshops, college information days, campus tours, and visitations for new and prospective students and families.

Provides information to prospective students about college programs and services; refers and connects students to appropriate campus resources for in-depth program information.

Manages timelines, calendar and processes for event committee tasks and program execution.

Researches and recommends innovative recruitment strategies to engage and attract prospective students.

~~Assists~~[Provides information to](#) prospective students, families, high school counselors and instructors [on with program requirements, registration processes, class schedules, transfer processes, course self-placement assessment, and financial aid programs to support outreach efforts.](#)

Prepares, updates and oversees the production of brochures, handouts and other informational material, [in collaboration with the marketing department](#); organizes and prepares promotional materials for new student and high school counselor packets; creates and updates content on assigned website.

Serves as a liaison between District staff, faculty, students, community agencies, and other key stakeholders and provides information on related services; collaborates with campus departments and student services programs to plan and execute program events and initiatives to enhance recruitment efforts.

Collaborates with the ~~MIS~~[marketing](#) department to create and update [customer relations management systems database](#) for mass mailing to program participants; uses student information systems to track, target and contact prospective students, scheduled event attendees, program participants, and subsequent student enrollees.

[Collaborates with Management Information Systems to compile](#) and maintain baseline and historical program data, detailed and accurate records, reports and statistics to track program activities and event participation, in order to evaluate program effectiveness.

Participates in coordinating programming efforts, including Super Saturday, High School Counselor Appreciation Day, First Year Experience and other related programs.

Researches potential sources of recruitment and outreach for underserved student populations; identifies and recruits students who are eligible for special program services.

Contacts and schedules guest speakers for program events to maximize contact with potential students.

Works within a set budget to determine event supplies and logistics; reviews costs with supervisor for approval.

[May attend information sessions hosted by other departments to stay updated on the college's program offerings.](#)

Performs other related duties as requested or assigned.

**[Depending on the area assigned, the following may be essential functions:](#)**

[Travels out of state using public or private transportation to promote the college to prospective students at outreach events; makes travel arrangements and completes required forms for reimbursement as directed.](#)

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

SUPERVISION

**[Level of Supervision Received](#)**

Under general supervision from an assigned administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

**[Level of Supervision Exercised](#)**

Positions in this classification do not supervise [or serve in a lead capacity to other classified staff members, but may provide guidance to other staff and student workers, others, but may provide lead direction to assigned staff.](#)

KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

[Federal, State and local laws, regulations, and procedural guidelines related to assigned program](#)

Mission, objectives, goals, and service delivery requirements of assigned program

[Principles of Public relations, recruitment publicity, and marketing techniques](#)

Basic statistics, research, data gathering, and reporting methods and techniques

Student information systems [and related applications](#) used to track and contact program participants

Event planning [techniques](#)

Basic budgeting practices and procedures

Customer service practices

District policies and the structure, organization and function of various offices on the campus in order to ensure smooth operation and assist students

[Student outreach, enrollment, matriculation, and retention programs](#)

Computer software programs that support this level of work which includes word processing, spreadsheet, presentation, data and webpage editing software

[Correct grammar, punctuation, vocabulary and spelling](#)

**Skills & Abilities:**

[Plan, coordinate, and evaluate outreach and recruitment events that align with institutional goals](#)

[Exercise independent judgment to expedite program goals, resolve problems, and improve work processes](#)

Demonstrate sensitivity and understanding of the diverse challenges and needs faced by targeted populations

[Prepares/Write](#) reports, correspondence, and informational materials [including delivery of effective presentations](#)

Organize and present data and statistics in a clear, logical, and accurate manner

~~Conduct organized, professional, and effective presentations~~

~~Maintain current knowledge of student outreach, enrollment, matriculation, and retention programs~~

~~Travel and work within service area of the district~~

Provide work direction and train others

Work with multiple interruptions and distractions

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

Interpret, apply, explain, and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

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

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

Communicate effectively, both orally and in writing

Stay ~~updated~~ abreast of on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Travel locally and out-of-state for outreach activities, representing the college in a positive and professional manner

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:**

Associate's degree or equivalent in communications, business, public relations or a ~~closely~~ related field. Bachelor's degree is desirable.

**Experience Requirement:**

Two years of experience performing technical duties for ~~with~~ student services programs, which included extensive public involvement and participation in promotion and coordination of program activities.

**Experience/Education Equivalency:**

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

**Licensure and/or Certification:**

~~None.~~

A valid driver's license may be required for some positions.

**Special Requirements:**

Willingness and ability to work varied hours, including some evenings and weekends.

Willingness and ability to travel locally and out of state as required.

#### 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 Working 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 may be required to lift, carry, push, or pull up to 35 pounds. While performing the duties of this job, the noise level in the work environment varies greatly.

CLASS DETAIL

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Non-Exempt
<b>Personnel Commission Approval Date:</b>	10/17/18
<b>Class History:</b>	None
<b>Revision Date(s):</b>	11/17/21, 5/20/26

**Santa Monica Community College District  
Personnel Commission**

**Outreach & Recruitment Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, the position in this classification serves as a project lead for outreach committees and events, and plans, tracks, coordinates, and performs a variety of outreach campaigns and activities in order to promote interest in the College and encourage student enrollment.

**DISTINGUISHING CHARACTERISTICS**

The **Outreach & Recruitment Specialist** is distinguished from other student services classifications by performing complex and specialized technical duties related to student outreach and recruitment activities to promote College enrollment. This classification is further distinguished from the Student Services Assistant and Student Services Clerk classifications by the level, variety, and complexity of work, independence of action and responsibility for decisions, and level of supervision received.

The **Student Onboarding Specialist** class performs complex and specialized technical duties pertaining to programs that support new students as they transition to college. It is distinguished from other student services classifications by the nature of work and specialized knowledge required.

A **Student Services Assistant** performs moderately difficult clerical and technical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical or technical work in the assigned student services area.

**ESSENTIAL DUTIES**

Participates in the development, planning, publicizing, implementation, and promotion of programs and events in an effort to increase enrollment; oversees event planning including scheduling dates, catering and venues, coordinating counselor participation, preparing announcements, and securing media equipment.

Liaises with and performs recruitment and outreach activities for high schools and local community agencies to promote the college, make connections with prospective students, and increase enrollment.

Prepares and conducts program-specific and general college orientations, presentations, workshops, college information days, campus tours, and visitations for new and prospective students and families.

Provides information to prospective students about college programs and services; refers and connects students to appropriate campus resources for in-depth program information.

Manages timelines, calendar and processes for event committee tasks and program execution.

Researches and recommends innovative recruitment strategies to engage and attract prospective students.

Provides information to prospective students, families, high school counselors and instructors on program requirements, registration processes, class schedules, transfer processes, course self-placement, and financial aid programs to support outreach efforts.

Prepares, updates and oversees the production of brochures, handouts and other informational material, in collaboration with the marketing department; organizes and prepares promotional materials for new student and high school counselor packets; creates and updates content on assigned website.

Serves as a liaison between District staff, faculty, students, community agencies, and other key stakeholders and provides information on related services; collaborates with campus departments and student services programs to plan and execute program events and initiatives to enhance recruitment efforts.

Collaborates with the marketing department to create and update customer relations management systems for mass mailing to program participants; uses student information systems to track, target and contact prospective students, scheduled event attendees, program participants, and subsequent student enrollees.

Collaborates with Management Information Systems to compile and maintain baseline and historical program data, detailed and accurate records, reports and statistics to track program activities and event participation, in order to evaluate program effectiveness.

Participates in coordinating programming efforts, including Super Saturday, High School Counselor Appreciation Day, First Year Experience and other related programs.

Researches potential sources of recruitment and outreach for underserved student populations; identifies and recruits students who are eligible for special program services.

Contacts and schedules guest speakers for program events to maximize contact with potential students.

Works within a set budget to determine event supplies and logistics; reviews costs with supervisor for approval.

May attend information sessions hosted by other departments to stay updated on the college's program offerings.

Performs other related duties as requested or assigned.

Depending on the area assigned, the following may be essential functions:

Travels out of state using public or private transportation to promote the college to prospective students at outreach events; makes travel arrangements and completes required forms for reimbursement as directed.

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

## SUPERVISION

### ***Level of Supervision Received***

Under general supervision from an assigned administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

### ***Level of Supervision Exercised***

Positions in this classification do not supervise or serve in a lead capacity to other classified staff members, but may provide guidance to other staff and student workers.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Federal, State and local laws, regulations, and procedural guidelines related to assigned program

Mission, objectives, goals, and service delivery requirements of assigned program

Public relations, recruitment, and marketing techniques

Basic statistics, research, data gathering, and reporting methods and techniques

Student information systems and related applications used to track and contact program participants

Event planning techniques

Basic budgeting practices and procedures

Customer service practices

District policies and the structure, organization and function of various offices on the campus in order to ensure smooth operation and assist students

Student outreach, enrollment, matriculation, and retention programs

Computer software programs that support this level of work which includes word processing, spreadsheet, presentation, data and webpage editing software

### **Skills & Abilities:**

Plan, coordinate, and evaluate outreach and recruitment events that align with institutional goals

Demonstrate sensitivity and understanding of the diverse challenges and needs faced by targeted populations

Prepares reports, correspondence, and informational materials including delivery of effective presentations

Organize and present data and statistics in a clear, logical, and accurate manner

Provide work direction and train others

Work with multiple interruptions and distractions

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

Interpret, apply, explain, and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

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

Organize and maintain specialized files and confidentiality of 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

Travel locally and out-of-state for outreach activities, representing the college in a positive and professional manner

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:**

Associate's degree or equivalent in communications, business, public relations or a related field.

**Experience Requirement:**

Two years of experience performing technical duties for student services programs, which included extensive public involvement and participation in promotion and coordination of program activities.

