

Public Session: 12:00 p.m.

I. Organizational Functions

A.Call to Order

B.Roll Call

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

II. Director's Report

Classification Studies

The Personnel Commission currently has 36 classification reviews that are part of cyclical studies, and six additional reviews that are part of Ad Hoc Studies. This agenda includes six recommendations from 6 cyclical reviews, and two additional recommendations from ad-hoc reviews. Also included is the annual calendar of cyclical reviews for 2025-2026.

Staff is developing trainings to be delivered through the EpiCenter, and a training for Professional Development Day which would cover general classification issues is in the works.

Recruitment

Staff presented four eligibility lists for approval: Case Manager, Database Administrator, Human Resources Specialist, and Mail Services Worker II. There are five additional recruitments in process, two recruitments on hold, and three new recruitments upcoming.

Merit Rules Advisory Committee Update

Merit Rules 6.3.10 through 6.3.13 are featured for a second and final reading. If approved, revisions will be posted on our website. The Committee is still in the process of reviewing additional merit rules in Chapter 6 and 7 related to final interview procedures, and reviewing Chapter 11 which covers Vacations, Leaves of Absence, and Holidays.

Living Wage

The City of Santa Monica has increased their living wage to \$22.50 per hour. This increase will require us to reallocate the salary for one classification, Events Assistant. Events Assistant is currently allocated to Range 14 on the Classified Employee Salary Schedule. The first step (Step A) for Range 14 is currently less than \$22.50 per hour. We are bringing forward today recommendations for salary reallocation for Events Assistant to Range 18 on the Classified Employee Salary Schedule.

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

A. Longevity

June 2025 ADDENDUM

40 YEARS

Michael Chitgar, Senior Programmer Analyst, Management Information Services

July 2025

10 YEARS

Rachel Demski, Curriculum and Degree Audit Specialist, Academic Affairs

Joseph Metzger, Library Assistant, Library

Walter Butler was present to congratulate Joseph on 10 years with the College.

B. Comments from the Vice President of Human Resources

Interim Vice President of Human Resources, Dr. Tre' Shawn Hall-Baker, was present to greet the Commissioners in her new capacity and to thank them for their service to the College. She acknowledged and appreciated the professionalism of Personnel Commission staff.

C. Comments from the President of CSEA

CSEA President Cindy Ordaz was present via Zoom to congratulate Longevity awardees and especially acknowledged VP's, managers and supervisors that attend the Personnel Commission meetings when their employees are being recognized for achieving their longevity milestones. She went on to speak regarding the District's current fiscal concerns and how many managers are not backfilling positions. She stated that the College does not have a clear staffing plan, allowing for an increase in "duty creep" where classified employees are absorbing additional responsibilities outside of their classification, due to either retirements, unfilled positions or restructuring.

D. Comments from the President of Management Association

No Comments.

E. Comments from Personnel Commission Staff

Director of the Personnel Commission, Carol Long, announced that Agenda Reports 4 through 7 were being pulled at the request of CSEA.

F. Comments from the Personnel Commissioners

The Commissioners inquired after CSEA's request to pull Agenda Reports 4 through 7. President Ordaz explained that conversations with the District and affected employees were still in process. The Commissioners wanted it noted that this is the second meeting where said agenda reports are being pulled and that this action will cause further delays to the timely completion of the cyclical review process. In the future, Dr. Metoyer and the Commissioners do not want to be cited as the cause for these delays which have occurred often in the past.

IV. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Second Reading of Amendment to Rules and Regulations of the Classified Service: Merit Rule 6.3.10-6.3.13	4
2	Cyclical Classification Studies – Proposed Annual Calendar 2025-2026	6
3	Salary Reallocation: Events Assistant	9
4	Retitle and Classification Description Revisions: Network Communications Technician III to Senior IT Infrastructure Technician — ITEM PULLED.	
5	Retitle and Classification Description Revisions: Network Communications Technician II to IT Infrastructure Technician II — ITEM PULLED.	
6	Retitle and Classification Description Revisions: Network Communications Technician I to IT Infrastructure Technician I — ITEM PULLED.	
7	Classification Description Revisions: Network Engineer ITEM PULLED.	
8	Classification Description Revisions: Instructional and Universal Designer	53
9	Classification Description Revisions: Laboratory Technician – Physics to Laboratory Technician – Physics/Engineering	62

V. Consent Agenda

Report Number	Subject	Page Number
10	Examination Schedule	70
11	Ratification of Eligibility Lists	71
12	Extension of Eligibility Lists	72
13	Appointments to Provisional Assignments	73
14	Ratification of Limited Term Assignments	75
15	Appointment of Limited Term Assignments	76
16	Ratification of Working Out of Class and Internal Limited Term Assignments	77
17	Ratification of Meeting Minutes	80
18	Personnel Commission Project Tracking	81

VI. Adjournment

Agenda Report Number	1
Subject	Second Reading of Amendment to Rules and Regulations of the Classified Service: Merit Rule 6.3.10-6.3.13
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Merit Rule 6.3.10 to 6.3.13 are attached for a Second Reading.

6.3.10 FINAL SELECTION INTERVIEW

~~A. Certification of eligibles to be interviewed for a vacancy in a class with a newly established eligibility list may be made after completion of notification requirements as specified in Rules 5.2.17 and 5.2.21.~~

~~B. The final selection interview shall be conducted in a fair and impartial manner and all eligibles shall be given an equal opportunity to present their qualifications for the vacant position. All questions asked shall be job-related, and all eligibles shall be asked the same basic questions and shall be given sufficient time to respond. The candidate may be asked follow up or clarifying questions.~~

~~C. Following the completion of the interviews, a final selection report shall be completed by all interviewers in the final selection interview. The report shall provide a specific appraisal of the relative qualifications of each of the candidates.~~

~~D. Candidates on an eligibility list are entitled to one final selection interview with the immediate supervisor of the position.~~

~~E. The supervisor shall notify the Director of the Personnel Commission of their selection decision within five working days after the completion of the interviews.~~

~~A. The immediate supervisor, accompanied by their supervisor or such other persons as may be designated by the hiring manager or the Director of Classified Personnel, shall interview review all persons certified for the vacant position. This interview shall be designated as the final selection interview.~~

~~B. The final selection interview shall be conducted in a fair and impartial manner and all eligibles shall be given an equal opportunity to present their qualifications for the vacant position. All questions asked shall be job-related, and all eligibles shall be asked the same basic questions and shall be given sufficient time to respond.~~

~~C. Following the completion of the interviews, a final selection report shall be completed by all interviewers in the final selection interview. The report shall provide a specific appraisal of the relative qualifications of each of the candidates.~~

6.3.11 TIMELINES FOR THE FINAL SELECTION INTERVIEW

~~A. Certification of eligibles to be interviewed for a vacancy in a class with an existing eligibility list shall normally be made within two weeks after job posting and other contractual requirements have been met.~~

~~BA. Certification of eligibles to be interviewed for a vacancy in a class with a newly established eligibility list may be made after completion of notification requirements as specified in Rules 5.2.16 and 5.2.20.~~

~~CB. The supervisor shall notify the Director of Classified Personnel of his/her selection decision within five days after the completion of the interviews.~~

6.3.12~~11~~ PROCEDURE FOR REQUEST AND CERTIFICATION OF ADDITIONAL ELIGIBLES

~~A. If an eligible who has been certified, declines an interview, refuses appointment or fails to report for an interview, or does not accept an appointment to the position, the appointing authority may fill the vacancy from the remaining certified eligibles or may, at may request, additional eligibles for certification.~~

~~B. When a request for additional eligibles is made, the Director of Classified the Personnel Commission may:~~

- ~~1. Certify the next rank of additional eligibles for the vacant position, as required as long as the total number of eligibles certified does not exceed three ranks.~~
- ~~2. Remove the name of eligibles who have refused appointment or have failed to report for a scheduled interview without notification.~~
- ~~3. Investigate the matter at his/her discretion to determine that any refusal is, in fact, voluntary.~~

~~2. Request authorization from the Personnel Commission to refuse Refuse further certification should it be determined by the Director of the Personnel Commission the investigation determine that refusal of appointment by an eligible is, in fact, not voluntary—that an eligible who has been certified did not voluntarily decline an interview, fail to report for an interview, or decline an appointment to the position.~~

6.3.13~~12~~ USE OF ALTERNATE ELIGIBILITY LISTS

~~A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:~~

- ~~1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.~~
- ~~2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.~~

6.3. ~~14~~13 SELECTIVE CERTIFICATION FOR POSITIONS WITH LANGUAGE
REQUIREMENTS (EDUCATION CODE SECTION 88096)

- A. If a position requires the use of a language in addition to English, the appointing authority shall so indicate to the Director of ~~Classified-the~~ Personnel Commission when requesting certification of eligibles to fill the vacancy.
- B. The Director of ~~Classified-the~~ Personnel Commission shall determine which eligibles possess the required language skills and shall certify the names of the top three (3) ranks of eligibles who meet the special requirements.
- C. The recruitment bulletin announcing the examination shall indicate the special requirements which may be necessary for filling one or more of the positions in the class.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Leone commented that the Merit Rules Committee has worked very hard and that there is a significant amount of “wordpersonship” that is taking place with a complete sensitivity to fairness and the applicability of the words in the future.

Agenda Report Number	2
Subject	Cyclical Classification Studies – Proposed Annual Calendar 2025-2026
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Carol Long, Director of the Personnel Commission Amy Gurjian, Classification & Compensation Manager

Attached for your review is the proposed annual calendar for anticipated classification review projects for 2025-2026.

The following factors were used in determining the most immediate priorities:

- Previous schedule of studies from the first round of cyclical reviews ensure, as much as possible, that reviews scheduled first represent classifications that have gone the longest without a full review
- Major changes or inaccuracies in job duties or in the role of the classification as identified by Personnel Commission staff, District management, or union representatives
- Ongoing or anticipated turnover rates, or other recruitment challenges
- Previous applicable studies conducted of other related jobs within the occupational group, leading to potential inequities within an occupational series
- Scope of resources required to carry out classification description reviews

The attached calendar was reviewed with CSEA and senior staff.

BACKGROUND

Merit Rule 3.2.9 requires the Personnel Commission to maintain a system of continuous classification review. Merit Rule 3.2.9 states: “Each year, the Director of Classified Personnel shall prepare a schedule of anticipated review projects and present it for approval to the Personnel Commission”.

All classified positions at Santa Monica College are allocated to specific classifications, which are then allocated to salary ranges. Personnel Commission staff allocates new positions to existing classifications, creates new classifications and descriptions as needed, ensures classification descriptions accurately reflect current job duties and qualifications, reviews minimum requirements on classification descriptions to ensure they are appropriate and not unduly restrictive, establishes and maintains a plan for continuous review and update of class descriptions and salary allocations, conducts external and internal salary studies and recommends appropriate salary ranges for all job classifications based upon the principle of like pay for like work. (**Merit Rules, Chapter III; Education Code Sections 88004, 88009, 88076, 88081, 88095, 88104, 88104.5**)

OBJECTIVES FOR REVIEWS

Each cyclical study will start with an orientation and an initial review of class descriptions falling within the job discipline which is being studied. The primary purpose of this review will be to determine if the job duties listed in each class description are an accurate reflection of the work

assigned. Both management and employees can request individual position studies at this time to determine if work performed is outside the scope of the assigned classification. Following an analysis of all relevant information, recommendations will be provided for review to management staff, senior staff, incumbents, and union representatives prior to presenting to the Personnel Commission and Board of Trustees for final approval.

- All managers overseeing classified staff associated with current year cyclical reviews will be contacted prior to the start of our reviews to confirm whether our proposed calendar conflicts with any department block-out dates or other parts of the calendar year when workload is particularly high.
- Cyclical classification studies will continue to automatically take priority over requests for Ad Hoc Studies (requests which are not part of the current fiscal year's calendar).

Decisions for prioritization of Ad Hoc Studies will be recommended by the Director of the Personnel Commission based on the type of study requested; current staff workload; connection of request to an upcoming recruitment, reorganization, or new mandate; and the number of employees potentially impacted by the request.

