

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>

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](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

<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: Clarenda 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:</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&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>Keisha Marts</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: 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 6/1/2026</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.

IV. AGENDA REPORTS: MAJOR ITEMS OF BUSINESS

Report Number	Subject	Page Number
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3	Classification Description Revisions and Salary Reallocation: Budget Technician Cyclical Review	8
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9	Classification Description Revisions and Salary Reallocation: Enterprise Business Supervisor Cyclical Review	66
10	Retitle and Classification Description Revisions: Admissions & Records Supervisor to Admissions & Records Manager Cyclical Review	75
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V. CONSENT AGENDA

Report Number	Subject	Page Number
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15	Ratification of Eligibility Lists	111
16	Appointments to Provisional Assignments	112
17	Ratification of Working Out of Class and Limited Term Assignments	113

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	Meeting Calendar for Fiscal Year 2026-2027
Date	June 3, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

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

Agenda Report Number	2
Subject	ADVISORY ITEM: Reduction in Force Update
Date	June 3, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

### **Background**

The Personnel Commission and the Human Resources Departments met on Wednesday, May 27<sup>th</sup> with Robert Myers, Campus Counsel, to receive an update on upcoming actions associated with the District's Reduction in Force, which will become effective on July 1, 2026.

The following issues were discussed at this meeting:

1. Requests for Working out of Class will be directed first to Human Resources to determine if there are any factors which will first require negotiations with CSEA. Once these requests are received by the Personnel Commission, we will first determine if anyone on the reemployment list has first rights to this assignment.
2. Temporary assignments which start on or after July 1, 2026, or extend past June 30, 2026 will need to first be offered to individuals on the reemployment list.

### **Reference: California School Employees Association Collective Bargaining Agreement**

#### Article 3.7.1 – Assignment of Temporary Additional Workload

*The District shall immediately notify CSEA of long-term reductions in the workforce caused by extended leaves of absences, separations, and/or vacancies in the workforce; or impacts in the workforce caused by reorganization and/or restructure in the District. The District and CSEA shall meet and negotiate the impacts of temporary additional workloads of employees caused by reductions, reorganization, and/or restructure. Negotiations shall take place within thirty (30) days of the notification to CSEA.*

#### Article 17.8 – Transfer of Bargaining Unit Work

*The assignment of unit work to non-unit employees and volunteers of the employer or from one bargaining unit classification to another is a negotiable subject within the scope of representation. The district shall not unilaterally transfer bargaining unit work without giving CSEA prior notice and the opportunity to bargain.*

#### Merit Rule 13.3.1.B.7

*A permanent classified employee may displace a non-permanent employee in the same class. No regular employee shall be laid off from any position while temporary (limited-term) employees are assigned to positions in the same class, unless the regular employee declines the temporary assignment.*

Agenda Report Number	3
Subject	Classification Description Revisions and Salary Reallocation: Budget Technician Cyclical Review
Date	June 3, 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 Budget Technician.

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

The Budget Technician classification was established in June 2025. This is the first proposed revision since the classification was established. There are currently no incumbents in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-2026. The incumbents in the Accounting and Finance classifications were invited to participate in a study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. Position Description Questionnaire (PDQ) for incumbents in this job discipline were due by December 4, 2025.

Personnel Commission staff consulted with the Director of Budget 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 was due to the organizational structure and scope of the responsibilities and degree of decision-making authority.

As a result, salary review is based on internal alignment. Job evaluation results show that the Budget Technician and Accounting Technician have similar levels of knowledge required, decision-making and job scope. To maintain appropriate internal alignment within the accounting and finance job family it is recommended to adjust the Budget Technician from Range 34 to Range 35 on the classified employee salary schedule. This is commensurate with job evaluation results and will maintain the salary parity between the Budget Technician and Accounting Technician.

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%
Director of Budget	M32	\$11,483	\$13,958	0%
Controller	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%
<b>Budget Technician</b>	<b>34</b>	<b>\$5,876</b>	<b>\$7,143</b>	<b>2.4%</b>
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*	A21	\$16,966	\$18,705	27.62%
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%
<b>Budget Technician</b>	<b>35</b>	<b>\$6,026</b>	<b>\$7,324</b>	<b>5.00%</b>
Accounting Specialist****	33	\$5,739	\$6,975	

\* Under Review

\*\* Salary Reallocation on separate agenda item

\*\*\* Salary Reallocation approved by PC on 5/20/26, pending BOT Approval

\*\*\*\* Salary Reallocation was approved by PC on 3/18/26, BOT on 4/7/26

Cyclical review results have been sent to the incumbents, 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 Budget.

**FROM:** Classified Salary Schedule, Range 34

**TO:** Classified 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**

**Budget Technician**

**CONCEPT OF THE CLASS**

Under supervision, this position performs a variety of technical duties and complex clerical duties related to compiling, organizing, maintaining, and performing financial record keeping duties to support the development, [monitoring](#), and revision of the District budget.

**DISTINGUISHING CHARACTERISTICS**

A **Budget Technician** performs a broad range of technical and clerical duties in support of budget operations. Responsibilities include compiling, entering and maintaining financial data; organizing and formatting budget submissions and preparing, gathering, distributing, and tracking budget requests and reports in accordance with established procedures.

A **Budget Analyst** performs a broad range of [advanced](#) technical budgeting activities, involving the compilation, analysis and maintenance of budget data. This position performs complex ~~and analytical~~ budget calculations, [prepares projections](#) and [variance analyses](#) and works with District personnel to [review and clarify](#) ~~interpret~~ financial information and [ensure support](#) budget accuracy and compliance.

An **Accounting Technician** ~~is responsible~~ [performs for](#) advanced journey level, ~~clerical and~~ technical accounting [support and bookkeeping](#) duties, including accounts payable, accounts receivable, cash register processes, and costs of goods sold. [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**

Assists in coordinating and preparing the District's annual and quarterly budgets by updating budget worksheets and compiling, validating and summarizing budget data from campus departments to ensure accuracy.

Updates and maintains budget tracking tools and spreadsheets to ensure accurate, organized and accessible financial data; enters and verifies data into financial systems.

Performs reconciliations of budget entries to identify discrepancies between departmental submissions and financial systems.

Prepares budget to actual variances and interperiod or comparative variances to support decision making and budgetary compliance.

Prepares budget transfers and standard board agendas for approval by the Board of Trustees.

Supports recurring budget reviews by compiling and organizing financial data for use in variance and trend analyses.

Distributes budget reports, provides departments with information on budget, monitors budgets, and answers budget-related questions from departments; refers complex or policy-related inquiries to higher level staff.

Logs, tracks and summarizes budget augmentation requests submitted by departments for approval by Senior Staff.

Participates in reviewing, documenting, and developing changes to improve Budget department procedures.

Tracks internal deadlines for budget submissions, augmentations, and board items, and follows up with departments as needed to ensure timely processing.

Provides administrative support to projects and special assignments that require obtaining information from multiple departments.

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 supervision, [the employee this position](#) receives assignments from the Director of Budget 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:**

Basic principles and terminology of governmental accounting and budgeting as they relate to financial record keeping and budget support functions

Business software applications, including spreadsheet and financial systems used in budgeting tasks

Office practices and procedure related to organizing, maintaining and retrieving financial and budget records using digital systems and application tools

Applicable provisions of the California Education Code and the California Community Colleges Budget and Accounting Manual related to budget processing and documentation

Basic arithmetic and financial calculations, including computing totals, extensions, percentages and comparisons used in budget tracking and reconciliation

**Skills & Abilities:**

Review budgetary and financial information while maintaining a high level of attention to detail and accuracy

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

Perform mathematical computations to support budgeting activities

Track and organize a high volume of files and financial data, utilizing standard recordkeeping techniques

Effectively communicate technical and non-technical information verbally, and in writing, to diverse stakeholder groups

Understand and apply applicable rules and procedures from Board of Trustees Rules, provisions of the California Education Code and the California Community College Budget and Accounting Manual as they relate to budget preparation, maintenance and tracking

Learn and apply District budgeting procedures, timelines and approval processes

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:**

An associate's degree in accounting, or two years of college level coursework, including at least 15 semester units in accounting.

**Experience Requirement:**

Two years of technical and clerical experience performing financial recordkeeping activities.

**Education/Experience Equivalency:**

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

**Licensure and/or Certification:**

None

**WORKING ENVIRONMENT 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>	Business Administration & Fiscal Services
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	06/25/2025
<b>Class History:</b>	None
<b>Revision Date(s):</b>	<a href="#">06/03/2026</a>

**Santa Monica Community College District  
Personnel Commission**

**Budget Technician**

**CONCEPT OF THE CLASS**

Under supervision, this position performs a variety of technical duties and complex clerical duties related to compiling, organizing, maintaining, and performing financial record keeping duties to support the development, monitoring, and revision of the District budget.

**DISTINGUISHING CHARACTERISTICS**

A **Budget Technician** performs a broad range of technical and clerical duties in support of budget operations. Responsibilities include compiling, entering and maintaining financial data; organizing and formatting budget submissions and preparing, gathering, distributing, and tracking budget requests and reports in accordance with established procedures.

A **Budget Analyst** performs a broad range of advanced technical budgeting activities, involving the compilation, analysis and maintenance of budget data. This position performs complex budget calculations, prepares projections and variance analyses and works with District personnel to review and clarify financial information and support budget accuracy and compliance.

An **Accounting Technician** performs advanced journey level, technical accounting support and bookkeeping duties, including accounts payable, accounts receivable, cash register processes, and costs of goods sold. 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**

Assists in coordinating and preparing the District's annual and quarterly budgets by updating budget worksheets and compiling, validating and summarizing budget data from campus departments to ensure accuracy.

Updates and maintains budget tracking tools and spreadsheets to ensure accurate, organized and accessible financial data; enters and verifies data into financial systems.

Performs reconciliations of budget entries to identify discrepancies between departmental submissions and financial systems.

Prepares budget to actual variances and interperiod or comparative variances to support decision making and budgetary compliance.

Prepares budget transfers and standard board agendas for approval by the Board of Trustees.

Supports recurring budget reviews by compiling and organizing financial data for use in variance and trend analyses.

Distributes budget reports, provides departments with information on budget, monitors budgets, and answers budget-related questions from departments; refers complex or policy-related inquiries to higher level staff.

Logs, tracks and summarizes budget augmentation requests submitted by departments for approval by Senior Staff.

Participates in reviewing, documenting, and developing changes to improve Budget department procedures.

Tracks internal deadlines for budget submissions, augmentations, and board items, and follows up with departments as needed to ensure timely processing.

Provides administrative support to projects and special assignments that require obtaining information from multiple departments.

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 supervision, this position receives assignments from the Director of Budget 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:**

Basic principles and terminology of governmental accounting and budgeting as they relate to financial record keeping and budget support functions

Business software applications, including spreadsheet and financial systems used in budgeting tasks

Office practices and procedure related to organizing, maintaining and retrieving financial and budget records using digital systems and application tools

Applicable provisions of the California Education Code and the California Community Colleges Budget and Accounting Manual related to budget processing and documentation

Basic arithmetic and financial calculations, including computing totals, extensions, percentages and comparisons used in budget tracking and reconciliation

### **Skills & Abilities:**

Review budgetary and financial information while maintaining a high level of attention to detail and accuracy

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

Perform mathematical computations to support budgeting activities

Track and organize a high volume of files and financial data, utilizing standard recordkeeping techniques

Effectively communicate technical and non-technical information verbally, and in writing, to diverse stakeholder groups

Understand and apply applicable rules and procedures from Board of Trustees Rules, provisions of the California Education Code and the California Community College Budget and Accounting Manual as they relate to budget preparation, maintenance and tracking

Learn and apply District budgeting procedures, timelines and approval processes

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:***

An associate's degree in accounting, or two years of college level coursework, including at least 15 semester units in accounting.

***Experience Requirement:***

Two years of technical and clerical experience performing financial recordkeeping activities.

***Education/Experience Equivalency:***

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

***Licensure and/or Certification:***

None

#### WORKING ENVIRONMENT 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

***Job Family:***

Business Administration & Fiscal Services

***FLSA Status:***

Non-exempt

***Personnel Commission Approval Date:***

06/25/2025

***Class History:***

None

***Revision Date(s):***

06/03/2026

Agenda Report Number	4
Subject	Classification Description Revisions: Budget Analyst Cyclical Review
Date	June 3, 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 Budget Analyst.

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. Fiscal Services provides services to the campus community in the areas of Accounting, Accounts Payable, Budget, and Payroll.

The Budget Analyst classification was established in July 2016 and originally titled Budget Technician. The classification was revised and retitled to Budget Analyst on July 20, 2023. There are currently no incumbents in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-2026. The incumbents in the Accounting and Finance classifications were invited to participate in a study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. Position Description Questionnaire (PDQ) for incumbents in this job discipline were due by December 4, 2025.

Personnel Commission staff consulted with the Director of Budget 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 was

due to the organizational structure and scope of the responsibilities and degree of decision-making authority.

As a result, salary review is based on internal comparison between roles within the accounting and finance job family such as Budget Technician and Accountant. Job evaluation results show that the Budget Analyst is appropriately positioned between the Budget Technician and the Accountant, with distinctions from the Budget Technician in the job factors of complexity and job scope. The Budget Analyst is further differentiated from the Accountant by the higher level of knowledge required for the Accountant classification. To maintain appropriate salary differentials between these roles it is recommended that the salary placement for this role remain at range 38 on the classified salary schedule.

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%
Director of Budget	M32	\$11,483	\$13,958	0%
Controller	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%
<b>Budget Analyst</b>	<b>38</b>	<b>\$6,479</b>	<b>\$7,875</b>	<b>7.5%</b>
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*	A21	\$16,966	\$18,705	27.62%
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%
<b>Budget Analyst</b>	<b>38</b>	<b>\$6,479</b>	<b>\$7,875</b>	<b>7.5%</b>
Accounting Technician****	35	\$6,026	\$7,324	0%
Budget Technician**	35	\$6,026	\$7,324	5.00%
Accounting Specialist****	33	\$5,739	\$6,975	

\* Under Review

\*\* Salary Reallocation on separate agenda item

\*\*\* Salary Reallocation approved by PC on 5/20/26, pending BOT Approval

\*\*\*\* Salary Reallocation was approved by PC on 3/18/26, BOT on 4/7/26

Cyclical review results have been sent to the incumbents, 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 for Budget Analyst.

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

**Santa Monica Community College District  
Personnel Commission**

**Budget Analyst**

**CONCEPT OF THE CLASS**

Under general supervision, this position performs a variety of technical and complex budget duties requiring budget review, analysis, projection and reconciliation that supports budget preparation and administration, including working with ~~various~~ District Personnel on-to review budget requests, respond to inquiries and make adjustments in accordance with established guidelines.

**DISTINGUISHING CHARACTERISTICS**

A **Budget Analyst** performs a broad range of advanced technical budgeting activities, which involves involving the compilation, analysis and maintenance of budget data. This position performs complex ~~and analytical~~ budget calculations, prepares projections and variance analyses and works with District Personnel on-to review and clarify financial information and support budget ~~maintenance, accuracy and compliance~~.

A Budget Technician performs a broad range of technical and clerical duties in support of budget operations. Responsibilities include compiling, entering and maintaining financial data; organizing and formatting budget submissions and preparing, gathering, distributing, and tracking budget requests and reports in accordance with established procedures.

An **Accounting Technician** ~~is responsible~~ performs for advanced journey level, ~~clerical and~~ technical accounting support and bookkeeping duties; including accounts payable, accounts receivable, cash register processes, and costs of goods sold. ~~This position requires work of considerable complexity and variety involving a broad applied understanding of technical accounting practices and principles. An Accounting Technician performs lead responsibilities, including reviewing the work of Accounting Specialists to maintain internal controls. Work is reviewed by an assigned Accountant or manager.~~

~~An Accountant performs highly responsible, professional accounting duties involving independent judgment, considerable initiative, and discretionary decision-making authority, and requiring a thorough knowledge of professional accounting principles and practices.~~

**ESSENTIAL DUTIES**

Assists in the coordination and preparation of the District's annual and quarterly budget for both unrestricted and restricted funds by compiling and distributing budget requests, reconciling revenues and expenditures budget to ensure accuracy, summarizing budget requests into financial reports, preparing budget lines for upload into systems, preparing projections based on varied assumptions and analyzing variances.

Performs research and prepares schedules and analysis related to annual and mid-year updates to operating budget; assists in regular budget reviews by analyzing accounting and financial data, preparing budget to actual variances, and inter-period or comparative variances.