**Experience/Education Equivalency:**

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

**Licensure and/or Certification:**

A valid driver's license may be required for some positions.

**Special Requirements:**

Willingness and ability to work varied hours, including some evenings and weekends.

Willingness and ability to travel locally and out of state as required.

#### 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 Working 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 may be required to lift, carry, push, or pull up to 35 pounds. While performing the duties of this job, the noise level in the work environment varies greatly.

**CLASS DETAIL**

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Non-Exempt
<b>Personnel Commission Approval Date:</b>	10/17/18
<b>Class History:</b>	None
<b>Revision Date(s):</b>	11/17/21, 5/20/26

Agenda Report Number	34
Subject	Classification Description Revisions and Salary Reallocation: Enrollment Services Specialist Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Enrollment Services Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Student Services job discipline (Phase II). Previous cyclical review of the Student Services job discipline (Phase I) was completed in August 2025. The Admissions & Records Office provides services to help students meet their educational goals, including new student enrollment, residency, and athletic eligibility verification services.

The Enrollment Services Specialist classification was established in June 1977. This classification has been revised several times since its establishment. The most recent revision was approved in June 2019, and included a retitle from Student Services Specialist - Admissions & Records to Enrollment Services Specialist, as well as revisions to the class concept, distinguishing characteristics, duties, knowledge, skills, and abilities (KSAs), and requirements in order to clarify the job scope of the classification. There are currently four permanent incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for fiscal year 2025-26. The incumbents in the Student Services (Phase II) classifications and CSEA were invited to participate in a study orientation on Wednesday, July 23, 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. The study timeline was extended due to delayed PDQ submissions and the need for additional stakeholder feedback.

Personnel Commission staff consulted with the Dean of Enrollment Services and the Admissions & Records 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 are being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, KSAs, and the minimum qualifications required of the job to more accurately reflect the nature of the work required.

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 the class concept, distinguishing characteristics, duties assigned, KSAs, and the minimum qualifications.

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

The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Enrollment Services Specialist	\$5,330	\$6,479	\$5,905	26,748
El Camino College	Admissions & Records Technician II	\$5,190	\$6,628	\$5,909	21,971
Foothill De Anza CCD	Enrollment Services Specialist II	\$6,115	\$8,190	\$7,152	31,134
Long Beach City College	Admissions and Records Technician	\$5,007	\$6,157	\$5,582	26,189
North Orange County CCD	Admissions & Records Specialist	\$5,491	\$6,617	\$6,054	43,148
Pasadena City College	Admissions and Records Clerk III	\$4,894	\$6,246	\$5,570	26,522
Santa Barbara City College	Admissions and Records Specialist	\$5,528	\$6,736	\$6,132	16,835
	Average	\$5,371	\$6,762	\$6,067	
	25th Percentile	\$5,053	\$6,339	\$5,664	
	50th Percentile	\$5,341	\$6,623	\$5,982	
	70th Percentile	\$5,510	\$6,682	\$6,093	
	80th Percentile	\$5,528	\$6,736	\$6,132	
	90th Percentile	\$5,821	\$7,463	\$6,642	
	SMC % RANK	49.3%	32.5%	<b>39.7%</b>	
	SMC Difference From AVG	-0.8%	-4.4%	-2.7%	
	SMC Difference From MED	-0.2%	-2.2%	-1.3%	

The current salary range for Enrollment Services Specialist is Range 30 on the Classified Employee Salary Schedule. In this survey, SMC is in the 39.7% median percentile compared to all benchmark agencies with comparable classifications; that is, 60.3% of market comparables were paid higher than the SMC classification.

It is recommended that salary for the Enrollment Services Specialist be reallocated from Range 30 to Range 32 on the Classified Employee Salary Schedule, a 5% increase. This will place the median salary at the 81<sup>st</sup> percentile, which satisfies the District’s 70<sup>th</sup> percentile target.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Dean, Enrollment Services	A8	\$14,454	\$16,756	90.61%
Admissions and Records Supervisor**	M15	\$7,583	\$9,217	17.04%
Student Communications Coordinator**	38	\$6,479	\$7,875	5.01%
Senior Academic Records Evaluator**	36	\$6,170	\$7,500	5.00%
Senior Enrollment Services Specialist ( <i>Proposed</i> )*	34	\$5,876	\$7,143	2.39%
Academic Records Evaluator**	33	\$5,739	\$6,975	2.56%
Senior Enrollment Services Specialist	32	\$5,596	\$6,803	0.00%
<b><i>Enrollment Services Specialist (Proposed)</i></b>	<b>32</b>	<b>\$5,596</b>	<b>\$6,803</b>	<b>4.99%</b>
<b><i>Enrollment Services Specialist</i></b>	<b>30</b>	<b>\$5,330</b>	<b>\$6,479</b>	

\*Subsequent Agenda Item

\*\*Under Review

Cyclical review results have been sent to the incumbents, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

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

**FROM:** Classified Employee Salary Schedule, Range 30

**TO:** Classified Employee Salary Schedule, Range 32

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

**Santa Monica Community College District  
Personnel Commission**

**Enrollment Services Specialist**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform a variety of complex and specialized [technical](#) duties pertaining to admission, enrollment, residency and records maintenance within Admissions ~~&~~ Records, and the onboarding of students. Incumbents provide specialized knowledge and guidance to students, staff, and the public by following established District policies and regulations.

DISTINGUISHING CHARACTERISTICS

The **Enrollment Services Specialist** ~~class~~ performs complex and specialized [technical](#) duties pertaining to admission and enrollment, for areas other than academic records evaluation, throughout the student life cycle. Incumbents are expected to be specialists in assigned functional areas of Admissions ~~&~~ Records and may work in one or more of these areas of specialization: residency and records, digital imaging, or enrollment/eligibility verification.

The **Senior Enrollment Services Specialist** performs lead work in the daily operation of the Admissions & Records Office for areas other than academic records evaluation, [including athletic eligibility certification, enrollment reporting, subpoena processing, and advanced review of admission applications and enrollment transactions.](#) with responsibility for monitoring and directing the work of permanent, ~~and~~ temporary staff, ~~and student workers.~~

[The Student Services Assistant performs moderately difficult clerical and technical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical or technical work in the assigned student services area.](#)

~~The **Enrollment Services Specialist** is distinguished from other student services classifications by the nature of work and specialized knowledge required. This classification is further distinguished from the Student Services Assistant and Student Services Clerk classifications by the level, variety, and complexity of work, independence of action and responsibility for decisions, and level of supervision received.~~

ESSENTIAL DUTIES

[Serves as a specialist in one or more Admissions & Records areas, including application review/processing, transcript processing, residency determination, concurrent enrollment, and/or records review/processing.](#)

[Serves as an advocate for students and assists them to resolve common problems or issues around application, onboarding, registration, residency, transcripts, enrollment verifications, and form processing; performs evaluation and interpretation of student documentation; and refers issues to an appropriate contact for proper resolution.](#)

Answers inquiries and provides information to students, faculty, staff, and the public on District, Federal, and State procedures relating to admissions, enrollment, residency, records maintenance, and digital imaging, policies and procedures.

~~Interviews students who require a further evaluation/interpretation of documentation presented for a final determination of California residency.~~

Resolves complex problems and issues presented by lower-level staff, students, counselors, faculty, and other members of the college community.

~~Collects, evaluates, and maintains~~[Reviews nonresident applications, residency classification and reclassification requests;](#) analyzes immigration documents and proofs to provide a final determination on eligibility of California residency and exemptions for tuition purposes.

Utilizes and trains others in document imaging technology and specialized software to capture, verify, and classify transcript data; matches transcripts to student information system and correctly processes unmatched transcripts; ensures relevant student data, such as courses and grades are captured; updates institutional and course databases.

Maintains and logs transactions concerning student records for auditing and other purposes; updates and changes residence codes; tracks and processes subpoenas; maintains the security of files and records.

Assists in coordinating day-to-day activities in an area of responsibility and disseminates work to lower-level staff.

Performs correction and control of more complex errors in student files to ensure their accuracy; merges and expunges records as needed.

Regularly Schedules and delivers department workshops and webinars, including residency and reclassification, admission applications, and workshops/ other informational sessions for students, parents, and faculty to communicate Admissions and Records policies and procedures.

Responds to requests and refers students to appropriate resources for information on a breadth of topics, including student services, ~~and~~ academic, and career technical education programs.

Assists in verifying and certifying student athletic eligibility in compliance with local, state, and conference requirements; promptly communicates eligibility standing to Athletic Director (or designee) and to other parties as directed.

Maintains and updates the Admissions & Records website as assigned; updates information including content and formatting to ensure accuracy, clarity, and usability.

Assists with identifying application and enrollment fraud by reviewing student applications for accuracy, legitimacy, and compliance with state regulations and District policies and procedures.

~~Prepares and finalizes statistical data for Federal, State, and/or District reports on area of responsibility as assigned; verifies and corrects enrollment reports submitted to the National Student Clearinghouse.~~

Implements and executes the College's records, retention, and destruction policy; liaises with other departments to coordinate document storage and destruction schedules.

Provides training and guidance to District staff members in the utilization of specialized software or applications specific to an assigned area as needed.

Interacts with external departments to create and maintain the College's Student Experiences co-curricular transcript.

Provides recommendations to higher-level staff regarding improvements to departmental processes and efficiencies.

Performs general administrative duties; composes correspondence, memos, and other materials.

~~May participate in designing and customizing admissions and records information system(s); monitors the accuracy of information system(s); troubleshoots, identifies, and collects any inaccurate data and consults with Senior Enrollment Services Specialist, Supervisor, Dean, management information services and other relevant parties regarding system-related issues.~~

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

##### **Level of Supervision Received**

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence and accuracy.