General prioritization of all classification studies will be as follows:

- Priority 1: Calendared cyclical reviews
- Priority 2: Class description revisions in preparation for opening recruitment, or to comply with new legal mandates or other policy changes
- Priority 3: Position reclassification process
- Priority 4: Requests for new classifications, and requests for position reclassification into a new classification
- Priority 5: Salary reallocation, under all of the following conditions:
 - Senior staff approval for the estimated difference in salary
 - Salary has not been reviewed in the past two years
 - Salary is not scheduled for review within the next year

RECOMMENDATIONS

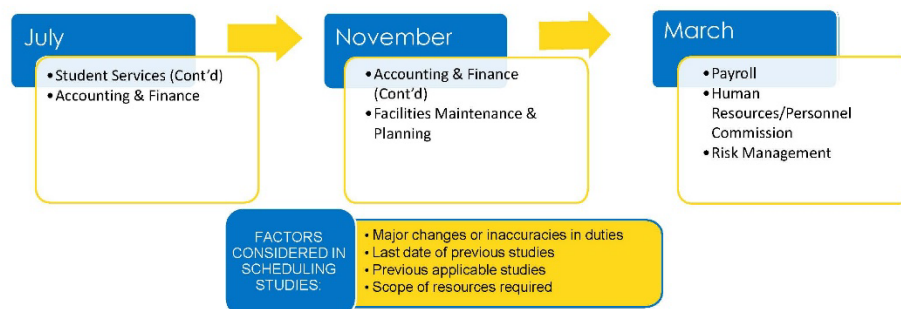
It is recommended that the Personnel Commission approve the proposed annual calendar of classification/compensation studies for Fiscal Year 2025 – 2026.

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0

Amendments/Comments	<p>Commissioner Abbott asked Director Long when these groups were last reviewed and if the Personnel Commission is still in the process of revising the Merit Rule stating there is a 5-year deadline for Cyclical Reviews. She referenced previous discussions about adjusting that deadline to 7 years. Director Long assured Commissioner Abbott that staff should be able to meet the 5-year deadline for this cycle of reviews, as they are closely monitoring delays this time. She stated that these groups were studied around 7 to 8 years ago and how the previous cycle was disrupted by COVID-19. She assured Commissioner Abbott that the Personnel Commission is on track.</p> <p>Commissioner Jansen noted that some of the titles sounded familiar specifically in the Human Resources Department and inquired on whether these departments have had AdHoc studies since they were fully reviewed 7 or 8 years ago. Director Long confirmed that there have been AdHoc requests from a number of the departments listed.</p>
---------------------	--

Classification Review Timeline by Job Discipline

2025-26 Proposed



Agenda Report Number	3
Subject	Salary Reallocation: Events Assistant
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

Attached for your approval is a request for salary reallocation for **Events Assistant**.

The Events Assistant classification was created on February 3, 2020, initially under the title of Usher. Salary allocation was initially recommended at **Range 8 (Step A = \$15.37/Hourly)**, using 2018 Department of Labor starting salary data as presented for *Ushers, Lobby Attendants and Ticket Takers* in the Los Angeles-Long Beach-Anaheim Metro Area. Currently, the salary for Events Assistant is allocated to Range 14. Santa Monica College uses Events Assistants in temporary capacity only; therefore, all employees in this classification are paid at Step A (\$20.82/Hourly).

The City of Santa Monica has increased the living wage to \$22.50 per hour, effective July 1, 2025. Section 11.1.7 of the collective bargaining contract with the California School Employees Association (CSEA), Chapter 36, states: "Beginning July 1, 2022, if any step falls below the City of Santa Monica Liveable Wage Ordinance minimum wage, the District shall increase the step to such minimum wage amount. Such adjustment to the step shall not affect the steps of any other ranges and shall not result in the realignment of any other ranges or steps."

An increase is now being recommended for the **Events Assistant to Range 18 (Step A – \$22.94/Hourly)** to bring us into compliance with the CSEA Bargaining Agreement and the City of Santa Monica Living Wage Ordinance.

Recommendations for salary reallocation were sent for review to department management, CSEA, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed salary reallocation for Events Assistant as follows:

FROM: Classified Salary Schedule – Range 14 - Step A = \$20.82 per hour

TO: Classified Salary Schedule – Range 18 - Step A = \$22.94 per hour

Salary reallocation shall be retroactive to July 1, 2025.

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Deborah Jansen
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	4
Subject	Retitle and Classification Description Revisions: Network Communications Technician III to Senior IT Infrastructure Technician Cyclical Review
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Network Communications Technician III**.

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

The Network Communications Technician III classification was established in November 2015. This classification has not been revised since its establishment. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Information Technology classifications and CSEA were invited to participate in a study orientation on February 5, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by February 25, 2025.

Personnel Commission staff consulted with Matthew Kiaman, Director of Network 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 are being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, supervision, knowledge, skills and abilities, and minimum qualifications to more accurately reflect the nature and scope of the work performed.

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 essential duties performed, the concept of the class, distinguishing characteristics, supervision, knowledge, skills and abilities, and minimum qualifications.~~

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

~~Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies utilized roles that have broad responsibility for system and network administration, and/or desktop support and computer repair, in addition to IT infrastructure support. As a result, salary review is based on internal alignment with other classifications in the Network Communications Technician series. The Network Communications Technician III is internally aligned with the lower level Network Communications Technician II by the level of knowledge required and complexity of work performed. Because no internal alignment issues exist and there is an adequate salary difference between the classifications in this job series, it is recommended that the salary placement for this role remain at range 49 on the Classified Employee salary schedule. The following chart shows related classifications in this job discipline and salary allocation for each classification:~~

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
IT Infrastructure Manager	M29	\$10,670	\$12,969	25.84%
Senior IT Infrastructure Technician	49	\$8,479	\$10,306	10.26%
IT Infrastructure Technician II*	45	\$7,690	\$9,348	10.25%
IT Infrastructure Technician I*	41	\$6,975	\$8,479	

~~**Proposed retitle in subsequent reports.*~~

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

RECOMMENDATION

~~It is recommended that the Commission approve the proposed classification description revisions and retitle for Network Communications Technician III.~~

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

**Santa Monica Community College District
Personnel Commission**
Network Communications Senior IT Infrastructure Technician III

CONCEPT OF THE CLASS

Under general supervision, Positions in this classification perform advanced journey-level technical work to ensure secure, efficient and reliable access to District supported voice and data devices and services. Incumbents perform highly specialized and responsible duties by designing, coordinating, planning, and leading, voice and data communication infrastructure installations, repairs, configurations, and maintenance of voice and data communication infrastructure installations.

DISTINGUISHING CHARACTERISTICS

The Senior IT Infrastructure Technician Network Communications Technician III handles the most complex tasks requiring highly specialized technical knowledge or skills in implementing voice and data infrastructure installations, repairs and upgrades. Work performed requires advanced journey-level knowledge in a variety of related systems and protocols, in addition to substantial design and lead responsibilities implementing large and complex technology infrastructure projects.

The IT Infrastructure Technician II Network Communications Technician II performs journey-level work and handles a full range of moderate to complex duties related to installation and maintenance projects. Incumbents may plan, coordinate and guide less complex installation, repair, and maintenance projects, and may provide lead direction to lower classifications; however, the work is done with substantial independence and specialized technical knowledge. Incumbents in this classification may be required to work with confidential police systems and terminals.

The Infrastructure Technician I Network Communications Technician I provides specialized technical support of moderate complexity and scope, with independent judgement in solving technical problems related to installation, maintenance and upgrade of data and voice systems.

The IT Infrastructure Manager coordinates, manages and oversees the installation, and maintenance of the District's information technology infrastructure, physical security, audio visual systems, and communications systems.

ESSENTIAL DUTIES

Assists management by assigning and reviewing work for technical staff, request assignments; develops and hosts reviews work and training sessions for department technical staff.

Drives to District sites and Plans and coordinates leads complex IT infrastructure projects, including those with vendors and contractors to design and implement network systems for new and/or renovated District buildings, to deliver secure, reliable, and efficient data and voice networks district-wide; this includes overseeing all project phases from planning and design to execution, and coordinating and reviewing the work of vendors, contractors, and District staff for accuracy and compatibility with District standards.

Coordinates and performs highly complex tasks related to participates in the design, installation, maintenance, end user support, troubleshooting, coordination, installation, termination, testing, and repair of voice and data communication infrastructuresystems, including network equipment (e.g., switches, access points), distribution frames, Fiber-optic, and copper cabling, network connectors, and wireless equipmentdevices, and voice-messaging systems, following best practices and change control procedures; makes recommendations for upgrades or improvements to physical infrastructure.

~~Performs~~ Provides advanced technical assistance related to the installation, update, and maintenance of campus safety technology devices, such as video surveillance systems, entry access systems, and two way radios.

Coordinates and participates in ~~the~~ updating and maintaining asset inventory, service records, and other job-related technical documentation such as, proper labeling of cables and configuration diagrams, customer support reports, knowledge-base, and other administrative processes and procedures as needed.

Perform ad-hoc network switch port configuration changes to install devices such as wireless access points, phones, and security cameras.

Performs high-level technical support tasks related to the installation, repair, testing, update, and maintenance of computer hardware and software, including peripheral devices, software applications and various networked and mobile devices.

Determines appropriate methodology and ~~Utilizes~~ current technology tools, system scripting, and best practices to ~~determine the appropriate methodology to~~ install/maintain/update operating systems and other software to various networked end-point devices.

Updates technical skills and knowledge by participating in training opportunities and keeping current on related technical publications.

Performs other related duties as requested or assigned.

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

~~Performs resource estimates, task analysis, and operational coordination for assigned projects.~~

~~Plans, coordinates and leads highly complex and specialized projects to ensure reliable, secure, and efficient data and voice networks district-wide.~~

~~Performs high-level tasks related to the installation, repair, testing, update and maintenance of networking equipment, including wired and wireless voice and data communication end-point devices, as well as voice messaging systems.~~

~~Coordinates and participates in the installation and maintenance tasks related to voice and data communications systems, with best practices and proper change control methodology.~~

~~Provides end-user support by servicing difficult problems related to voice and data connections, installation, configuration, troubleshooting, repair and adjustment.~~

SUPERVISION

Supervision Received:

Positions in this class receive general supervision from the IT Infrastructure Manager ~~Telecommunications Supervisor.~~

Supervision Exercised:

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

~~Knowledge of p~~Project coordination management and training principles

~~Advanced knowledge of c~~Complex computer and network concepts

~~Advanced knowledge of i~~Industry standards, principles and protocols relating to the installation/maintenance of data/voice communication infrastructure

~~Advanced knowledge of w~~Wide and local area network standards, principles, and protocols

~~Advanced knowledge of w~~Wired and wireless network technology

~~Advanced knowledge of d~~Domain and directory services

~~Advanced knowledge of e~~Current Windows, Linux and Macintosh computer hardware, operating systems, installations, updates, and maintenance

~~Advanced knowledge of e~~Computer programming languages, software applications, internet applications, web services and browsers

~~Advanced knowledge of d~~Design and installation of ~~local and wide area~~physical networks infrastructure

~~Advanced knowledge of e~~Copper and fiber-optic cabling and cable management standards

~~Advanced knowledge of e~~Current developments and trends in Information Technology

~~Advanced knowledge of s~~Server and client virtualization technology

~~Knowledge of s~~Safe and correct use of tools and equipment used in the installation, repair, and maintenance of telecommunications, computer, and electronic systems

~~Mathematical principles relevant to the design and implementation of physical network infrastructure~~

Skills & Abilities:

~~Provide lead direction to staff, which includes coordinating, training, delegating, monitoring, and directing work orders and project tasks~~

~~Plan and manage complex projects by applying project management principles~~

~~Identify, analyze and critically think through highly complex infrastructure and computer issues, devise alternative solutions, and make effective decisions.~~

~~Stay updated on technology changes and recommends upgrades to physical infrastructure~~

~~Attend to highly detailed information such as infrastructure documentation and diagrams, and switch port configurations~~

~~Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing~~

~~Role model exceptional internal and external customer service~~

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

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

~~Apply mathematical reasoning and principles to complete tasks~~

Install, configure, diagnose, and repair a variety of highly complex computer network hardware and software

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

~~Analyze and trouble shoot highly complex technical problems~~

~~Perform multiple complex tasks while practicing effective time management~~

~~Analyze and resolve problems independently, and to escalate to supervisor when appropriate~~

~~Perform difficult tasks efficiently and methodically~~

~~Document standard operating procedures and practices~~

~~Adapt to changes and keep abreast with updated technology~~

~~Adjust to high workload and varied schedules~~

Maintain accurate records of equipment and repairs

Maintain effective working relationships with administrators, managers, faculty, staff, student workers and outside vendors

Evaluate alternatives, maximize available resources, and develop sound conclusions and recommendations

Exercise tact and diplomacy in dealing with sensitive issues and situations

Work effectively independently and on teams

Communicate effectively, both orally and in writing, in order to provide support and technical assistance to users over the phone and via e-mail

Coordinate, lead and organize relatively complex projects and resources that are interdepartmental in scope

Train and provide work direction to others

Troubleshoot hardware, software and peripheral equipment malfunctions in a network and stand-alone environment utilizing various operating systems

Read, understand, edit and comment on architectural and electrical drawings related to computer network infrastructure and installation

MINIMUM QUALIFICATIONS

Education:

Associates degree, or equivalent, in [Computer Science information technology, telecommunications technology, or a closely related field](#), or completion of trade school in [Computer Technology including internetworking technology, protocols and voice/data communication infrastructure installation, termination and repair, or a closely related field](#).