Receives and summarizes budget augmentation requests, makes initial evaluation of request validity, reviews for accuracy, completeness and compliance with District policy, requests additional supporting documentation or clarification of request; works with department administrator, manager or staff to recommend necessary changes and answer questions; calculates salary and benefits forecasts, researches fund availability to cover expense and informs departments of District decision regarding their request.

Prepares budget transfers, reviews budget transfers submitted by departments, prepares salary and benefits data, reconciles and summarizes budget transfers for budget upload and entry into financial system.

Distributes budget reports, monitors budgets, identifies accounts with negative balances, informs departments and requests budget transfers, answers budget-related questions from departments; reviews, analyzes and reconciles accounts and informs accounting of any necessary adjustments.

Prepares board agenda items for approval by the Board of Trustees.

Create, organize, and maintain various data information systems so that information is current, accurate, and accessible.

Participates in Budget Department process improvements by assisting in reviewing documenting and developing changes to improve Budget department procedures.

Organizes historical data and prepares statistical reports and graphs which assists management in budget decision making.

Participates in the annual review of account strings and set up of budget in the financial system.

Monitor labor distribution report for correctness of account strings and requests adjustments in system.

Participates in special budget projects 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**

Under general supervision, this position Positions in this classification receives general supervision assignments from the Director of Budget 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 of:**

Governmental accounting principles, practices, policies, and terminology, as it relates to financial and statistical recordkeeping and budgeting procedures

Business software applications and accounting systems

Office practices and procedures pertaining to the organization and management of files and records

Applicable provisions of the California Education Code and the California Community Colleges Budget and Accounting Manual

Mathematics and statistics to compute totals, extensions, and percentages

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

Analyze budgetary information and apply knowledge and sound judgment to formulate effective recommendations and solutions

Set priorities and independently manage time and work in a fast-paced and busy environment with multiple tasks and interruptions

Review, analyze, and perform mathematical computations utilizing detailed financial information

Track and organize a high volume of files and financial data, utilizing standard recordkeeping techniques alphabetical, numeric, or other organizational techniques

Interpret financial and statistical data and prepare financial reports, statements and projections

Effectively communicate technical and non-technical information verbally, and in writing, to diverse stakeholder groups

Interpret and apply Board of Trustees Rules, and provisions of the California Education Code and the California Community College Budget and Accounting Manual as they relate to budget preparation, maintenance and analysis

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

Interpret and follow oral and written instructions

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

Stay updated on technology changes and adapt to new technologies

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

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

#### MINIMUM QUALIFICATIONS

##### **Education Requirement:**

An associate's degree in accounting, or equivalent including two years of college level coursework, including at least 15 semester units in accounting.

**Experience Requirement:**

Three years of increasingly responsible technical experience performing financial recordkeeping activities, preferably including the preparation and tracking of budgets in a governmental agency.

**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 frequently required to stand, walk, and reach. 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>	Non-exempt
<b>Personnel Commission Approval Date:</b>	7/20/16
<b>Class History:</b>	Budget Technician
<b>Revision Date(s):</b>	7/20/2023, <u>06/03/2026</u>

**Santa Monica Community College District  
Personnel Commission**

**Budget Analyst**

**CONCEPT OF THE CLASS**

Under general supervision, this position performs a variety of technical and complex budget duties requiring budget review, analysis, projection and reconciliation that supports budget preparation and administration, including working with District Personnel to review budget requests, respond to inquiries and make adjustments in accordance with established guidelines.

**DISTINGUISHING CHARACTERISTICS**

A **Budget Analyst** performs a broad range of advanced technical budgeting activities, involving the compilation, analysis and maintenance of budget data. This position performs complex budget calculations, prepares projections and variance analyses and works with District Personnel to review and clarify financial information and support budget accuracy and compliance.

A **Budget Technician** performs a broad range of technical and clerical duties in support of budget operations. Responsibilities include compiling, entering and maintaining financial data; organizing and formatting budget submissions and preparing, gathering, distributing, and tracking budget requests and reports in accordance with established procedures.

An **Accounting Technician** performs advanced journey level, technical accounting support and bookkeeping duties including accounts payable, accounts receivable, cash register processes, and costs of goods sold.. 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**

Assists in the coordination and preparation of the District's annual and quarterly budget for both unrestricted and restricted funds by compiling and distributing budget requests, reconciling revenues and expenditures budget to ensure accuracy, summarizing budget requests into financial reports, preparing budget lines for upload into systems, preparing projections based on varied assumptions and analyzing variances.

Performs research and prepares schedules and analysis related to annual and mid-year updates to operating budget; assists in regular budget reviews by analyzing accounting and financial data, preparing budget to actual variances, and inter-period or comparative variances.

Receives and summarizes budget augmentation requests, makes initial evaluation of request validity, reviews for accuracy, completeness and compliance with District policy, requests additional supporting documentation or clarification of request; works with department administrator, manager or staff to recommend necessary changes and answer questions; calculates salary and benefits forecasts, researches fund availability to cover expense and informs departments of District decision regarding their request.

Prepares budget transfers, reviews budget transfers submitted by departments, prepares salary and benefits data, reconciles and summarizes budget transfers for budget upload and entry into financial system.

Distributes budget reports, monitors budgets, identifies accounts with negative balances, informs departments and requests budget transfers, answers budget-related questions from departments; reviews, analyzes and reconciles accounts and informs accounting of any necessary adjustments.

Prepares board agenda items for approval by the Board of Trustees.

Create, organize, and maintain various data information systems so that information is current, accurate, and accessible.

Participates in Budget Department process improvements by assisting in reviewing documenting and developing changes to improve Budget department procedures.

Organizes historical data and prepares statistical reports and graphs which assists management in budget decision making.

Participates in the annual review of account strings and set up of budget in the financial system.

Monitor labor distribution report for correctness of account strings and requests adjustments in system.

Participates in special budget projects 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*

Under general supervision, this position receives assignments from the Director of Budget 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 of:**

Governmental accounting principles, practices, policies, and terminology, as it relates to financial and statistical recordkeeping and budgeting procedures

Business software applications and accounting systems

Office practices and procedures pertaining to the organization and management of files and records

Applicable provisions of the California Education Code and the California Community Colleges Budget and Accounting Manual

Mathematics and statistics to compute totals, extensions, and percentages

### **Skills & Abilities:**

Analyze budgetary information and apply knowledge and sound judgment to formulate effective recommendations and solutions

Set priorities and independently manage time and work in a fast-paced and busy environment with multiple tasks and interruptions

Review, analyze, and perform mathematical computations utilizing detailed financial information

Track and organize a high volume of files and financial data, utilizing standard recordkeeping techniques

Interpret financial and statistical data and prepare financial reports, statements and projections

Effectively communicate technical and non-technical information verbally, and in writing, to diverse stakeholder groups

Interpret and apply Board of Trustees Rules, and provisions of the California Education Code and the California Community College Budget and Accounting Manual as they relate to budget preparation, maintenance and analysis

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

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

Stay updated on technology changes and adapt to new technologies

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

Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

#### MINIMUM QUALIFICATIONS

***Education Requirement:***

An associate's degree in accounting, or two years of college level coursework, including at least 15 semester units in accounting.

***Experience Requirement:***

Three years of technical experience performing financial recordkeeping activities, preferably including the preparation and tracking of budgets in a governmental agency.

***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 frequently required to stand, walk, and reach. 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><i>Job Family:</i></b>	Business Administration & Fiscal Services
<b><i>FLSA Status:</i></b>	Non-exempt
<b><i>Personnel Commission Approval Date:</i></b>	7/20/16
<b><i>Class History:</i></b>	Budget Technician
<b><i>Revision Date(s):</i></b>	7/20/2023; 06/03/2026

Agenda Report Number	5
Subject	Classification Description Revisions and Salary Reallocation: Controller Cyclical Review
Date	June 3, 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 Controller.

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. Fiscal Services provides services to the campus community in the areas of Accounting, Accounts Payable, Budget, and Payroll.

The Controller classification was established in November 2014. This classification was last revised on November 19, 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 incumbent in this job discipline was requested to complete a Position Description Questionnaire (PDQ) by August 6, 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**

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 was due to the organizational structure and scope of the classifications.

As a result, salary review is based on internal alignment. At the May 20, 2026 Personnel Commission meeting an agenda item reallocating the Accounting Manager from Range M24 to Range M27 on the classified management salary schedule was approved. The proposed salary reallocation for Accounting Manager lessens the salary differential between the Controller and Accounting Manager. To account for differences in knowledge required, complexity, and scope of work it is recommended to adjust the Controller from Range M32 to Range M34. The resulting differential between Controller and Accounting Manager will be approximately 18.5%.

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%
<b>Controller</b>	<b>M32</b>	<b>\$11,483</b>	<b>\$13,958</b>	<b>0%</b>
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*	A21	\$16,966	\$18,705	27.62%
<b>Controller</b>	<b>M34</b>	<b>\$12,057</b>	<b>\$14,656</b>	<b>0%</b>
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	

\* Under Review

\*\* Salary Reallocation on separate agenda item

\*\*\* Salary Reallocation approved by PC on 5/20/26, pending BOT Approval

\*\*\*\* Salary Reallocation was approved by PC on 3/18/26, BOT on 4/7/26

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 Controller.

**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**

**Controller**

**CONCEPT OF THE CLASS**

Under general direction, this position plans, ~~administers~~, controls, integrates, and ~~manages-directs~~ all District-wide programs, activities, services, and functions related to the District's financial accounting and disbursement activities. The incumbent safeguards District assets through internal audit and effective internal control systems and processes, and ensures compliance with District, local, state, and federal requirements.

**DISTINGUISHING CHARACTERISTICS**

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

The **Chief Director of Business Services** classification is responsible for planning, organizing and directing the activities related to the District-wide Business Services.

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

**ESSENTIAL DUTIES**

Plans and directs the activities in general accounting, special funds accounting, cash and investment management, accounting systems, process development and analysis in financial accounting, accounts receivables, accounts payable, expenses, grants, and payroll ~~accounting~~.

Provides direction and supervises management and assigned staff performing financial reporting, accounting, accounts receivable, accounts payable, and payroll ~~accounting functions~~~~duties~~.

Analyzes and reviews financial and statistical data and reports, monitors, controls and authorizes expenditures of funds in accordance with established fiscal guidelines.

Evaluates, establishes practices and controls for safe and efficient handling of funds; establishes reporting procedures of financial transactions and directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files.

~~Maintains current knowledge of organizational policies and procedures, federal and state laws, regulations and directives, accounting methods, standards and technology.~~

Monitors financial activities and details, such as cash flow and reserve levels, to ensure that all legal and regulatory requirements are met.

Coordinates, prepares and administers the year-end closing process and compilation of fiscal year financial statements.

Reviews, analyzes and prepares all GASB entries for annual independent audit and periodic reports to supervisors of changes and the effect on the District.

Prepares, analyzes and reviews financial statements, business activity reports, financial position forecasts or reports required by regulatory agencies.

Prepares audit documents and schedules for both internal and external auditors; manages the District Independent Audit and the preparation of the District financial statements, including all related schedules and the Management Discussion and Analysis.

Analyzes and prepares financial reports for submission to local, state or federal institutions including 50% law calculation, state financial reports (311), IPEDS, official statements for general obligation bonds.

Develops and maintains ledger and charts of accounts for control of expenditures from various budgets, including those for general restricted and unrestricted, bond, trust, revolving and special funds.

Reviews, develops and recommends policies, procedures, administrative regulations and program reviews to improve the Districts business processes and enhance fiscal solvency to management.

Develops, establishes and implements internal control policies, guidelines, and procedures for activities such as cash and credit management, payroll reporting, accounts payable and general accounting.

Provides direction, recommendations, and assistance to District management and organizational units regarding accounting, accounts payable and payroll policies and procedures and efficient control and utilization of financial resources.

Designs and conducts financial research studies, analyzes results, prepares forecasts, recommends planning and implementation strategies and internal control processes to assure smooth and efficient fiscal and budgetary functions.

Administers reimbursement claims for state-funded capital outlay projects, scheduled maintenance programs, mandated cost programs, or other reimbursement claims from local, state, federal or private institutions.

May serve as a management representative on committees.

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. Under general supervision, the employee receives assignments from the Chief Director of Business Services and is expected to carry them through to completion with substantial independence.](#)

**Supervision Exercised:**

This position [exercises general supervises supervision over](#) managers, supervisors and assigned staff in [Fiscal-Business Services](#).

#### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:**

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 [relate-apply to a college-district governmental accounting, auditing and budgeting](#)

Federal, state, local and District policies, procedures, rules, regulations and practices pertaining to [assigned accounting, special funds, cash and investment management, accounts receivable and payable, payroll accounting, grants, expenses, auditing, and financial reporting, areas of responsibility](#)

[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](#)

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

Practices and procedures [of auditing, -related to](#) establishing internal controls [and compliance monitoring for governmental entities](#)

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

District rules, regulations, policies and procedures [relevant to financial management and operations](#)

[Grant and categorical fund accounting, including fiscal reporting and compliance requirements for restricted and pass-through funds](#)

[Principles and practices of year-end closing, financial statement preparation, and audit readiness for governmental entities](#)

[Principles of payroll accounting, including payroll-related liabilities, reconciliations, and reporting requirements.](#)

[Principles of effective diplomacy, management and supervision practices](#)

[Effective employee supervision, training, evaluation and development techniques and practices](#)

[Effective training methodologies](#)

[Internal and external audit processes and regulatory reporting requirements for local, state, and federal agencies](#)

Governmental services revenue sources [and reporting requirements](#)

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

[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:**

[Ensure accounting and reporting practices comply with GAAP, GASB, the Budget and Accounting Manual \(BAM\), Chancellor's Office requirements, and applicable state and federal regulations](#)

[Oversee and ensure accurate and timely month-end and year-end closing processes and prepare required schedules for external audits](#)

Plan, organize and effectively administer the District's accounting ~~and budget~~ functions [to ensure accuracy, compliance and operational efficiency](#)

Evaluate accounting ~~and payroll~~ procedures, business practices ~~and to~~ identify areas ~~of~~ improvement and customer needs.

Prepare timely, accurate, complex, and comprehensive financial analyses, reports, cost analysis studies, summaries, statements, policy papers, letters and other materials as requested

Analyze complex and technical data and provide appropriate conclusions and recommendations

~~Train, supervise and evaluate others~~

[Effective employee supervision, training, evaluation, and staff development techniques and practices](#)

Analyze trends, financial conditions and problems to develop long-range plans and financial forecast models

Present proposals, recommendations and technical information clearly, logically and persuasively

Supervise assigned work, provide necessary resources and delegate responsibilities based on staff abilities, development opportunities, and applicable rules and policies to ensure work is completed effectively and on time

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

~~Effectively manage time, meet deadlines and achieve objectives~~

Organize, set priorities, exercise sound independent judgement ~~within areas of assigned responsibility and manage responsibilities in a complex fiscal environment~~ [Supervise assigned work functions, provide resources needed, and delegate responsibility across divisions within the department](#)

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

~~Stay abreast of technology changes and adapt to new technologies~~

~~Use online~~ [Utilize advanced accounting systems to](#), generate reports, analyze data [and apply emerging technologies to improve departmental operations using advanced computer applications and software](#)

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

Model professional integrity, 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

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

MINIMUM QUALIFICATIONS

**Education Requirement:**

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

**Experience Requirement:**

Five ~~(5)~~ years of professional accounting ~~and~~ or fiscal management experience in government, private educational institution or government related non-profit sectors, ~~which include including~~ three ~~(3)~~ years of supervisory or administrative 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:**

Certified Public Account (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>	11/19/2014
<b>Class History:</b>	None-
<b>Revision Date(s):</b>	5/15/19; <a href="#">6/3/26</a>

**Santa Monica Community College District  
Personnel Commission**

**Controller**

**CONCEPT OF THE CLASS**

Under general direction, this position plans, controls, integrates, and directs all District-wide programs, activities, services, and functions related to the District's financial accounting and disbursement activities. The incumbent safeguards District assets through internal audit and effective internal control systems and processes, and ensures compliance with District, local, state, and federal requirements.

**DISTINGUISHING CHARACTERISTICS**

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

The **Chief Director of Business Services** classification is responsible for planning, organizing and directing the activities related to the District-wide Business Services.

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

**ESSENTIAL DUTIES**

Plans and directs the activities in general accounting, special funds accounting, cash and investment management, accounting systems, process development and analysis in financial accounting, accounts receivables, accounts payable, expenses, grants, and payroll accounting.

Provides direction and supervises management and assigned staff performing financial reporting, accounting, accounts receivable, accounts payable, and payroll accounting functions.