##### **Level of Supervision Exercised**

Positions in this classification do not supervise others employees, but serve as specialists in assigned areas providing specialized knowledge and guidance to student workers, coworkers, and other District staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Admissions and Records rules, regulations, policies, and procedures in order to comply with state, federal, and local laws  
District rules, regulations, policies, and procedures pertaining to admissions and records to ensure compliance with state, federal, and local laws

California Educational Code, Title 5 of the California Code of Regulations, and the Family Educational Rights and Privacy Act

California residency requirements

Enrollment Reporting Regulations with the National Student Clearinghouse and National Student Loan Data Systems

United States Customs and Immigration laws related to entering the U.S. and establishing residency in California for enrollment fee purposes

Student athletic eligibility standards in order to comply with local, state, and conference requirements

Mission, objectives, goals, and service delivery requirements of assigned program

Related Computer programs, software, systems, databases, and applications and systems that support this level of work, including word processing, spreadsheet, presentation graphics, data management and document imaging/indexing technologies

Customer service practices

Administrative practices and procedures, including record keeping and filing practices and procedures

**Skills & Abilities:**

Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records

Provide training and guidance to others on specialized software and applications

Contribute to workflow process development and improvement techniques

Prepare/Write reports, correspondence, and informational materials including delivery of effective presentations

Work independently and complete tasks with multiple interruptions and distractions

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

Exercise sound judgment in distinguishing legitimate student errors from intentional misrepresentation and escalate cases when necessary

Interpret, apply, and explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

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

Organize and maintain specialized files and confidentiality of student worker/employee and student information

Communicate effectively, both orally and in writing, using tact, patience, and courtesy

Stay abreast of/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:**

Associate's degree or equivalent.

**Experience Requirement:**

Two ~~(2)~~ years of experience in a higher education setting performing clerical/technical duties in an admissions and records office.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

None. May be required to successfully pass the Athletic Eligibility Compliance Exam after hire, if assigned to process student athletic eligibility certifications.

WORKING ENVIRONMENT AND 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 lift, carry, push, or pull up to 25 pounds. The employee is occasionally required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	<a href="#">06/19/77</a> , <a href="#">11/16/06</a>
<b>Class History:</b>	Admissions & Records Clerk III; Student Services Specialist-Admissions & Records
<b>Revision Date(s):</b>	<a href="#">09/82</a> , <a href="#">11/84</a> , <a href="#">01/87</a> , <a href="#">11/87</a> , <a href="#">11/16/06</a> , <a href="#">02/15/17</a> , <a href="#">03/15/17</a> , <a href="#">06/19/19</a> , 5/20/26

**Santa Monica Community College District  
Personnel Commission**

**Enrollment Services Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform a variety of complex and specialized technical duties pertaining to admission, enrollment, residency and records maintenance within Admissions & Records, and the onboarding of students. Incumbents provide specialized knowledge and guidance to students, staff, and the public by following established District policies and regulations.

**DISTINGUISHING CHARACTERISTICS**

The **Enrollment Services Specialist** performs complex and specialized technical duties pertaining to admission and enrollment, for areas other than academic records evaluation, throughout the student life cycle. Incumbents are expected to be specialists in assigned functional areas of Admissions & Records and may work in one or more of these areas of specialization: residency and records, digital imaging, or enrollment/eligibility verification.

The **Senior Enrollment Services Specialist** performs lead work in the daily operation of the Admissions & Records Office for areas other than academic records evaluation, including athletic eligibility certification, enrollment reporting, subpoena processing, and advanced review of admission applications and enrollment transactions, with responsibility for monitoring and directing the work of permanent, temporary staff, and student workers.

The **Student Services Assistant** performs moderately difficult clerical and technical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical or technical work in the assigned student services area.

**ESSENTIAL DUTIES**

Serves as a specialist in one or more Admissions & Records areas, including application review/processing, transcript processing, residency determination, concurrent enrollment, and/or records review/processing.

Serves as an advocate for students and assists them to resolve common problems or issues around application, onboarding, registration, residency, transcripts, enrollment verifications, and form processing; performs evaluation and interpretation of student documentation; and refers issues to an appropriate contact for proper resolution.

Answers inquiries and provides information to students, faculty, staff, and the public on District, Federal, and State procedures relating to admissions, enrollment, residency, records maintenance, and digital imaging, policies and procedures.

Resolves complex problems and issues presented by lower-level staff, students, counselors, faculty, and other members of the college community.

Reviews residency classification and reclassification requests; analyzes immigration documents and proofs to provide a final determination on eligibility of California residency and exemptions for tuition purposes.

Utilizes and trains others in document imaging technology and specialized software to capture, verify, and classify transcript data; matches transcripts to student information system and correctly processes unmatched transcripts; ensures relevant student data, such as courses and grades are captured; updates institutional and course databases.

Maintains and logs transactions concerning student records for auditing and other purposes; updates and changes residence codes; tracks and processes subpoenas; maintains the security of files and records.

Assists in coordinating day-to-day activities in an area of responsibility and disseminates work to lower-level staff.

Performs correction and control of more complex errors in student files to ensure their accuracy; merges and expunges records as needed.

Schedules and delivers department workshops and webinars, including residency and reclassification, admission applications, and other informational sessions for students, parents, and faculty to communicate Admissions and Records policies and procedures.

Responds to requests and refers students to appropriate resources for information on a breadth of topics, including student services, academic, and career technical education programs.

Assists in verifying and certifying student athletic eligibility in compliance with local, state, and conference requirements; promptly communicates eligibility standing to Athletic Director (or designee) and to other parties as directed.

Maintains and updates the Admissions & Records website as assigned; updates information including content and formatting to ensure accuracy, clarity, and usability.

Assists with identifying application and enrollment fraud by reviewing student applications for accuracy, legitimacy, and compliance with state regulations and District policies and procedures.

Prepares reports on area of responsibility as assigned.

Implements and executes the College's records, retention, and destruction policy; liaises with other departments to coordinate document storage and destruction schedules.

Provides training and guidance to District staff members in the utilization of specialized software or applications specific to an assigned area as needed.

Interacts with external departments to create and maintain the College's Student Experiences co-curricular transcript.

Provides recommendations to higher-level staff regarding improvements to departmental processes and efficiencies.

Performs general administrative duties; composes correspondence, memos, and other materials.

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

### ***Level of Supervision Received***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence and accuracy.

### ***Level of Supervision Exercised***

Positions in this classification do not supervise others, but serve as specialists in assigned areas providing specialized knowledge and guidance to student workers, coworkers, and other District staff.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

District rules, regulations, policies, and procedures pertaining to admissions and records to ensure compliance with state, federal, and local laws

California Educational Code, Title 5 of the California Code of Regulations, and the Family Educational Rights and Privacy Act

California residency requirements

Enrollment Reporting Regulations with the National Student Clearinghouse and National Student Loan Data Systems

United States Customs and Immigration laws related to entering the U.S. and establishing residency in California for enrollment fee purposes

Student athletic eligibility standards in order to comply with local, state, and conference requirements

Mission, objectives, goals, and service delivery requirements of assigned program

Related computer programs, software, systems, databases, and applications

Customer service practices

Administrative practices and procedures, including record keeping and filing practices and procedures

**Skills & Abilities:**

Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records

Provide training and guidance to others on specialized software and applications

Contribute to workflow process development and improvement techniques

Prepare reports, correspondence, and informational materials including delivery of effective presentations

Work independently and complete tasks with multiple interruptions and distractions Organize, set priorities, and exercise sound independent judgment within areas of assigned responsibility

Exercise sound judgment in distinguishing legitimate student errors from intentional misrepresentation and escalate cases when necessary

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

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

Organize and maintain specialized files and confidentiality of student worker and student information

Communicate effectively, both orally and in writing, using tact, patience, and courtesy

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:**

Associate's degree or equivalent.

**Experience Requirement:**

Two years of experience in a higher education setting performing technical duties in an admissions and records office.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

May be required to successfully pass the Athletic Eligibility Compliance Exam after hire, if assigned to process student athletic eligibility certifications.

**WORKING ENVIRONMENT AND 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 lift, carry, push, or pull up to 25 pounds The employee is occasionally required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	06/1977
<b>Class History:</b>	Admissions & Records Clerk III; Student Services Specialist-Admissions & Records
<b>Revision Date(s):</b>	09/82, 11/84, 01/87, 11/87, 11/16/06, 02/15/17, 03/15/17, 06/19/19, 5/20/26

Agenda Report Number	35
Subject	Classification Description Revisions and Salary Reallocation: Senior Enrollment Services Specialist Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

### **BACKGROUND**

Attached for your approval are the classification revisions for **Senior Enrollment Services Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Student Services job discipline (Phase II). Previous cyclical review of the Student Services job discipline (Phase I) was completed in August 2025. The Admissions & Records Office provides services to help students meet their educational goals, including new student enrollment, residency, and athletic eligibility verification services.

The Senior Enrollment Services Specialist classification was established in March 1986. This classification has been revised several times since its establishment. The most recent revision was approved in June 2019, and included a retitle from Senior Student Services Specialist - Admissions & Records to Senior Enrollment Services Specialist, as well as revisions to the class concept, distinguishing characteristics, duties, knowledge, skills, and abilities (KSAs), and requirements in order to clarify the job scope of the classification. There is currently one permanent incumbent in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for fiscal year 2025-26. The incumbents in the Student Services (Phase II) classifications and CSEA were invited to participate in a study orientation on Wednesday, July 23, 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. Commission staff subsequently conducted a job audit to obtain input from the incumbent. The information gathered from the job audit was reviewed with the manager. The study timeline was extended due to delayed PDQ submissions and the need for additional stakeholder feedback.

Personnel Commission staff consulted with the Dean of Enrollment Services and the Admissions & Records 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 are being proposed to clarify the

concept of the class, distinguishing characteristics, duties assigned, knowledge, skills, and KSAs, and the minimum qualifications required of the job to more accurately reflect the nature of the work required.

