

Santa Monica College Personnel Commission Meetings
Regular Meetings Occur Every 3rd Wednesday of the Month

Special Meetings Scheduled As Needed

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

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

Webinar ID: 840 2829 7535

Passcode:532468

Join via audio: +1 669 444 9171 US

PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

Members of the public may address the Commission by oral presentation concerning any subject that lies within the jurisdiction of the Personnel Commission provided the requirements and procedures herein set forth are observed.

All public comments will be subject to the general rules set forth below.

- Generally, three minutes is allotted to each speaker per topic for public comments or per agenda item.
- Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.
- Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item on the agenda.
- Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.

Exceptions:

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

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Commission, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Instructions for Submitting a Request to Speak at In-Person Meeting

Individuals wishing to speak to the Commissioners during the Personnel Commission meeting during Public Comments or regarding items on the agenda must complete a request card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

General Public Comments and Consent Agenda

- The request card to speak must be submitted to Yesenia Penate, Personnel Technician, at the meeting before the Commission reaches the applicable section in the agenda.

Instructions for Submitting a Request to Speak at Zoom Webinar

The Zoom webinar format used by the Personnel Commission Zoom meetings ensure public participation and provide an opportunity for the public to directly address the legislative body.

Public participation can occur in one of two ways. Members of the public may speak during the public meeting, or they can submit written comments to be read during the public meeting.

Individuals wishing to speak directly to the Commission can do so in one of several ways:

It is recommended that individuals wishing to speak at the Personnel Commission meeting send an email to penate_yesenia@smc.edu by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the subject line "Commission Meeting Comments" and include the following information in the body of the email:

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

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

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

Instructions for Submitting Written Comments

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

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

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

<p>DEPARTMENTS: PLEASE POST</p> <p>Academic Affairs:</p> <p>Accounts Payable: Cherry Aquino</p> <p>Admissions & Records: Jackson Edwards</p> <p>African American Center: Sherri Bradford</p> <p>Athletics: Hadass Elnathan</p> <p>Auxiliary Services: Ofelia Meza</p> <p>Broad Stage/Madison: Gail Johnson</p> <p>Bundy: Beverly Redd-Walker</p> <p>Business Department: Peter Murray</p> <p>Campus Police Office: Jennifer Jones</p> <p>Campus Store: Elesee Juarez</p> <p>Career Services: Carolina Trejo</p> <p>Cashier's Office: Veronica Romo</p> <p>Center for Media & Design: Angela Valentine</p> <p>Community & Academic Relations:</p> <p>Community Education: Ashley Price</p> <p>Counseling Office: Allison Kosich</p> <p>Custodian Time Clock: Anthony Williams</p> <p>Disabled Students Center: Denise Henninger</p> <p>Early Childhood Ed.: L. Manson</p> <p>Emeritus Department: V. Rankin-Scales</p> <p>English Dept.: Martha Hall</p> <p>EOP&S: Gina Brunell</p> <p>ESL Office: Jocelyn Alex</p> <p>Events Office: Vinnessa Cook</p> <p>Faculty Association: Peter Morse</p> <p>Financial Aid Office: Robyn Rouzan</p> <p>Health Sciences: Clarendia Stephens</p> <p>Health Office: Nancy Alfaro</p> <p>Human Resources: Delia Padilla & Dawn Noguera</p> <p>HSS: Carolyn Baugh</p> <p>Institutional Research:</p> <p>International Education Center: Claudia Henriquez</p> <p>KCRW:</p> <p>Latino Center: Maria Martinez</p> <p>Maintenance/Operations: Kasey Garland</p> <p>Malibu: Angela Bice</p> <p>Math Village: Kristina Fukuda</p> <p>Media Center:</p> <p>Modern Language: Travis Grant</p> <p>Music: Lori Geller</p> <p>Outreach & Recruitment:</p> <p>Payroll:</p> <p>Science: Ingrid Cardwell</p> <p>Student Life: Amelia Trejo</p> <p>Superintendent/Presidents Office: L. Kilian</p> <p>STEM: Vanan Yahnian</p> <p>Theater Arts: Lindsay Lefler</p> <p>W& ED/Bundy:</p>	<p>ADMINISTRATORS AND MANAGERS</p> <p>Emeritus:</p> <p>Noncredit Programs:</p> <p>Scott Silverman</p> <p>HR: Vina Chin</p> <p>Info Tech: Calvin Madlock</p> <p>IEC: N. Pressian</p> <p>Instructional Technology:</p> <p>Maintenance:</p> <p>Operations:</p> <p>Dennis Biddle</p> <p>Darryl Gray</p> <p>Emily Raby</p> <p>Robert Villanueva</p> <p>Receiving: Lisa Davis</p> <p>Supplemental Instruction:</p> <p>Wendi DeMorst</p> <p>SMCPA: Susan Hudelson</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery</p> <p>VP Academic Affairs: Jason Beardsley</p> <p>VP Business/Admin: Chris Bonvenuto</p> <p>VP Human Resources: Tre'Shawn Hall-Baker</p> <p>VP Student Success: Tania Acosta</p> <p>Senior Director Government Relations & Institutional Communications: Don Girard</p> <p>Community Relations: Kiersten Elliott</p> <p>Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION</p> <p>Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Derek Eckstein</p> <p>CSEA Chapter Pres.: Cindy Ordaz</p> <p>CSEA Chapter 1st V.P.: Martha Romano</p> <p>CSEA Chapter 2nd V.P.: Kennisha Green</p> <p>CSEA Chief Job Steward: Jonathan Rosas</p> <p>CSEA Treasurer: Dagmar Gorman</p> <p>CSEA Secretary: Joan Kang</p> <p>CSEA Chief Development Officer: 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 6/11/2026</p>
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Public Session: 12:00 p.m.