Experience:

Five years of experience [providing technical and end user support in the installation, repair and maintenance of personal computer systems, computer peripheral devices, troubleshooting IT infrastructure, including cabling and network equipment, in a multi-building environment with at least 500 network nodes local and wide area network environment, including at least two years of designing, integrating and implementing data and voice networks.](#)

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 [for up to two \(2\) years](#).

Licensure and/or Certification:

[Class "C" California Valid Driver's License](#)

Special Requirement:

[Must be available and willing to respond to emergency calls after normally scheduled working hours as needed. Willingness and ability to work varied hours and/or be on call.](#)

Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System).

Any industry technology certification is desirable, such as [Network+, Cisco Certified Network Associate \(CCNA\), MSCE, A+, CompTIA, or BICSI, MSCE, CCNP.](#)

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.

Work Environment:

While performing the duties of this job the employee is required to stand, walk, and travel around the main campus or satellite locations to perform fieldwork. The employee is frequently required to lift, carry, push or pull up to 50 pounds. While performing the duties of this job, the employee is regularly required to stoop, bend, and crouch in small spaces, such as under a desk, and is occasionally required to climb a ladder and crawl through attic or crawl spaces under buildings and is occasionally exposed to chemicals used for equipment maintenance.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/18/2015
Class History:	Network Communications Technician III
Revision Date(s):	None 6/25/25

**Santa Monica Community College District
Personnel Commission
Senior IT Infrastructure Technician**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform advanced journey-level technical work to ensure secure, efficient and reliable access to District supported voice and data devices and services. Incumbents perform highly specialized and responsible duties by designing, coordinating, planning, leading, repairing, configuring, and maintaining voice and data communication infrastructure installations.

DISTINGUISHING CHARACTERISTICS

The **Senior IT Infrastructure Technician** handles the most complex tasks requiring highly specialized technical knowledge or skills in implementing voice and data infrastructure installations, repairs and upgrades. Work performed requires advanced journey-level knowledge in a variety of related systems and protocols, in addition to substantial design and lead responsibilities implementing large and complex technology infrastructure projects.

The **IT Infrastructure Technician II** performs journey-level work and handles a full range of moderate to complex duties related to installation and maintenance projects. Incumbents may plan, coordinate and guide less complex installation, repair, and maintenance projects, and may provide lead direction to lower classifications; however, the work is done with substantial independence and specialized technical knowledge. Incumbents in this classification may be required to work with confidential police systems and terminals.

The **Infrastructure Technician I** provides specialized technical support of moderate complexity and scope, with independent judgement in solving technical problems related to installation, maintenance and upgrade of data and voice systems.

The **IT Infrastructure Manager** coordinates, manages and oversees the installation, and maintenance of the District's information technology infrastructure, physical security, audio visual systems, and communications systems.

ESSENTIAL DUTIES

Assists management by assigning and reviewing work for technical staff; develops and hosts training sessions for department staff.

Drives to District sites and leads complex IT infrastructure projects, including those for new District buildings, to deliver secure, reliable, and efficient data and voice networks district-wide; this includes overseeing all project phases from planning and design to execution, and coordinating and reviewing the work of vendors, contractors, and District staff for accuracy and compatibility with District standards.

Coordinates and performs highly complex tasks related to the design, installation, maintenance, end user support, troubleshooting, testing, and repair of voice and data communication systems, including network equipment (e.g., switches, access points), distribution frames, fiber-optic and copper cabling, connectors, wireless devices, and voice-messaging systems, following best practices and change control procedures; makes recommendations for upgrades or improvements to physical infrastructure.

Provides advanced technical assistance related to the installation, update, and maintenance of campus safety technology devices, such as video surveillance systems, entry access systems, and two way radios.

Coordinates and participates in updating and maintaining asset inventory, service records, and other job-related technical documentation such as, proper labeling of cables and configuration

diagrams, customer support reports, knowledge-base, and other administrative processes and procedures as needed.

Perform ad-hoc network switch port configuration changes to install devices such as wireless access points, phones, and security cameras.

Performs high-level technical support tasks related to the installation, repair, testing, update, and maintenance of computer hardware and software, including peripheral devices, software applications and various networked and mobile devices.

Determines appropriate methodology and utilizes current technology tools, system scripting, and best practices to install/maintain/update operating systems and other software to various networked end-point devices.

Updates technical skills and knowledge by participating in training opportunities and keeping current on related technical publications.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Positions in this class receive general supervision from the IT Infrastructure Manager .

Supervision Exercised:

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Project management and training principles

Complex computer and network concepts

Industry standards, principles and protocols relating to the installation/maintenance of data/voice communication infrastructure

Wide and local area network standards, principles, and protocols

Wired and wireless network technology

Domain and directory services

Current Windows, Linux and Macintosh computer hardware, operating systems, installations, updates, and maintenance

Computer programming languages, software applications, internet applications, web services and browsers

Design and installation of physical network infrastructure

Copper and fiber-optic cabling and cable management standards

Current developments and trends in Information Technology

Server and client virtualization technology

Safe and correct use of tools and equipment used in the installation, repair, and maintenance of telecommunications, computer, and electronic systems

Mathematical principles relevant to the design and implementation of physical network infrastructure

Skills & Abilities:

Provide lead direction to staff, which includes coordinating, training, delegating, monitoring, and directing work orders and project tasks

Plan and manage complex projects by applying project management principles

Identify, analyze and critically think through highly complex infrastructure and computer issues, devise alternative solutions, and make effective decisions.

Stay updated on technology changes and recommends upgrades to physical infrastructure

Attend to highly detailed information such as infrastructure documentation and diagrams, and switch port configurations

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Role model exceptional internal and external customer service

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

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

Apply mathematical reasoning and principles to complete tasks

Install, configure, diagnose, and repair a variety of highly complex computer network hardware and software

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:

Associates degree or equivalent in information technology, telecommunications technology, or a related field.

Experience:

Five years of experience installing and troubleshooting IT infrastructure, including cabling and network equipment, in a multi-building environment with at least 500 network nodes.

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:

Valid Driver License

Special Requirement:

Willingness and ability to work varied hours and/or be on call. Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System).

Any industry technology certification is desirable, such as Network+, Cisco Certified Network Associate (CCNA) A+, or BICSI,

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.

Work Environment:

While performing the duties of this job the employee is required to stand, walk, and travel around the main campus or satellite locations to perform fieldwork. The employee is frequently required to lift, carry, push or pull up to 50 pounds. While performing the duties of this job, the employee is regularly required to stoop, bend, and crouch in small spaces, such as under a desk, and is occasionally required to climb a ladder and crawl through attic or crawl spaces under buildings and is occasionally exposed to chemicals used for equipment maintenance.

CLASS DETAIL

<i>Job Family:</i>	Information Technology
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	11/18/2015
<i>Class History:</i>	Network Communications Technician III
<i>Revision Date(s):</i>	6/25/25

Agenda Report Number	5
Subject	Retitle and Classification Description Revisions: Network Communications Technician II to IT Infrastructure Technician II Cyclical Review
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Network Communications Technician II**.

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

The Network Communications Technician II classification was established in November 2006. This classification has been revised three times since its establishment. The most recent revision was approved in November 2015 as part of the cyclical review process, which resulted in changes to the classification title, concept of the class, distinguishing characteristics, essential duties, supervision, knowledge, skills and abilities, and minimum qualifications. There are currently two permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Information Technology classifications and CSEA were invited to participate in a study orientation on February 5, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by February 25, 2025.

Personnel Commission staff consulted with Matthew Kiaman, Director of Network 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 are proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, supervision, knowledge, skills and abilities, and minimum qualifications to more accurately reflect the nature and scope of the work performed.

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 essential duties performed, the concept of the class, distinguishing characteristics, supervision, knowledge, skills and abilities, and minimum qualifications.

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

Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies utilized roles that have broad responsibility for system and network administration, and/or desktop support and computer repair, in addition to IT infrastructure support. As a result, salary review is based on internal alignment with other classifications in the Network Communications Technician series. The Network Communications Technician II is internally aligned with the higher level Network Communications Technician III by the level of knowledge required and complexity of work performed. Similarly, it is distinguished from the lower level Network Communications Technician I by the level of knowledge required to perform the full scope of journey level IT infrastructure work. Because no internal alignment issues exist and there is an adequate salary difference between the classifications in this job series, it is recommended that the salary placement for this role remain at range 45 on the Classified Employee salary schedule. The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
IT Infrastructure Manager	M29	\$10,670	\$12,969	25.84%
Senior IT Infrastructure Technician**	49	\$8,479	\$10,306	10.26%
IT Infrastructure Technician II	45	\$7,690	\$9,348	10.25%
IT Infrastructure Technician I*	41	\$6,975	\$8,479	

**Proposed retitle in subsequent report. **Retitled in previous report.*

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

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and retitle for Network Communications Technician II.

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

**Santa Monica Community College District
Personnel Commission**

Network Communications IT Infrastructure Technician II

CONCEPT OF THE CLASS

Under general supervision, Positions in this classification perform journey-level work to ensure the end users effectively and securely access District supported technology infrastructure resources. Incumbents install, repair, configure, test and maintain data communication infrastructure, wireless access points, uninterruptable power supplies, two-way radios, campus safety technology, multi-platform computer hardware and software, computer peripherals, network, and telecommunications infrastructure and other information technology equipment. In addition, incumbents respond to technical support requests from end users and technology support staff. Incumbents in this classification may be required to work with confidential police systems and terminals. Incumbents may provide lead direction to lower classifications.

DISTINGUISHING CHARACTERISTICS

The IT Infrastructure Technician II Network Communications Technician II performs journey-level work and handles a full range of moderate to complex duties related to installation and maintenance projects. Incumbents may plan, coordinate and guide less complex installation, repair, and maintenance projects, and may provide lead direction to lower classifications; however, the work is done with substantial independence and specialized technical knowledge. Incumbents in this classification may be required to work with confidential police systems and terminals.

The Senior IT Infrastructure Technician Network Communications Technician III handles the most complex tasks requiring highly specialized technical knowledge or skills in implementing voice and data infrastructure installations, repairs and upgrades. Work performed requires advanced journey-level knowledge in a variety of related systems and protocols, in addition to substantial design and lead responsibilities implementing large and complex technology infrastructure projects.

The Infrastructure Technician I Network Communications Technician I provides specialized technical support of moderate complexity and scope, with independent judgement in solving technical problems related to installation, maintenance and upgrade of data and voice systems.

The IT Infrastructure Manager coordinates, manages and oversees the installation, and maintenance of the District's information technology infrastructure, physical security, audio visual systems, and communications systems.

ESSENTIAL DUTIES

Drives to District sites to perform routine moderate to high level complex tasks related to the installation, maintenance, end user support, troubleshooting, repair, testing, and repair update, and maintenance of networking equipment, including wired and wireless voice and data communication systems, including network equipment (e.g., switches, access points), distribution frames, fiber-optic and copper cabling, connectors, wireless devices, end-point devices, and voice-messaging systems, following best practices and change control procedures; makes recommendations for upgrades or improvements to physical infrastructure.

Performs/Provides technical assistance related to the installation, update, and maintenance of campus safety technology devices, such as video surveillance systems, entry access systems, and two way radios, and/or other network endpoint devices.

Provides end user support related to computers and telecommunications by responding to user requests, troubleshooting and diagnosing the problem, and performing the necessary repair and adjustment.

Performs routine to high-level support tasks related to the [set-up](#), installation, repair, testing, updating, and maintenance of computer hardware and software, including peripheral devices, software applications and various networked and mobile devices.

Updates and maintains asset inventory, service records, and other job-related technical documentation such as, proper labeling of cables and configuration diagrams, customer support reports, knowledge-base, and other administrative, processes and procedures as needed.

May coordinate and design [less complex](#) projects, [which may involve coordinating schedules and project activities, estimating resources, performing task analysis, and providing direction and training to lower-level technical staff and manage related timelines and scheduling.](#)

Utilizes current technology tools, system scripting, and best practices to determine the appropriate methodology to install/maintain/update operating systems and other software to various networked end-point devices.

Updates technical skills and knowledge by participating in training opportunities and self-studying technical publications.