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 the class concept, distinguishing characteristics, duties assigned, KSAs, and the minimum qualifications.

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

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 utilize roles at a senior or lead-level for the enrollment services area, or they utilized a lead-level role that had a broader scope of work that included evaluation of academic records, overlapping with the duties found in the Academic Records Evaluator role. As a result, salary review is based on salary compression considerations.

It is recommended that salary for the Senior Enrollment Services Specialist be reallocated from Range 32 to Range 34 on the Classified Employee Salary Schedule, a 5% increase. Salary review is based on internal compression between the Senior Enrollment Services Specialist and the Enrollment Services Specialist, in order to maintain a lead-level pay differential of 5%.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Dean, Enrollment Services	A8	\$14,454	\$16,756	90.61%
Admissions and Records Supervisor**	M15	\$7,583	\$9,217	17.04%
Student Communications Coordinator**	38	\$6,479	\$7,875	5.01%
Senior Academic Records Evaluator**	36	\$6,170	\$7,500	5.00%
<b>Senior Enrollment Services Specialist (Proposed)</b>	<b>34</b>	<b>\$5,876</b>	<b>\$7,143</b>	<b>2.39%</b>
Academic Records Evaluator**	33	\$5,739	\$6,975	2.56%

<b><i>Senior Enrollment Services Specialist</i></b>	<b>32</b>	<b>\$5,596</b>	<b>\$6,803</b>	<b>0.00%</b>
Enrollment Services Specialist <i>(Proposed)*</i>	32	\$5,596	\$6,803	4.99%
Enrollment Services Specialist	30	\$5,330	\$6,479	

\*Previous Agenda Item

\*\*Under Review

Cyclical review results have been sent to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

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

**FROM:** Classified Employee Salary Schedule, Range 32

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

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

**Santa Monica Community College District  
Personnel Commission**

**Senior Enrollment Services Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform lead work in the daily operations of the Admissions & Records Office, specifically overseeing the work of staff in the areas of admission, residency and records, athletic eligibility, digital imaging, enrollment/eligibility verification, and student onboarding. [In addition, this position supports the integrity of the College's admissions and enrollment processes by reviewing and researching student application or enrollment transactions in accordance with District procedures.](#)

**DISTINGUISHING CHARACTERISTICS**

The **Senior Enrollment Services Specialist** performs lead work in the daily operation of the Admissions & Records Office for areas other than academic records evaluation, [including athletic eligibility certification, enrollment reporting, subpoena processing, and advanced review of admission applications and enrollment transactions](#), with responsibility for monitoring and directing the work of permanent ~~and~~ temporary staff, [and student workers](#)

The **Enrollment Services Specialist** class performs complex and specialized [technical](#) duties pertaining to admission and enrollment, for areas other than academic records evaluation, throughout the student life cycle. Incumbents are expected to be specialists in assigned functional areas of Admissions ~~&~~ Records and may work in one or more of these areas of specialization: residency and records, digital imaging, or enrollment/eligibility verification.

**ESSENTIAL DUTIES**

~~Oversees the work of staff in residency and records, digital imaging, or enrollment/eligibility verification;~~ Serves as the lead worker [for the Admissions & Records Office for areas other than academic records evaluation](#), responsible for processes and policy implementation [relating to their admission application, admission and enrollment integrity, athletic eligibility, residency and records maintenance, enrollment reporting and verification, subpoena processing, and digital imaging](#)~~residency and records, digital imaging, or enrollment/eligibility verification~~; [assists in student admission, registration, drop/add transactions, and other District processes.](#)

[Researches and resolves reported and suspected cases of admission and enrollment fraud by coordinating with students, instructors, and other departments to verify case information, placing or removing account holds, and terminating fraudulent student accounts as needed; maintains logs of investigations in compliance with District and state regulations; and provides guidance to student services staff on recognizing potential indicators of fraudulent activity during admission, onboarding, registration, and residency processing.](#)

[Collaborates with internal and external parties in the implementation, use, and troubleshooting of fraud-detection technologies](#)

Performs and oversees the athletic eligibility process; identifies and communicates ~~to area managers~~ potential problems impacting institutional compliance with [California Community College Athletic Association Constitution and Bylaws Athletic Commission regulations](#) [to area managers and the athletic director.](#)

[Regularly schedules, develops, and delivers informational sessions and webinars to students, staff, and faculty; assists in the planning of and facilitates student onboarding services.](#)

Performs ~~and oversees the grade change process,~~ academic and progress renewals, [enrollment verifications, fee postponements,](#) and assists with residency determinations and high school concurrent enrollment as needed. ~~the collection of alternative attendance rosters and reports (e.g., arranged hours, positive attendance).~~

[Serves as an advocate for students by assisting with the resolution of issues related to application and registration processes, or refers issues to an appropriate contact for proper resolution when needed.](#)

Oversees the scheduling of office tasks and coverage during peak seasons and the hiring and distribution of work to student workers; [leads in the training of lower-level employees in the Admissions & Records Office.](#)

[Processes subpoena/records requests for student records by notifying the relevant parties, gathering records, and submitting documents to the requester in compliance with state and federal laws, court orders, and District policies and procedures.](#)

[Maintains and corrects records data entry errors made by staff into the Admissions and Records systems and spot checks the work of staff to ensure accuracy, and monitors individual productivity and efficiency.](#)

Ensures accuracy of information provided by student services staff by phone, in person, e-mail, or correspondence; receives, records, and maintains log for accuracy and completeness.

~~Mediates and resolves complex problems and issues presented by student services staff, students, faculty, and other members of the college community. Resolves complex issues and responds to inquiries regarding Admissions & Records policies and procedures for students, faculty, and staff, both in person and via email.~~

Maintains and updates the Admissions & Records webpages to ensure accuracy, clarity, and usability.

Prepares and corrects data for Federal, State, and/or District reports.

Attends meetings to remain current on changes and disseminates information impacting the Admissions ~~&~~ Records Office; participates in professional development trainings.

Serves as a liaison with the Counseling Department, Academic Affairs, Management Information Systems, and other internal and external parties as assigned. ~~the Articulation Officer, and Department Chair.~~

Creates or updates workflows, checklists, and documentation protocols used within the Admissions & Records Office; performs general clerical duties, composes correspondence, updates forms and procedures, and other materials.

Uses communication platforms to disseminate information and deadlines to students, faculty, and staff.

Participates in designing and customizing Admissions & Records information system(s); monitors the accuracy of information system(s); troubleshoots, identifies, and collects any inaccurate data and consults with Supervisor, Dean, management information services and other relevant parties regarding system-related issues.

~~Leads in the training of lower-level employees in the Admissions & Records Office.~~

~~Serves as the area expert on the admission application, student information system for the area, and other software; troubleshoots student application software issues as they arise.~~

~~Serves as first-line support on all admissions and records issues including, residency determination, admission, athletic eligibility, enrollment, transcript processing, student complaints, verifications and records management.~~

~~Performs and oversees the posting and distribution of grades and finalization of student records in all phases of admissions.~~

~~Answers inquiries and provides information in person or via e-mail relating to Admissions and Records policies and procedures.~~

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

##### Level of Supervision Received

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence and accuracy.

##### Level of Supervision Exercised

Positions in this classification do not supervise ~~employees~~others, but serve in a lead worker capacity, providing training and work direction to student services staff and temporary employees in Admissions & Records.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

District rules, regulations, policies, and procedures pertaining to admissions and records to ensure compliance with state, federal, and local laws

California Educational Code, ~~and~~ Title 5 of the California Code of Regulations, and the Family Educational Rights and Privacy Act

California residency requirements

Enrollment Reporting Regulations with the National Student Clearinghouse and National Student Loan Data Systems

United States Customs and Immigration laws related to entering the U.S. and establishing residency in California for enrollment fee purposes

Student Athletic eligibility standards to comply with local, state, and conference requirements

[Fraud-mitigation procedures, verification techniques, and cross-departmental reporting protocols related to student identity, residency, and enrollment verification.](#)

[Mission, objectives, goals, and service delivery requirements of assigned program](#)

[Related computer programs, software, systems, databases, and applications and systems that support this level of work, including word processing, spreadsheet, presentation graphics, and data management and document imaging/indexing technologies](#)

Customer service practices

Administrative practices and procedures, including record keeping and filing practices and procedures

**Skills & Abilities:**

Provide work direction and train others, including in the use of specialized software specific to assigned area of responsibility

Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records

[Contribute to workflow process development and improvement techniques](#)

[Evaluate application and enrollment data to identify inconsistencies or indicators of potential fraud and take appropriate action according to established procedures](#)

[Communicate findings clearly, document investigative steps, and collaborate effectively with other campus areas involved in fraud prevention](#)

[Write/Prepare](#) reports, correspondence, and informational materials [including effective delivery of presentations](#)

[Work independently and](#) complete [worktasks](#) with multiple interruptions and distractions

Collaborate with other student services areas

Recognize limits of authority and refer serious or complex problems to the immediate supervisor

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

[Exercise sound judgment in distinguishing legitimate student errors from intentional misrepresentation and escalate cases when necessary](#)

Interpret, apply, [and](#) explain [and reach sound decisions in accordance with](#) applicable laws and regulations, and District policies and procedures

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

Organize and maintain specialized files and confidentiality of [student worker/employee](#) and student information

Communicate effectively, both orally and in writing [using tact, patience, and courtesy](#)

Stay [abreast of/updated on](#) technology changes and adapt to new technologies

Role model exceptional internal and external customer service [and work ethic](#)

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:**

Associate's degree or equivalent. A bachelor's degree is preferred.