Analyzes and reviews financial and statistical data and reports, monitors, controls and authorizes expenditures of funds in accordance with established fiscal guidelines.

Evaluates, establishes practices and controls for safe and efficient handling of funds; establishes reporting procedures of financial transactions and directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files.

Monitors financial activities and details, such as cash flow and reserve levels, to ensure that all legal and regulatory requirements are met.

Coordinates, prepares and administers the year-end closing process and compilation of fiscal year financial statements.

Reviews, analyzes and prepares all GASB entries for annual independent audit and periodic reports to supervisors of changes and the effect on the District.

Prepares, analyzes and reviews financial statements, business activity reports, financial position forecasts or reports required by regulatory agencies.

Prepares audit documents and schedules for both internal and external auditors; manages the District Independent Audit and the preparation of the District financial statements, including all related schedules and the Management Discussion and Analysis.

Analyzes and prepares financial reports for submission to local, state or federal institutions including 50% law calculation, state financial reports (311), IPEDS, official statements for general obligation bonds.

Develops and maintains ledger and charts of accounts for control of expenditures from various budgets, including those for general restricted and unrestricted, bond, trust, revolving and special funds.

Reviews, develops and recommends policies, procedures, administrative regulations and program reviews to improve the Districts business processes and enhance fiscal solvency to management.

Develops, establishes and implements internal control policies, guidelines, and procedures for activities such as cash and credit management, payroll reporting, accounts payable and general accounting.

Provides direction, recommendations, and assistance to District management and organizational units regarding accounting, accounts payable and payroll policies and procedures and efficient control and utilization of financial resources.

Designs and conducts financial research studies, analyzes results, prepares forecasts, recommends planning and implementation strategies and internal control processes to assure smooth and efficient fiscal and budgetary functions.

Administers reimbursement claims for state-funded capital outlay projects, scheduled maintenance programs, mandated cost programs, or other reimbursement claims from local, state, federal or private institutions.

May serve as a management representative on committees.

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 Chief Director of Business Services and is expected to carry them through to completion with substantial independence.

### *Supervision Exercised:*

This position exercises general supervision over managers, supervisors and assigned staff in Business Services.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

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

Federal, state, local and District policies, procedures, rules, regulations and practices pertaining to accounting, special funds, cash and investment management, accounts receivable and payable, payroll accounting, grants, expenses, auditing, and financial reporting.

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

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

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

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

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

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

Principles and practices of year-end closing, financial statement preparation, and audit readiness for governmental entities

Principles of payroll accounting, including payroll-related liabilities, reconciliations, and reporting requirements.

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

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

Governmental services revenue sources and reporting requirements

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

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:**

Ensure accounting and reporting practices comply with GAAP, GASB, the Budget and Accounting Manual (BAM), Chancellor's Office requirements, and applicable state and federal regulations

Oversee and ensure accurate and timely month-end and year-end closing processes and prepare required schedules for external audits

Plan, organize and effectively administer the District's accounting function to ensure accuracy, compliance and operational efficiency

Evaluate accounting procedures, business practices to identify areas of improvement and customer needs

Prepare timely, accurate, complex, and comprehensive financial analyses, reports, cost analysis studies, summaries, statements, policy papers, letters and other materials as requested

- Analyze complex and technical data and provide appropriate conclusions and recommendations
- Effective employee supervision, training, evaluation, and staff development techniques and practices
- Analyze trends, financial conditions and problems to develop long-range plans and financial forecast models
- Present proposals, recommendations and technical information clearly, logically and persuasively
- Supervise assigned work, provide necessary resources and delegate responsibilities based on staff abilities, development opportunities, and applicable rules and policies to ensure work is completed effectively and on time
- Interpret, apply and explain applicable laws and regulations, and District policies and procedures
- Organize, set priorities, exercise sound independent judgement and manage responsibilities in a complex fiscal environment
- 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
- Utilize advanced accounting systems to generate reports, analyze data and apply emerging technologies to improve departmental operations
- Communicate complex financial and operational information effectively both orally and in writing
- Model professional integrity, 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
- 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

#### MINIMUM QUALIFICATIONS

***Education Requirement:***

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

***Experience Requirement:***

Five years of professional accounting or fiscal management experience in government, private educational institution or government related non-profit sectors, including three years of supervisory or administrative 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:***

Certified Public Account (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><i>Job Family:</i></b>	Business Administration & Fiscal Services
<b><i>FLSA Status:</i></b>	Exempt
<b><i>Personnel Commission Approval Date:</i></b>	11/19/2014
<b><i>Class History:</i></b>	None
<b><i>Revision Date(s):</i></b>	5/15/19; 6/3/26

Agenda Report Number	6
Subject	Classification Description Revisions and Salary Reallocation: Director of Budget Cyclical Review
Date	June 3, 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 Director of Budget.

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. Fiscal Services provides services to the campus community in the areas of Accounting, Accounts Payable, Budget, and Payroll.

The Director of Budget classification was established in May 2018. This is the first proposed revision since the classification was 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 November 13, 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 December 4, 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 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 was due to the organizational structure and scope of the responsibilities and degree of decision making authority.

As a result, salary review is based on internal alignment. Job evaluation results show that the Controller and the Director of Budget classifications have similar levels of knowledge required, complexity, and decision-making. To maintain appropriate internal alignment within the accounting and finance job family it is recommended to adjust the Director of Budget from Range M32 to Range M34. This is commensurate with job evaluation results and will maintain the salary parity between the Director of Budget and Controller.

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%
<b>Director of Budget</b>	<b>M32</b>	<b>\$11,483</b>	<b>\$13,958</b>	<b>0%</b>
Controller	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*	A21	\$16,966	\$18,705	27.62%
Controller**	M34	\$12,057	\$14,656	0%
<b>Director of Budget</b>	<b>M34</b>	<b>\$12,057</b>	<b>\$14,656</b>	<b>18.66%</b>
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	

\* Under Review

\*\* Salary Reallocation on separate agenda item

\*\*\* Salary Reallocation approved by PC on 5/20/26, pending BOT Approval

\*\*\*\* Salary Reallocation was approved by PC on 3/18/26, BOT on 4/7/26

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 Budget.

**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 Budget**

**CONCEPT OF THE CLASS**

Under general direction, this position develops, administers, plans, evaluates, analyzes, coordinates, and manages the District budget and financial planning in compliance with District policies and federal, state and local laws and regulations.

**DISTINGUISHING CHARACTERISTICS**

The **Chief Director of Business Services classification** is responsible for planning, organizing and directing the activities related to the District-wide Business Services.

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

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

**ESSENTIAL DUTIES**

Administers and manages projects in the development, testing, implementation and maintenance of District budgetary management and financial tools and systems.

Leads and directs the development and revisions of District policies, procedures, practices and guidelines of the administration of the District budget management and financial planning.

Prepares, designs and develops financial analysis, projections, cost analysis and financial models to identify trends, and assist District officials with budget management objectives, priorities, alternative funding sources, and collective bargaining decisions.

Plans, develops, coordinates, administers and manages the District budget to guide District officials in financial strategic planning and decisions and ensure fiscal obligations.

Analyzes, evaluates and implements applicable federal, state, and local laws and regulations to determine impact on District budget and financial operations and make recommendations, as necessary.

Provides advice and guidance to organizational units of the District on budget development and implementation for consistency with District objectives, policies and procedures.

Researches complex budgetary issues and develops budget strategies and recommendations.

Develops and prepares mandated and requested financial, budget and multi-year projection reports that align with State and FCMAT guidelines to District leadership and appropriate federal, state and local agencies.

Prepares, monitors, and analyzes District cash flow projections to ensure alignment with financial obligations; identifies trends and potential shortfalls, and provides recommendations to support effective cash management and financial decision-making.

Prepares and ensures the timely submission of State-mandated financial reports, including GANN and 311Q reports, in compliance with applicable laws, regulations, and guidelines; analyzes reporting requirements and implements necessary processes to maintain accuracy, consistency, and regulatory compliance.

Participates in the preparation and execution of the yearly audit.

Selects, trains, evaluates, assigns and reviews work of assigned staff to assure department and District goals and objectives are met; recommends corrective or disciplinary action, as necessary.

Prepares and reviews financial data for required annual disclosure and when the District issues bonds.

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 ~~an assigned administrator~~ [the Vice President of Business and Administration](#) and is expected to carry them through to completion with substantial independence.

**Supervision Exercised:**

~~This position in this classification~~ exercises general supervision over assigned Budget Department staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

Current federal, state and local regulations, codes, laws and guidelines pertaining to assigned areas of responsibility

Principles and practices of accounting, budget and business functions of a college district [including long-range planning, fund allocation and multi-year projections](#)

Principles, methods and techniques of fiscal planning, auditing, analysis, forecasting, and reporting [to support strategic decision-making](#)

Principles of effective management and supervision

District rules, regulations, policies and procedures [related to budget management and financial planning](#)

[Financial disclosure requirements related to bond issuances and other financial obligations](#)

Financial tools and systems [including budget and accounting platforms and reporting systems](#)

[Leadership, operational management practices and](#) effective training methodologies

Principles and practices of project management

[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:**

Plan, organize, implement and effectively administer the District's ~~accounting and~~ budget functions

Use ~~online-~~ [budget and financial management](#) systems ~~to-~~ generate reports, and analyze data ~~using advanced computer applications and software~~

Prepare timely, accurate and clear financial reports [to support strategic planning and decision-making](#)

Analyze complex and ~~technical operational~~ data ~~and to~~ provide ~~appropriate well-reasoned~~ conclusions and recommendations [for strategic decision-making](#)

~~Train, supervise and evaluate others~~

[Effective employee supervision, training, evaluation, and staff development techniques and practices](#)

Analyze trends and problems and develop long-range plans

Present proposals, recommendations and technical information clearly, logically and persuasively

Effectively manage time, meet deadlines and achieve objectives

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

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

~~Operate a computer using word processing and other business software and standard office equipment~~

Organize and maintain specialized files and confidentiality of employee and District financial information [n](#)

Assess the effectiveness and enhance financial tools and systems

Stay ~~abreast of~~ [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 District-wide issues and present potential solutions to District leadership

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

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

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 [from an accredited college or university](#) in accounting, finance, economics, statistics or a [closely](#) related field.

**Experience Requirement:**

Five years of professional level government budget management experience, which included budget development, financial accounting, analysis and forecasting, including [two-three](#) years in a supervisory or administrative capacity.

**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 or equivalent is desired.

#### 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

**Job Family:**

Business Administration & Fiscal Services

**FLSA Status:**

Exempt

**Personnel Commission Approval Date:**

05/16/2018

**Class History:**

Established

**Revision Date(s):**

[06/03/26](#)

**Santa Monica Community College District  
Personnel Commission**

**Director of Budget**

**CONCEPT OF THE CLASS**

Under general direction, this position develops, administers, plans, evaluates, analyzes, coordinates, and manages the District budget and financial planning in compliance with District policies and federal, state and local laws and regulations.

**DISTINGUISHING CHARACTERISTICS**

The **Chief Director of Business Services** is responsible for planning, organizing and directing the activities related to the District-wide Business Services.

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

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

**ESSENTIAL DUTIES**

Administers and manages projects in the development, testing, implementation and maintenance of District budgetary management and financial tools and systems.

Leads and directs the development and revisions of District policies, procedures, practices and guidelines of the administration of the District budget management and financial planning.

Prepares, designs and develops financial analysis, projections, cost analysis and financial models to identify trends, and assist District officials with budget management objectives, priorities, alternative funding sources, and collective bargaining decisions.

Plans, develops, coordinates, administers and manages the District budget to guide District officials in financial strategic planning and decisions and ensure fiscal obligations.

Analyzes, evaluates and implements applicable federal, state, and local laws and regulations to determine impact on District budget and financial operations and make recommendations, as necessary.

Provides advice and guidance to organizational units of the District on budget development and implementation for consistency with District objectives, policies and procedures.

Researches complex budgetary issues and develops budget strategies and recommendations.

Develops and prepares mandated and requested financial, budget and multi-year projection reports that align with State and FCMAT guidelines to District leadership and appropriate federal, state and local agencies.

Prepares, monitors, and analyzes District cash flow projections to ensure alignment with financial obligations; identifies trends and potential shortfalls, and provides recommendations to support effective cash

Prepares and ensures the timely submission of State-mandated financial reports, including GANN and 311Q reports, in compliance with applicable laws, regulations, and guidelines; analyzes reporting requirements and implements necessary processes to maintain accuracy, consistency, and regulatory compliance.

Participates in the preparation and execution of the yearly audit.

Selects, trains, evaluates, assigns and reviews work of assigned staff to assure department and District goals and objectives are met; recommends corrective or disciplinary action, as necessary.

Prepares and reviews financial data for required annual disclosure and when the District issues bonds.

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 Vice President of Business and Administration and is expected to carry them through to completion with substantial independence.

##### *Supervision Exercised:*

This position exercises general supervision over assigned Budget Department staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Current federal, state and local regulations, codes, laws and guidelines pertaining to assigned areas of responsibility

Principles and practices of accounting, budget and business functions of a college district including long-range planning, fund allocation and multi-year projections

Principles, methods and techniques of fiscal planning, auditing, analysis, forecasting, and reporting to support strategic decision-making

Principles of effective management and supervision

District rules, regulations, policies and procedures related to budget management and financial planning

Financial disclosure requirements related to bond issuances and other financial obligations

Financial tools and systems including budget and accounting platforms and reporting systems

Leadership, operational management practices and effective training methodologies

Principles and practices of project management

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:**

Plan, organize, implement and effectively administer the District's budget function

Use budget and financial management systems to generate reports, and analyze data

Prepare timely, accurate and clear financial reports to support strategic planning and decision-making

Analyze complex and operational data to provide well-reasoned conclusions and recommendations for strategic decision-making

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

Analyze trends and problems and develop long-range plans

Present proposals, recommendations and technical information clearly, logically and persuasively

Effectively manage time, meet deadlines and achieve objectives

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

Organize and maintain specialized files and confidentiality of employee and District financial information

Assess the effectiveness and enhance financial tools and systems

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 District-wide issues and present potential solutions to District leadership

Utilize technology and financial management systems to support and direct fiscal 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

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, finance, economics, statistics or a related field.

***Experience Requirement:***

Five years of professional level government budget management experience, which included budget development, financial accounting, analysis and forecasting, including three years in a supervisory or administrative capacity.

***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 or equivalent is desired.

**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><i>Job Family:</i></b>	Business Administration & Fiscal Services
<b><i>FLSA Status:</i></b>	Exempt
<b><i>Personnel Commission Approval Date:</i></b>	05/16/2018
<b><i>Class History:</i></b>	Established
<b><i>Revision Date(s):</i></b>	06/03/26

Agenda Report Number	7
Subject	Classification Description Revisions, Retitle, and Salary Reallocation: Enterprise Business Services Clerk to Enterprise Business Associate Cyclical Review
Date	June 3, 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, retitle, and salary reallocation request for **Enterprise Business Services Clerk**.

As part of the cyclical review process, we are reviewing classifications in the Business Administration & Fiscal Services job discipline. This includes accounting and finance related positions in Fiscal Services and Auxiliary Services. The Enterprise Business Services Clerk classification is used in the Cashier’s Office, which operates under the umbrella of Auxiliary Services.

The Enterprise Business Services Clerk classification was established in July 1985 as Cash Receipts Clerk. This classification has been revised three times since its establishment – most recently in September 2017 as part of the cyclical review process, which resulted in a retitle to Enterprise Business Services Clerk. There are currently three permanent incumbents in this classification.

**METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2025-2026. The incumbents in the Business Administration & Fiscal Services classifications 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 and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 4, 2025.

Personnel Commission staff consulted with the Enterprise Business Supervisor to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions are 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. Additionally, after conferring with department management, a classification title change is recommended to align this role with titles commonly used in the banking industry.