I. Organizational Functions

- A. Call to Order
- B. Notice

***Pursuant to Government Code Section 54953, Commissioner Joy Abbott will be participating by teleconference from the following location:**

**Teleconference Location:
Porfirio Diaz #54
San Juan Cosala, Jalisco, Mexico**

This teleconference location shall be open and accessible to the public for the duration of the meeting. Members of the public may attend and observe the meeting from this location consistent with applicable Brown Act requirements.

C. Roll Call

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

II. Director's Report

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

A. Longevity June 2026

10 YEARS

La Trina Adeyemi, Custodian, Operations
Anthony Johnson, Skilled Maintenance Worker II, Maintenance
Philloon Ly, Audio-Visual Equipment Specialist, IT Support

15 YEARS

Diana Askew, Administrative Assistant III-Confidential, Student Services

20 YEARS

Jose Guzman, Personnel Analyst, Personnel Commission

25 YEARS

Wendy Henriquez, Custodian, Operations
Rhonda Robinson, Payroll Specialist, Fiscal Services

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

IV. AGENDA REPORTS: MAJOR ITEMS OF BUSINESS

Report Number	Subject	Page Number
1	Classification Description Revisions and Salary Reallocation: Chief Director of Business Services Cyclical Review	6

V. CONSENT AGENDA

Report Number	Subject	Page Number
2	Advisory Item: Request for Reinstatement	19
3	Examination Schedule	20
4	Extension of Eligibility Lists	21
5	Ratification of Eligibility Lists	22
6	Appointments to Provisional Assignments	23
7	Ratification of Meeting Minutes	24
8	Personnel Commission Project Tracking	25
9	Personnel Commission Recruitment Tracking	19

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	Classification Description Revisions and Salary Reallocation: Chief Director of Business Services Cyclical Review
Date	June 17, 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 proposed salary reallocation for Chief Director of Business Services.

As part of the cyclical review process, we are reviewing classifications in Accounting and Finance. Accounting and Finance maintains fiscal accountabilities for all funds of the District by utilizing standards of professionalism and ethical conduct. Fiscal Services provides services to the campus community in the areas of Accounting, Accounts Payable, Budget, and Payroll.

The Chief Director of Business Services classification was established in December 2013. This is the first revision to the classification since being established. 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 incumbent in this job discipline was requested to complete a Position Description Questionnaire (PDQ) by August 6, 2025.

Personnel Commission staff consulted with the Vice President, Business and 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 concept of the class, duties assigned, knowledge, skills and abilities, minimum qualifications 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 or scope of assigned responsibilities.

As a result, salary review is based on internal alignment. The Chief Director requires significantly broader executive-level responsibility, administrative authority, and Districtwide accountability. A one-range increase recognizes the scope and level of the role by providing an adjustment in the absence of sufficient market data. To account for differences in knowledge required, complexity, and scope of work it is recommended to adjust the Chief Director of Business Services from Range A21 to Range A22. The resulting differential between Chief Director of Business Services and Controller will be approximately 30.74%.

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
Chief Director of Business Services	A21	\$16,966	\$18,705	34%
Controller	M32	\$11,483	\$13,958	0%
Director of Budget	M32	\$11,483	\$13,958	21.55%
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	10.24%
Budget Analyst	38	\$6,479	\$7,875	7.5%
Accounting Technician	35	\$6,026	\$7,324	2.5%
Budget Technician	34	\$5,876	\$7,143	2.4%
Accounting Specialist	33	\$5,739	\$6,975	

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
Chief Director of Business Services	A22	\$17,380	\$19,161	30.74%
Controller*	M34	\$12,057	\$14,656	0%
Director of Budget*	M34	\$12,057	\$14,656	18.66%
Accounting Manager*	M27	\$10,162	\$12,351	18.59%
Accounts Payable Supervisor*	M20	\$8,569	\$10,415	0%
Accounting Supervisor*	M20	\$8,569	\$10,415	11.41%
Accountant*	45	\$7,690	\$9,348	18.7%
Budget Analyst*	38	\$6,479	\$7,875	7.5%
Accounting Technician**	35	\$6,026	\$7,324	0%
Budget Technician*	35	\$6,026	\$7,324	5.00%
Accounting Specialist**	33	\$5,739	\$6,975	

* Pending Board Approval

** Salary Reallocation was approved by Commission and Board

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

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Chief Director of Business Services.