**Experience Requirement:**

Three ~~(3)~~ years of experience performing specialized and complex [technical](#) admissions and records duties that require knowledge of federal and state regulations. Work experience in all functional areas of admissions and records is preferred.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

~~None.~~ [Must successfully pass the Athletic Eligibility Compliance Exam within two months of hire.](#)

**WORKING ENVIRONMENT AND 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 lift, carry, push, or pull up to 25 pounds.](#) The employee is occasionally required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	<a href="#">03/12/1986</a> <del>11/16/06</del>
<b>Class History:</b>	Admissions and Records Coordinator; Admissions and Records Evening Coordinator; Student Services Senior Specialist – Admissions and Records; Senior Student Services Specialist-Admissions & Records
<b>Revision Date(s):</b>	11/16/06, <a href="#">04/16/08</a> , 08/21/ <del>20</del> 13, <a href="#">02/15/17</a> , <a href="#">03/15/17</a> , <a href="#">06/19/19</a> , 05/20/26

**Santa Monica Community College District  
Personnel Commission**

**Senior Enrollment Services Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform lead work in the daily operations of the Admissions & Records Office, specifically overseeing the work of staff in the areas of admission, residency and records, athletic eligibility, digital imaging, enrollment/eligibility verification, and student onboarding. In addition, this position supports the integrity of the College's admissions and enrollment processes by reviewing and researching student application or enrollment transactions in accordance with District procedures.

**DISTINGUISHING CHARACTERISTICS**

The **Senior Enrollment Services Specialist** performs lead work in the daily operation of the Admissions & Records Office for areas other than academic records evaluation, including athletic eligibility certification, enrollment reporting, subpoena processing, and advanced review of admission applications and enrollment transactions, with responsibility for monitoring and directing the work of permanent, temporary staff, and student workers

The **Enrollment Services Specialist** class performs complex and specialized technical duties pertaining to admission and enrollment, for areas other than academic records evaluation, throughout the student life cycle. Incumbents are expected to be specialists in assigned functional areas of Admissions & Records and may work in one or more of these areas of specialization: residency and records, digital imaging, or enrollment/eligibility verification.

**ESSENTIAL DUTIES**

Serves as the lead worker for the Admissions & Records Office for areas other than academic records evaluation, responsible for processes and policy implementation relating to the admission application, admission and enrollment integrity, athletic eligibility, residency and records maintenance, enrollment reporting and verification, subpoena processing, and digital imaging; assists in student admission, registration, drop/add transactions, and other District processes.

Researches and resolves reported and suspected cases of admission and enrollment fraud by coordinating with students, instructors, and other departments to verify case information, placing or removing account holds, and terminating fraudulent student accounts as needed; maintains logs of investigations in compliance with District and state regulations; and provides guidance to student services staff on recognizing potential indicators of fraudulent activity during admission, onboarding, registration, and residency processing.

Collaborates with internal and external parties in the implementation, use, and troubleshooting of fraud-detection technologies

Performs and oversees the athletic eligibility process; identifies and communicates potential problems impacting institutional compliance with California Community College Athletic Association Constitution and Bylaws to area managers and the athletic director.

Regularly schedules, develops, and delivers informational sessions and webinars to students, staff, and faculty; assists in the planning of and facilitates student onboarding services.

Performs grade changes, academic and progress renewals, enrollment verifications, fee postponements, and assists with residency determinations and high school concurrent enrollment as needed.

Serves as an advocate for students by assisting with the resolution of issues related to application and registration processes, or refers issues to an appropriate contact for proper resolution when needed.

Oversees the scheduling of office tasks and coverage during peak seasons and the hiring and distribution of work to student workers; leads in the training of lower-level employees in the Admissions & Records Office.

Processes subpoena/records requests for student records by notifying the relevant parties, gathering records, and submitting documents to the requester in compliance with state and federal laws, court orders, and District policies and procedures.

Maintains and corrects records and spot checks the work of staff to ensure accuracy.

Ensures accuracy of information provided by student services staff by phone, in person, e-mail, or correspondence; receives, records, and maintains log for accuracy and completeness.

Resolves complex issues and responds to inquiries regarding Admissions & Records policies and procedures for students, faculty, and staff, both in person and via email.

Maintains and updates the Admissions & Records webpages to ensure accuracy, clarity, and usability.

Prepares and corrects data for Federal, State, and/or District reports.

Attends meetings to remain current on changes and disseminates information impacting the Admissions & Records Office; participates in professional development trainings.

Serves as a liaison with the Counseling Department, Academic Affairs, Management Information Systems, and other internal and external parties as assigned.

Creates or updates workflows, checklists, and documentation protocols used within the Admissions & Records Office; performs general clerical duties, composes correspondence, updates forms and procedures, and other materials.

Uses communication platforms to disseminate information and deadlines to students, faculty, and staff.

Participates in designing and customizing Admissions & Records information system(s); monitors the accuracy of information system(s); troubleshoots, identifies, and collects any inaccurate data and consults with Supervisor, Dean, management information services and other relevant parties regarding system-related issues.

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

### ***Level of Supervision Received***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence and accuracy.

### ***Level of Supervision Exercised***

Positions in this classification do not supervise others, but serve in a lead worker capacity, providing training and work direction to student services staff and temporary employees in Admissions & Records.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

District rules, regulations, policies, and procedures pertaining to admissions and records to ensure compliance with state, federal, and local laws

California Educational Code, Title 5 of the California Code of Regulations, and the Family Educational Rights and Privacy Act

California residency requirements

Enrollment Reporting Regulations with the National Student Clearinghouse and National Student Loan Data Systems

United States Customs and Immigration laws related to entering the U.S. and establishing residency in California for enrollment fee purposes

Student Athletic eligibility standards to comply with local, state, and conference requirements

Fraud-mitigation procedures, verification techniques, and cross-departmental reporting protocols related to student identity, residency, and enrollment verification.

Mission, objectives, goals, and service delivery requirements of assigned program

Related computer programs, software, systems, databases, and applications

Customer service practices

Administrative practices and procedures, including record keeping and filing practices and procedures

**Skills & Abilities:**

Provide work direction and train others, including in the use of specialized software specific to assigned area of responsibility

Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors in student records

Contribute to workflow process development and improvement techniques

Evaluate application and enrollment data to identify inconsistencies or indicators of potential fraud and take appropriate action according to established procedures

Communicate findings clearly, document investigative steps, and collaborate effectively with other campus areas involved in fraud prevention

Prepare reports, correspondence, and informational materials including effective delivery of presentations

Work independently and complete tasks with multiple interruptions and distractions

Collaborate with other student services areas

Recognize limits of authority and refer serious or complex problems to the immediate supervisor

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

Exercise sound judgment in distinguishing legitimate student errors from intentional misrepresentation and escalate cases when necessary

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

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

Organize and maintain specialized files and confidentiality of student worker and student information

Communicate effectively, both orally and in writing using tact, patience, and courtesy

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:**

Associate's degree or equivalent. A bachelor's degree is preferred.

**Experience Requirement:**

Three years of experience performing specialized and complex technical admissions and records duties that require knowledge of federal and state regulations. Work experience in all functional areas of admissions and records is preferred.

**Education/Experience Equivalency:**

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

**Licensure and/or Certification:**

Must successfully pass the Athletic Eligibility Compliance Exam within two months of hire.

**WORKING ENVIRONMENT AND 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 lift, carry, push, or pull up to 25 pounds. The employee is occasionally required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.

**CLASS DETAIL**

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	03/12/1986
<b>Class History:</b>	Admissions and Records Coordinator; Admissions and Records Evening Coordinator; Student Services Senior Specialist – Admissions and Records; Senior Student Services Specialist-Admissions & Records
<b>Revision Date(s):</b>	11/16/06, 04/16/08, 08/21/13, 02/15/17, 03/15/17, 06/19/19, 05/20/26

Agenda Report Number	36
Subject	Classification Description Revisions: Director of Procurement, Contracts & Logistics Cyclical Review
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Amy Gurjian, Classification & Compensation Manager

### **BACKGROUND**

Attached for your approval are the classification revisions for **Director of Procurement, Contracts & Logistics**.

As part of the cyclical review process, we are reviewing classifications in Purchasing, Procurement & Asset Management. The mission of the Santa Monica College Procurement, Contracts, and Logistics Department is to provide efficient and responsive procurement services and to obtain high-quality goods and services at reasonable costs while operating at the highest standards of ethical conduct.

The Director of Procurement, Contracts & Logistics classification was established in July 1980. This classification has been revised several times since its establishment. The most recent revision was approved in March 2021 to prepare for recruitment. There is currently one permanent incumbent in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2024/25. The incumbents in the Purchasing, Procurement & Asset Management classifications and CSEA were invited to participate in a study orientation on February 4, 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 February 18, 2025. Manager orientations were scheduled on January 30, 2025.