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	Enterprise Business Services Clerk	\$4,604	\$5,596	\$5,100	27,191
Contra Costa CCD	Account Clerk	\$4,819	\$5,870	\$5,345	31,194
El Camino College	Clerk Cashier	\$4,167	\$5,307	\$4,737	22,702
Glendale College	Tuition Assistant	\$4,561	\$5,821	\$5,191	17,058
Los Angeles CCD	Accounting Assistant	\$4,814	\$5,963	\$5,388	125,061
North Orange County CCD	Account Clerk II	\$5,120	\$6,154	\$5,637	44,093
Riverside CCD	Cashier/Clerk	\$5,200	\$6,327	\$5,764	38,990
Santa Barbara City College	Student Finance & Accounts Receivable Tech I	\$4,109	\$5,009	\$4,559	17,012
State Center CCD	Business Office Cashier	\$4,231	\$5,204	\$4,718	46,065
Ventura County CCD	Business Office Assistant I	\$3,603	\$4,967	\$4,285	30,868
	Average	\$4,514	\$5,625	\$5,069	
	25th Percentile	\$4,167	\$5,204	\$4,718	
	50th Percentile	\$4,561	\$5,821	\$5,191	
	70th Percentile	\$4,817	\$5,926	\$5,371	
	80th Percentile	\$4,939	\$6,040	\$5,488	
	90th Percentile	\$5,136	\$6,189	\$5,662	
	<b>SMC % RANK</b>	52.1%	44.5%	<b>47.4%</b>	
	SMC Difference From AVG	2.0%	-0.5%	0.6%	
	SMC Difference From MED	0.9%	-4.0%	-1.8%	

The current salary range for Enterprise Business Services Clerk is range 24 on the Classified Employee Salary Schedule. In this survey, SMC is in the 47<sup>th</sup> median percentile compared to all

benchmark agencies with comparable classifications; that is, 53% of market comparables were paid higher than the SMC classification.

**SALARY ALLOCATION**

It is recommended that the salary for Enterprise Business Services Clerk be reallocated from Range 24 to Range 27 on the Classified Employee Salary Schedule, a 7.68% increase. The proposed increase would place the median salary for this classification at the 80<sup>th</sup> percentile compared to the market median, which satisfies the District’s 70<sup>th</sup> percentile target.

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

**CURRENT**

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Enterprise Business Supervisor	Dean, Education Enterprise	M14	\$7,402	\$8,997	38.87%
Enterprise Business Services Specialist*	Enterprise Business Supervisor	30	\$5,330	\$6,479	15.77%
<i>Enterprise Business Services Clerk</i>	<i>Enterprise Business Supervisor</i>	<i>24</i>	<i>\$4,604</i>	<i>\$5,596</i>	

**PROPOSED**

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Enterprise Business Supervisor*	Dean, Education Enterprise	M20	\$8,569	\$10,415	49.31%
Enterprise Business Specialist*	Enterprise Business Supervisor	33	\$5,739	\$6,975	15.75%
<i>Enterprise Business Associate</i>	<i>Enterprise Business Supervisor</i>	<i>27</i>	<i>\$4,958</i>	<i>\$6,026</i>	

*\*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, retitle, and salary reallocation for Enterprise Business Services Clerk.

**FROM:** Enterprise Business Services Clerk  
Classified Employee Salary Schedule, Range 24  
**TO:** Enterprise Business Associate  
Classified Employee Salary Schedule, Range 27

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

**Santa Monica Community College District  
Personnel Commission**

**Enterprise Business ~~Services-Clerk~~ Associate**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform a variety of clerical accounting duties related to the ~~collection, receipt, counting, and reconciliation, tracking, and disbursement of student and auxiliary funds, including~~ of large sums of money ~~related to financial aid awards, student refunds, and auxiliary program revenues collected from the Bursar's Office, student fees, events, programs, and departments.~~

DISTINGUISHING CHARACTERISTICS

The **Enterprise Business ~~Services-Clerk~~ Associate** performs a variety of clerical accounting duties related to the ~~receipt, collection, counting and reconciliation, tracking, and disbursement of student and auxiliary funds, including~~ of large sums of money ~~related to financial aid awards, student refunds, and auxiliary program revenues collected from the Bursar's Office, student fees, events, programs, and departments.~~

The **Enterprise Business ~~Services-Specialist~~** serves as a lead worker and performs a variety of ~~complex~~ clerical accounting duties related ~~in~~ to the ~~receipt, collection, reconciliation, tracking, and disbursement of student and auxiliary funds, including~~ large sums of money ~~related to financial aid awards, student refunds, and auxiliary program revenues, collected from the Bursar's Office, student fees, events, programs, and departments. Incumbents serve as a lead worker, assigning, scheduling, monitoring, and verifying the work of permanent and/or temporary staff. Work is reviewed by an assigned manager. This position resolves routine to moderately difficult problems.~~

ESSENTIAL DUTIES

Receives, ~~verifies and records and reconciles~~ large sums of money ~~collected from various District departments, locations, reconciles amounts received against departmental remittance information, and follows-up with the department to address discrepancies and ensures cash receipts are accurate; audits monies prior to disbursement.~~

~~Prepares bank deposit documents, deposits funds into the specified accounts, and assists with bank statement reconciliation.~~

~~Receives and applies students' financial aid or other forms of payment toward tuition and fees, disburses remaining financial aid and various refunds to students per established procedures, and prepares and updates related records.~~

~~Responds to student, staff and visitor questions, requests and complaints, including issues using the District's electronic disbursement system, and explains related policies and procedures; gathers information from other departments to address customer issues, as needed, and refers more complex problems to the appropriate department or supervisor.~~

~~Identifies and gathers information to troubleshoot discrepancies and ensure accurate student disbursements, which includes reviewing students' accounts and obtaining information from other District departments, as needed.~~

~~Verifies student identity prior to disbursing funds by reviewing student identification documents and official student records; gathers information related to possible fraud in accordance with established practices and coordinates with higher-level staff for resolution.~~

~~Operates a computer to input, modify, and retrieve financial transactions data and maintains audit trails.~~

~~Computes and reconciles daily cash receipts and disbursement totals, balances totals, prepares daily reconciliation reports, against receipt and cash register readings, and reviews and resolves cash discrepancies.~~

~~Processes rejected/stale checks and accounts payable requests in compliance with institutional policies.~~

~~Monitors office inventory and orders supplies as needed.~~

~~Maintains an organized filing system and purges outdated records as necessary.~~

~~Verifies the identity of students and staff requesting identification badges and issues badges following verification.~~

~~May~~ ~~d~~Disburses petty cash and releases cash to authorized personnel, verifying proper signature and documentation.

May process student payment ~~for received from~~ various external agencies while ensuring accuracy, and verifying eligibility.

May place holds on student records for ~~unpaid fees, campus fines and returned items such as checks and credit cards;~~ and releases student holds according to established procedures.

May assist with opening and closing the safe following established procedures; assembles cash register change funds, and counts coins and currency.

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.

~~Balances cash drawer and prepares daily cash reports for reconciliation of accounts; reconciles and prepares daily bank deposits for armed car pick up.~~

~~Prepares daily reconciliation reports for cash registers.~~

~~Notifies department of inaccurate remittance information and takes appropriate steps for resolution.~~

~~May place hold on students' records for returned checks or non-payment of fees; resolves problems with cash collections.~~

~~May distribute financial aid awards and student refunds according to established procedures.~~

#### SUPERVISION

##### **Supervision Received:**

Under general supervision from the Enterprise Business Supervisor, the employee receives assignments and is expected to carry them through to completion with substantial independence. Positions in this classification receive lead work direction from the Enterprise Business Services Specialist and are supervised by the Director of Auxiliary Services.

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

Positions in this classification do not supervise others.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Cashiering practices and procedures

Effective methods for ~~receiving~~, handling and accounting for large sums of money

Applicable Federal, and State laws, California Education Code, and District policies, rules, and regulations related to fee collection and disbursement

Principles, practices and terminology used in banking and ~~statistical and~~ financial record keeping

Modern office technologies, practices and procedures

Basic bookkeeping and banking procedures

Cash verification systems and procedures

Customer service techniques and practices

Basic mathematics

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

Make accurate arithmetical calculations ~~rapidly and accurately~~

Organize, set priorities and exercise sound independent judgment in a fast-paced and busy environment with multiple tasks and interruptions

Receive, handle and account for large sums of cash quickly and accurately

Identify, Analyze, and reconcile financial discrepancies ~~and take appropriate steps to reconcile discrepancies~~

Interpret and follow written and oral instructions

Communicate well-effectively, both orally and in writing

Apply and explain applicable laws and regulations, and District policies and procedures

Operate a computer using word processing and other business software computer applications, programs and standard office equipment, including a cash register.

Organize and maintain specialized files and confidentiality of student information

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

~~Follow rules, regulations, laws, and policy related to student fees collection and disbursement~~

~~Operate a calculator and cash register~~

~~Maintain a variety of statistical and account files and records~~

~~Maintain cash receipts for a variety of accounts~~

#### MINIMUM QUALIFICATIONS

##### **Education Requirement:**

~~Graduation from~~ High school diploma or ~~GED~~ equivalent

##### **Experience Requirement:**

One ~~(1)~~ year of cashiering or clerical accounting/bookkeeping experience, responsible experience receiving, counting, balancing a cash drawer.

##### **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:**

Incumbents must be capable of meeting the requirements for bonding as prescribed by the District's insurance carrier.

#### 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~~ regularly required to stand and walk. While performing the duties of this job, the noise level ~~in the work environment is usually quiet~~ can be moderate to high.

#### CLASS DETAIL

<b>Job Family:</b>	Business Administration & Fiscal Services
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	07/85
<b>Class History:</b>	Cash Receipts Clerk, <u>Enterprise Business Services Clerk</u>
<b>Revision Date(s):</b>	05/92, 11/02/06, 9/20/17, <u>6/3/26</u>

**Santa Monica Community College District  
Personnel Commission**

**Enterprise Business Associate**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform a variety of clerical accounting duties related to the receipt reconciliation, tracking, and disbursement of student and auxiliary funds, including large sums of money related to financial aid awards, student refunds, and auxiliary program revenues.

**DISTINGUISHING CHARACTERISTICS**

The **Enterprise Business Associate** performs a variety of clerical accounting duties related to the receipt, reconciliation, tracking, and disbursement of student and auxiliary funds, including large sums of money related to financial aid awards, student refunds, and auxiliary program revenues.

The **Enterprise Business Specialist** serves as a lead worker and performs a variety of complex clerical accounting duties related to the receipt, reconciliation, tracking, and disbursement of student and auxiliary funds, including large sums of money related to financial aid awards, student refunds, and auxiliary program revenues.

**ESSENTIAL DUTIES**

Receives, verifies and records large sums of money from various District departments, reconciles amounts received against departmental remittance information, and follows-up with the department to address discrepancies.

Prepares bank deposit documents, deposits funds into the specified accounts, and assists with bank statement reconciliation.

Receives and applies students' financial aid or other forms of payment toward tuition and fees, disburses remaining financial aid and various refunds to students per established procedures, and prepares and updates related records.

Responds to student, staff and visitor questions, requests and complaints, including issues using the District's electronic disbursement system, and explains related policies and procedures; gathers information from other departments to address customer issues, as needed, and refers more complex problems to the appropriate department or supervisor.

Identifies and gathers information to troubleshoot discrepancies and ensure accurate student disbursements, which includes reviewing students' accounts and obtaining information from other District departments, as needed.

Verifies student identity prior to disbursing funds by reviewing student identification documents and official student records; gathers information related to possible fraud in accordance with established practices and coordinates with higher-level staff for resolution.

Operates a computer to input, modify, and retrieve financial transactions data and maintains audit trails.

Computes and reconciles daily cash receipts and disbursement totals, prepares daily reconciliation reports, and reviews and resolves cash discrepancies.

Processes rejected/stale checks and accounts payable requests in compliance with institutional policies.

Monitors office inventory and orders supplies as needed.

Maintains an organized filing system and purges outdated records as necessary.

Verifies the identity of students and staff requesting identification badges and issues badges following verification.

Disburses petty cash and releases cash to authorized personnel, verifying proper signature and documentation.

May process student payment received from various external agencies while ensuring accuracy and verifying eligibility.

May place holds on student records for unpaid fees and releases student holds according to established procedures.

May assist with opening and closing the safe following established procedures; assembles cash register change funds and counts coins and currency.

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 from the Enterprise Business Supervisor, the employee receives assignments and is expected to carry them through to completion with substantial independence.

### *Supervision Exercised:*

Positions in this classification do not supervise others.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Cashiering practices and procedures

Effective methods for handling and accounting for large sums of money

Applicable Federal and State laws, and District policies, rules, and regulations

Principles, practices and terminology used in banking and financial record keeping

Modern office technologies, practices and procedures

Basic bookkeeping and banking procedures

Cash verification systems and procedures

Customer service techniques and practices

Basic mathematics

### **Skills & Abilities:**

Make accurate arithmetical calculations

Organize, set priorities and exercise sound independent judgment in a fast-paced and busy environment with multiple tasks and interruptions

Receive, handle and account for large sums of cash quickly and accurately

Identify, analyze, and reconcile financial discrepancies

Interpret and follow written and oral instructions

Communicate effectively, both orally and in writing

Apply and explain applicable laws and regulations, and District policies and procedures Operate a computer using computer applications, programs and standard office equipment, including a cash register.

Organize and maintain specialized files and confidentiality of student information

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:***

One year of cashiering or clerical accounting/bookkeeping 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:***

Incumbents must be capable of meeting the requirements for bonding as prescribed by the District's insurance carrier.

#### 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 regularly required to stand and walk. While performing the duties of this job, the noise level can be moderate to high.

CLASS DETAIL

<i>Job Family:</i>	Business Administration & Fiscal Services
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	07/85
<i>Class History:</i>	Cash Receipts Clerk
<i>Revision Date(s):</i>	05/92, 11/02/06, 9/20/17, 6/3/26

Agenda Report Number	8
Subject	Classification Description Revisions, Retitle, and Salary Reallocation: Enterprise Business Services Specialist to Enterprise Business Specialist Cyclical Review
Date	June 3, 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, retitle, and salary reallocation requests for **Enterprise Business Services Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Business Administration & Fiscal Services job discipline. This includes accounting and finance related positions in Fiscal Services and Auxiliary Services. The Enterprise Business Services Specialist classification is used in the Cashier's Office, which operates under the umbrella of Auxiliary Services.

The Enterprise Business Services Specialist classification was established in May 1992 as Cash Receipts Coordinator. This classification has been revised three times since its establishment – most recently in December 2021 in anticipation of recruitment. There are currently two permanent incumbents in this classification.

### **METHODOLOGY**

This study was scheduled in the cyclical review calendar for 2025-2026. The incumbents in the Business Administration & Fiscal Services classifications 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 and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 4, 2025.

Personnel Commission staff consulted with the Enterprise Business Supervisor to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions are 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, 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). A review of benchmark agencies revealed significant differences in organizational structure or scope of assigned responsibilities compared to SMC. Job matches in other benchmark organizations included the use of broader classifications with responsibility for functions outside the scope of the target role, such as admissions & records, administrative coordination of cashier's office operations, or performance of higher-level technical accounting responsibilities. In some organizations, no clear lead roles could be identified within the cashier's function. As a result, salary review is based on internal alignment with other classifications in the Enterprise Business series. This classification functions as a lead within the Cashier's office and performs a variety of complex clerical accounting duties related to the receipt, reconciliation, tracking, and disbursement of student funds, with job evaluation results indicating that this role is positioned between the Enterprise Business Services Clerk and Enterprise Business Supervisor.

Salary reallocation for the Enterprise Business Services Clerk is proposed in a separate agenda report; if approved, this would increase salary for this classification from range 24 to range 27. An increase in salary for the Enterprise Business Services Specialist is recommended to maintain the existing distance between the Clerk and Specialist levels in the series.

### **SALARY ALLOCATION**

It is recommended that the salary for Enterprise Business Services Specialist be reallocated from Range 30 to Range 33 on the Classified Employee Salary Schedule, a 7.67% 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
Enterprise Business Supervisor	Dean, Education Enterprise	M14	\$7,402	\$8,997	38.87%
<i>Enterprise Business Services Specialist</i>	<i>Enterprise Business Supervisor</i>	<i>30</i>	<i>\$5,330</i>	<i>\$6,479</i>	<i>15.77%</i>
Enterprise Business Services Clerk	Enterprise Business Supervisor	24	\$4,604	\$5,596	

**PROPOSED**

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Enterprise Business Supervisor*	Dean, Education Enterprise	M20	\$8,569	\$10,415	49.31%
<i>Enterprise Business Specialist</i>	<i>Enterprise Business Supervisor</i>	<i>33</i>	<i>\$5,739</i>	<i>\$6,975</i>	<i>15.75%</i>
Enterprise Business Associate*	Enterprise Business Supervisor	27	\$4,958	\$6,026	

*\*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, retitle, and salary reallocation for Enterprise Business Services Specialist.