FROM: Classified Administrator Salary Schedule, Range A21

TO: Classified Administrator 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 Business Services

CONCEPT OF THE CLASS

Under ~~the~~ direction of the Vice President, Business and Administration, this ~~individual position~~ plans, organizes, and directs staff, activities, and operations related to Business Services, including accounting, accounts payable, accounts receivable, finance, budgeting, financial reporting, ~~auxiliary services, purchasing, Bursar's Office operations, payroll, contracts, procurement and logistics~~ and general college service operations.

DISTINGUISHING CHARACTERISTICS

The **Chief Director of Business Services** ~~has broad operational oversight of multiple business functions and executive-level administrative responsibility and accountability for District-wide 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.~~

~~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 **Director of Budget** is responsible for planning, developing and administering the District budget, compiling District financial reports, forecasting and reporting budget trends, and ensuring compliance with related policies, rules, laws and regulations.~~

~~The **Vice President of Business and Administration** serves as the executive head of the Business Services Division.~~

~~The Directors within Business Services will serve as the administrative head of an organizational unit.~~

ESSENTIAL DUTIES

~~Provides leadership and direction for business services operations including fiscal services, accounting systems, internal control processes, and compliance activities to ensure integrity, transparency, and reliability of financial data used by departments, senior leadership, and the Board of Trustees.~~

~~Plans and directs the preparation of financial and management reports prepared for District departments, senior management staff, and the Board of Trustees; conducts related review, integration, and analysis of information to ensure accuracy and completeness in needed for the final reports.~~

~~Plans, organizes, directs, and oversees the District's budget administration activities and functions. Oversees development and implementation of the budget; interprets, enforces, and explains budget processes, policies, and procedures; reviews analyzes and develops recommendations regarding budget issues and alternatives; oversees preparation and delivery of budget presentations as well as the annual budget development and process, which includes highly sensitive and confidential information; provides final reports to the senior management staff and the Board of Trustees.~~

~~Interprets, enforces, and explains budget processes, policies, and procedures; reviews analyzes and develops recommendations regarding budget issues and alternatives.~~

~~Directs through subordinate management staff, the District's general ledger, accounts payable and receivables, cash management and collections, budget operations, and student bank services.~~

~~Directs the District's general ledger, accounts payable and receivable, cash management, and collections functions through assigned management staff.~~

~~Ensures the integrity of records related to fiscal operations and activities, including general ledger and budget records.~~

~~Directs and monitors the District's cash flow analysis for the purpose of to support effective planning and managing management of the District's resources.~~

~~Ensures organizational compliance with all applicable District, California Community College System system, County, State, and federal policies, codes, and laws. mMonitors changes and developments in these areas and implements necessary adjustments to ensure compliance.~~

Directs the performance management process for assigned managers, supervisors, and staff to ensure accountability, continuous improvement, and alignment with organizational goals; establishes performance expectations, provides coaching and development, and addresses performance issues in accordance with District policies and collective bargaining agreements.

Develops, implements, and administers policies and procedures for all funds, including state general funds, categorical/special funds, capital outlay funds, and trust and agency accounts.

Plans, coordinates, and facilitates the annual District audits to ensure the integrity of financial operations and financial statements.

Compiles information and data in order to prepare a variety of reports, including financial and statistical reports; coordinates accounting functions with government agencies on County, State, and federal levels.

Monitors and oversees budgets for all District accounts to ensure the accuracy of financial records and compliance with applicable regulations; recommends and implements adjustments to maintain fiscal accountability.

Works with the State Chancellor's Office on budget related projections and any potential impact to the District's annual budget process, including submission of reports and receipt of reports related to forecasting and actuals.

Reviews and makes recommendations to senior management staff on various budget planning proposals to support informed decision-making, effective resource allocation and alignment with organizational priorities.

Develops justification and explanatory material and strategy suggestions for use by the President/Superintendent, or designee, in testimony and negotiations requested annually, and/or for special requests made by the Board of Trustees and other governing bodies.

Coordinates the District's financing strategies, including general obligation bonds, certifications of participation, and temporary revenue anticipation notes.

~~Monitors the budget for all District accounts. Makes corrections as needed.~~

Directs administrative support staff in the preparation of Consent Items for Board of Trustees' approval. Performs or delegates follow-up actions related to Board of Trustees' decisions. ~~Interviews and selects employees. Coordinates and arranges appropriate training for subordinate staff.~~

Oversees the selection, training, and professional development of staff to build organizational capacity and ensure effective delivery of business services.

~~Plans and evaluates performance of subordinate managers, supervisors, and staff. Establishes performance requirements and personal development targets. Monitors performance and provides coaching for performance improvement and development. Addresses performance deficiencies according to appropriate human resources policies and procedures and union contract provisions.~~

Provides financial information to support collective bargaining and as needed for contract negotiations between District and employee unions, ensuring data is accurate and consistent with District fiscal policies.