Personnel Commission staff consulted with the Chief Director of Business Services, 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 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 supervision received and minimum requirements.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. The survey yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Director of Procurement, Contracts & Logistics	\$11,483	\$13,958	\$12,721	26,748
Cerritos College	Director of Procurement & Contract Services	\$12,769	\$16,048	\$14,409	22,948
Contra Costa CCD	Director, Purchasing & Contract Services	\$12,124	\$14,772	\$13,448	31,432
El Camino College	Director of Procurement Services	\$12,303	\$14,264	\$13,283	21,971
Long Beach City College	Purchasing & Contracts Deputy Director	\$10,897	\$14,847	\$12,872	26,189
Los Angeles CCD	Procurement Manager	\$11,618	\$14,392	\$13,005	135,917
North Orange County CCD	District Director, Purchasing	\$11,153	\$14,063	\$12,608	43,148
Pasadena City College	Director, Purchasing & Contracts Administration	\$11,099	\$16,774	\$13,937	26,522
Riverside CCD	Director, Government Contracts & Procurement	\$9,684	\$11,790	\$10,737	42,274
State Center CCD	District Director of Procurement & Contracts	\$10,094	\$12,414	\$11,254	49,125
Ventura County CCD	Director of Procurement & Contract Services	\$11,014	\$14,760	\$12,887	32,977
	Average	\$11,275	\$14,412	\$12,844	
	25th Percentile	\$10,926	\$14,114	\$12,674	
	50th Percentile	\$11,126	\$14,576	\$12,946	
	70th Percentile	\$11,770	\$14,794	\$13,333	
	80th Percentile	\$12,160	\$15,087	\$13,546	
	90th Percentile	\$12,349	\$16,121	\$13,984	
	<b>SMC % RANK</b>	63.4%	21.5%	<b>26.9%</b>	
	SMC Difference From AVG	1.8%	-3.3%	-1.0%	
	SMC Difference From MED	3.1%	-4.4%	-1.8%	

The current salary range for the Director of Procurement, Contracts & Logistics is M32 on the Classified Management Salary Schedule. In this survey, SMC is positioned at the 27<sup>th</sup> median percentile ranking compared to benchmark agencies with comparable classifications; that is,

63% of market comparables are paid higher than the SMC classification. Given this market position, salary reallocation is recommended from Range M32 to Range M34 on the Classified Management Salary Schedule, resulting in a 5% increase. This adjustment would place the median salary for this classification at the 72<sup>nd</sup> percentile, which aligns with the District’s 70<sup>th</sup> percentile target. The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Chief Director of Business Services	A21	\$16,966	\$18,705	40.71%
<i>Director of Procurement, Contract &amp; Logistics (Proposed Salary)</i>	<i>M34</i>	<i>\$12,057</i>	<i>\$14,656</i>	<i>5.00%</i>
<i>Director of Procurement, Contract &amp; Logistics (Current Salary)</i>	<i>M32</i>	<i>\$11,483</i>	<i>\$13,958</i>	<i>47.75%</i>
Asset Manager	M16	\$7,772	\$9,447	

Cyclical review results have been sent to the incumbent, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Director of Procurement, Contracts & Logistics.

**FROM:** Classified Management Salary Schedule, Range M32

**TO:** Classified Management Salary Schedule, Range M34

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

**Santa Monica Community College District  
Personnel Commission**

**Director of Procurement, Contracts & Logistics**

**CONCEPT OF THE CLASS**

Under general direction of the ~~Chief Director of Business Services~~, the position in this classification plans, directs, administers and manages a variety of centralized business services functions, including the District's, procurement, contract administration, asset management, District warehouse, receiving, and mailroom operations, to ensure that products and services are acquired, distributed and retained efficiently and in compliance with District policies and federal, state and local laws and regulations.

**DISTINGUISHING CHARACTERISTICS**

**Director of Procurement, Contracts & Logistics** provides strategic direction and manages a variety of centralized business services functions, including procurement, contract administration, asset management, warehouse, receiving, and mailroom services.

**Chief Director of Business Services** assists in the overall administration of the Divisions falling under the scope of Business Services, carries out special projects, and may assume responsibility for specifically delegated executive functions in the absence of the Vice President of Business and Administration.

**Asset Manager** performs and oversees a variety of duties involved in the tracking, controlling and disposal of the District's fixed assets.

**ESSENTIAL DUTIES**

Provides technical leadership and strategic direction for the District's centralized procurement, negotiation and contract bidding processes in all acquisition of goods and services purchased with District and special funds; provides purchasing services for Auxiliary Services using Auxiliary funds; negotiates terms, conditions and acquisition of all equipment, materials and services acquired through the purchasing department.

Recommends, establishes, implements, interprets, and explains, procurement, contract administration, asset management, warehouse, receiving, and mailroom policies and procedures in response to changing business conditions.

Ensures compliance with procurement and contracting provisions, requests for proposal process, regulations, policies, and procedures; administers PCARD programs and other credit card programs; provides technical guidance to District staff and assigned committees on large procurement and highly specialized requests for proposals.

Manages, authorizes and administers the purchase orders processing; signs and executes highly complex and comprehensive contracts and agreements; formulates, reviews and processes District service contracts and warranties; researches contract processing issues through legal counsel.

Conducts and oversees bid submission and opening processes; manages preparation of clear bid specification, bid packaging, scheduling, bid openings and award recommendations; seeks bids let by other public agencies allowing the District to "piggy-back" purchases; plan, administer and schedules buying activities to ensure efficient, ethical and legal standards.

Provides District-wide training in assigned functions and ensures compliance with relevant state codes, federal regulations, Board policies and District procedures; stays abreast of government legislation affecting procedures, standards, innovations and trends in areas of responsibility.

Develops and implements a comprehensive vendor diversity program; assures compliance with the reporting requirements are met for diversity initiatives; maintains effective vendor relationships to assure that all companies are treated fairly and have equal opportunity to do business with the District.

Establishes, implements and evaluates related systems to track orders, inventory, parcels, bid summaries, contract spend, insurance certificates, and other related statistical information; recommends upgrades to technology as necessary.

Prepares and authorizes, bids, agreements and award reports for presentation to senior staff and the Board of Trustees; processes Board of Trustee documents and facilitates the disposal of surplus property.

Selects, trains, and evaluates department personnel in accordance with established District procedures; directs staff to assure goals, objectives and standards of the District are met.

Represents the District at a variety of meetings, committees and conferences.

Manages vendor performance; analyzes, investigates, and recommends resolutions to vendor protests, claims, and disputes; interviews vendor sales representatives; resolves problems arising from unfulfilled contractual agreements, unsatisfactory production or services; advises vendors on District policies and procedures.

Develops, prepares, recommends, monitors and administers budgets corresponding to assigned functions.

Recommends, evaluates and implements appropriate innovative approaches and technology in the delivery of services and programs to support the mission and goals of the College.

Researches, writes and presents reports as directed and needed.

Requests current Worker's Compensation Insurance coverage for contracts involving work on campus by outside personnel.

Performs other related duties as requested or assigned.

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

**SUPERVISION**

**Supervision Received:**

This position receives general [direction supervision](#) from the Chief Director of Business Services.

**Supervision Exercised:**

This position exercises general supervision and direction over procurement, asset management, warehouse and mailroom staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

Effective strategic planning, management and leadership principles

Public purchasing and contract administration principles, practices, rules, laws, codes, ordinances, and regulations

PCARD programs, public works contracts and associated legal and labor compliance

Warehouse, distribution and inventory control practices

Legal contract writing, risk mitigation and dispute resolution

Procedures and methods for ordering equipment and supplies, asset management and surplus materials management

Effective employee supervision, evaluating, training, and development techniques and practices

Practices, procedures and systems employed in state-of-the-art purchasing, warehouse and mail operations

Effective negotiation and representation techniques

Applicable sections of the California Education Code, Public Contract and Commercial Codes, and other related local, state and federal rules, laws, codes, and regulations

Sources of supply, prices, cost benefit analysis, and shipping and receiving practices

Bid preparation, specification writing, specific commodity trends and general business conditions

Project management, program development and evaluation, including budget preparation and effective expenditure control methods

Occupational safety and hazardous materials management

Effective customer service techniques

**Skills & Abilities:**

Plan, organize and manage comprehensive program controls; anticipate conditions, plan ahead, establish clear goals and priorities, maintain schedules, and meet deadlines

Apply laws, rules, regulations and District policies affecting assigned operations; understand and interpreting legal codes, technical materials, and administrative policies, reports and directives

Understand, interpret, write, and apply public contracts and administer contractual relationships

Effectively prepare and monitor a budget and maintain proper accounting and budgetary controls

Evaluate, develop and implement District policies, procedures and protocols

Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Utilize organizational funds, material resources and staffing levels wisely and strategically

Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Maintain composure and focus with a high workload, competing and conflicting demands and multiple interruptions

Stay abreast of technology changes and adapt to new technologies

Model professional integrity and deal quickly with breaches of misconduct

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

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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

#### MINIMUM QUALIFICATIONS

**Education Requirement:**

Bachelor's degree in business or public administration, accounting, finance, e-commerce, or a ~~closely~~ related field ~~from an accredited college or university.~~

**Experience Requirement:**

Five ~~(5)~~ years of management or administrative experience in purchasing and public contracts, including at least two ~~(2)~~ years of supervisory experience. Experience managing, organizing, implementing and supervising a comprehensive public education purchasing, contract administration, fixed asset management and logistics program to include warehouse distribution, mail services and inventory controls is highly desirable.

**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:**

Certified Purchasing Manager (CPM) certification or equivalent preferred.

#### WORKING ENVIRONMENT & PHYSICAL DEMANDS

**Disclosure:**

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

**Normal Office Environment:**

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to ~~1025~~ pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<b>Job Family:</b>	Business Administration & Fiscal Services
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	July, 1980
<b>Class History:</b>	
<b>Revision Date(s):</b>	10/18/95; 07/17/02; 11/02/06 <del>Hay Study</del> 9/16/09, 5/16/18, 3/17/21, <a href="#">5/20/26</a> <del>4/2025</del>

**Santa Monica Community College District  
Personnel Commission**

**Director of Procurement, Contracts & Logistics**

**CONCEPT OF THE CLASS**

Under general direction, the position in this classification plans, directs, administers and manages a variety of centralized business services functions, including the District's, procurement, contract administration, asset management, District warehouse, receiving, and mailroom operations, to ensure that products and services are acquired, distributed and retained efficiently and in compliance with District policies and federal, state and local laws and regulations.

**DISTINGUISHING CHARACTERISTICS**

**Director of Procurement, Contracts & Logistics** provides strategic direction and manages a variety of centralized business services functions, including procurement, contract administration, asset management, warehouse, receiving, and mailroom services.

**Chief Director of Business Services** assists in the overall administration of the Divisions falling under the scope of Business Services, carries out special projects, and may assume responsibility for specifically delegated executive functions in the absence of the Vice President of Business and Administration.