**FROM:** Enterprise Business Services Specialist  
Classified Employee Salary Schedule, Range 30  
**TO:** Enterprise Business Specialist  
Classified Employee Salary Schedule, Range 33

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



**Santa Monica Community College District  
Personnel Commission**

**Enterprise Business ~~Services~~ Specialist**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification ~~serve as~~ perform lead workers in the daily operations of the Cashier's Office and provide work direction, on-the-job training, and guidance to lower-level classifications. Incumbents and perform a variety of complex and specialized clerical accounting duties, including ~~related to~~ the collection, reconciliation, and disbursement of large sums of money ~~views related to financial aid awards, student refunds, and auxiliary program revenues, and the preparation of third party billing~~ collected from the Bursar's Office, student fees, events, programs, and departments.

DISTINGUISHING CHARACTERISTICS

The **Enterprise Business ~~Services~~ Specialist** serves as a lead worker and performs a variety of complex clerical accounting duties related ~~in~~ to the ~~receipt collection,~~ reconciliation, tracking, and disbursement of student and auxiliary funds, including large sums of money related to financial aid awards, student refunds, and auxiliary program revenues, collected from the Bursar's Office, student fees, events, programs, and departments. Incumbents ~~serve as a lead worker,~~ assigning, scheduling and monitoring the work of permanent and/or temporary staff. ~~Work is reviewed by an assigned manager. This position resolves routine to moderately difficult problems.~~

The **Enterprise Business ~~Services~~ Clerk Associate** performs a variety of clerical accounting duties related to the ~~receipt collection, counting and~~ reconciliation, tracking, and disbursement of student and auxiliary funds, including of large sums of money related to financial aid awards, student refunds, and auxiliary program revenues, collected from the Bursar's Office, student fees, events, programs, and departments.

The Enterprise Business Supervisor supervises, plans, schedules, coordinates, maintains financial controls, and manages the day-to-day activities and work of the staff and student workers assigned to the Cashier's Office.

ESSENTIAL DUTIES

Serves as a lead worker, ~~by~~ assigning, scheduling, monitoring, ~~and~~ verifying, and correcting the work of assigned permanent and/or temporary staff members.

Receives, verifies, and records, ~~reconciles, and prepares deposits of~~ large sums of money ~~views received from various several college-District departments, reconciles amounts received against departmental remittance information, and follows-up with the department to address discrepancies.~~

Prepares bank deposit documents, deposits funds into the specified accounts, and performs bank statement reconciliation.

Receives and applies students' financial aid or other forms of payment toward tuition and fees, disburses remaining financial aid and various refunds to students per established procedures, and prepares and updates related records.

Verifies student identity prior to disbursing funds by reviewing student identification documents and official student records; gathers information related to possible fraud in accordance with established practices and coordinates with higher-level staff for resolution.

Opens and closes safe following established procedures.

Computes and reconciles daily cash receipts, online payments, and disbursement totals, prepares daily reconciliation reports, and reviews and resolves cash discrepancies.

Compiles various computerized spreadsheets detailing deposits and their appropriate ledger accounts.

Prepares and updates a variety of daily, monthly, and annual cash collections summary reports.

Operates a computer to input, modify, and retrieve financial data transactions.

May processes student payment for various external agencies while ensuring accuracy, and Performs third-party billing by tracking student fees and preparing and distributing invoices to external agencies; works with external agencies and District departments, as needed, to resolve discrepancies and verifying student eligibility, and processes payments received.

Responds to questions, and resolves routine and ~~moderately~~ difficult problems, including credit card disputes and issues using the District's electronic disbursement system, and explains related policies and procedures; gathers information

~~from other departments to address customer issues, as needed, and refers more complex problems to the appropriate department related to cash collections, and refers more complex problems to or supervisor.~~

~~Verifies the identity of students and staff requesting identification badges and issues badges following verification.~~

~~Assists department management with developing goals, procedures and policies by identifying areas for operational improvement and recommending changes to increase efficiency and effectiveness; updates forms and written procedures to reflect approved changes.~~

~~Uses communication platforms to share cashier's office deadlines and updates with students, faculty and staff.~~

Schedules the pick-up and delivery of money with the armored car company and campus police.

Monitors office inventory and orders supplies as needed.

May place holds on student records for returned checks or non-payment of fees.

May disburse petty cash and release cash to authorized personnel, verifying proper signature and documentation.

May order cash from banking institution, and prepares and maintains change fund.

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.

~~Balances cash drawer and prepares daily cash reports for reconciliation; resolves cash discrepancies.~~

~~Notifies department of inaccurate remittance information and takes appropriate steps for resolution.~~

~~May distribute financial aid awards and student refunds according to established procedures.~~

~~May respond to student, staff and visitor questions, requests and complaints.~~

#### SUPERVISION

##### **Supervision Received:**

Under general supervision from the Enterprise Business Supervisor, the employee receives assignments and is expected to carry them through to completion with substantial independence.

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

Positions in this classification do not supervise others, however; they do serve as a lead worker assigning, scheduling and monitoring the work of lower-level permanent and/or temporary staff.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Basic work scheduling methods

Basic principles and practices of training

Basic bookkeeping and banking procedures

Cashiering practices and procedures

Customer service techniques and practices

Applicable Federal, and State laws, California Education Code, and District policies, rules, and regulations ~~related to fee collection and disbursement~~

Principles, practices, and terminology used in banking and ~~statistical~~ financial recordkeeping

Record keeping techniques

Cash verification systems and procedures

Basic mathematics

Modern office ~~methods,~~ technologies, practices and procedures

~~Effective methods of receiving, handling, and accounting for large sums of money~~

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

Provide lead work direction, oversee, assign, and train staff

Communicate effectively, ~~both in orally and in writing~~ in written form  
Make accurate arithmetic calculations ~~quickly and accurately~~  
~~Identify, Analyze, and reconcile financial~~ discrepancies ~~in records and take appropriate step to resolve matters~~  
~~Produce, update and Organize and~~ maintain ~~a variety of accounts specialized~~ files and ~~records~~ confidentiality of student information  
Operate a computer using computer applications, programs and standard office equipment, including a cash register  
Stay updated on technology changes and adapt to new technologies  
~~Organize, set priorities and exercise sound independent judgment~~ ~~Set priorities and manage time and work in a~~ fast-paced and busy environment with multiple tasks and interruptions  
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  
Interpret and follow oral and written instructions  
~~Count large sums of money quickly and accurately~~  
~~Pay attention to details~~  
~~Use a personal computer for data entry, retrieval and modifications~~  
~~Use a calculator and personal computer~~

MINIMUM QUALIFICATIONS

**Education Requirement:**

Graduation from High School or ~~GED~~ equivalent

**Experience Requirement:**

Three (3) years of responsible work cashiering or clerical accounting/bookkeeping experience ~~receiving, counting, balancing and reconciling funds.~~

**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:**

Incumbents must be capable of meeting the requirements for bonding as prescribed by the District's insurance carrier.

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~~ can be moderate to high.

CLASS DETAIL

**Job Family:**

Business Administration & Fiscal Services/Business Administration/Human Resources

**FLSA Status:**

**Personnel Commission Approval Date:**

**Class History:**

**Revision Date(s):**

Non-Exempt

05/92

Cash Receipts Coordinator, Cash Receipts

Specialist, [Enterprise Business Services](#)  
[Specialist](#)

05/92; 11/06 Hay Study, 09/20/17, 12/15/21,  
[6/3/26](#)

**Santa Monica Community College District  
Personnel Commission**

**Enterprise Business Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform lead work in the daily operations of the Cashier's Office and provide work direction, on-the-job training, and guidance to lower-level classifications. Incumbents perform a variety of complex and specialized clerical accounting duties, including the collection, reconciliation, and disbursement of large sums of money related to financial aid awards, student refunds, and auxiliary program revenues, and the preparation of third party billings.

**DISTINGUISHING CHARACTERISTICS**

The **Enterprise Business Specialist** serves as a lead worker and performs a variety of complex clerical accounting duties related to the receipt, reconciliation, tracking, and disbursement of student and auxiliary funds, including large sums of money related to financial aid awards, student refunds, and auxiliary program revenues.

The **Enterprise Business Associate** performs a variety of clerical accounting duties related to the receipt, reconciliation, tracking, and disbursement of student and auxiliary funds, including large sums of money related to financial aid awards, student refunds, and auxiliary program revenues.

The **Enterprise Business Supervisor** supervises, plans, schedules, coordinates, maintains financial controls, and manages the day-to-day activities and work of the staff and student workers assigned to the Cashier's Office.

**ESSENTIAL DUTIES**

Serves as a lead worker by assigning, scheduling, monitoring, verifying, and correcting the work of assigned permanent and/or temporary staff members.

Receives, verifies, and records large sums of money from various District departments, reconciles amounts received against departmental remittance information, and follows-up with the department to address discrepancies.

Prepares bank deposit documents, deposits funds into the specified accounts, and performs bank statement reconciliation.

Receives and applies students' financial aid or other forms of payment toward tuition and fees, disburses remaining financial aid and various refunds to students per established procedures, and prepares and updates related records.

Verifies student identity prior to disbursing funds by reviewing student identification documents and official student records; gathers information related to possible fraud in accordance with established practices and coordinates with higher-level staff for resolution.

Opens and closes safe following established procedures.

Computes and reconciles daily cash receipts, online payments, and disbursement totals, prepares daily reconciliation reports, and reviews and resolves cash discrepancies.

Compiles various computerized spreadsheets detailing deposits and their appropriate ledger accounts.

Prepares and updates a variety of daily, monthly, and annual cash collections summary reports.

Operates a computer to input, modify, and retrieve financial data transactions.

Performs third-party billing by tracking student fees and preparing and distributing invoices to external agencies; works with external agencies and District departments, as needed, to resolve discrepancies and verify student eligibility, and processes payments received.

Responds to questions and resolves routine and difficult problems, including credit card disputes and issues using the District's electronic disbursement system, and explains related policies and procedures; gathers information from other departments to address customer issues, as needed, and refers more complex problems to the appropriate department or supervisor.

Verifies the identity of students and staff requesting identification badges and issues badges following verification.

Assists department management with developing goals, procedures and policies by identifying areas for operational improvement and recommending changes to increase efficiency and effectiveness; updates forms and written procedures to reflect approved changes.

Uses communication platforms to share cashier's office deadlines and updates with students, faculty and staff.

Schedules the pick-up and delivery of money with the armored car company and campus police.

Monitors office inventory and orders supplies as needed.

May place holds on student records for returned checks or non-payment of fees.

May disburse petty cash and release cash to authorized personnel, verifying proper signature and documentation.

May order cash from banking institution and prepare and maintain change fund.

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 from the Enterprise Business Supervisor, the employee receives assignments and is expected to carry them through to completion with substantial independence.

***Supervision Exercised:***

Positions in this classification do not supervise others, however; they do serve as a lead worker assigning, scheduling and monitoring the work of lower-level permanent and/or temporary staff.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

Basic work scheduling methods

Basic principles and practices of training

Basic bookkeeping and banking procedures

Cashiering practices and procedures

Customer service techniques and practices

Applicable Federal and State laws, and District policies, rules, and regulations

Principles, practices, and terminology used in banking and financial recordkeeping

Record keeping techniques

Cash verification systems and procedures

Basic mathematics

Modern office technologies, practices and procedures

**Skills & Abilities:**

Provide lead work direction, oversee, assign, and train staff

Communicate effectively, both orally and in writing

Make accurate arithmetic calculations

Identify, analyze, and reconcile financial discrepancies

Organize and maintain specialized files and confidentiality of student information

Operate a computer using computer applications, programs and standard office equipment, including a cash register

Stay updated on technology changes and adapt to new technologies

Organize, set priorities and exercise sound independent judgment in a fast-paced and busy environment with multiple tasks and interruptions

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

Interpret and follow oral and written instructions

**MINIMUM QUALIFICATIONS**

***Education Requirement:***

Graduation from High School or equivalent

***Experience Requirement:***

Three (3) years of cashiering or clerical accounting/bookkeeping 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:***

Incumbents must be capable of meeting the requirements for bonding as prescribed by the District's insurance carrier.

**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 can be moderate to high.

**CLASS DETAIL**

<b><i>Job Family:</i></b>	Business Administration & Fiscal Services
<b><i>FLSA Status:</i></b>	Non-Exempt
<b><i>Personnel Commission Approval Date:</i></b>	05/92
<b><i>Class History:</i></b>	Cash Receipts Coordinator, Cash Receipts Specialist, Enterprise Business Services Specialist
<b><i>Revision Date(s):</i></b>	05/92; 11/06 Hay Study, 09/20/17, 12/15/21, 6/3/26

Agenda Report Number	9
Subject	Classification Description Revisions and Salary Reallocation: Enterprise Business Supervisor Cyclical Review
Date	June 3, 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 requests for **Enterprise Business Supervisor**.

As part of the cyclical review process, we are reviewing classifications in the Business Administration & Fiscal Services job discipline. This includes accounting and finance related positions in Fiscal Services and Auxiliary Services. The Enterprise Business Supervisor classification is used in the Cashier’s Office, which operates under the umbrella of Auxiliary Services.

The Enterprise Business Supervisor classification was established in February 2020 and 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 2025-2026. The incumbents in the Business Administration & Fiscal Services classifications 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 and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 4, 2025.

Personnel Commission staff consulted with the Dean of 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 are being proposed to clarify the class concept, distinguishing characteristics, essential duties, level of supervision, knowledge, skills and abilities, and the minimum qualifications.

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, 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). A review of benchmark agencies revealed significant differences in organizational structure or scope of assigned responsibilities compared to SMC. Job matches in other benchmark organizations included the use of broader fiscal manager classifications that included responsibility for District-level accounting, trust/associated student accounting, and/or accounts payable/receivable, or use of a lead role rather than a formal supervisor. As a result, salary review is based on internal alignment with other classifications in the Enterprise Business series. Job evaluation findings indicate that this classification is comparable to the Accounting Supervisor classification used within Auxiliary Services; while the Accounting Supervisor requires a higher level of professional accounting expertise related to Auxiliary finances, the Enterprise Business Supervisor has broader operational responsibility, including oversight of multiple programs in addition to daily cashiering operations. The Accounting Supervisor classification was approved for reallocation from range M14 to range M20 at the Personnel Commission meeting on May 20 and is pending Board of Trustees approval.

**SALARY ALLOCATION**

It is recommended that the salary for Enterprise Business Supervisor be reallocated from Range 14 to Range 20 on the Classified Management Schedule, a 15.77% 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
<i>Enterprise Business Supervisor</i>	<i>Dean, Education Enterprise</i>	<i>M14</i>	<i>\$7,402</i>	<i>\$8,997</i>	<i>38.87%</i>
Enterprise Business Services Specialist	Enterprise Business Supervisor	30	\$5,330	\$6,479	15.77%
Enterprise Business Services Clerk	Enterprise Business Supervisor	24	\$4,604	\$5,596	

**PROPOSED**

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<i>Enterprise Business Supervisor</i>	<i>Dean, Education Enterprise</i>	<i>M20</i>	<i>\$8,569</i>	<i>\$10,415</i>	<i>49.31%</i>
Enterprise Business Specialist*	Enterprise Business Supervisor	33	\$5,739	\$6,975	15.75%
Enterprise Business Associate*	Enterprise Business Supervisor	27	\$4,958	\$6,026	

*\*See separate agenda report*

Cyclical review results have been sent to the incumbents, 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 Enterprise Business Supervisor.

**FROM:** Classified Management Salary Schedule, Range 14

**TO:** Classified Management Salary Schedule, Range 20

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

**Santa Monica Community College District  
Personnel Commission**

**Enterprise Business Supervisor**

CONCEPT OF THE CLASS

Under general supervision, this classification supervises and provides direction to assigned staff and student workers in the Cashier's ~~and Cash Receipts~~ Office, manages and implements related District wide programs and performs advanced technical accounting duties related to financial controls, the collection, reconciliation, and disbursement of large sums of money collected by the Cashier's ~~and Cash Receipts~~ Office.

DISTINGUISHING CHARACTERISTICS

The **Enterprise Business Supervisor** supervises, plans, schedules, coordinates, maintains financial controls, and manages the day-to-day activities and work of the staff and student workers assigned to the Cashier's Office ~~and Cash Receipts Office~~.

The **Enterprise Business Services Specialist** serves as a lead worker and performs a variety of complex clerical accounting duties related ~~in~~ to the ~~receipt collection~~, reconciliation, tracking, and disbursement of student and auxiliary funds, including large sums of money related to financial aid awards, student refunds, and auxiliary program revenues collected from the student fees, events, programs, and departments.

The **Enterprise Business Services Clerk Associate** performs a variety of clerical accounting duties related to the ~~receipt collection, counting and~~ reconciliation, tracking, and disbursement of student and auxiliary funds, including of large sums of money related to financial aid awards, student refunds, and auxiliary program revenues collected from student fees, events, programs, and departments.