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.

~~Installs, terminates, tests, and repairs voice and data communication infrastructure, including network equipment, distribution frames, Fiber optic and copper cabling, network connectors, and wireless equipment.~~

~~Performs installation and maintenance of voice and data communications systems, with best practices and proper control methodology.~~

~~May perform resource estimates, task analysis, and operational coordination for assigned projects.~~

~~May provide lead direction and training to lower level technical personnel.~~

SUPERVISION

Supervision Received:

Positions in this class receive general supervision from the [IT Infrastructure Manager](#) ~~Telecommunications Supervisor.~~

Supervision Exercised:

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Complex computer and network concepts

Industry standards, principles and protocols relating to the installation/maintenance of data/voice communication infrastructure

Wide and local area network standards, principles, and protocols

Wired and wireless network technology

Domain and directory services

Current Windows, Linux and Macintosh computer hardware, operating systems, installations, updates, and maintenance

Computer programming languages, software applications, internet applications, web services, and browsers

Design and installation of ~~local and wide area~~[physical](#) networks [infrastructure](#)

Copper and fiber-optic cabling and cable management standards

Current developments and trends in Information Technology

Server and client virtualization technology

Basic principles of project management

Safe and correct use of tools and equipment used in the installation, repair, and maintenance of telecommunications, computer, and electronic systems

Skills & Abilities:

Identify, analyze and critically think through complex infrastructure and computer issues, devise alternative solutions, and make effective decisions.

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

Stay updated on technology changes and adapt to new technologies

Attend to highly detailed information such as infrastructure documentation and diagrams.

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Role model exceptional internal and external customer service

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

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

Apply mathematical reasoning and principles to complete tasks

Plan and manage projects by applying basic project management principles

Install, configure, diagnose, and repair a variety of computer network hardware and software.

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

Apply sound judgment to maximize available resources and escalate request direction when needed

Adjust to high workload and varied schedules

Provide outstanding customer service

Analyze and trouble shoot complex technical problems

Perform multiple tasks while practicing effective time management

Analyze and resolve a situation independently, and to escalate to lead worker and/or supervisor when appropriate

Perform tasks efficiently and methodically

Coordinate projects and plan resources

Document standard operating procedures and practices

Adapt to changes and keep abreast with updated technology

Maintain effective working relationships with administrators, managers, faculty, staff, student workers and outside vendors

Communicate effectively, both orally and in writing, in order to provide support and technical assistance to users over the phone and via e-mail

Troubleshoot hardware, software and peripheral equipment malfunctions in a network and stand-alone environment utilizing various operating systems

Maintain accurate records of equipment and repairs

Read and understand architectural and electrical drawings related to computer network infrastructure and installation

MINIMUM QUALIFICATIONS

Education:

Associate's degree or equivalent in [Computer Science/information technology, telecommunications technology, or a closely-related field, or completion of trade school in Computer Technology including internetworking technology, protocols and voice/data communication infrastructure installation, termination and repair, or a closely related field.](#)

Experience:

[Five \(5\)Three](#) years of experience [providing technical and end user support in the installation, repair and maintenance of personal computer systems, computer peripheral devices, troubleshooting IT infrastructure, including cabling and network equipment, in an environment with at least 250 network nodes/local and wide area network environment, including performing moves, adds and changes and cable installation, termination and repair.](#)

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 [for up to two \(2\) years.](#)

Licensure and/or Certification:

[Class "C" California/Valid](#) Driver's License

Any industry technology certification is desirable, such as [Network+, Cisco Certified Network Associate \(CCNA\)-MSCE, A+, CompTIA, or BICSI, MSCE, CCNP.](#)

Special Requirement:

[Must be available and willing to respond to emergency calls after normally scheduled working hours as needed./Willingness and ability to work varied hours and/or be on call.](#)

Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System)

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.

Work Environment:

While performing the duties of this job the employee is required to stand, walk, and travel around the main campus or satellite locations to perform fieldwork. The employee is frequently required to lift, carry, push or pull up to 50 pounds. While performing the duties of this job, the employee is regularly required to stoop, bend, and crouch in small spaces, such as under a desk, and is occasionally required to climb a ladder and crawl through attic or crawl spaces under buildings and is occasionally exposed to chemicals used for equipment maintenance.

CLASS DETAIL

Job Family:

Information Technology

FLSA Status:
Personnel Commission Approval Date:

Non-exempt
11/30/06

Class History:

Telecommunication Technician II; [Network](#)
[Communications Technician II](#)

Revision Date(s):

11/30/06; 12/17/08; 1/21/09; 11/18/15; [6/25/25](#)

**Santa Monica Community College District
Personnel Commission
IT Infrastructure Technician II**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform journey-level work to ensure the end users effectively and securely access District supported technology infrastructure resources. Incumbents install, repair, configure, test and maintain data communication infrastructure, wireless access points, uninterruptable power supplies, two-way radios, campus safety technology, multi-platform computer hardware and software, computer peripherals, network and telecommunications infrastructure and other information technology equipment. In addition, incumbents respond to technical support requests from end users and technology support staff. Incumbents in this classification may be required to work with confidential police systems and terminals. Incumbents may provide lead direction to lower classifications.

DISTINGUISHING CHARACTERISTICS

The **IT Infrastructure Technician II** performs journey-level work and handles a full range of moderate to complex duties related to installation and maintenance projects. Incumbents may plan, coordinate and guide less complex installation, repair, and maintenance projects, and may provide lead direction to lower classifications; however, the work is done with substantial independence and specialized technical knowledge. Incumbents in this classification may be required to work with confidential police systems and terminals.

The **Senior IT Infrastructure Technician** handles the most complex tasks requiring highly specialized technical knowledge or skills in implementing voice and data infrastructure installations, repairs and upgrades. Work performed requires advanced journey-level knowledge in a variety of related systems and protocols, in addition to substantial design and lead responsibilities implementing large and complex technology infrastructure projects.

The **Infrastructure Technician I** provides specialized technical support of moderate complexity and scope, with independent judgement in solving technical problems related to installation, maintenance and upgrade of data and voice systems.

The **IT Infrastructure Manager** coordinates, manages and oversees the installation, and maintenance of the District's information technology infrastructure, physical security, audio visual systems, and communications systems.

ESSENTIAL DUTIES

Drives to District sites to perform moderate to complex tasks related to the installation, maintenance, end user support, troubleshooting, testing, and repair of voice and data communication systems, including network equipment (e.g., switches, access points), distribution frames, fiber-optic and copper cabling, connectors, wireless devices, and voice-messaging systems, following best practices and change control procedures; makes recommendations for upgrades or improvements to physical infrastructure.

Provides technical assistance related to the installation, update, and maintenance of campus safety technology devices, such as video surveillance systems, entry access systems, two way radios, and/or other network endpoint devices.

Provides end user support related to computers and telecommunications by responding to user requests, troubleshooting and diagnosing the problem, and performing the necessary repair and adjustment.

Performs routine to high-level support tasks related to the set-up, installation, repair, testing, updating, and maintenance of computer hardware and software, including peripheral devices, software applications and various networked and mobile devices.

Updates and maintains asset inventory, service records, and other job-related technical documentation such as, proper labeling of cables and configuration diagrams, customer support reports, knowledge-base, and other administrative, processes and procedures as needed.

May coordinate and design less complex projects, which may involve coordinating schedules and project activities, estimating resources, performing task analysis, and providing direction and training to lower-level technical staff.

Utilizes current technology tools, system scripting, and best practices to determine the appropriate methodology to install/maintain/update operating systems and other software to various networked end-point devices.

Updates technical skills and knowledge by participating in training opportunities and self-studying technical publications.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Positions in this class receive general supervision from the IT Infrastructure Manager .

Supervision Exercised:

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Complex computer and network concepts

Industry standards, principles and protocols relating to the installation/maintenance of data/voice communication infrastructure

Wide and local area network standards, principles, and protocols

Wired and wireless network technology

Domain and directory services

Current Windows, Linux and Macintosh computer hardware, operating systems, installations, updates, and maintenance

Computer programming languages, software applications, internet applications, web services, and browsers

Design and installation of physical network infrastructure

Copper and fiber-optic cabling and cable management standards

Current developments and trends in Information Technology

Server and client virtualization technology

Basic principles of project management

Safe and correct use of tools and equipment used in the installation, repair, and maintenance of telecommunications, computer, and electronic systems

Skills & Abilities:

Identify, analyze and critically think through complex infrastructure and computer issues, devise alternative solutions, and make effective decisions.

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

Stay updated on technology changes and adapt to new technologies

Attend to highly detailed information such as infrastructure documentation and diagrams,

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Role model exceptional internal and external customer service

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

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

Apply mathematical reasoning and principles to complete tasks

Plan and manage projects by applying basic project management principles

Install, configure, diagnose, and repair a variety of computer network hardware and software.

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:

Associate's degree or equivalent in information technology, telecommunications technology, or a related field.

Experience:

Three years of experience installing and troubleshooting IT infrastructure, including cabling and network equipment, in an environment with at least 250 network nodes.

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:

Valid Driver License

Any industry technology certification is desirable, such as Network+, Cisco Certified Network Associate (CCNA), A+, or BICSI,.

Special Requirement:

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

Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System)

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.

Work Environment

While performing the duties of this job the employee is required to stand, walk, and travel around the main campus or satellite locations to perform fieldwork. The employee is frequently required to lift, carry, push or pull up to 50 pounds. While performing the duties of this job, the employee is regularly required to stoop, bend, and crouch in small spaces, such as under a desk, and is occasionally required to climb a ladder and crawl through attic or crawl spaces under buildings and is occasionally exposed to chemicals used for equipment maintenance.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/30/06
Class History:	Telecommunication Technician II; Network Communications Technician II
Revision Date(s):	11/30/06; 12/17/08; 1/21/09; 11/18/15; 6/25/25

Agenda Report Number	6
Subject	Retitle and Classification Description Revisions: Network Communications Technician I to IT Infrastructure Technician I Cyclical Review
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Network Communications Technician I**.

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

The Network Communications Technician I classification was established in March 1987. This classification has been revised six times since its establishment. The most recent revision was approved in November 2015 as part of the cyclical review process, which resulted in changes to the classification title, concept of the class, distinguishing characteristics, essential duties, supervision, knowledge, skills and abilities, and minimum qualifications. There are currently two permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Information Technology classifications and CSEA were invited to participate in a study orientation on February 5, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by February 25, 2025.

Personnel Commission staff consulted with Matthew Kiaman, Director of Network 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 are being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, supervision, knowledge, skills and abilities, and minimum qualifications to more accurately reflect the nature and scope of the work performed.

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 essential duties performed, the concept of the class, distinguishing characteristics, supervision, knowledge, skills and abilities, and minimum qualifications.

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

Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies utilized roles that have broad responsibility for system and network administration, and/or desktop support and computer repair in addition to IT infrastructure support, or that operated at a higher journey or advanced journey level. As a result, salary review is based on internal alignment with other classifications in the Network Communications Technician series. The Network Communications Technician I is internally aligned with the higher level Network Communications Technician II by the level of knowledge required, as the higher level role independently performs the full scope of journey level IT infrastructure work. Because no internal alignment issues exist and there is an adequate salary difference between the classifications in this job series, it is recommended that the salary placement for this role remain at range 41 on the Classified Employee salary schedule.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
IT Infrastructure Manager	M29	\$10,670	\$12,969	25.84%
Senior IT Infrastructure Technician*	49	\$8,479	\$10,306	10.26%
IT Infrastructure Technician II*	45	\$7,690	\$9,348	10.25%
IT Infrastructure Technician I	41	\$6,975	\$8,479	

**Proposed retitle in previous reports.*

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

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and retitle for Network Communications Technician I.

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

**Santa Monica Community College District
Personnel Commission**

IT Infrastructure ~~Network Communications~~ Technician I

CONCEPT OF THE CLASS

Under general supervision, positions in this classification ensure that end users effectively and securely access District supported technology infrastructure resources. Incumbents install, repair, configure, troubleshoot, test and maintain data communication infrastructure, wireless access points, uninterruptable power supplies, two-way radios, campus safety technology, multi-platform computer hardware and software, computer peripherals, network, and telecommunications infrastructure and other information technology equipment. In addition, incumbents respond to technical support requests from end users and/or other technology support staff.

DISTINGUISHING CHARACTERISTICS

The IT Infrastructure Technician I ~~Network Communications Technician I~~s provides specialized technical support of moderate complexity and scope, with independent judgement in solving technical problems related to installation, maintenance and upgrade of data and voice systems.