**Asset Manager** performs and oversees a variety of duties involved in the tracking, controlling and disposal of the District's fixed assets.

**ESSENTIAL DUTIES**

Provides technical leadership and strategic direction for the District's centralized procurement, negotiation and contract bidding processes in all acquisition of goods and services purchased with District and special funds; provides purchasing services for Auxiliary Services using Auxiliary funds; negotiates terms, conditions and acquisition of all equipment, materials and services acquired through the purchasing department.

Recommends, establishes, implements, interprets, and explains, procurement, contract administration, asset management, warehouse, receiving, and mailroom policies and procedures in response to changing business conditions.

Ensures compliance with procurement and contracting provisions, requests for proposal process, regulations, policies, and procedures; administers PCARD programs and other credit card programs; provides technical guidance to District staff and assigned committees on large procurement and highly specialized requests for proposals.

Manages, authorizes and administers the purchase orders processing; signs and executes highly complex and comprehensive contracts and agreements; formulates, reviews and processes District service contracts and warranties; researches contract processing issues through legal counsel.

Conducts and oversees bid submission and opening processes; manages preparation of clear bid specification, bid packaging, scheduling, bid openings and award recommendations; seeks bids let by other public agencies allowing the District to "piggy-back" purchases; plan, administer and schedules buying activities to ensure efficient, ethical and legal standards.

Provides District-wide training in assigned functions and ensures compliance with relevant state codes, federal regulations, Board policies and District procedures; stays abreast of government legislation affecting procedures, standards, innovations and trends in areas of responsibility.

Develops and implements a comprehensive vendor diversity program; assures compliance with the reporting requirements are met for diversity initiatives; maintains effective vendor relationships to assure that all companies are treated fairly and have equal opportunity to do business with the District.

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Selects, trains, and evaluates department personnel in accordance with established District procedures; directs staff to assure goals, objectives and standards of the District are met.

Represents the District at a variety of meetings, committees and conferences.

Manages vendor performance; analyzes, investigates, and recommends resolutions to vendor protests, claims, and disputes; interviews vendor sales representatives; resolves problems arising from unfulfilled contractual agreements, unsatisfactory production or services; advises vendors on District policies and procedures.

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Recommends, evaluates and implements appropriate innovative approaches and technology in the delivery of services and programs to support the mission and goals of the College.

Researches, writes and presents reports as directed and needed.

Requests current Worker's Compensation Insurance coverage for contracts involving work on campus by outside personnel.

Performs other related duties as requested or assigned.

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

## SUPERVISION

### **Supervision Received:**

This position receives general direction from the Chief Director of Business Services.

### **Supervision Exercised:**

This position exercises general supervision and direction over procurement, asset management, warehouse and mailroom staff.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Effective strategic planning, management and leadership principles

Public purchasing and contract administration principles, practices, rules, laws, codes, ordinances, and regulations

PCARD programs, public works contracts and associated legal and labor compliance

Warehouse, distribution and inventory control practices

Legal contract writing, risk mitigation and dispute resolution

Procedures and methods for ordering equipment and supplies, asset management and surplus materials management

Effective employee supervision, evaluating, training, and development techniques and practices

Practices, procedures and systems employed in state-of-the-art purchasing, warehouse and mail operations

Effective negotiation and representation techniques

Applicable sections of the California Education Code, Public Contract and Commercial Codes, and other related local, state and federal rules, laws, codes, and regulations

Sources of supply, prices, cost benefit analysis, and shipping and receiving practices

Bid preparation, specification writing, specific commodity trends and general business conditions

Project management, program development and evaluation, including budget preparation and effective expenditure control methods

Occupational safety and hazardous materials management

Effective customer service techniques

**Skills & Abilities:**

Plan, organize and manage comprehensive program controls; anticipate conditions, plan ahead, establish clear goals and priorities, maintain schedules, and meet deadlines

Apply laws, rules, regulations and District policies affecting assigned operations; understand and interpreting legal codes, technical materials, and administrative policies, reports and directives

Understand, interpret, write, and apply public contracts and administer contractual relationships

Effectively prepare and monitor a budget and maintain proper accounting and budgetary controls

Evaluate, develop and implement District policies, procedures and protocols

Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership

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Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Maintain composure and focus with a high workload, competing and conflicting demands and multiple interruptions

Stay abreast of technology changes and adapt to new technologies

Model professional integrity and deal quickly with breaches of misconduct

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

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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

**MINIMUM QUALIFICATIONS**

***Education Requirement:***

Bachelor's degree in business or public administration, accounting, finance, e-commerce, or a related field.

***Experience Requirement:***

Five years of management or administrative experience in purchasing and public contracts, including at least two years of supervisory experience. Experience managing, organizing, implementing and supervising a comprehensive public education purchasing, contract administration, fixed asset management and logistics program to include warehouse distribution, mail services and inventory controls is highly desirable.

***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:***

Certified Purchasing Manager (CPM) certification or equivalent preferred.

**WORKING ENVIRONMENT & PHYSICAL DEMANDS**

***Disclosure:***

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

**Normal Office Environment:**

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

**Job Family:**

Business Administration & Fiscal Services

**FLSA Status:**

Exempt

**Personnel Commission Approval Date:**

July, 1980

**Class History:**

**Revision Date(s):**

10/18/95; 07/17/02; 11/02/06 9/16/09, 5/16/18, 3/17/21,  
5/20/26

CLASS DETAIL

V. CONSENT AGENDA

Report Number	Subject	Page Number
37	Advisory Item: Request for Reinstatement	330
38	Examination Schedule	331
39	Extension of Eligibility Lists	332
40	Appointments to Provisional Assignments	333
41	Ratification of Working Out of Class and Limited Term Assignments	334
42	Ratification of Meeting Minutes	337
43	Personnel Commission Project Tracking	338

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

Agenda Report Number	37
Subject	Advisory Item: Request for Reinstatement
Date	May 20, 2026
To	Members of the Personnel Commission
By	Yesenia Penate, Personnel Technician

The Personnel Commission is advised of the following request for placement on the Reinstatement List as specified below.

Name	Classification	Last Date of Paid Service	Effective Dates
Edward Salazar	Custodian	April 24, 2026	04/25/2026 to 07/24/2029

Rule 15.2 REINSTATEMENT (EDUCATION CODE SECTION 88128)

15.2.1 GENERAL PROCEDURES

A. A permanent employee who resigned in good standing may be reinstated in a vacant position in his/her former class and status within 39 months of the last date of paid service. He/she may also be reinstated in a vacant position in a lower-related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.

B. Reinstatement of a former employee shall have the following effects:

1. If the employee is reinstated to a permanent position in his/her former class or a lower related class, he/she shall be restored all the rights, benefits, and burdens of a classified employee.
2. Restoration of salary in accordance with Section 13 of Rule 12.2.

Agenda Report Number	38
Subject	Examination Schedule
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Examination Schedule:

Class Title	Field of Competition	Time
Athletic Trainer PART TIME PERMANENT	Merged Promotional and Open	3 weeks
Basic Needs Project Assistant	Promotional	3 weeks
Senior Research Analyst	Merged Promotional and Open	3 weeks

Agenda Report Number	39
Subject	Extension of Eligibility Lists
Date	May 20, 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
Community College Police Officer	12/15/2025	06/15/2026	3	3	9/15/2026
EOPS Supervisor	6/10/2025	6/10/2026	1	1	12/10/2026
Health Sciences Learning Lab Specialist	9/23/2025	5/23/2026	2	2	9/23/2026
Sign Language Interpreter III	9/11/2025	6/11/2026	8	4	9/11/2026
Stage Technician – Sound	6/2/2026	6/2/2026	13	9	12/2/2026

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	40
Subject	Appointments to Provisional Assignments
Date	May 20, 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
Alyssa French	Accompanist-Music	Music	5/1/2026-6/30/2026
Deanna Ashby	Basic Needs Project Assistant	Basic Needs Center	10/19/2025-3/25/2026*
Todd Kobashi	Laboratory Technician-Art	Art	1/2/2026-4/3/2026*
Eugene Ramos	Student Services Assistant	Scholars Program	5/18/2026-6/30/2026
Brittany Tostado	Student Services Assistant	Scholars Program	9/15/2025-05/21/2026*

\*Adjustment to assignment end date.

Agenda Report Number	41
Subject	Ratification of Working Out of Class and Limited Term Assignments
Date	May 20, 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
Amanda Artsy, Laboratory Technician-Art	Lead Laboratory Technician-Art	05/11/2026 to 06/30/2026 07/01/2026 to 07/12/2026**

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

*\*\*Pending PBAR approval*

II. Substitute Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment
Kristine Herrera, Human Resources Specialist	Human Resources Technician	05/06/2026 to 06/30/2026

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

III. Substitute Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional Assignment*	Dates of Current Assignment
Jazmin Guzman, Administrative Assistant II	Workforce & Economic Development Specialist	05/01/2026 to 06/30/2026

IV. Extension to Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional Assignment*	Dates of Current Assignment	Extended Dates
Dennis Biddle, Director of Facilities Operations	Director of Facilities Maintenance and Operations	04/01/2026 to 05/15/2026	05/15/2026 to 06/15/2026

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

V. Extension to Limited Term Assignment

Name/Permanent Class	Internal Limited Term Assignment*	Dates of Current Assignment	Extended Dates
Jennifer Landa, Workforce & Economic Development Project Specialist	Program Coordinator- Workforce & Economic Development	07/01/2025 to 04/30/2026	05/01/2026 to 06/30/2026

*\*Unless otherwise noted, 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	42
Subject	Ratification of Meeting Minutes
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