ESSENTIAL DUTIES

Plans, executes, organizes, ~~maintains financial controls~~, and coordinates the day-to-day operations of staff assigned to the Cashier's ~~and Cash receipts~~ Office to ensure accurate and efficient delivery of services to students, faculty, staff and the community ~~at large~~.

Manages and oversees the electronic financial aid distribution through BankMobile/TAP cards, including reporting and resolving discrepancies and customer issues.

Provides customer service to departments, students and external agencies by Rresponding to questions, requests, and problems, and advising departments on policies and procedures of the Cashier's ~~and Cash Receipts~~ Office.

Ensures that financial and administrative systems remain functional and secure by controlling user access, ensuring physical devices such as credit card terminals remain compliant with security standards, performing functional troubleshooting as needed, and communicating with vendors to address more complex issues.

Reviews, and analyzes, and reconciles collection reports including bank deposits, daily cash receipts and disbursement totals, and cash collections, and other reports associated with assigned office.

Develops, maintains, and implements policies, procedures, and financial controls to enhance operational efficiency and ensure compliance with applicable laws and regulations.

Manages, implements and oversees ~~related programs and systems, such as~~ the District wide parking program systems, including permit sales, payments, reporting, identifying discrepancies, and resolving complex customer issues; collaborates with the Santa Monica College Police Department and Auxiliary Services to develop and update parking policies and procedures.

Supervises staff and student workers in the Cashier's ~~and Cash Receipts~~ Offices, which includes assigning and reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating employee performance.

~~Communicates and corresponds with various outside sources regarding systems and functions of the Cashier's and Cash Receipts Office; m~~May participate in or assist with external reporting requirements ~~by outside agencies.~~

Attends and participates in related committees, seminars and workshops to stay current with policies, procedures, and industry best practices.

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 Dean of Education Enterprise or designee~~, the employee receives assignments ~~from the Dean of Education Enterprise~~, and is expected to carry them through to completion with substantial independence.

**Level of Supervision Exercised**

This position exercises general supervision over assigned classified staff and student workers ~~within the Cashier's and Cash Receipts Office~~.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

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

Principles, P practices and procedures related to establishing internal controls

Effective customer service techniques

Federal, State, and District policies, procedures, rules, regulations, and practices related to the preparation of accounting, banking and cashier records, and parking

Computer applications and programs that support this level of work, including Microsoft Office

Principles and practices of business process analysis

Technical, Accounting, cashiering and banking terminology, theories, methods, practices, and procedures

Basic mathematics

~~Effective office management practices and procedures~~

~~Office management practices and procedure~~

**Skills & Abilities:**

Train, supervise and evaluate the performance of assigned staff

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

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

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

Use techniques of business data and organizational analysis to systematically identify and assess operational issues and present potential solutions to District leadership

Organize, set priorities and perform work requiring accuracy and attention to detail

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

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:**

Bachelor's degree from an accredited college or university.

**Experience Requirement:**

Three (3) years progressively responsible experience in accounting, banking, ~~cash receipts~~ or cashiering. One (1) year of lead or supervisory 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 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 15 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>	12/18/2019
<b>Class History:</b>	<del>Established</del> None
<b>Revision Date(s):</b>	2/25/20, <u>6/3/26</u>

**Santa Monica Community College District  
Personnel Commission**

**Enterprise Business Supervisor**

**CONCEPT OF THE CLASS**

Under general supervision, this classification supervises and provides direction to assigned staff and student workers in the Cashier's Office, manages and implements related District wide programs and performs advanced technical accounting duties related to financial controls, the collection, reconciliation, and disbursement of large sums of money collected by the Cashier's Office.

**DISTINGUISHING CHARACTERISTICS**

The **Enterprise Business Supervisor** supervises, plans, schedules, coordinates, maintains financial controls, and manages the day-to-day activities and work of the staff and student workers assigned to the Cashier's Office.

The **Enterprise Business Specialist** serves as a lead worker and performs a variety of complex clerical accounting duties related to the receipt, reconciliation, tracking, and disbursement of student and auxiliary funds, including large sums of money related to financial aid awards, student refunds, and auxiliary program revenues.

The **Enterprise Business Associate** performs a variety of clerical accounting duties related to the receipt, reconciliation, tracking, and disbursement of student and auxiliary funds, including large sums of money related to financial aid awards, student refunds, and auxiliary program revenues.

**ESSENTIAL DUTIES**

Plans, executes, organizes, and coordinates the day-to-day operations of the Cashier's Office to ensure accurate and efficient delivery of services to students, faculty, staff and the community.

Manages and oversees the electronic financial aid distribution through BankMobile/TAP cards, including reporting and resolving discrepancies and customer issues.

Provides customer service to departments, students and external agencies by responding to questions, requests, and problems, and advising departments on policies and procedures of the Cashier's Office.

Ensures that financial and administrative systems remain functional and secure by controlling user access, ensuring physical devices such as credit card terminals remain compliant with security standards, performing functional troubleshooting as needed, and communicating with vendors to address more complex issues.

Reviews, analyzes, and reconciles collection reports including bank deposits, daily cash receipts and disbursement totals, and cash collections.

Develops, maintains, and implements policies, procedures, and financial controls to enhance operational efficiency and ensure compliance with applicable laws and regulations.

Manages, implements and oversees the District wide parking program, including permit sales, payments, reporting, identifying discrepancies, and resolving complex customer issues; collaborates with the Santa Monica College Police Department and Auxiliary Services to develop and update parking policies and procedures.

Supervises staff and student workers in the Cashier's Office, which includes assigning and reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating employee performance.

May participate in or assist with external reporting requirements.

Attends and participates in related committees, seminars and workshops to stay current with policies, procedures, and industry best practices.

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 Dean of Education Enterprise or designee, the employee receives assignments and is expected to carry them through to completion with substantial independence.

### *Level of Supervision Exercised*

This position exercises general supervision over assigned classified staff and student workers.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Business, management, and supervisory principles and practices including operational planning and coordination, resource allocation, delegation, performance management and evaluation, employee motivation, and staff development and training.

Principles, practices and procedures related to establishing internal controls

Effective customer service techniques

Federal, State, and District policies, procedures, rules, regulations, and practices related to the preparation of accounting, banking and cashier records, and parking

Computer applications and programs that support this level of work, including Microsoft Office

Principles and practices of business process analysis

Technical accounting, cashiering and banking terminology, theories, methods, practices, and procedures

Basic mathematics

### **Skills & Abilities:**

Train, supervise and evaluate the performance of assigned staff

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

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

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

Use techniques of business data and organizational analysis to systematically identify and assess operational issues and present potential solutions to District leadership

Organize, set priorities and perform work requiring accuracy and attention to detail

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

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:***

Bachelor's degree from an accredited college or university.

***Experience Requirement:***

Three (3) years progressively responsible experience in accounting, banking, or cashiering. One (1) year of lead or supervisory 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 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 15 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>	12/18/2019
<i>Class History:</i>	None
<i>Revision Date(s):</i>	2/25/20, 6/3/26

Agenda Report Number	10
Subject	Retitle and Classification Description Revisions: Admissions & Records Supervisor to Admissions & Records Manager Cyclical Review
Date	June 3, 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 and retitle for **Admissions & Records 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 Admissions & Records department is responsible for new student enrollment, residency and athletic eligibility verification, and the evaluation of academic records.

The Admissions & Records Supervisor classification was established in 1977. This classification has been revised several times since its establishment. The most recent revision was approved in May 2016, and included revisions to the concept of the class, 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. Manager orientations were scheduled on July 17th and 20th, 2025.

Personnel Commission staff consulted with the Dean of Enrollment 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 the concept of the class, distinguishing characteristics, duties assigned, level of supervision received and 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 class concept, distinguishing characteristics, duties to more accurately reflect the work performed, level of supervision received and 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 utilized roles that were broader in scope, to include job functions such as cashiering, overseeing student success programs, budget/fiscal responsibility, financial aid duties, or the organization structure was not a match (i.e. academic evaluators reported to a different manager, use of a director role, etc.). As a result, salary review is based on internal alignment within the Admissions & Records 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 Academic Records Evaluator with a proposed salary differential of 23%. 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
Dean, Enrollment Services	A8	\$14,454	\$16,756	90.61%
<i>Admissions and Records Manager (Proposed Retitle)</i>	<i>M15</i>	<i>\$7,583</i>	<i>\$9,217</i>	<i>22.90%</i>
Senior Academic Records Evaluator*	36	\$6,170	\$7,500	5.00%
Senior Enrollment Services Specialist	34	\$5,876	\$7,143	2.39%
Academic Records Evaluator*	33	\$5,739	\$6,975	7.67%
Enrollment Services Specialist*	30	\$5,330	\$6,479	

\*Under Review

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 retitle and classification description revisions for Admissions & Records Supervisor.

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

**Santa Monica Community College District  
Personnel Commission**

**Admissions & Records ~~Supervisor~~Manager**

**CONCEPT OF THE CLASS**

Under general direction, this position manages the Admissions & Records Office, providing operational leadership, program oversight, and supervisory direction for ~~supervises staff involved in~~ the admission, student registration and enrollment, evaluation of transcripts and graduation requirements, residency and residency reclassification, the processing of grades, and appeals processes. In addition, this position provides ~~assistance~~ leadership in the preparation and submission of operational and mandated reports, ensuring accuracy, compliance, and alignment with institutional, state, and federal requirements.

**DISTINGUISHING CHARACTERISTICS**

The **Admissions & Records ~~Manager~~Supervisor** ~~oversees~~ provides technical supervision and assists in the day-to-day operations ~~administration~~ of the Admissions & Records Office, providing leadership and training to staff, and ensures procedural compliance with state and federal regulations.

The **Senior Academic Records Evaluator** performs lead work in the daily operation of the Admissions & Records Office, specifically overseeing Academic Records Evaluators. Incumbents are expected to apply specialized knowledge and have prior work experience in analysis and evaluation of academic student records. Incumbents exercise a higher degree of responsibility and independent judgment to resolve problems and improve work processes.

The **Senior Student Enrollment Services Specialist – Admissions & Records** class 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. Incumbents are expected to have knowledge in multiple admissions and records areas to monitor and direct the work of student services and temporary staff. Incumbents exercise a higher degree of responsibility and independent judgement to resolve problems and improve work processes.

The **Student Services Specialist – Admissions & Records** class performs complex and specialized duties within an assigned admissions and records student services area such as evaluation of academic records, or residency determination. Incumbents are expected to be a specialist in their admissions and records 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 community.

**ESSENTIAL DUTIES**

Provides effective oversight and supervision for all operations under the Admissions & Records Office, including hiring, scheduling, assigning, training, and evaluating staff engaged ~~Supervises, schedules and assigns the work of the Admissions and Records staff involved~~ in student admission, ~~registration, enrollment~~, residency, transcript processing, verifications, subpoena processing, athletic eligibility, records maintenance, and degree and certificate evaluation activities.

Provides authoritative guidance on the interpretation of Admissions & Records policies and procedures; ensures consistent application and compliance with college policies, and state and federal laws and regulations.

Supervises/Oversees the collection and processing of grades, grade changes, and evaluates completion of graduation requirements, degree evaluations and conferrals, and enrollment reporting to ensure integrity of academic records; leads investigations on suspected admission and enrollment fraud liaising with internal and external partners as needed.

Ensures institutional accountability for the integrity, accuracy, security, and timeliness of student records and admissions-related services, recognizing the regulatory, fiscal, and accreditation impacts of Admissions & Records decisions

Organizes, directs, and evaluates the management of student records and files, including applications, enrollment, and transcripts, ensuring accurate maintenance, secure transfer, timely purging, and coordinated distribution to meet student needs. Organizes and implements registration procedures.

Finalizes student records in all phases of registration and enrollment. Exercises final programmatic authority for the completion and validation of student records across all phases of registration, enrollment, evaluation, and degree conferral.

Chairs the Admissions & Records ~~Office Appeals~~Special Considerations Committee and acts as first-line contact for student petitions; serves on college committees as assigned.

Leads and contributes to departmental planning, program review, and continuous improvement efforts, translating institutional priorities into operational goals, procedures, and performance outcomes for the Admissions & Records function.

~~Assists in the hiring of Admissions & Records office staff.~~

~~Mediates and resolves Admissions & Records office problems~~ complex problems by exercising sound judgment and following established procedures.

Implements the Admissions & Records faculty communication plan as directed.

Compiles statistics and prepares operational and mandated reports.

~~Mediates and helps resolve problems with faculty and students.~~

Interfaces with student services staff, faculty, department chairs, Academic Affairs, MIS and other areas to promptly resolve issues pertaining to enrollment accounting, census verifications, missing or incomplete grades, return of Title IV funds, and grade verifications.

Processes classified staff's tuition waivers and authorizes emergency student refunds.

Serves as primary departmental liaison for internal and external audits; prepares and provides records at the request of State auditors.

~~Partners~~ Works closely with the counseling department and other student services areas on developing procedures to align office practices with student completion initiatives, on a variety of issues related to admission and records.

~~Trains Admission and Records staff to insure that they are able to accurately and correctly perform their duties.~~

~~Acts as first-line contact for student petitions for review.~~

Coordinates with the Dean and campus partners to guide the adoption, integration, and updating of department-related technologies, ensuring alignment with institutional and departmental goals.

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 the general ~~supervision direction of the Dean of Enrollment Services~~, the employee receives assignments from the Dean of Enrollment Services, and is expected to carry them through to completion with substantial independence.

##### **Level of Supervision Exercised**

~~Directly supervises Student Services Senior Specialists, Student Services Specialists, Student Services Assistants, Student Services Clerks, administrative support staff, and other assigned staff and student workers.~~

Positions in this classification supervise assigned classified staff and student workers within the Admissions & Records Office.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Admissions and records operations and technical practices including the admission and enrollment process, maintenance of student records, and other related activities

Rules, regulations, policies, and procedures to comply with state, federal, and local laws, including California Education Code, Title 5 of the California Code of Regulations, and the Family Educational Rights and Privacy Act

~~California Education Code and Title 5~~

~~Family Educational Rights and Privacy Act~~

Articulation and transfer policies and procedures

Specialized software as it applies to enrollment services, including CCCApply

~~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~~

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

Effective office management practices and procedures

**Skills & Abilities:**

Interpret, communicate, and apply laws, regulations, and District policies and procedures as they relate to admission, registration, enrollment residency, and degree evaluations

Supervise, train, and provide work direction to others

Set priorities, manage time, and meet competing deadlines

Analyze situations and adopt an effective course of action

Write reports, correspondence, and informational materials

Communicate well, both orally and in writing, using tact, patience, and courtesy

Maintain confidential files

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

Utilize 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

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

Maintain effective working relationships with students, staff, external contacts, and the general public

MINIMUM QUALIFICATIONS

**Education Requirement:**

~~Associate Bachelor's~~ degree or equivalent in a related field.

**Experience Requirement:**

~~Three~~Five (5) years of experience ~~in~~ performing progressively specialized and complex admissions and records service duties that require knowledge of federal and state regulations, including at least one ~~(1)~~ year of experience in a lead or supervisory capacity.

**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.

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 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>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Exempt
<b>Personnel Commission Approval Date:</b>	1977
<b>Class History:</b>	<a href="#">Admissions and Records Office Supervisor</a>
<b>Revision Date(s):</b>	11/06/06, 5/18/16

**Santa Monica Community College District  
Personnel Commission**

**Admissions & Records Manager**

**CONCEPT OF THE CLASS**

Under general direction, this position manages the Admissions & Records Office, providing operational leadership, program oversight, and supervisory direction for the admission, student registration and enrollment, evaluation of transcripts and graduation requirements, residency and residency reclassification, the processing of grades, and appeals processes. In addition, this position provides leadership in the preparation and submission of operational and mandated reports, ensuring accuracy, compliance, and alignment with institutional, state, and federal requirements.

**DISTINGUISHING CHARACTERISTICS**

The **Admissions & Records Manager** oversees the day-to-day operations of the Admissions & Records Office, providing leadership and training to staff, and ensures procedural compliance with state and federal regulations.

The **Senior Academic Records Evaluator** performs lead work in the daily operation of the Admissions & Records Office, specifically overseeing Academic Records Evaluators. Incumbents are expected to apply specialized knowledge and have prior work experience in analysis and evaluation of academic student records. Incumbents exercise a higher degree of responsibility and independent judgment to resolve problems and improve work processes.

The **Senior Enrollment Services Specialist** class 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.