The IT Infrastructure Technician II ~~Network Communications Technician II~~s performs journey-level work and handles a full range of moderate to complex duties related to installation and maintenance projects. Incumbents may plan, coordinate and guide less complex installation, repair, and maintenance projects, and may provide lead direction to lower classifications; however, the work is done with substantial independence and specialized technical knowledge. Incumbents in this classification may be required to work with confidential police systems and terminals.

The Senior IT Infrastructure Technician ~~Network Communications Technician III~~s handles the most complex tasks requiring highly specialized technical knowledge or skills in implementing voice and data infrastructure installations, repairs and upgrades. Work performed requires advanced journey-level knowledge in a variety of related systems and protocols, in addition to substantial design and lead responsibilities implementing large and complex technology infrastructure projects.

The IT Infrastructure Manager ~~coordinates, manages and oversees the installation, and maintenance of the District's information technology infrastructure, physical security, audio visual systems, and communications systems.~~

ESSENTIAL DUTIES

Drives to District sites to ~~perform~~ routine to moderately complex tasks related to the installation, maintenance, end user support, troubleshooting, testing, and repair, testing, update, and maintenance of networking equipment, including wired and wireless voice and data communication end point devices, and voice messaging systems, including network equipment (e.g., switches, access points), distribution frames, fiber-optic and copper cabling, connectors, wireless devices, and voice-messaging systems, following best practices and change control procedures.

Provides end user support related to computers and telecommunications by responding to user requests, troubleshooting and diagnosing the problem, and performing the necessary repair and adjustment.

Performs routine to moderately complex technical support tasks related to the set-up, installation, repair, testing, updating, and maintenance of computer hardware and software, including peripheral devices, software applications and various networked and mobile devices.

Updates and maintains asset inventory, service records, and other job-related technical documentation, such as proper labeling of cables and configuration diagrams, customer support reports, knowledge-base, and other administrative processes and procedures as needed.

~~Performs~~ Provides technical assistance related to the installation, update and maintenance of campus safety technology devices, such as video surveillance systems, entry access systems, two-way radios, and/or other network endpoint devices.

Utilizes current technology tools, system scripting, and best practices to determine the appropriate methodology to install, maintain and update operating systems and other software to various networked end-point devices.

Updates technical skills and knowledge by participating in training opportunities and self-studying technical publications.

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.

~~Installs, terminates, tests, and repairs voice and data communication infrastructure, including network equipment, distribution frames, Fiber-optic and copper cabling, network connectors, and wireless equipment.~~

~~Performs installation and maintenance of voice and data communications systems, with best practices and proper change control methodology.~~

SUPERVISION

Supervision Received:

Positions in this classification receive general supervision from the IT Infrastructure Manager/Telecommunications Supervisor.

Supervision Exercised:

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Basic computer and network concepts

Industry standards, principals and protocols relating to the installation/maintenance of data/voice communication infrastructure

Wide and local area network standards, principles, and protocols

Wired and wireless network technology

Domain and directory services

Current Windows, Linux and Macintosh computer hardware, operating systems, installations, updates, and maintenance

Computer programming languages, software applications, internet applications, web services and browsers.

Design and installation of local and wide area physical networks infrastructure

Copper and fiber-optic cabling and cable management standards

Current developments and trends in Information Technology

Server and client virtualization technology

Safe and correct use of tools and equipment used in the installation, repair, and maintenance of telecommunications, computer, and electronic systems

Basic principles of project management

Skills & Abilities:

Identify, analyze and critically think through infrastructure and computer issues, devise alternative solutions, and make effective decisions.

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility
Stay updated on technology changes and adapt to new technologies
Attend to highly detailed information such as infrastructure documentation and diagrams.
Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing
Role model exceptional internal and external customer service
Apply and explain applicable laws and regulations, and District policies and procedures
Organize and maintain specialized files and confidentiality of employee and student information
Apply mathematical reasoning and principles to complete tasks
Install, configure, diagnose, and repair a variety of computer network hardware and software
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
~~Provide outstanding customer service~~
~~Analyze and trouble shoot complex technical problems~~
~~Perform multiple tasks while practicing effective time management~~
~~Analyze and resolve a situation independently, and to escalate to supervisor when appropriate~~
~~Perform tasks efficiently and methodically~~
~~Adapt to changes and keep abreast with updated technology~~
~~Adjust to a high workload and varied schedules~~
~~Maintain effective working relationships with administrators, managers, faculty, staff, student workers and outside vendors~~
~~Communicate effectively, both orally and in writing, in order to provide support and technical assistance to users over the phone and via e-mail~~
~~Troubleshoot hardware, software and peripheral equipment malfunctions in a network and stand-alone environment utilizing various operating systems~~
~~Maintain accurate records of equipment and repairs~~

MINIMUM QUALIFICATIONS

Education Requirement:

~~Associate's of Arts Degree or completion of a trade school equivalent~~ in Computer Technology information technology, telecommunications technology, including internetworking technology, protocols and voice/data communication infrastructure installation, termination and repair, or a closely related field is desirable.

Experience Requirement:

~~Three (3) Two years of experience installing and maintaining computer hardware, software and peripherals in a multi-user, networked environment with at least 50 users, or two years of experience providing technical and end user support in the installation, repair and maintenance of personal computer systems, computer peripheral devices, and troubleshooting IT infrastructure, including cabling and network equipment, in an environment with at least 50 network nodes local and wide area network environment, including performing moves, adds and changes and cable installation, termination and repair.~~

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 ~~for up to two (2) years.~~

Licensure and/or Certification:

~~Class "C" California~~ Valid Driver's License.

Any industry technology certification is desirable, such as ~~MSCE, Network+, Cisco Certified Network Associate (CCNA), A+, CompTIA, or BICSI, MSCE, CCNP.~~

Special Requirement:

~~May be required to work outside of regularly scheduled work hours in emergency situations. Willingness and ability to work varied hours and/or be on call.~~

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.

Work Environment:

While performing the duties of this job the employee is required to stand, walk, and travel around the main campus or satellite locations to perform fieldwork. The employee is frequently required to lift, carry, push or pull up to 50 pounds. While performing the duties of this job, the employee is regularly required to stoop, bend, and crouch in small spaces, such as under a desk, and is occasionally required to climb a ladder and crawl through attic or crawl spaces under buildings and is occasionally exposed to chemicals used for equipment maintenance.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	03/18/87
Class History:	Telecommunication Technician I; Network Communications Technician I
Revision Date(s):	01/30/91; 1/13/93; 01/04; 03/28/05; 12/17/08; 11/18/15; <u>6/25/25</u>

**Santa Monica Community College District
Personnel Commission**

IT Infrastructure Technician I

CONCEPT OF THE CLASS

Under general supervision, positions in this classification ensure that end users effectively and securely access District supported technology infrastructure resources. Incumbents install, repair, configure, troubleshoot, test and maintain data communication infrastructure, wireless access points, uninterruptable power supplies, two-way radios, campus safety technology, multi-platform computer hardware and software, computer peripherals, network and telecommunications infrastructure and other information technology equipment. In addition, incumbents respond to technical support requests from end users and/or other technology support staff.

DISTINGUISHING CHARACTERISTICS

The **IT Infrastructure Technician I** provides specialized technical support of moderate complexity and scope, with independent judgement in solving technical problems related to installation, maintenance and upgrade of data and voice systems.

The **IT Infrastructure Technician II** performs journey-level work and handles a full range of moderate to complex duties related to installation and maintenance projects. Incumbents may plan, coordinate and guide less complex installation, repair, and maintenance projects, and may provide lead direction to lower classifications; however, the work is done with substantial independence and specialized technical knowledge. Incumbents in this classification may be required to work with confidential police systems and terminals.

The **Senior IT Infrastructure Technician handles** the most complex tasks requiring highly specialized technical knowledge or skills in implementing voice and data infrastructure installations, repairs and upgrades. Work performed requires advanced journey-level knowledge in a variety of related systems and protocols, in addition to substantial design and lead responsibilities implementing large and complex technology infrastructure projects.

The **IT Infrastructure Manager** coordinates, manages and oversees the installation, and maintenance of the District's information technology infrastructure, physical security, audio visual systems, and communications systems.

ESSENTIAL DUTIES

Drives to District sites to perform routine to moderately complex tasks related to the installation, maintenance, end user support, troubleshooting, testing, and repair of voice and data communication systems, including network equipment (e.g., switches, access points), distribution frames, fiber-optic and copper cabling, connectors, wireless devices, and voice-messaging systems, following best practices and change control procedures.

Provides end user support related to computers and telecommunications by responding to user requests, troubleshooting and diagnosing the problem, and performing the necessary repair and adjustment.

Performs routine to moderately complex technical support tasks related to the set-up, installation, repair, testing, updating, and maintenance of computer hardware and software, including peripheral devices, software applications and various networked and mobile devices.

Updates and maintains asset inventory, service records, and other job-related technical documentation, such as proper labeling of cables and configuration diagrams, customer support reports, knowledge-base, and other administrative processes and procedures as needed.

Provides technical assistance related to the installation, update and maintenance of campus safety technology devices, such as video surveillance systems, entry access systems, two-way radios, and/or other network endpoint devices.

Utilizes current technology tools, system scripting, and best practices to determine the appropriate methodology to install, maintain and update operating systems and other software to various networked end-point devices.

Updates technical skills and knowledge by participating in training opportunities and self-studying technical publications.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Positions in this classification receive general supervision from the IT Infrastructure Manager.

Supervision Exercised:

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Basic computer and network concepts

Industry standards, principals and protocols relating to the installation/maintenance of data/voice communication infrastructure

Wide and local area network standards, principles, and protocols

Wired and wireless network technology

Domain and directory services

Current Windows, Linux and Macintosh computer hardware, operating systems, installations, updates, and maintenance

Computer programming languages, software applications, internet applications, web services and browsers.

Design and installation of physical network infrastructure

Copper and fiber-optic cabling and cable management standards

Current developments and trends in Information Technology

Server and client virtualization technology

Safe and correct use of tools and equipment used in the installation, repair, and maintenance of telecommunications, computer, and electronic systems

Basic principles of project management

Skills & Abilities:

Identify, analyze and critically think through infrastructure and computer issues, devise alternative solutions, and make effective decisions.

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

Stay updated on technology changes and adapt to new technologies

Attend to highly detailed information such as infrastructure documentation and diagrams,

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Role model exceptional internal and external customer service

Apply and explain applicable laws and regulations, and District policies and procedures
Organize and maintain specialized files and confidentiality of employee and student information
Apply mathematical reasoning and principles to complete tasks
Install, configure, diagnose, and repair a variety of computer network hardware and software
Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training
Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent in information technology, telecommunications technology, or a related field.

Experience Requirement:

Two years of experience installing and maintaining computer hardware, software and peripherals in a multi-user, networked environment with at least 50 users, or two years of experience installing and troubleshooting IT infrastructure, including cabling and network equipment, in an environment with at least 50 network nodes.

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:

Valid Driver License.

Any industry technology certification is desirable, such as Network+, Cisco Certified Network Associate (CCNA), A+, or BICSI.

Special Requirement:

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

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.

Work Environment

While performing the duties of this job the employee is required to stand, walk, and travel around the main campus or satellite locations to perform fieldwork. The employee is frequently required to lift, carry, push or pull up to 50 pounds. While performing the duties of this job, the employee is regularly required to stoop, bend, and crouch in small spaces, such as under a desk, and is occasionally required to climb a ladder and crawl through attic or crawl spaces under buildings and is occasionally exposed to chemicals used for equipment maintenance.

CLASS DETAIL	
--------------	--

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	03/18/87
Class History:	Telecommunication Technician I; Network Communications Technician I
Revision Date(s):	01/30/91; 1/13/93; 01/04; 03/28/05; 12/17/08; 11/18/15; 6/25/25

Agenda Report Number	7
Subject	Classification Description Revisions: Network Engineer Cyclical Review
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Network Engineer**.

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

The Network Engineer classification was established in February 2016. This classification has not been revised since its establishment. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Information Technology classifications and CSEA were invited to participate in a study orientation on February 5, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by February 25, 2025.

Personnel Commission staff consulted with Matthew Kiaman, Director of Network 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 are being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, supervision, knowledge, skills and abilities, the minimum qualifications and working environment to more accurately reflect the nature and scope of the work performed.