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:

~~The position in this classification receives general assignments and direction from the Vice President, Business and Administration, and is expected to carry them through to completion with substantial independence. Under direction, this position receives assignments from the Vice President, Business and Administration and is expected to carry them through to completion with substantial independence.~~

Supervision Exercised:

The position ~~in this classification~~ exercises ~~direct supervisory responsibility-general supervision~~ over assigned directors and other classified managers within ~~the~~ Business Services ~~staff~~, and indirect supervisory responsibility over classified professional, technical and clerical positions within Business Services operations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge: ~~Knowledge of principles and methods of general accounting~~

~~Knowledge of~~ Federal, state, and local laws, regulations, and court decisions governing fiscal administration and reporting for public agencies pertaining to accounting, special funds, cash and investment management, accounts receivable and

payable, payroll accounting, grants, expenses, auditing, and financial reporting applicable to assigned areas of responsibility

Knowledge of principles, practices, rules, and procedures of community college district budgeting and accounting

Principles, practices, and procedures of accounting, budget and business functions, including fund accounting for unrestricted, restricted, bond, trust and special funds, Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) as they apply to governmental accounting, auditing and budgeting

District organization, governance processes, and applicable federal, state, and local laws and regulations governing fiscal administration, budgeting, and reporting for California community colleges

Principles, research and statistical methods and techniques of fiscal planning, auditing, analysis, forecasting, and reporting

Knowledge of banking and investment

Knowledge of community college business operations, and associated financial management issues

Principles and practices of cash flow management, debt financing, and investment of public funds, including general obligation bonds, certificates of participation, and temporary revenue anticipation notes

Internal and external audit processes and regulatory reporting requirements for local, state, and federal agencies

Policies, practices, and legal requirements related to procurement, contracting, risk management, and other business services functions Knowledge of financial aid regulations and the relation to fiscal and financial services

Regulations governing student financial aid and other restricted funds, and their impact on fiscal management, reporting and compliance

Knowledge of Principles and best practices for budget development, forecasting, fiscal planning and financial analysis preparation and control

Knowledge of best practices for financial and statistical record management Principles and practices of leadership including effective employee supervision, training, evaluation and development techniques and practices Knowledge of advanced research methods and analysis techniques for the purposes of budgeting and forecast Knowledge of principles and practices of effective administration, 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

Skills & Abilities: Skill in the use of personal computers, Microsoft operating systems, word processing, database management, spreadsheet and presentation software

Ability to perform highly complex work within departmental policies and/or objectives utilizing high-level, original thinking

Oversee, coordinate, and integrate the work of multiple business services functions to ensure consistency, accuracy, and compliance across the District

Implement organizational vision by developing actionable strategies and coordinating complex initiatives to achieve District goals and objectives

Establish clear, challenging, and attainable goals for assigned staff and ensure alignment with District priorities and organizational objectives.

Exercise independent, strategic judgment in directing complex work aligned with departmental policies and organizational objectives

Interpret, apply, and communicate complex federal, state, and local laws, regulations, standards, and policies governing fiscal administration and public agency financial reporting

Ability to define Analyze and provide solutions for complex management, fiscal, budget, and strategic planning issues to support informed decision-making Ability to perform complex analysis and research

Ability to evaluate alternatives and develop sound conclusions and recommendation Ability to train, develop, and evaluate staff for growth opportunities within the District's fiscal services department Ability to Prepare clear, concise, and comprehensive correspondence, reports, studies/analyses, and other written materials

Ability to Handle highly confidential information and exercise sound, expert, independent judgment within general policy guidelines Ability to identify and communicate issues important to the District to all levels of staff

Ability to exercise tact and diplomacy in dealing with sensitive and complex issues and situations Ability to establish and maintain positive and effective working relationships with others Ability to work effectively independently and on to Ability to

~~provide tactical planning and direction~~ Ability to organize relatively complex projects or activities that are interdepartmental in scope
~~Ability to embrace a vision and coordinate details of implementation~~

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 address breaches of policy and 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:

A bachelor's degree in accounting, business administration, finance, or a closely-related field. A master's degree in accounting, business administration, finance, or a closely related field is preferred.

Experience Requirement:

Seven ~~Eight (8)~~ years of progressively responsible financial or accounting management experience performing fund accounting, budget control, auditing, and/or financial systems design, which included including at least four ~~(4)~~ years experience in a supervisory capacity.

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

Job Family:	Business Administration & Fiscal Services
FLSA Status:	Exempt
Personnel Commission Approval Date:	12/18/13
Class History:	None
Revision Date(s):	06/17/26

**Santa Monica Community College District
Personnel Commission**

Chief Director of Business Services

CONCEPT OF THE CLASS

Under direction of the Vice President, Business and Administration, this position plans, organizes, and directs staff, activities, and operations related to Business Services, including accounting, accounts payable, accounts receivable, finance, budgeting, financial reporting, payroll, contracts, procurement and logistics and general college service operations.

DISTINGUISHING CHARACTERISTICS

The **Chief Director of Business Services** has broad operational oversight of multiple business functions and executive-level administrative responsibility and accountability for District-wide Business Services.

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 **Director of Budget** is responsible for planning, developing and administering the District budget, compiling District financial reports, forecasting and reporting budget trends, and ensuring compliance with related policies, rules, laws and regulations.

ESSENTIAL DUTIES

Provides leadership and direction for business services operations including fiscal services, accounting systems, internal control processes, and compliance activities to ensure integrity, transparency, and reliability of financial data used by departments, senior leadership, and the Board of Trustees.

Plans and directs the preparation of financial and management reports prepared for District departments, senior management, and the Board of Trustees; conducts related review, integration, and analysis of information to ensure accuracy and completeness in the final reports.