**ESSENTIAL DUTIES**

Provides effective oversight and supervision for all operations under the Admissions & Records Office, including hiring, scheduling, assigning, training, and evaluating staff engaged in student admission, enrollment, residency, transcript processing, verifications, subpoena processing, athletic eligibility, records maintenance, and degree and certificate evaluation activities.

Provides authoritative guidance on the interpretation of Admissions & Records policies and procedures; ensures consistent application and compliance with college policies, and state and federal laws and regulations.

Oversees the collection and processing of grades, grade changes, degree evaluations and conferrals, and enrollment reporting to ensure integrity of academic records; leads investigations on suspected admission and enrollment fraud liaising with internal and external partners as needed.

Ensures institutional accountability for the integrity, accuracy, security, and timeliness of student records and admissions-related services, recognizing the regulatory, fiscal, and accreditation impacts of Admissions & Records decisions

Organizes, directs, and evaluates the management of student records and files, including applications, enrollment, and transcripts, ensuring accurate maintenance, secure transfer, timely purging, and coordinated distribution to meet student needs.

Exercises final programmatic authority for the completion and validation of student records across all phases of registration, enrollment, evaluation, and degree conferral.

Chairs the Admissions & Records Special Considerations Committee and acts as first-line contact for student petitions; serves on college committees as assigned.

Leads and contributes to departmental planning, program review, and continuous improvement efforts, translating institutional priorities into operational goals, procedures, and performance outcomes for the Admissions & Records function.

Mediates and resolves complex problems by exercising sound judgment and following established procedures.

Implements the Admissions & Records faculty communication plan as directed.

Compiles statistics and prepares operational and mandated reports.

Interfaces with student services staff, faculty, department chairs, Academic Affairs, MIS and other areas to promptly resolve issues pertaining to enrollment accounting, census verifications, missing or incomplete grades, return of Title IV funds, and grade verifications.

Processes classified staff's tuition waivers and authorizes emergency student refunds.

Serves as primary departmental liaison for internal and external audits; prepares and provides records at the request of State auditors.

Partners with the counseling department and other student services areas on developing procedures to align office practices with student completion initiatives.

Coordinates with the Dean and campus partners to guide the adoption, integration, and updating of department-related technologies, ensuring alignment with institutional and departmental goals.

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 the Dean of Enrollment Services, and is expected to carry them through to completion with substantial independence.

### *Level of Supervision Exercised*

Positions in this classification supervise assigned classified staff and student workers within the Admissions & Records Office.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Admissions and records operations and technical practices including the admission and enrollment process, maintenance of student records, and other related activities

Rules, regulations, policies, and procedures to comply with state, federal, and local laws, including California Education Code, Title 5 of the California Code of Regulations, and the Family Educational Rights and Privacy Act

Articulation and transfer policies and procedures

Specialized software as it applies to enrollment services, including CCCApply

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

Effective office management practices and procedures

**Skills & Abilities:**

Interpret, communicate, and apply laws, regulations, and District policies and procedures as they relate to admission, registration, enrollment residency, and degree evaluations

Supervise, train, and provide work direction to others

Set priorities, manage time, and meet competing deadlines

Analyze situations and adopt an effective course of action

Write reports, correspondence, and informational materials

Communicate well, both orally and in writing, using tact, patience, and courtesy

Maintain confidential files

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

Utilize 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

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 or equivalent.

***Experience Requirement:***

Three years of experience performing progressively specialized and complex admissions and records service duties that require knowledge of federal and state regulations, including at least one year of experience in a lead or supervisory capacity.

***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.

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

**CLASS DETAIL**

<b><i>Job Family:</i></b>	Student Services (Non-Classroom)
<b><i>FLSA Status:</i></b>	Exempt
<b><i>Personnel Commission Approval Date:</i></b>	1977
<b><i>Class History:</i></b>	Admissions and Records Office Supervisor
<b><i>Revision Date(s):</i></b>	11/06/06, 5/18/16, 6/3/26

Agenda Report Number	11
Subject	Classification Description Revisions and Salary Reallocation: Student Onboarding Specialist Cyclical Review
Date	June 3, 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 and proposed salary reallocation for **Student Onboarding 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 Student Onboarding Specialist classification was established in May 2014. This classification has been revised twice since its establishment. The most recent revision was approved in December 2019, which included revisions to the job title, 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 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, 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. 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 utilized roles that were broader in nature, with additional job functions such as budgeting, enrollment services, and/or outreach duties. As a result, salary review is based on internal comparison of similar jobs within the Student Services job discipline.

It is recommended that salary for the Student Onboarding Specialist be reallocated from Range 30 to Range 34 on the Classified Employee Salary Schedule, a 10.24% increase. Salary recommendation is based on comparison with the EOPS Specialist and Student Services Specialist, due to similar level of knowledge required, decision making, complexity of essential duties, scope and effect, and the nature and purpose of contacts, as well as minimum qualifications.

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%
Outreach & Recruitment Specialist	35	\$6,026	\$7,324	2.55%
<i>Student Onboarding Specialist (Proposed)</i>	<i>34</i>	<i>\$5,876</i>	<i>\$7,143</i>	10.24%
<i>Student Onboarding Specialist</i>	<i>30</i>	<i>\$5,330</i>	<i>\$6,479</i>	

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 Student Onboarding Specialist.

**FROM:** Classified Employee Salary Schedule, Range 30

**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  
Student Onboarding Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform complex and specialized **technical** duties pertaining to programs that support new students as they transition to college. Incumbents provide specialized knowledge and guidance to students, staff, and the public.

**DISTINGUISHING CHARACTERISTICS**

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. 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 **Outreach & Recruitment Specialist** ~~performs lead work within the areas of Outreach & Recruitment and the Welcome Center. This classification~~ performs ~~technical, complex~~ and specialized **technical** duties related to student outreach and recruitment activities to promote interest in the College and encourage student enrollment.

~~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 has 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**

Collects, organizes, evaluates, and processes student applications for assigned programs; reviews documents and determines eligibility for each program; contacts students to confirm acceptance or denial into assigned programs.

Creates communication plans for assigned program that market benefits to high school students, first year, first-semester and continuing students; maintains the program calendar with dates and deadlines to communicate program information to students.

Provides ongoing communication to students enrolled in assigned program, including guiding students with completing paperwork, ~~and processes associated with short-term and long-term educational plans as established by a counselor, and~~ tracking and ensuring completion of required applications, assisting with educational planning and the online orientation, and offering online informational seminars to support student success.

Collects student data relating to assigned program's student recruitment, ~~including follow-up on first-year students who have completed the program and generates reports to track program trends.~~

Assists students enrolled in assigned program by investigating issues and resolving problems relating to admissions, general enrollment dates, course enrollment, orientation, and other related issues; meets with students in person as needed; corrects errors on student records as appropriate.

Participates in the development and implementation of policies and procedures for assigned program according to District, federal, or State guidelines; monitors and evaluates program changes for effectiveness.

Responds to general questions related to admissions, course enrollment, course placement, financial aid, student success programs, orientation, counseling, and other services available to students; escalates issues to other departments as necessary to resolve problems for assigned program.

Sends students reminders for special events and important deadlines; provides regular follow-up contacts as needed via email, phone, and in-person appointments.

~~Schedules appointments for students with counselors; inputs counselor appointment schedules into related databases; makes revisions to appointments as needed. Collaborates with college departments and makes referrals, as necessary, to connect students with additional campus resources.~~

Assists with the planning and coordination of assigned program orientations and onboarding events.

Tracks information on students' status who have received alerts regarding placement on probationary status or to communicate potential disqualification from their programs.

Assigns tasks to student workers and monitors the status of related assigned projects.

Participates in the recruitment, hiring and training of new student workers in the Welcome Center.

~~Assists with scheduling program-related leadership, implementation, and workgroup meetings.~~

~~Assists with the planning and implementation of program-related group counseling sessions.~~

May attend informational sessions hosted by other departments to stay updated on new program 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 general supervision from an assigned administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

##### **Supervision Exercised**

Positions in this classification do not supervise or serve in a lead capacity to other classified staff members, but serve as a specialist in assigned area providing specialized knowledge and guidance to other staff and student workers.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### **Knowledge:**

Federal, State and local laws, regulations, procedural guidelines, and program objectives related to assigned program

District policies and the structure, organization, and function of various offices on the campus in order to ensure smooth operation and assist students

Computer software, applications and systems that support this level of work, including student information systems used to track and contact program participants

Customer service practices

Basic statistics, data gathering, and reporting methods and techniques

Administrative practices and procedures, including record keeping and filing practices and procedures

Student information systems and related applications used to track and contact program participants

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

Basic marketing and public relations

Identify student concerns, investigate issues, and provide appropriate resolutions or referrals

Contribute to improving student onboarding using new ideas, tools, and approaches that enhance the student experience

Complete work with multiple interruptions and distractions

Train and provide work direction to others, including training others in the specialized software and applications specific to assigned area of responsibility

Pay attention to details and make accurate calculations and assessments when analyzing and correcting errors in student records

PrepareWrite reports, correspondence, and create informational materials (flyers, brochures, etc.) including delivery of effective presentations

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 university or college.~~

**Experience Requirement:**

Two ~~(2)~~ years of experience performing ~~specialized technical administrative or~~ program support duties in a student services area. Experience in a welcome center ~~and/or new student programs communicating with students regarding program eligibility or benefits~~ is desirable.

**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.

#### 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.

#### CLASS DETAIL

<b>Job Family:</b>	Student Services (Non-Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	5/21/14
<b>Class History:</b>	Student Services Specialist – Welcome Center
<b>Revision Date(s):</b>	7/16/2014; 12/18/19

**Santa Monica Community College District  
Personnel Commission**

**Student Onboarding Specialist**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification perform complex and specialized technical duties pertaining to programs that support new students as they transition to college. Incumbents provide specialized knowledge and guidance to students, staff, and the public.

**DISTINGUISHING CHARACTERISTICS**

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. 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 **Outreach & Recruitment Specialist** performs complex and specialized technical duties related to student outreach and recruitment activities to promote interest in the College and encourage student enrollment.

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**

Collects, organizes, evaluates, and processes student applications for assigned programs; reviews documents and determines eligibility for each program; contacts students to confirm acceptance or denial into assigned programs.

Creates communication plans for assigned program that market benefits to high school students, first year, first-semester and continuing students; maintains the program calendar with dates and deadlines to communicate program information to students.

Provides ongoing communication to students enrolled in assigned program, including guiding students with completing paperwork, tracking and ensuring completion of required applications, assisting with educational planning and the online orientation, and offering online informational seminars to support student success.

Collects student data relating to assigned program's student recruitment and generates reports to track program trends.

Assists students enrolled in assigned program by investigating issues and resolving problems relating to admissions, general enrollment dates, course enrollment, orientation, and other related issues; meets with students in person as needed; corrects errors on student records as appropriate.

Participates in the development and implementation of policies and procedures for assigned program according to District, federal, or State guidelines; monitors and evaluates program changes for effectiveness.

Responds to general questions related to admissions, course enrollment, course placement, financial aid, student success programs, orientation, counseling, and other services available to students; escalates issues to other departments as necessary to resolve problems for assigned program.

Sends students reminders for special events and important deadlines; provides regular follow-up contacts as needed via email, phone, and in-person appointments.

Collaborates with college departments and makes referrals, as necessary, to connect students with additional campus resources.

Assists with the planning and coordination of assigned program orientations and onboarding events.

Tracks information on students' status to communicate potential disqualification from their programs.

Assigns tasks to student workers and monitors the status of related assigned projects.

Participates in the recruitment, hiring and training of new student workers in the Welcome Center.

May attend informational sessions hosted by other departments to stay updated on new program 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 general supervision from an assigned administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

### *Supervision Exercised*

Positions in this classification do not supervise or serve in a lead capacity to other classified staff members, but serve as a specialist in assigned area providing specialized knowledge and guidance to other staff and student workers.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Federal, State and local laws, regulations, procedural guidelines, and program objectives related to assigned program

District policies and the structure, organization, and function of various offices on the campus in order to ensure smooth operation and assist students

Computer software, applications and systems that support this level of work, including student information systems used to track and contact program participants

Customer service practices

Basic statistics, data gathering, and reporting methods and techniques

Administrative practices and procedures, including record keeping and filing practices and procedures

Student information systems and related applications used to track and contact program participants

### **Skills & Abilities:**

Basic marketing and public relations

Identify student concerns, investigate issues, and provide appropriate resolutions or referrals

Contribute to improving student onboarding using new ideas, tools, and approaches that enhance the student experience

Complete work with multiple interruptions and distractions

Train and provide work direction to others, including training others in the specialized software and applications specific to assigned area of responsibility

Pay attention to details and make accurate calculations and assessments when analyzing and correcting errors in student records

Prepare reports, correspondence, and informational materials including delivery of effective presentations

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 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 program support duties in a student services area. Experience in a welcome center or communicating with students regarding program eligibility or benefits is desirable.

***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.

**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.

CLASS DETAIL

<b><i>Job Family:</i></b>	Student Services (Non-Classroom)
<b><i>FLSA Status:</i></b>	Non-exempt
<b><i>Personnel Commission Approval Date:</i></b>	5/21/14
<b><i>Class History:</i></b>	Student Services Specialist – Welcome Center
<b><i>Revision Date(s):</i></b>	7/16/2014; 12/18/19

Agenda Report Number	12
Subject	Classification Description Revisions: Laboratory Technician - Art Ad-Hoc Study
Date	June 3, 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 is a revised classification description for Laboratory Technician - Art. The Personnel Commission is preparing to fill several temporary positions for this classification. The Art Department has requested minor additions to the classification description to capture this role’s responsibility and requirements to support the glassblowing classes. This study is not part of the cyclical review process. Further review of this classification will be conducted once this job discipline is scheduled again on the cyclical review calendar.

**METHODOLOGY**

Personnel Commission staff consulted with Alice Meyering, Associate Dean, Malibu Campus, as well as the incoming and outgoing Art Department Chairs, Emily Silver and Walter Meyer, to review the current classification description.

**RECOMMENDATION**

It is recommended that the Commission approve the proposed classification description revisions for Laboratory Technician - Art.

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

**Santa Monica Community College District  
Personnel Commission**

**Laboratory Technician - Art**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification provide laboratory support, and assist instructors and students in the laboratories, studios, galleries, and creative workspaces.

**DISTINGUISHING CHARACTERISTICS**

The **Laboratory Technician-Art** provides support in the various creative workspaces and assists instructors and students using the Art Department facilities.

The **Lead Laboratory Technician-Art** serves as a lead for the Laboratory Technician-Art and is responsible for delegating and overseeing the work of the Laboratory technician-Art and student workers.

**ESSENTIAL DUTIES**

Provides technical assistance to instructors and students in the laboratories, studios, and galleries.

Maintains the stockroom, laboratories, studios, and galleries in a clean and orderly condition; monitors and maintains workshop spaces such as the metal shop, woodshop, digital fabrication spaces, and kilns.

Demonstrates proper [and safe](#) use and care of tools, materials, equipment, chemicals, and supplies to students.

Checks-out tools, equipment, and supplies to students.

Maintains records for inventory, purchasing, and repairs.

Researches, orders, receives, stores, and inventories art and laboratory supplies, tools, and equipment and makes recommendations regarding purchases.

Prepares tools, equipment, chemicals, and materials for use by students in the laboratories, studios, and galleries.

Consults with faculty on specific needs of tools, supplies and equipment for the upcoming semester.

Assists the Gallery Director in the preparation of artwork, including lighting, construction, installation, basic patching and painting.

Interviews, selects, trains, and provides work direction to student workers.

Inspects, cleans, adjusts, maintains, assembles, installs, and makes minor repairs on a variety of tools and equipment.

May perform routine clerical duties related to the preparation and coordination of gallery and exhibition announcements and events.

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**

May provide guidance and work direction to student workers.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

Principles, theories, terminology, techniques, standards, equipment, tools, materials, and supplies commonly used in printmaking, ceramics, sculpture, painting, drawing, graphic arts, woodworking, [glass blowing](#), ~~and-or~~ other [related assigned art](#) disciplines

Contemporary arts, including related concepts and technology  
Lighting and presentation as it relates to artwork installation  
Functionality of ceramic studio spaces, digital fabrication spaces, and workshops  
Toxic chemical handling and disposing  
Chemical reagents and solutions  
Basic maintenance, and repair of art and laboratory equipment  
Safety procedures in the laboratories, studios, and galleries  
Inventory and ordering procedures  
Basic record keeping techniques

**Skills & Abilities:**

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility  
Interpret, apply, explain practices, standards and methods in accordance with 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  
Safely prepare and install artwork  
Operate and explain tools, equipment, chemicals, materials and supplies  
Interpret and properly apply methods, procedures, and regulations related to safety in the laboratories, studios, and galleries  
Measure and mix chemicals safely and properly  
Maintain tools, equipment, materials, and supplies in a clean and orderly condition  
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:**

Successful completion of thirty (30) semester hours of college coursework ~~in related to assigned art discipline, including such as~~ printmaking, ceramics, sculpture, painting, drawing, glass blowing, and graphic arts.