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

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

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Network Engineer	\$9,815	\$11,930	\$10,873	26,748
El Camino College	Senior Network System Administrator	\$8,791	\$11,322	\$10,057	21,971
Foothill De Anza CCD	Network Engineer	\$10,638	\$14,258	\$12,448	31,134
Glendale College	Network Administrator	\$6,940	\$8,858	\$7,899	15,885
Long Beach City College	Principal Network Administrator	\$9,658	\$11,944	\$10,801	26,189
Pasadena City College	Network Engineer	\$9,550	\$12,189	\$10,870	26,522
Santa Barbara City College	Network Specialist	\$7,621	\$9,285	\$8,453	16,835
Ventura County CCD	Network Administrator II	\$8,969	\$12,384	\$10,677	32,977
	Average	\$8,881	\$11,463	\$10,172	
	25th Percentile	\$8,206	\$10,303	\$9,255	
	50th Percentile	\$8,969	\$11,944	\$10,677	
	70th Percentile	\$9,572	\$12,228	\$10,815	
	80th Percentile	\$9,636	\$12,345	\$10,856	
	90th Percentile	\$10,050	\$13,134	\$11,501	
	SMC % RANK	86.0%	49.6%	83.3%	
	SMC Difference From AVG	9.5%	3.9%	6.4%	
	SMC Difference From MED	8.6%	-0.1%	1.8%	

The current salary range for Network Engineer is range 55 on the Classified employee salary schedule. In this survey, SMC is at the 83rd median percentile compared to all benchmark agencies with comparable classifications; that is, 17% of market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 83rd percentile, salary reallocation is not recommended given that current salary meets the District's goal to target the 70th percentile.

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

CURRENT

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Network and Technology Services*	Chief Director of Information Technology	A15	\$14,656	\$16,158	40.72%
Network Services Manager**	Director of Network and Technology Services	M 28	\$10,415	\$12,660	6.11%
Network Engineer	Director of Network and Technology Services	55	\$9,815	\$11,930	0.00%
Information Systems Engineer	Director of Network and Technology Services	55	\$9,815	\$11,930	7.67%
Information Systems Administrator	Director of Network and Technology Services	52	\$9,116	\$11,082	0.00%
Network Administrator	Director of Network and Technology Services	52	\$9,116	\$11,082	18.54%
Network Analyst**	Director of Network and Technology Services	47	\$8,075	\$9,815	5.01%

**Under review.*

***Proposed to be abolished.*

PROPOSED

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Network and Technology Services*	Chief Director of Information Technology	A15	\$14,656	\$16,158	45.82%
Information Systems Engineer	Director of Network and Technology Services	56	\$10,051	\$12,218	2.40%
Network Engineer	Director of Network and Technology Services	55	\$9,815	\$11,930	2.54%
Network Administrator	Director of Network and Technology Services	54	\$9,572	\$11,636	5.00%
Information Systems Administrator	Director of Network and Technology Services	52	\$9,116	\$11,082	

**Under review.*

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

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions for Network Engineer.

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

**Santa Monica Community College District
Personnel Commission**

Network Engineer

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform advanced professional level work leading and administering complex, highly specialized and technical project activities related to design including designing, architecting, planning, configuration, configuring, installation, securing, maintenance, maintaining and supporting for the District's enterprise network services, equipment and devices to ensure secure operation, high performance, and maintenance of the mission-critical enterprise minimal downtime. The Network Engineer is expected to plan, design, coordinate, and lead network systems integration, configuration and installation.

DISTINGUISHING CHARACTERISTICS

The Network Engineers performs advanced professional level project lead work administering and designing highly complex technical projects related to the configuration, installation, maintenance and support for the District's network services, equipment and devices to ensure the operation, performance, and maintenance of the enterprise wide network.

The Network Administrators performs complex, professional level and highly specialized technical activities related to the design, configuration, installation, maintenance and support of the District's network services, equipment and devices to ensure the secure operation, performance, and maintenance of the mission-critical enterprise.

The Information Systems Engineers performs advanced professional level lead work administering highly complex technical projects related to analyzing, developing, configuring and administering various computer and information systems and services, including servers, virtualization, email provisioning, and other related services.

The Director of Network and Technology Services plans and manages core technology programs related to operating system and server administration, network design and maintenance, physical IT infrastructure, and end user support services.

The Network Services Manager manages the daily activities related to the enterprise data center, network infrastructure and network services. The incumbent leads, coordinates and provides hands-on experience to IT staff responsible for engineering, administration and support of mission critical information systems and networking resources

ESSENTIAL DUTIES

Drives to District sites and leads complex network projects to deliver secure, reliable, and efficient data and voice networks district-wide; this includes overseeing all project phases from planning and design to execution, and coordinating and reviewing the work of vendors, contractors, and District staff for accuracy and compatibility with District standards.

Provides advanced technical support and guidance on network issues and projects, serving as the primary expert for large-scale network implementations and related IT staff training; responds efficiently to complex user-reported problems and service requests.

Designs, configures, installs and manages the College District's network infrastructure and related systems, including but not limited to: routers, switches, firewalls, wireless access controllers, and VoIP infrastructure.

Troubleshoots, documents, maintains and monitors network performance, including security and stability, to ensure high availability and efficiency; identifies and resolves complex issues, and recommends upgrades to improve service delivery.

Performs highly complex duties in the management and security of enterprise network systems and infrastructure, which includes reviewing and updating the network architecture and design of proposed and existing networks; assists the Director of Network and Technology Services in long term network planning to balance cost, performance and risk.

Implements and Ensures the execution of proper operational procedures, change controls and documentation; creates and maintains documentation as it relates to network configuration, network mapping, processes and service records.

Supports interfaces with servers and other network devices at operating system and application levels to ensure services are provided efficiently.

Recommends, develops, implements, and oversees network security standards and performs administration tasks for various layers of network security levels.

Stays abreast on updated technology and new developments related to networks and collaborates with internal resources and vendors in the evaluation and acquisition of internetworking equipment, solutions, and new technology.

Performs other related duties as requested or assigned.

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

~~Performs in a lead capacity in designing, planning, executing and overseeing network systems installations, configurations and maintenance, including coordinating the effort among various relevant parties to ensure successful implementation.~~

~~Plans, analyzes, and develops, and oversees the process of deployment, implementation, and maintenance procedures for the College's network projects.~~

~~Provides advanced level technical consultation to end users on network service related issues and requirements; acts as the primary technical staff to provide network technical expertise to implement various large scale network related projects.~~

~~Responds to user reported problems and service requests related to advanced level network issues efficiently and effectively.~~

~~Manages the secure performance, configuration, connection, access and stability of District's network infrastructure, resources and services to ensure and maximize network availability, through put and efficiency.~~

~~Identifies, troubleshoots and resolves highly complex issues relating to network outages and performance; makes recommendations for upgrades or improvements.~~

~~Oversees, monitors and analyzes network resource utilization and performance to identify, troubleshoot and resolve potential network service issues and ensure services are delivered efficiently; make recommendations for upgrades as needed.~~

SUPERVISION

Level of Supervision Received

Positions in this classification receive general supervision from the ~~Network Services Manager~~Director of Network and Technology Services.

Level of Supervision Exercised

Positions in this classification do not supervise other classified positions. Incumbents provide lead direction to Network Administrators and/or other technical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

~~Advanced knowledge of~~Principles and practices of enterprise network architecture, design, configuration and management

~~Licensing for networked systems and infrastructure.~~

~~Cloud networking products from major providers such as Amazon Web Services and Microsoft Azure.~~

~~Advanced knowledge of e~~Current enterprise networking technology solutions

~~Advanced knowledge of e~~Enterprise network security best practices

~~Advanced knowledge of e~~Enterprise network communication concepts, routing protocols, traffic management and monitoring

~~Advanced knowledge of e~~Current enterprise network operating systems such as Cisco IOS

~~Advanced knowledge of p~~Pinciples and procedures related to network systems audit and security

~~Knowledge of p~~Programming, and scripting skills to streamline network administration tasks

~~Knowledge of e~~Current internet security standards, protocols and best practice procedures

~~Knowledge of p~~Project management concepts, and methodology, and project-related budgeting

~~Knowledge of i~~Internet application service and services, such as web server and directory services

~~Knowledge of~~Business productivity software such as Microsoft Office ~~tools and Visio software~~ and databases

~~Knowledge of n~~Network services management tools

~~Knowledge of s~~Servers and workstations operating systems concepts and administration

Mathematical principles relevant to network design and administration

Skills & Abilities:

Provide lead direction to staff, which includes coordinating, training, delegating, monitoring, and directing work orders and project tasks

Plan and manage projects effectively by applying project management principles

Identify, analyze, and critically and creatively think through highly complex, large-scale network issues, devise alternative solutions, apply deductive and inductive reasoning, and make effective decisions.

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

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

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Perform high-level complex enterprise-level network configuration tasks

Apply mathematical reasoning and principles to complete tasks

Attend to highly detailed information such as network logs, performance metrics, and configurations

Troubleshoot and resolve enterprise-level network issues and provide effective solutions in a timely manner

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

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

Establish and maintain cooperative and effective working relationships with District employees and the public

Communicate clearly, effectively and professionally both orally and in writing

Work as an effective team/project leader

Provide effective customer service

Communicate complex technology applications issues clearly to non-technical parties orally or in writing; communicate effectively with external vendors

Receive information from users regarding problems and needs

Coordinate, monitor and direct the tasks associated with major project development

Stay abreast of technology changes and to recommend upgrades and acquisitions of new network technology, devices or equipment

Exercise independent action and judgment within established guidelines

MINIMUM QUALIFICATIONS

Education Requirement:

A Bachelor's degree from an accredited college or university in computer science, information systems, electronics engineering, Data Communications, information technology, or a close-related field.

Experience Requirement:

At least five years of recent progressively responsible information technology network administration experience in a multi-site enterprise network large scale enterprise network design and administration with at least 1000 active ports, which included assisting with the design of new networks.

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 Class "C" California Valid Driver's License required.

Cisco Certified Network Professional (CCNP) or Cisco Certified Internetwork Expert (CCIE) certifications ~~is~~are highly desirable.

Special Requirement:

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

Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System).

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is regularly required to stand 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. However, employees will occasionally work in server/network rooms where they will be subject to loud noises and electrical hazards. The employee may be required to drive to District facilities.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	2/17/2016
Class History:	None
Revision Date(s):	None <u>6/25/25</u>

**Santa Monica Community College District
Personnel Commission**

Network Engineer

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform advanced professional level work leading and administering complex, highly specialized technical project activities including designing, architecting, planning, configuring, securing, maintaining and supporting the District's enterprise network services to ensure secure operation, high performance, and minimal downtime.

DISTINGUISHING CHARACTERISTICS

The **Network Engineer** performs advanced professional level project lead work administering and designing highly complex technical projects related to the configuration, installation, maintenance and support for the District's network services, equipment and devices to ensure the operation, performance, and maintenance of the enterprise-wide network.

The **Network Administrator** performs complex, professional level and highly specialized technical activities related to the design, configuration, installation, maintenance and support of the District's network services, equipment and devices to ensure the secure operation, performance, and maintenance of the mission-critical enterprise.

The **Information Systems Engineer** performs advanced professional level lead work administering highly complex technical projects related to analyzing, developing, configuring and administering various computer and information systems and services, including servers, virtualization, email provisioning, and other related services.

The **Director of Network and Technology Services** plans and manages core technology programs related to operating system and server administration, network design and maintenance, physical IT infrastructure, and end user support services.

ESSENTIAL DUTIES

Drives to District sites and leads complex network projects to deliver secure, reliable, and efficient data and voice networks district-wide; this includes overseeing all project phases from planning and design to execution, and coordinating and reviewing the work of vendors, contractors, and District staff for accuracy and compatibility with District standards.

Provides advanced technical support and guidance on network issues and projects, serving as the primary expert for large-scale network implementations and related IT staff training; responds efficiently to complex user-reported problems and service requests.

Designs, configures, installs and manages the District's network infrastructure and related systems, including but not limited to: routers, switches, firewalls, wireless access controllers, and VoIP infrastructure.

Troubleshoots, documents, maintains and monitors network performance, including security and stability, to ensure high availability and efficiency; identifies and resolves complex issues, and recommends upgrades to improve service delivery.

Performs highly complex duties in the management and security of enterprise network systems and infrastructure, which includes reviewing and updating the network architecture and design of proposed and existing networks; assists the Director of Network and Technology Services in long term network planning to balance cost, performance and risk.

Implements and ensures the execution of proper operational procedures, change controls and documentation; creates and maintains documentation as it relates to network configuration, network mapping, processes and service records.

Supports interfaces with servers and other network devices at operating system and application levels to ensure services are provided efficiently.

Recommends, develops, implements, and oversees network security standards and performs administration tasks for various layers of network security levels.

Stays abreast on updated technology and new developments related to networks and collaborates with internal resources and vendors in the evaluation and acquisition of internetworking equipment, solutions, and new technology.

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

Positions in this classification receive general supervision from the Director of Network and Technology Services.