Interprets, enforces, and explains budget processes, policies, and procedures; reviews analyzes and develops recommendations regarding budget issues and alternatives.

Directs the District's general ledger, accounts payable and receivable, cash management, and collections functions through assigned management staff.

Ensures the integrity of records related to fiscal operations and activities, including general ledger and budget records.

Directs and monitors the District's cash flow analysis to support effective planning and management of the District's resources.

Ensures organizational compliance with all applicable District, California Community College System, County, State, and federal policies, codes, and laws; monitors changes and developments in these areas and implements necessary adjustments to ensure compliance.

Directs the performance management process for assigned managers, supervisors, and staff to ensure accountability, continuous improvement, and alignment with organizational goals; establishes performance expectations, provides coaching and development, and addresses performance issues in accordance with District policies and collective bargaining agreements.

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Reviews and makes recommendations to senior management staff on various budget planning proposals to support informed decision-making, effective resource allocation and alignment with organizational priorities.

Develops justification and explanatory material and strategy suggestions for use by the President/Superintendent, or designee, in testimony and negotiations requested annually, and/or for special requests made by the Board of Trustees and other governing bodies.

Coordinates the District's financing strategies, including general obligation bonds, certifications of participation, and temporary revenue anticipation notes.

Directs administrative support staff in the preparation of Consent Items for Board of Trustees' approval. Performs or delegates follow-up actions related to Board of Trustees' decisions.

Oversees the selection, training, and professional development of staff to build organizational capacity and ensure effective delivery of business services.

Provides financial information to support collective bargaining and contract negotiations between District and employee unions, ensuring data is accurate and consistent with District fiscal policies

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 direction, this position receives assignments from the Vice President, Business and Administration and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

The position exercises general supervision over assigned directors and other classified managers within Business Services, and indirect supervisory responsibility over classified professional, technical and clerical positions within Business Services operations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Federal, state, and local laws, regulations, and court decisions governing fiscal administration and reporting for public agencies pertaining to accounting, special funds, cash and investment management, accounts receivable and payable, payroll accounting, grants, expenses, auditing, and financial reporting

Principles, practices, and procedures of accounting, budget and business functions, including fund accounting for unrestricted, restricted, bond, trust and special funds, Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) as they apply to governmental accounting, auditing and budgeting

District organization, governance processes, and applicable federal, state, and local laws and regulations governing fiscal administration, budgeting, and reporting for California community colleges

Principles, research and statistical methods and techniques of fiscal planning, auditing, analysis, forecasting, and reporting

Principles and practices of cash flow management, debt financing, and investment of public funds, including general obligation bonds, certificates of participation, and temporary revenue anticipation notes

Internal and external audit processes and regulatory reporting requirements for local, state, and federal agencies

Policies, practices, and legal requirements related to procurement, contracting, risk management, and other business services functions

Regulations governing student financial aid and other restricted funds, and their impact on fiscal management, reporting and compliance

Principles and best practices for budget development forecasting, fiscal planning and financial analysis

Principles and practices of leadership including effective employee supervision, training, evaluation and development techniques and practices

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

Skills & Abilities:

Oversee, coordinate, and integrate the work of multiple business services functions to ensure consistency, accuracy, and compliance across the District

Implement organizational vision by developing actionable strategies and coordinating complex initiatives to achieve District goals and objectives

Establish clear, challenging, and attainable goals for assigned staff and ensure alignment with District priorities and organizational objectives.

Exercise independent, strategic judgment in directing complex work aligned with departmental policies and organizational objectives

Interpret, apply, and communicate complex federal, state, and local laws, regulations, standards, and policies governing fiscal administration and public agency financial reporting

Analyze and provide solutions for complex management, fiscal, budget, and strategic planning issues to support informed decision-making

Prepare clear, concise, and comprehensive correspondence, reports, analyses, and other written materials

Handle highly confidential information and exercise sound, expert, independent judgment within general policy guidelines

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 address breaches of policy and 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:

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

Experience Requirement:

Seven years of financial or accounting management experience performing fund accounting, budget control, auditing, financial systems design, including at least four years in a supervisory capacity.

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

<i>Job Family:</i>	Business Administration & Fiscal Services
<i>FLSA Status:</i>	Exempt
<i>Personnel Commission Approval Date:</i>	12/18/13
<i>Class History:</i>	None
<i>Revision Date(s):</i>	06/17/26

V. CONSENT AGENDA

Report Number	Subject	Page Number
2	Advisory Item: Request for Reinstatement	19
3	Examination Schedule	20
4	Extension of Eligibility Lists	21
5	Ratification of Eligibility Lists	22
6	Appointments to Provisional Assignments	23
7	Ratification of Meeting Minutes	24
8	Personnel Commission Project Tracking	25

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

Agenda Report Number	2
Subject	Advisory Item: Request for Reinstatement
Date	June 17, 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
Diana Pennington	Administrative Assistant III-Confidential	6/5/2026	6/6/2026-9/5/2029
Diana Pennington	Administrative Assistant II	6/5/2026	6/6/2026-9/5/2029

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	3
Subject	Examination Schedule
Date	June 17, 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
Administrative Assistant III-Confidential	Promotional and Open	3 weeks
Community College Police Dispatcher	Merged Promotional and Open	3 weeks