**Experience Requirement:**

One year of practical experience in the assigned art discipline, including safe use of related tools, materials, equipment, and techniques ~~experience working in an art studio, laboratory, or gallery, including taking inventory and ordering supplies, and receiving/reviewing art.~~

**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:**

Positions in this classification lift objects, bend and stoop and are exposed to high noise levels, chemicals, equipment, machinery, and extreme heat. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

CLASS DETAIL

<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Non-exempt
<b>Personnel Commission Approval Date:</b>	11/09/06
<b>Class History:</b>	Laboratory Technician – Art Laboratory Technician – Broadcasting Laboratory Technician – Commercial Photography Laboratory Technician – Art/Broadcasting/Commercial Photography
<b>Revision Date(s):</b>	9/17/08, 8/17/22, 9/18/24

**Santa Monica Community College District  
Personnel Commission**

**Laboratory Technician - Art**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification provide laboratory support, and assist instructors and students in the laboratories, studios, galleries, and creative workspaces.

**DISTINGUISHING CHARACTERISTICS**

The **Laboratory Technician-Art** provides support in the various creative workspaces and assists instructors and students using the Art Department facilities.

The **Lead Laboratory Technician-Art** serves as a lead for the Laboratory Technician-Art and is responsible for delegating and overseeing the work of the Laboratory Technician-Art and student workers.

**ESSENTIAL DUTIES**

Provides technical assistance to instructors and students in the laboratories, studios, and galleries.

Maintains the stockroom, laboratories, studios, and galleries in a clean and orderly condition; monitors and maintains workshop spaces such as the metal shop, woodshop, digital fabrication spaces, and kilns.

Demonstrates proper and safe use and care of tools, materials, equipment, chemicals, and supplies to students.

Checks-out tools, equipment, and supplies to students.

Maintains records for inventory, purchasing, and repairs.

Researches, orders, receives, stores, and inventories art and laboratory supplies, tools, and equipment and makes recommendations regarding purchases.

Prepares tools, equipment, chemicals, and materials for use by students in the laboratories, studios, and galleries.

Consults with faculty on specific needs of tools, supplies and equipment for the upcoming semester.

Assists the Gallery Director in the preparation of artwork, including lighting, construction, installation, basic patching and painting.

Interviews, selects, trains, and provides work direction to student workers.

Inspects, cleans, adjusts, maintains, assembles, installs, and makes minor repairs on a variety of tools and equipment.

May perform routine clerical duties related to the preparation and coordination of gallery and exhibition announcements and events.

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*

May provide guidance and work direction to student workers.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge:**

Principles, theories, terminology, techniques, standards, equipment, tools, materials, and supplies commonly used in printmaking, ceramics, sculpture, painting, drawing, graphic arts, woodworking, glass blowing, or other assigned art discipline

Contemporary arts, including related concepts and technology

Lighting and presentation as it relates to artwork installation

Functionality of ceramic studio spaces, digital fabrication spaces, and workshops

Toxic chemical handling and disposing

Chemical reagents and solutions

Basic maintenance, and repair of art and laboratory equipment

Safety procedures in the laboratories, studios, and galleries

Inventory and ordering procedures

Basic record keeping techniques

### **Skills & Abilities:**

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

Interpret, apply, explain practices, standards and methods in accordance with 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

Safely prepare and install artwork

Operate and explain tools, equipment, chemicals, materials and supplies

Interpret and properly apply methods, procedures, and regulations related to safety in the laboratories, studios, and galleries

Measure and mix chemicals safely and properly

Maintain tools, equipment, materials, and supplies in a clean and orderly condition

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:***

Successful completion of thirty (30) semester hours of college coursework related to assigned art discipline, such as printmaking, ceramics, sculpture, painting, drawing, glass blowing, and graphic arts.

***Experience Requirement:***

One year of practical experience in the assigned art discipline, including safe use of related tools, materials, equipment, and techniques .

***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:***

Positions in this classification lift objects, bend and stoop and are exposed to high noise levels, chemicals, equipment, machinery, and extreme heat. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

#### CLASS DETAIL

<b><i>Job Family:</i></b>	Instructional Support (Student Services/Classroom)
<b><i>FLSA Status:</i></b>	Non-exempt
<b><i>Personnel Commission Approval Date:</i></b>	11/09/06
<b><i>Class History:</i></b>	Laboratory Technician – Art Laboratory Technician – Broadcasting Laboratory Technician – Commercial Photography Laboratory Technician – Art/Broadcasting/Commercial Photography
<b><i>Revision Date(s):</i></b>	9/17/08, 8/17/22, 9/18/24, 6/3/26

Agenda Report Number	13
Subject	Request for Approval of Classification Revisions: Laboratory Technician-Life Science Ad-Hoc Study
Date	June 3, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

### **BACKGROUND**

Attached for your approval is a revised classification description for Laboratory Technician-Life Science.

In preparation for a recruitment, the Aquaculture & Biotechnology program requested changes to the classification description for **Laboratory Technician – Life Science** to include support for the biotechnology program. This study is not part of the cyclical review process. Further review of this classification will be conducted once the Laboratory Technical job discipline is scheduled on the cyclical review calendar.

This classification was created in July 30, 1981 and was last revised on February 16, 2022 when the Department underwent its cyclical review. This study is not part of the cyclical review process. Further review of this classification will be conducted once the job discipline is scheduled on the cyclical review calendar. There are currently 5 permanent incumbents in this classification.

### **METHODOLOGY**

Personnel Commission staff met with Karol Lu, Ed.D., Project Manager - Aquaculture & Biotechnology to review the current classification description and determine if the duties accurately reflect the expectations of the job.

### **RESULTS**

An addition of biotechnology related job duties are being proposed to clarify duties required for this role. Description changes will not warrant salary reallocation. The proposal for class description revisions was sent for review to Department leadership, incumbents, CSEA, Business Services, Human Resources, and the Superintendent/President.

### **RECOMMENDATION**

It is recommended that the Commission approve the attached revisions to the classification description for Laboratory Technician-Life Science.

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

**Santa Monica Community College District  
Personnel Commission**

**Laboratory Technician – Life Science**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification prepare materials and equipment for experiments, provide laboratory support, and assist instructors in the Life Science laboratories.

**DISTINGUISHING CHARACTERISTICS**

The **Laboratory Technician – Life Science** provides laboratory support, and assists instructors in the Life Science laboratories.

The **Lead Laboratory Technician – Life Science** serves as a lead for laboratory technicians in the Life Science Department, delegating and overseeing the work of technicians and students. The Lead Laboratory Technician is responsible for inventory control, ordering supplies and equipment, and maintaining records.

**ESSENTIAL DUTIES**

Depending on assigned program, may prepare [bacterial culture media](#) [or mammalian cell culture media](#); maintain and transfer bacterial cultures [or mammalian cell cultures](#), prepare solutions, [adhere to standard laboratory practices, including aseptic/sterile techniques](#), human and animal specimens (including blood, urine, feces, other body fluids and human cadavers) stains, and equipment for classroom use.

Follows and ensures strict safety procedures and safety checks.

Prepares and arranges equipment for experiments in laboratory and classroom demonstrations.

Plans and organizes work related to assigned classes to prepare for upcoming laboratory experiments and demonstrations.

Prepares reagents and chemical solutions for classroom use.

Consults and plans with faculty on specific needs of their assignments throughout the academic calendar.

Inspects, maintains, calibrates, and performs minor repairs on a variety of laboratory equipment, and instruments.

Demonstrates proper use and care of laboratory materials, equipment, chemicals, and supplies to students, [including safe work practices in controlled laboratory environments](#).

Maintains laboratories and stock room in a clean and orderly condition; informs the Lead Laboratory Technician of ongoing inventory needs.

Documents standard operating protocols regarding equipment use and setup of experiments.

Trains and oversees the work of student workers.

May provide daily care of the greenhouse plants and garden, including watering, fertilizing, weeding, and pest control.

May maintain live animal collections, including feeding and care.  
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 and is expected to carry them through to completion with substantial independence.

**Supervision Exercised**

Positions in this classification do not supervise others.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Principles, methods, and procedures used in [assigned life science laboratories related to areas such as](#) general biology, zoology, physiology, anatomy, botany, marine biology, [molecular biology, biotechnology, and microbiology laboratories](#).

Supplies, materials, and equipment used in general biology, zoology, physiology, anatomy, botany, marine biology, and microbiology laboratories

Pathogenic micro-organism and biological media, including proper procedures for safe handling

Basic maintenance, calibration, and repair of laboratory equipment

Safety procedures in the laboratory, which may include those related to working with biohazardous human specimens

Basic record keeping techniques

**Skills & Abilities:**

Operate and explain laboratory equipment, chemicals, materials and supplies

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

Stay abreast of technology changes and adapt to new technologies

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

Role model exceptional internal and external customer service

Communicate effectively, both orally and in writing

Follow instructions, policies and procedures

Interpret and properly apply methods, procedures, and regulations related to safety and proper waste disposal, which may include proper disposal of biohazardous waste materials

Maintain pure cultures of bacteria

[Support laboratory activities requiring standard aseptic techniques and controlled laboratory practices](#)

Measure and mix chemicals safely and properly

Maintain laboratory equipment and materials in a clean and orderly condition

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 ~~of arts~~ degree with a major in a Life Science, including the completion of coursework in general Biology and Microbiology. A bachelor's degree in life science is desirable.

**Experience Requirement:**

One year (4) of work experience in a scientific laboratory related to assigned program, including preparing chemicals, and solutions, media, and setting up equipment for laboratory experiments and/or demonstrations. Experience using standard laboratory safety practices is required.

**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.

**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, walk, bend and stoop. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. The employee is exposed to chemicals, biohazardous materials, and live bacteria while following the required protocols and using the appropriate safety equipment.

**CLASS DETAIL**

<b>Job Family:</b>	Instructional Support (Student Services/Classroom)
<b>FLSA Status:</b>	Non exempt
<b>Personnel Commission Approval Date:</b>	06/77
<b>Class History:</b>	Laboratory Technician - Biological Science Laboratory Technician - Physical Science Laboratory Technician - Science Laboratory Technician - Life Science Laboratory Technician - Biology
<b>Revision Date(s):</b>	07/30/81, 01/86, 10/95 Hay Study 11/09/06, 02/20/08, 11/17/10, 11/5/12, 10/21/15, 2/16/22, <a href="#">6/3/2026</a>

**Santa Monica Community College District  
Personnel Commission**

**Laboratory Technician – Life Science**

**CONCEPT OF THE CLASS**

Under general supervision, positions in this classification prepare materials and equipment for experiments, provide laboratory support, and assist instructors in the Life Science laboratories.

**DISTINGUISHING CHARACTERISTICS**

The **Laboratory Technician – Life Science** provides laboratory support, and assists instructors in the Life Science laboratories.

The **Lead Laboratory Technician – Life Science** serves as a lead for laboratory technicians in the Life Science Department, delegating and overseeing the work of technicians and students. The Lead Laboratory Technician is responsible for inventory control, ordering supplies and equipment, and maintaining records.

**ESSENTIAL DUTIES**

Depending on assigned program, may prepare bacterial culture media or mammalian cell culture media; maintain and transfer bacterial cultures or mammalian cell cultures, prepare solutions, adhere to standard laboratory practices, including aseptic/sterile techniques, human and animal specimens (including blood, urine, feces, other body fluids and human cadavers) stains, and equipment for classroom use.

Follows and ensures strict safety procedures and safety checks.

Prepares and arranges equipment for experiments in laboratory and classroom demonstrations.

Plans and organizes work related to assigned classes to prepare for upcoming laboratory experiments and demonstrations.

Prepares reagents and chemical solutions for classroom use.

Consults and plans with faculty on specific needs of their assignments throughout the academic calendar.

Inspects, maintains, calibrates, and performs minor repairs on a variety of laboratory equipment, and instruments.

Demonstrates proper use and care of laboratory materials, equipment, chemicals, and supplies to students, including safe work practices in controlled laboratory environments.

Maintains laboratories and stock room in a clean and orderly condition; informs the Lead Laboratory Technician of ongoing inventory needs.

Documents standard operating protocols regarding equipment use and setup of experiments.

Trains and oversees the work of student workers.

May provide daily care of the greenhouse plants and garden, including watering, fertilizing, weeding, and pest control.

May maintain live animal collections, including feeding and care.  
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 and is expected to carry them through to completion with substantial independence.

### *Supervision Exercised*

Positions in this classification do not supervise others.

## KNOWLEDGE, SKILLS AND ABILITIES

### **Knowledge of:**

Principles, methods, and procedures used in assigned life science laboratories related to areas such as general biology, zoology, physiology, anatomy, botany, marine biology, molecular biology, biotechnology, and microbiology.

Supplies, materials, and equipment used in general biology, zoology, physiology, anatomy, botany, marine biology, and microbiology laboratories

Pathogenic micro-organism and biological media, including proper procedures for safe handling

Basic maintenance, calibration, and repair of laboratory equipment

Safety procedures in the laboratory, which may include those related to working with biohazardous human specimens

Basic record keeping techniques

### **Skills & Abilities:**

Operate and explain laboratory equipment, chemicals, materials and supplies

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

Stay abreast of technology changes and adapt to new technologies

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

Role model exceptional internal and external customer service

Communicate effectively, both orally and in writing

Follow instructions, policies and procedures

Interpret and properly apply methods, procedures, and regulations related to safety and proper waste disposal, which may include proper disposal of biohazardous waste materials

Maintain pure cultures of bacteria

Support laboratory activities requiring standard aseptic techniques and controlled laboratory practices

Measure and mix chemicals safely and properly

Maintain laboratory equipment and materials in a clean and orderly condition

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 with a major in a Life Science, including the completion of coursework in general Biology and Microbiology. A bachelor's degree in life science is desirable.

***Experience Requirement:***

One year of work experience in a scientific laboratory related to assigned program, including preparing chemicals, solutions, media, and equipment for laboratory experiments and/or demonstrations. Experience using standard laboratory safety practices is required.

***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.

**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, walk, bend and stoop. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. The employee is exposed to chemicals, biohazardous materials, and live bacteria while following the required protocols and using the appropriate safety equipment.

**CLASS DETAIL**

<b><i>Job Family:</i></b>	Instructional Support (Student Services/Classroom)
<b><i>FLSA Status:</i></b>	Non exempt
<b><i>Personnel Commission Approval Date:</i></b>	06/77
<b><i>Class History:</i></b>	Laboratory Technician - Biological Science Laboratory Technician - Physical Science Laboratory Technician - Science Laboratory Technician - Life Science Laboratory Technician - Biology
<b><i>Revision Date(s):</i></b>	07/30/81, 01/86, 10/95 Hay Study 11/09/06, 02/20/08, 11/17/10, 11/5/12, 10/21/15, 2/16/22, 6/3/2026

V. CONSENT AGENDA

Report Number	Subject	Page Number
14	Advisory Item: Request for Reinstatement	110
15	Ratification of Eligibility Lists	111
16	Appointments to Provisional Assignments	112
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Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	14
Subject	Advisory Item: Request for Reinstatement
Date	June 3, 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
Patricia Hernandez	Academic Records Evaluator	05/22/2026	05/23/2026 to 08/22/2029
Angela Lee	Administrative Assistant II	05/26/2026	05/27/2026 to 08/26/2029

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	15
Subject	Ratification of Eligibility Lists
Date	June 3, 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
Director of Facilities Planning and Construction	0	4	11/30/2026

Agenda Report Number	16
Subject	Appointments to Provisional Assignments
Date	June 3, 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
Lindsay Wilson	Administrative Assistant II	Community Services	12/1/2025-6/30/2026*
James Kevin Dowdee	Laboratory Technician – Art	Art	06/01/2026-06/30/2026

\*Adjustment to assignment end date.

Agenda Report Number	17
Subject	Ratification of Working Out of Class and Limited Term Assignments
Date	June 3, 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. Correction to Substitute Limited Term Assignment

Name/Permanent Class	Internal Limited Term Assignment*	Dates of Current Assignment	Extended Dates
Kristine Herrera, Human Resources Specialist	Human Resources Technician	05/06/2026 to 06/30/2026	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).

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 June 3, 2026, Special Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 24 hours prior to the date and time of this meeting.