Level of Supervision Exercised

Positions in this classification do not supervise other classified positions. Incumbents provide lead direction to Network Administrators and/or other technical staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Principles and practices of enterprise network architecture, design, configuration and management

Licensing for networked systems and infrastructure.

Cloud networking products from major providers such as Amazon Web Services and Microsoft Azure.

Current enterprise networking technology solutions

Enterprise network security best practices

Enterprise network communication concepts, routing protocols, traffic management and monitoring

Current enterprise network operating systems such as Cisco IOS

Principles and procedures related to network systems audit and security

Programming and scripting skills to streamline network administration tasks

Current internet security standards, protocols and best practice procedures

Project management concepts, methodology, and project-related budgeting

Internet application service and services, such as web server and directory services

Business productivity software such as Microsoft Office and Visio software and databases

Network services management tools

Servers and workstations operating systems concepts and administration

Mathematical principles relevant to network design and administration

Skills & Abilities:

Provide lead direction to staff, which includes coordinating, training, delegating, monitoring, and directing work orders and project tasks

Plan and manage projects effectively by applying project management principles Identify, analyze, and critically and creatively think through highly complex, large-scale network issues, devise alternative solutions, apply deductive and inductive reasoning, and make effective decisions.

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

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

Communicate complex technical concepts effectively to stakeholders and others, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Perform high-level complex enterprise-level network configuration tasks

Apply mathematical reasoning and principles to complete tasks Attend to highly detailed information such as network logs, performance metrics, and configurations

Troubleshoot and resolve enterprise-level network issues and provide effective solutions in a timely manner

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree in computer science, information systems, electronics engineering, information technology, or a related field.

Experience Requirement:

Five years of network administration experience in a multi-site enterprise network with at least 1000 active ports, which included assisting with the design of new networks.

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:

Valid Driver License

Cisco Certified Network Professional (CCNP) or Cisco Certified Internetwork Expert (CCIE) certifications are highly desirable.

Special Requirement:

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

Incumbents in this classification may be required to work with confidential police systems and terminals. Appointment is subject to a fingerprint and/or background check, as required by CLETS (California Law Enforcement Telecommunication System).

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is regularly required to stand 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. However, employees will occasionally work in server/network rooms where they will be subject to loud noises and electrical hazards.

CLASS DETAIL

Job Family:	Information Technology
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	2/17/2016
Class History:	None
Revision Date(s):	6/25/25

Agenda Report Number	8
Subject	Request for Approval of Classification Revisions: Instructional & Universal Designer Ad Hoc
Date	July 16, 2025
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 Instructional & Universal Designer. This classification was created in November 2022 and was last revised on April 2023 when the Department was recruiting to fill one vacancy for this classification. The Distance Education Department requested changes to clarify the duties. 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 is currently one permanent incumbent in this classification.

METHODOLOGY

Personnel Commission staff met with Tammara Whitaker, Associate Dean of Distance Education, to review the current classification description and determine if the duties accurately reflect the expectations of the job.

RESULTS

A clarification of job duties 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, incumbent, 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 Instructional & Universal Designer.

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Joy Abbott
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission

Instructional & Universal Designer**

CONCEPT OF THE CLASS

Under general supervision, positions in this classification work collaboratively with faculty and staff to provide responsive, innovative instructional, and accessibility design expertise for the development and support of online courses in line with the principles of Universal Design in Learning (UDL).

DISTINGUISHING CHARACTERISTICS

The **Instructional & Universal Designer** is responsible for creating, designing, and developing courses based on their knowledge of online pedagogy, learning science and technology. This classification is distinguished from other student services classifications by the nature of work and professional expertise in UDL principles and industry practices required to provide instructional design and accessibility guidance to faculty and staff.

The **Senior Online Learning Services Specialist** oversees and participates in the day-to-day activities of the Distance Education department and administers the use of the District's Course Management System (CMS).

The **Instructional Media Specialist** classification provides specialized technical multimedia support to faculty in distance education and web-enhanced on-campus courses.

ESSENTIAL DUTIES

Recommends to and consults with faculty on technical, equity-minded, and accessible pedagogical solutions as well as best practices that will serve desired course learning outcomes.

Supports the development, conversion, and maintenance of web-enhanced, hybrid, and online courses in accordance with accessibility standards.

Supports faculty use of the instructional studio lab by assisting with multimedia production, accessibility review, and integration of instructional technologies into course content.

Works collaboratively with faculty, designated staff, and administrators in the organization and coordination of professional development training and learning opportunities to promote effective practices for technology-mediated learning environments.

Supports faculty to investigate, adopt, and redesign courses with relevant Open Educational Resources (OER), Zero Textbook Cost materials, and appropriate instructional methods for online delivery of content that are consistent with accessibility regulations.

Maintains current knowledge of emerging instructional and multimedia technologies in relation to accessibility, and teaching and learning, and recommends implementation of new technologies to support student success.

Provide professional development, guidance, assistance, and technical support to faculty in the remediation of materials and courses to ensure copyright and accessibility compliance for online courses and digital content.

Assists with assessment efforts and creates documentation on internal procedures and prepares reports in order to measure progress of program goals and other relevant factors.

Creates, organizes and maintains various data information systems so that information is current, accurate and accessible.

Coordinates systems related to faculty peer-review programs for online courses.

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 by the Associate Dean, Online Services, or assigned administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification do not supervise others. May provide work direction to program staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

California Community College course design rubric, and equity-minded and UDL course design

Learning management systems, such as Canvas and related software and applications

Best practices, current and emerging trends in instructional design and instructional technologies

Principles, methods, and techniques for effective analysis of learning needs as it relates to course design and training development

Disability laws and accessibility guidelines, including Section 508 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA), and Web Content Accessibility Guidelines (WCAG) 2.0 and 2.1 (A/A), and UDL principles

Skills & Ability to:

Serve as a professional resource in UDL principles and industry practices required to provide instructional design and accessibility guidance to faculty and staff

Collaborate with others at an expert level to design, develop, and deliver effective faculty support programs, training, workshops, and resources

Troubleshoot and resolve related technology and system access issues, and other related distance education support

Research, analyze, report, and present technical information effectively

Operate computer equipment and applications, including web editing, database, spreadsheet applications, and HTML

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

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

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

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

A bachelor's degree from an accredited college or university in educational technology, instructional design or a related discipline.

Experience Requirement:

Three years of instructional design and development work in an educational setting.

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 required to sit, stand, and walk to perform work. The employee is constantly required to sit, use hands to keyboard, type, or handle materials, and talk/and or hear. The employee is frequently required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL	
--------------	--

Job Family:	Student Services (Non-Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/16/22
Class History:	Instructional Designer
Revision Date(s):	4/18/23, <u>7/16/25</u>

**Santa Monica Community College District
Personnel Commission**

Instructional & Universal Designer

CONCEPT OF THE CLASS

Under general supervision, positions in this classification work collaboratively with faculty and staff to provide responsive, innovative instructional, and accessibility design expertise for the development and support of online courses in line with the principles of Universal Design in Learning (UDL).

DISTINGUISHING CHARACTERISTICS

The **Instructional & Universal Designer** is responsible for creating, designing, and developing courses based on their knowledge of online pedagogy, learning science and technology. This classification is distinguished from other student services classifications by the nature of work and professional expertise in UDL principles and industry practices required to provide instructional design and accessibility guidance to faculty and staff.

The **Senior Online Learning Services Specialist** oversees and participates in the day-to-day activities of the Distance Education department and administers the use of the District's Course Management System (CMS).

The **Instructional Media Specialist** classification provides specialized technical multimedia support to faculty in distance education and web-enhanced on-campus courses.

ESSENTIAL DUTIES

Recommends to and consults with faculty on technical, equity-minded, and accessible pedagogical solutions as well as best practices that will serve desired course learning outcomes.

Supports the development, conversion, and maintenance of web-enhanced, hybrid, and online courses in accordance with accessibility standards.

Supports faculty use of the instructional studio lab by assisting with multimedia production, accessibility review, and integration of instructional technologies into course content.

Works collaboratively with faculty, designated staff, and administrators in the organization and coordination of professional development training and learning opportunities to promote effective practices for technology-mediated learning environments.

Supports faculty to investigate, adopt, and redesign courses with relevant Open Educational Resources (OER), Zero Textbook Cost materials, and appropriate instructional methods for online delivery of content that are consistent with accessibility regulations.

Maintains current knowledge of emerging instructional and multimedia technologies in relation to accessibility, and teaching and learning, and recommends implementation of new technologies to support student success.

Provide professional development, guidance, assistance, and technical support to faculty in the remediation of materials and courses to ensure copyright and accessibility compliance for online courses and digital content.

Assists with assessment efforts and creates documentation on internal procedures and prepares reports in order to measure progress of program goals and other relevant factors.

Creates, organizes and maintains various data information systems so that information is current, accurate and accessible.

Coordinates systems related to faculty peer-review programs for online courses.

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 by the Associate Dean, Online Services, or assigned administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

Positions in this classification do not supervise others. May provide work direction to program staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

California Community College course design rubric, and equity-minded and UDL course design

Learning management systems, such as Canvas and related software and applications

Best practices, current and emerging trends in instructional design and instructional technologies

Principles, methods, and techniques for effective analysis of learning needs as it relates to course design and training development

Disability laws and accessibility guidelines, including Section 508 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA), and Web Content Accessibility Guidelines (WCAG) 2.0 and 2.1 (AAA), and UDL principles

Skills & Ability to:

Serve as a professional resource in UDL principles and industry practices required to provide instructional design and accessibility guidance to faculty and staff

Collaborate with others at an expert level to design, develop, and deliver effective faculty support programs, training, workshops, and resources

Troubleshoot and resolve related technology and system access issues, and other related distance education support

Research, analyze, report, and present technical information effectively

Operate computer equipment and applications, including web editing, database, spreadsheet applications, and HTML

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

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

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

Communicate effectively, both orally and in writing

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

A bachelor's degree from an accredited college or university in educational technology, instructional design or a related discipline.

Experience Requirement:

Three years of instructional design and development work in an educational setting.

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 required to sit, stand, and walk to perform work. The employee is constantly required to sit, use hands to keyboard, type, or handle materials, and talk/and or hear. The employee is frequently required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

<i>Job Family:</i>	Student Services (Non-Classroom)
<i>FLSA Status:</i>	Non-exempt
<i>Personnel Commission Approval Date:</i>	11/16/22
<i>Class History:</i>	Instructional Designer
<i>Revision Date(s):</i>	4/18/23, 7/16/25

Agenda Report Number	9
Subject	Classification Description Revisions and Retitle: Laboratory Technician – Physics to Laboratory Technician – Physics/Engineering Ad Hoc
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Amy Gurjian, Classification & Compensation Manager

BACKGROUND

Attached for your approval is a revised classification description for Laboratory Technician - Physics. This classification was created in September 1986 and was last revised in February 2023 during the cyclical review process. In preparation for recruitment, we received a request from the Dean of Academic Affairs overseeing the Physics labs to update the Laboratory Technician - Physics description, including a retitle to reflect support in both Physics and Engineering labs. This study is not part of the cyclical review process. Further review will be conducted once this classification is scheduled on the cyclical review calendar. This classification is currently vacant.

METHODOLOGY

Personnel Commission staff met with Sasha King, Interim Dean of Academic Affairs, to review the current classification description and determine if the duties accurately reflect the expectations of the job.

RESULTS

Revisions are being recommended to the concept of class, distinguishing characteristics, essential duties, and requirements. Description changes will not warrant salary reallocation. The proposal for description revisions was sent for review to Department leadership, CSEA, Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the attached revisions to the classification description and retitle for Laboratory Technician – Physics.

Disposition by the Commission	
Motion Made By	Deborah Jansen
Seconded By	Lawrence Leone
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Jansen asked if this position was being retitled to an older title.

**Santa Monica Community College District
Personnel Commission**

Laboratory Technician-Physics/[Engineering](#)

CONCEPT OF THE CLASS

Under general supervision positions in this classification prepare equipment for experiments and provide laboratory support to instructors and students in the Physics [and Engineering](#) Laboratories.

DISTINGUISHING CHARACTERISTICS

The **Laboratory Technician-Physics/[Engineering](#)** provides laboratory support and assistance in the Physics [and Engineering](#) Laboratories.

The **Laboratory Technician-Chemistry** provides laboratory support and assists instructors in the Chemistry Laboratories.

ESSENTIAL DUTIES

Sets-up equipment for experiments for laboratory and classroom demonstrations, including computer-based experiments and simulations as well as high voltage and high current equipment.