Agenda Report Number	4
Subject	Extension of Eligibility Lists
Date	June 17, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Administrative Assistant I	6/18/2025	6/18/2026	11	5	9/18/2026
Database Administrator	1/9/2026	7/9/2026	8	6	10/9/2026
Human Resources Specialist (Promo)	1/6/2026	7/6/2026	2	2	10/6/2026
Human Resources Technician (Promo)	6/22/2025	6/22/2026	2	2	10/22/2026
Information Technology Support Specialist	12/15/2025	7/15/2026	11	6	12/15/2026
Instructional Tutor – English	3/1/2026	7/1/2026	13	9	10/1/2026
Laboratory Technician – Art	7/29/2025	7/4/2026	5	5	10/4/2026
Tutoring Coordinator – Math	3/18/2026	6/18/2026	7	6	9/18/2026

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	5
Subject	Ratification of Eligibility Lists
Date	June 17, 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 lists be ratified.

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Athletic Trainer Part-Time	0	4	12/9/2026
Basic Needs Project Assistant (Promo)	2	2	12/17/2026
Payroll Manager	0	7	12/18/2026
Senior Research Analyst	0	5	12/17/2026

Agenda Report Number	6
Subject	Appointments to Provisional Assignments
Date	June 17, 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
Jessica Balsam	Administrative Assistant II	CMD	6/8/26-6/30/26

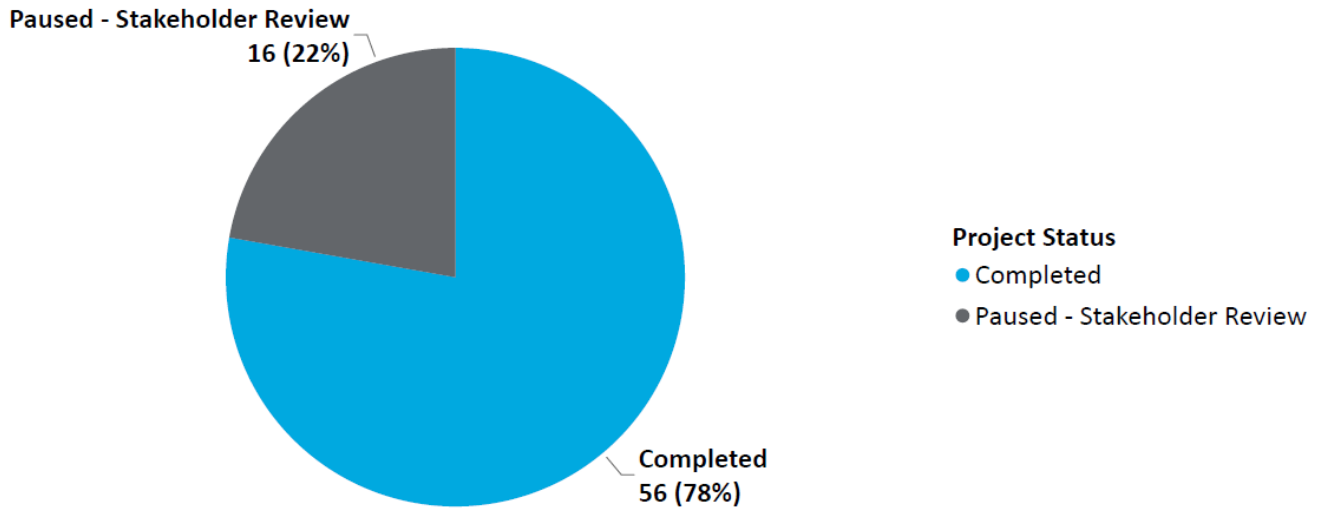
Agenda Report Number	7
Subject	Ratification of Meeting Minutes
Date	June 17, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

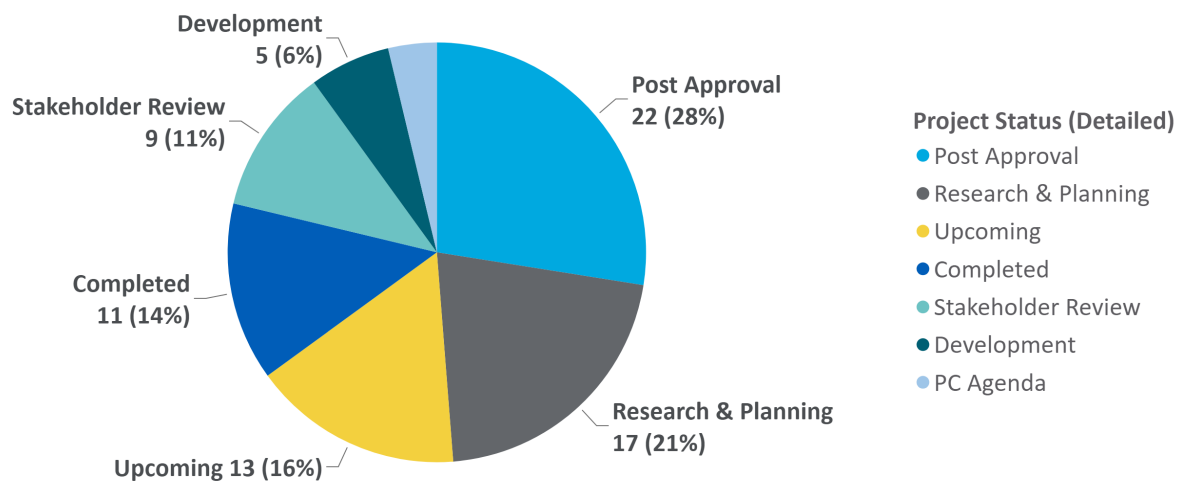
1. 05-20-2026 Regular Meeting
2. 06-3-2026 Special Meeting