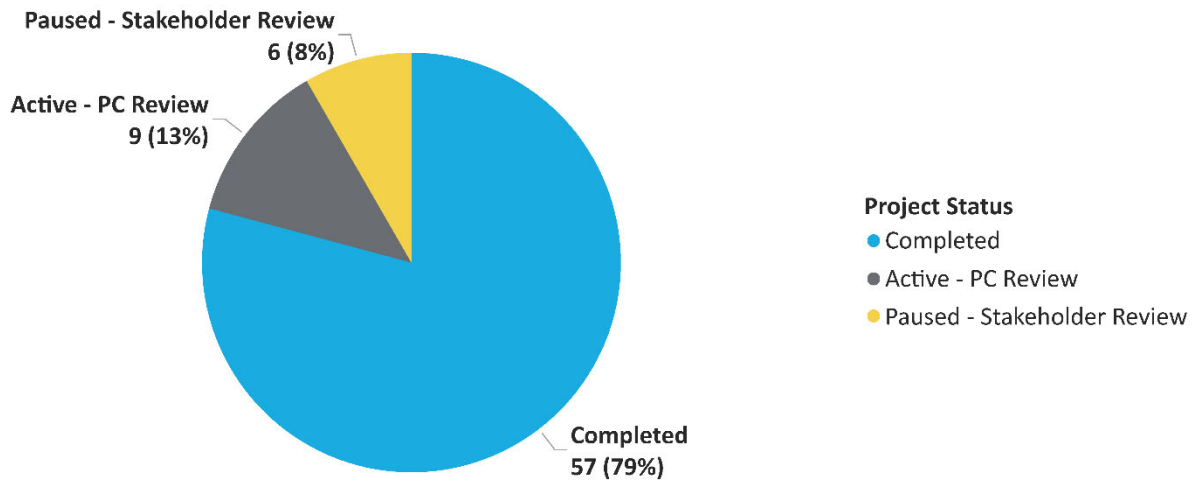
It is recommended that the Personnel Commission ratify the following meeting minutes:

1. 04-15-2026 Regular Meeting

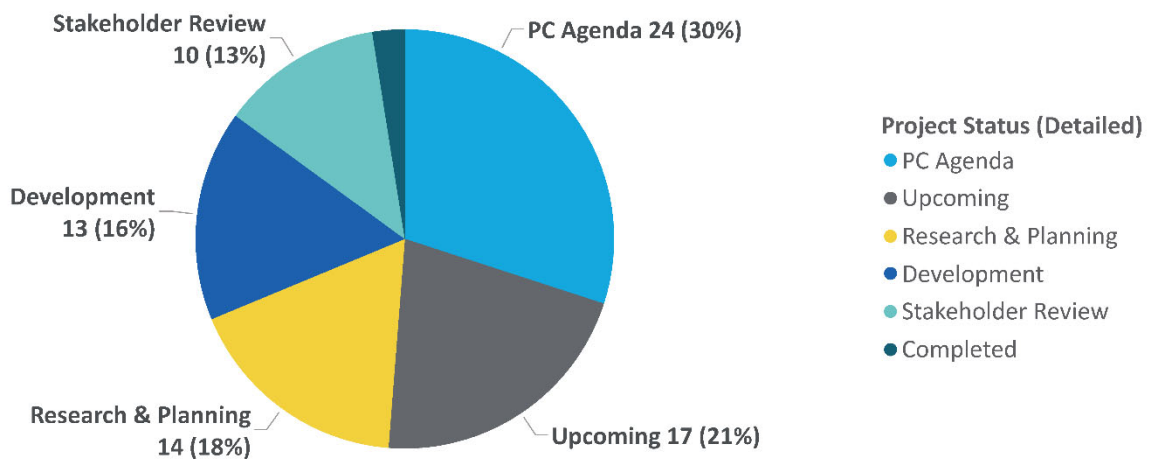
Agenda Report Number	43
Subject	Personnel Commission Project Tracking
Date	May 20, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

**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	PC Agenda	5/20/2026
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	PC Agenda	5/20/2026
IT MIS	IT Project Analyst	4/23/2025		10/2/2025	PC Agenda	5/20/2026
IT MIS	Principal Programmer Analyst	4/23/2025		10/2/2025	PC Agenda	5/20/2026
IT MIS	Programmer Analyst	4/23/2025		10/2/2025	PC Agenda	5/20/2026
IT MIS	Senior Programmer Analyst	4/23/2025		10/2/2025	PC Agenda	5/20/2026
IT MIS	Chief Director of Information Technology	6/25/2025		9/8/2025	PC Agenda	5/20/2026
Student Services	Admissions & Records Supervisor	7/22/2025	8/15/2025	4/22/2026	Stakeholder Review	
Student Services	Director of Financial Aid & Scholarships	7/22/2025		4/9/2026	PC Agenda	5/20/2026
Student Services	Financial Aid Supervisor	7/22/2025		4/9/2026	PC Agenda	5/20/2026
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	PC Agenda	5/20/2026
Student Services	Financial Aid & Scholarships Specialist	7/23/2025	8/29/2025	3/19/2026	PC Agenda	5/20/2026

Student Services	Financial Aid Systems Specialist	7/23/2025		3/19/2026	PC Agenda	5/20/2026
Student Services	International Student Services Specialist	7/23/2025	8/15/2025	1/13/2026	PC Agenda	5/20/2026
Student Services	Outreach & Recruitment Specialist	7/23/2025	8/15/2025	1/13/2026	PC Agenda	5/20/2026
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	PC Agenda	5/20/2026
Student Services	Senior Financial Aid & Scholarships Specialist	7/23/2025		3/19/2026	PC Agenda	5/20/2026
Student Services	Senior Student Services Specialist - International	7/23/2025		1/13/2026	PC Agenda	5/20/2026
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	PC Agenda	5/20/2026
Accounting & Finance	Accounting Manager	8/6/2025		1/27/2026	PC Agenda	5/20/2026
Accounting & Finance	Accounting Supervisor	8/6/2025		1/27/2026	PC Agenda	5/20/2026
Accounting & Finance	Accounts Payable Supervisor	8/6/2025		4/9/2026	PC Agenda	5/20/2026
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	PC Agenda	5/20/2026
Facilities Maintenance & Planning	Central Plant Operator	12/3/2025		4/2/2026	PC Agenda	5/20/2026

Facilities Maintenance & Planning	Construction Maintenance Manager	12/3/2025		4/23/2026	PC Agenda	5/20/2026
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	PC Agenda	5/20/2026
Facilities Maintenance & Planning	HVAC Mechanic	12/3/2025		4/2/2026	PC Agenda	5/20/2026
Facilities Maintenance & Planning	Journeyman Trade - Welding	12/3/2025		4/2/2026	PC Agenda	5/20/2026
Facilities Maintenance & Planning	Locksmith	12/3/2025		4/2/2026	Stakeholder Review	
Facilities Maintenance & Planning	Mechanical Systems Manager	12/3/2025		4/23/2026	PC Agenda	5/20/2026
Facilities Maintenance & Planning	Painter	12/3/2025		4/2/2026	PC Agenda	5/20/2026
Facilities Maintenance & Planning	Plumber	12/3/2025		4/2/2026	PC Agenda	5/20/2026
Facilities Maintenance & Planning	Skilled Maintenance Worker I	12/3/2025		4/2/2026	PC Agenda	5/20/2026
Facilities Maintenance & Planning	Skilled Maintenance Worker II	12/3/2025		4/2/2026	PC Agenda	5/20/2026
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			Development	
Accounting & Finance	Enterprise Business Services Specialist	12/4/2025			Development	
Accounting & Finance	Enterprise Business Supervisor	12/4/2025			Development	
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			Research & Planning	
Personnel/Human Resources	Employee Benefits Specialist	4/29/2026			Research & Planning	
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			Research & Planning	
Personnel/Human Resources	Human Resources Technician	4/29/2026			Research & Planning	
Personnel/Human Resources	Personnel Analyst	4/29/2026			Upcoming	
Personnel/Human Resources	Personnel Specialist	4/29/2026			Development	
Personnel/Human Resources	Personnel Technician	4/29/2026			Development	
Personnel/Human Resources	Professional Development Coordinator	4/29/2026			Development	
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
<b>Upcoming</b>	Job classification approved by the Personnel Commission as part of the cyclical review calendar and scheduled to begin. Notifications and orientation materials are being prepared before research begins.
<b>Research &amp; Planning</b>	Commission staff gather and review job description updates, Position Description Questionnaires (PDQs), and market data and conduct job audits. The goal is to collect the information needed for analysis.
<b>Development</b>	Commission staff update classification descriptions and review salary data for recommendations.
<b>Stakeholder Review</b>	Completed studies are sent for fiscal impact review, and union and employee feedback. This step confirms accuracy and ensures that all key parties have an opportunity to provide comments before recommendations are presented to the Personnel Commission.
<b>Management Hold</b>	The study is temporarily paused at the request of management to allow for organizational, operational, or budget-related considerations before moving forward.
<b>Labor-Management</b>	The study is under discussion between the District and union representatives to address negotiable matters.
<b>Stakeholder Review (Post-Discussion)</b>	After labor-management or hold issues are resolved, the revised study may be reviewed again by stakeholders prior to Commission consideration.
<b>Date Completed</b>	The recommendations have been presented to the Personnel Commission and action has been taken to conclude the review.

**Recruitment**

Title	Assigned To	Open Date	Closed Date	Screening
Athletic Trainer	TM	04/29/2026	05/19/2026	
Basic Needs Project Assistant (Promo)	JA	05/07/2026	05/28/2026	
Director of Facilities Planning & Construction	JG	03/26/2026	04/16/2026	05/22/2026
Payroll Manager	AF	04/13/2026	05/01/2026	
Senior Research Analyst	JA	05/08/2026	05/29/2026	

VI. CLOSED SESSION

A. Public Comment on Closed Session Items

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

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

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
June	17	2026	12:00 PM	1900 Pico Blvd Business Rm 117

As required by law, the agenda for May 20, 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.