Agenda Report Number	8
Subject	Personnel Commission Project Tracking
Date	June 17, 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:
Fiscal Year 2024-25 as of June 9, 2026

Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date	Request
Purchasing	Director of Procurement, Contracts & Logistics	1/30/2025		5/2/2025	Post Approval	5/20/2026	Cyclical Review
Facilities Operations	Assistant Director of Facilities Operations	2/25/2025			Research & Planning		Cyclical Review
Facilities Operations	Director of Facilities Operations	2/25/2025			Research & Planning		Cyclical Review
IT Infrastructure	Network Communications Technician I	2/25/2025		5/27/2025	Labor-Management	8/20/2025	Cyclical Review
IT Infrastructure	Network Communications Technician II	2/25/2025		5/27/2025	Labor-Management	8/20/2025	Cyclical Review
IT Infrastructure	Network Communications Technician III	2/25/2025		5/27/2025	Labor-Management	8/20/2025	Cyclical Review
Student Services	Senior Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Labor-Management	8/20/2025	Cyclical Review
Student Services	Transfer & Articulation Specialist	3/31/2025	5/2/2025	7/24/2025	Stakeholder Review	8/20/2025	Cyclical Review
Student Services	Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Labor-Management	9/2/2025	Cyclical Review
IT MIS	Associate Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
IT MIS	IT Project Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
IT MIS	Principal Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
IT MIS	Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
IT MIS	Senior Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
IT MIS	Chief Director of Information Technology	6/25/2025		9/8/2025	Post Approval	5/20/2026	Cyclical Review

Fiscal Year 2025-26 as of June 9, 2026

Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date	Request
Student Services	Director of Financial Aid & Scholarships	7/22/2025		4/9/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Academic Records Evaluator	7/23/2025		2/24/2026	Stakeholder Review-Union		Cyclical Review
Student Services	Enrollment Services Specialist	7/23/2025	8/15/2025	2/24/2026	Stakeholder Review-Union	5/20/2026	Cyclical Review
Student Services	Financial Aid & Scholarships Specialist	7/23/2025	8/29/2025	3/19/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	International Student Services Specialist	7/23/2025	8/15/2025	1/13/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Outreach & Recruitment Specialist	7/23/2025	8/15/2025	1/13/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Senior Academic Records Evaluator	7/23/2025	8/15/2025	2/24/2026	Stakeholder Review-Union	6/3/2026	Cyclical Review
Student Services	Senior Enrollment Services Specialist	7/23/2025		2/24/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Senior Financial Aid & Scholarships Specialist	7/23/2025		3/19/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Senior Student Services Specialist - International	7/23/2025		1/13/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Student Communications Coordinator	7/23/2025	8/25/2025	1/13/2026	Stakeholder Review-Union		Cyclical Review
Student Services	Student Onboarding Specialist	7/23/2025		1/13/2026	Stakeholder Review-Union		Cyclical Review
Accounting & Finance	Accountant	8/6/2025	8/21/2025	1/27/2026	Post Approval	5/20/2026	Cyclical Review
Accounting & Finance	Accounting Manager	8/6/2025		1/27/2026	Post Approval	5/20/2026	Cyclical Review
Accounting & Finance	Accounting Supervisor	8/6/2025		1/27/2026	Post Approval	5/20/2026	Cyclical Review
Accounting & Finance	Accounts Payable Supervisor	8/6/2025		4/9/2026	Post Approval	5/20/2026	Cyclical Review
Accounting & Finance	Chief Director of Business Services	8/6/2025		3/9/2026	PC Agenda	6/17/2026	Cyclical Review
Accounting & Finance	Controller	8/6/2025		3/9/2026	Post Approval	6/3/2026	Cyclical Review
Accounting & Finance	Director of Fiscal Services	8/6/2025			Research & Planning		Cyclical Review
Reprographics	Reprographics Supervisor	10/9/2025	5/7/2025		Research & Planning		Cyclical Review
Reprographics	Reprographics Technician	10/9/2025	5/7/2025		Research & Planning		Cyclical Review
Reprographics	Senior Reprographics Technician	10/9/2025	5/7/2025		Research & Planning		Cyclical Review

Facilities Maintenance & Planning	Assistant Director of Facilities Maintenance	12/3/2025			Research & Planning		Cyclical Review
Facilities Maintenance & Planning	Assistant Director of Facilities Planning & Construction	12/3/2025			Research & Planning		Cyclical Review
Facilities Maintenance & Planning	Director of Facilities Maintenance	12/3/2025			Research & Planning		Cyclical Review
Facilities Maintenance & Planning	Director of Facilities Maintenance & Operations	12/3/2025			Research & Planning		Cyclical Review
Facilities Maintenance & Planning	Director of Facilities Planning & Construction	12/3/2025			Research & Planning		Cyclical Review
Facilities Maintenance & Planning	Journeyman Trade - Welding	12/3/2025		4/2/2026	Post Approval	5/20/2026	Cyclical Review
Facilities Maintenance & Planning	Locksmith	12/3/2025		4/2/2026	Stakeholder Review		Cyclical Review
Facilities Maintenance & Planning	Mechanical Systems Manager	12/3/2025		4/23/2026	Post Approval	5/20/2026	Cyclical Review
Accounting & Finance	Accounting Manager - Foundation	12/4/2025		6/3/2026	Stakeholder Review		Cyclical Review
Accounting & Finance	Budget Technician	12/4/2025		5/19/2026	Post Approval	6/3/2026	Cyclical Review
Accounting & Finance	Director of Auxiliary Services	12/4/2025		6/3/2026	Stakeholder Review		Cyclical Review
Accounting & Finance	Director of Budget	12/4/2025		5/25/2026	Post Approval	6/3/2026	Cyclical Review
Accounting & Finance	Director of Facilities Finance	12/4/2025			Development		Cyclical Review
Accounting & Finance	Director of Grants	12/4/2025		6/3/2026	Stakeholder Review		Cyclical Review
Accounting & Finance	Director of SMC Foundation	12/4/2025			Development	6/3/2026	Cyclical Review
Accounting & Finance	Enterprise Business Services Clerk	12/4/2025		5/19/2026	Post Approval	6/3/2026	Cyclical Review
Accounting & Finance	Enterprise Business Services Specialist	12/4/2025		5/22/2026	Post Approval	6/3/2026	Cyclical Review
Accounting & Finance	Enterprise Business Supervisor	12/4/2025		5/22/2026	Post Approval	6/3/2026	Cyclical Review
Warehouse & Mail	Mail Services Worker II	3/10/2026			Upcoming		Description Revision
Human Resources	Assistant Director of Human Resources - Compliance	4/29/2026			Upcoming		Cyclical Review

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

Risk Management	Director of Safety & Risk Management	4/29/2026			Research & Planning		Cyclical Review
Risk Management	Insurance Program Specialist	4/29/2026			Research & Planning		Cyclical Review
Risk Management	Risk & Insurance Coordinator	4/29/2026			Research & Planning		Cyclical Review

STATUS	DESCRIPTION
Upcoming	Job classification approved by the Personnel Commission as part of the cyclical review calendar and scheduled to begin. Notifications and orientation materials are being prepared before research begins.
Research & Planning	Commission staff gather and review job description updates, Position Description Questionnaires (PDQs), and market data and conduct job audits. The goal is to collect the information needed for analysis.
Development	Commission staff update classification descriptions and review salary data for recommendations.
Stakeholder Review	Completed studies are sent for fiscal impact review, and union and employee feedback. This step confirms accuracy and ensures that all key parties have an opportunity to provide comments before recommendations are presented to the Personnel Commission.
Management Hold	The study is temporarily paused at the request of management to allow for organizational, operational, or budget-related considerations before moving forward.
Labor-Management	The study is under discussion between the District and union representatives to address negotiable matters.
Stakeholder Review (Post-Discussion)	After labor-management or hold issues are resolved, the revised study may be reviewed again by stakeholders prior to Commission consideration.
Date Completed	The recommendations have been presented to the Personnel Commission and action has been taken to conclude the review.
Post Approval	The recommendations have been approved by the Personnel Commission and are pending Board of Trustees approval.

Agenda Report Number	9
Subject	Personnel Commission Recruitment Tracking
Date	June 17, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment

Classification	Staff	FOC	Opened	Closed	Written	Perf.	QAI	E-List	Ratified
Administrative Assistant III - Confidential	AF	PO	6/11/2026						
Athletic Trainer	TM	MPO	4/29/26	5/19/26		6/10/26	6/10/26	6/17/26	6/18/26
Basic Needs Project Assistant	JA	P	5/7/26	5/28/26		6/9/26	6/9/26	6/17/26	6/18/26
Community College Police Dispatcher	JG	MPO	6/4/26	6/25/26	7/11/26		6/4/26		
Payroll Manager	AF	MPO	4/13/26	5/10/26			6/4/26	6/17/26	6/18/26
Senior Research Analyst	JA	MPO	5/8/26	5/29/26			6/10/26	6/17/26	6/18/26
Program Specialist-STEM	CL	PO	6/11/2026						

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	

Day	Month	Day	Year	Time	Meeting Location
Wednesday	July	15	2026	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	August	19	2026	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	September	16	2026	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	October	21	2026	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	November	18	2026	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	December	16	2026	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	January	20	2027	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	February	17	2027	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	March	17	2027	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	April	21	2027	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	May	19	2027	12:00 PM	1900 Pico Blvd, Bus. 117
Wednesday	June	16	2027	12:00 PM	1900 Pico Blvd, Bus. 117

As required by law, the agenda for June 17, 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.