Inspects, maintains, calibrates, and performs minor repairs on a variety of laboratory equipment, instruments, computers, and computer-related sensors and interfaces.

Consults with faculty on specific needs of each experiment.

Conducts research to advise the department on the equipment and supplies to be ordered for use in laboratory experiments and demonstrations.

Demonstrates proper use and care of laboratory materials, equipment, computers, and supplies to students.

Maintains laboratories and stockrooms in a clean and orderly condition.

Assists with the ordering, receiving, storing and inventory of laboratory chemicals, supplies and equipment.

Assists the department chair in ensuring the smooth and safe operation of [the physics assigned](#) laboratories.

Plans and oversees projects in consultation with the department chair and other faculty.

Assists the College's Safety Officer in implementing safety procedures in [the physics assigned](#) laboratories and stockrooms.

Trains, schedules and oversees the work of student workers.

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:

Principles, methods, and procedures used in general physics, modern physics, and introductory engineering laboratories
Supplies, materials, and equipment used in general physics, modern physics, and introductory engineering laboratories
Common computer software and hardware including the use of computer interfaces and digital sensors
Basic maintenance, calibration, and repair of laboratory equipment and computers
Safety procedures in the laboratory, especially as it relates to the use of high voltage and high current equipment
Basic record keeping techniques

Skills & Abilities:

Operate and explain the use of laboratory equipment, computers, materials and supplies
Interpret and properly apply methods, procedures, and regulations related to safety
Maintain laboratory equipment and materials in a clean and orderly condition
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
Communicate effectively, both orally and in writing
Stay abreast of technology changes and adapt to new technologies
Role model exceptional internal and external customer service
Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training
Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's ~~degree or equivalent of arts degree~~ with a major in science, including courses in calculus-based physics and introductory computer programming.

Experience Requirement:

Two years of experience working in a scientific laboratory.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Work Environment:

Positions in this classification lift objects, bend, stoop and are exposed to high voltage, chemicals, fumes and hazardous materials. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds with the use of proper equipment.

CLASS DETAIL

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-Exempt
Personnel Commission Approval Date:	11/09/06 June 1977
Class History:	Laboratory Technician-Biological Science Laboratory Technician-Physical Science Laboratory Technician-Physics
Revision Date(s):	11/20/08, 02/15/23, 7/16/25

Santa Monica Community College District
Personnel Commission
Laboratory Technician-Physics/Engineering

CONCEPT OF THE CLASS

Under general supervision positions in this classification prepare equipment for experiments and provide laboratory support to instructors and students in the Physics and Engineering Laboratories.

DISTINGUISHING CHARACTERISTICS

The **Laboratory Technician-Physics/Engineering** provides laboratory support and assistance in the Physics and Engineering Laboratories.

The **Laboratory Technician-Chemistry** provides laboratory support and assists instructors in the Chemistry Laboratories.

ESSENTIAL DUTIES

Sets-up equipment for experiments for laboratory and classroom demonstrations, including computer-based experiments and simulations as well as high voltage and high current equipment.

Inspects, maintains, calibrates, and performs minor repairs on a variety of laboratory equipment, instruments, computers, and computer-related sensors and interfaces.

Consults with faculty on specific needs of each experiment.

Conducts research to advise the department on the equipment and supplies to be ordered for use in laboratory experiments and demonstrations.

Demonstrates proper use and care of laboratory materials, equipment, computers, and supplies to students.

Maintains laboratories and stockrooms in a clean and orderly condition.

Assists with the ordering, receiving, storing and inventory of laboratory chemicals, supplies and equipment.

Assists the department chair in ensuring the smooth and safe operation of assigned laboratories.

Plans and oversees projects in consultation with the department chair and other faculty.

Assists the College's Safety Officer in implementing safety procedures in assigned laboratories and stockrooms.

Trains, schedules and oversees the work of student workers.

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:

Principles, methods, and procedures used in general physics, modern physics, and introductory engineering laboratories

Supplies, materials, and equipment used in general physics, modern physics, and introductory engineering laboratories
Common computer software and hardware including the use of computer interfaces and digital sensors
Basic maintenance, calibration, and repair of laboratory equipment and computers
Safety procedures in the laboratory, especially as it relates to the use of high voltage and high current equipment
Basic record keeping techniques

Skills & Abilities:

Operate and explain the use of laboratory equipment, computers, materials and supplies
Interpret and properly apply methods, procedures, and regulations related to safety
Maintain laboratory equipment and materials in a clean and orderly condition
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
Communicate effectively, both orally and in writing
Stay abreast of technology changes and adapt to new technologies
Role model exceptional internal and external customer service
Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training
Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

Associate's degree or equivalent with a major in science, including courses in calculus-based physics and introductory computer programming.

Experience Requirement:

Two years of experience working in a scientific laboratory.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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

Work Environment:

Positions in this classification lift objects, bend, stoop and are exposed to high voltage, chemicals, fumes and hazardous materials. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds with the use of proper equipment.

CLASS DETAIL	
--------------	--

Job Family:	Instructional Support (Student Services/Classroom)
FLSA Status:	Non-Exempt
Personnel Commission Approval Date:	June 1977
Class History:	Laboratory Technician-Biological Science Laboratory Technician-Physical Science Laboratory Technician-Physics
Revision Date(s):	11/20/08, 02/15/23, 7/16/25

V.Consent Agenda

Report Number	Subject	Page Number
10	Examination Schedule	70
11	Ratification of Eligibility Lists	71
12	Extension of Eligibility Lists	72
13	Appointments to Provisional Assignments	73
14	Ratification of Limited Term Assignments	75
15	Appointment of Limited Term Assignments	76
16	Ratification of Working Out of Class and Internal Limited Term Assignments	77
17	Ratification of Meeting Minutes	80

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Joy Abbott
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Abbott pulled Agenda Report 18 for questions.

Commissioner Abbott motioned to pull Agenda Report number 18

18	Personnel Commission Project Tracking	81
----	---------------------------------------	----

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Abbott stated how much she appreciated the format of Agenda Report 18 and after some clarification requested that the heading, "Date Completed" be changed to "PC Completed".

Agenda Report Number	10
Subject	Examination Schedule
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following examination schedule.

Classification Title	Field of Competition	Time
Athletic and Kinesiology Equipment Specialist	Merged Promotional & Open	3 Weeks
Enrollment Services Specialist	Promotional	3 Weeks
Laboratory Technician- Physics/Engineering	Promotional & Open	3 Weeks

Agenda Report Number	11
Subject	Ratification of Eligibility Lists
Date	July 16, 2025
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
Case Manager	0	15	1/13/2026
Database Administrator	0	9	1/9/2026
Human Resources Specialist (Promotional)	4	4	1/6/2026
Mail Services Worker II (Promotional)	1	1	12/30/2025

Agenda Report Number	12
Subject	Extension of Eligibility Lists
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Administrative Assistant II (Promo)	5/18/2025	8/19/2025	6	6	2/18/2026
Cosmetology Assistant	5/2/2025	8/2/2025	13	5	11/2/2025
Employee Benefits Coordinator (Promotional)	5/20/2025	7/20/2025	1	1	11/20/2025
EOPS Specialist (Promotional)	7/20/2025	7/20/2025	2	2	7/20/2026
Human Resources Analyst – Employee and Labor Relations (Confidential) – Promotional	4/22/2025	8/2/2025	2	2	10/22/2025
Laboratory Technician – Art	7/29/2025	7/29/2025	6	6	11/5/2025
Mechanical Systems Manager (Promotional)	5/12/2025	8/20/2025	2	2	10/12/2025
Professional Development Coordinator (Promotional)	4/24/2025	7/24/2025	2	2	10/24/2025
Student Judicial Affairs Specialist (Promotional)	4/8/2025	7/20/2025	2	2	10/8/2025
Student Judicial Affairs Specialist (Open)	4/8/2025	7/20/2025	4	4	10/8/2025

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated through the proposed expiration date.

Merit Rule 6.2.3 (C) Duration of Eligibility List

An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The personnel Director shall base his/her recommendation for extension of an eligibility list on the following factors:

1. a sufficient number of available eligibles remain to fill expected future vacancies;
2. the composition of the list reflects appropriate representation of ethnic minorities,
3. underrepresented groups, or non-traditional candidates;
4. the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility lists shown above.

Agenda Report Number	13
Subject	Appointments to Provisional Assignments
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

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*
Salazar, Philip	Instructional Tutor-ESL	ESL	7/1/2025-6/30/2026
Agolsove, Alexis	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Alvarez, Sonia	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Amurrio-Bravo, Ricardo	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Barondeau, Sharon	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Bittencourt, Rafael	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Brewer, Jeremy	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Deuel, Sean	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Dionne, Chris	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Fernandez, Daniel	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Forsyth McKinnon	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Fraire, Jose Manuel	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Gasparich, Christina	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Gibbons, Amelia	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Hidalgo, Michael	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Ibarra, Jacob	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Jaja, Nicole	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Johnson, Edward	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Ju, Vincent	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Lansdown, Sonya	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Li, Yichun	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Linde, Adam	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Mayer, Justin	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Mori, Marika	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Nelson, Sean	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Norris, Christopher	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Palomino, Eden	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Petriello, Andrew	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Pineda, Johnnyangel	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026

Postley, Colin	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Price, Jamieson	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Reyes-Flores, Jonathan	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Rios, David	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Snyder, John	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Sperry, Adam	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Stancliff, Shelby	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Talton, Daniel	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Tittle, Toby	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Tuttle, Daniel	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Vancura, Andrea	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Ward, Emma	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Watanabe, Atsushi	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Weber, Angelea	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Wild, Brian	Theater Technical Specialist	Facilities	7/1/2025-6/30/2026
Aninyei, Paul	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026
Aizihai, Abulimiti	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026
Beatty, Jennifer	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026
Belcher, Patricia	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026
Buchinsky, Boyko	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026
Irumva, Landry	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026
Juarez, Tina	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026
Marcial, Anthony	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026
Mott, Danielle	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026
Nwonwu, Vergie	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026
Ogle, Cynthia	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026
Profitt, Steven	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026
Rodriguez, Andrea	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026
Smith, Kyle	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026
Tuller, Susan	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026
Viggiani, Frances	Events Assistant	SMC Performing Arts Center	7/1/2025-6/30/2026

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year

Agenda Report Number	14
Subject	Ratification of Limited Term Assignments
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

The Personnel Commission is requested to ratify the classification of the following Limited Term positions pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

Classification	Department	Effective Dates
Instructional Tutor-ESL	ESL	7/1/2025-6/30/2026
Mail Services Worker I	Mailroom	7/1/2025-6/30/2026
Student Services Clerk	Basic Needs Center	7/1/2025-6/30/2026
Student Services Clerk	Admissions & Records	7/1/2025-6/30/2026
Student Services Clerk	Admissions & Records	7/1/2025-6/30/2026

Agenda Report Number	15
Subject	Appointment of Limited Term Assignments
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

The Personnel Commission is requested to ratify the classification of the following Limited Term positions pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

Candidate	Classification	Department	Effective Dates
Thomas Brown	Instructional Tutor-ESL	ESL	7/1/2025-6/30/2026
Robert Wimley	Mail Services Worker I	Mailroom	7/1/2025-6/30/2026
Deanna Ashby	Student Services Clerk	Basic Needs Center	7/1/2025-6/30/2026
David Milano	Student Services Clerk	Admissions & Records	7/1/2025-6/30/2026
Kurtis Fujita	Student Services Clerk	Admissions & Records	7/1/2025-6/30/2026

Agenda Report Number	16
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following provisional working out of class assignments.

I. Internal Substitute Limited Term Assignment

Name/Permanent Class	Internal Substitute Limited Term Assignment*	Dates of Current Assignment
Luis Gallego, Warehouse Worker	Administrative Assistant II	07/01/2025 to 12/31/2025
Terry Kamibayashi, Director of Facilities Maintenance	Director of Facilities and Maintenance Operations	07/01/2025 to 08/01/2025
Jenny Landa, Workforce and Economic Development Project Specialist	Program Coordinator, Workforce and Economic Development	07/01/2025 to 08/31/2025
Mario Samano, HVAC Mechanic	Facilities Maintenance Supervisor	07/01/2025 to 08/31/2025
Aaron De La Torre, EOPS Specialist	EOPS/CARE Supervisor	07/01/2025 to 12/31/2025
James Stevenson, Academic Records Evaluator	EOPS Specialist	07/01/2025 to 09/30/2025

**Unless otherwise noted, WOC assignments are paid at 100%.*

II. Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment
Janet Kleinman, Student Services Specialist	Administrative Assistant II	07/01/2025 to 12/15/2025
Olga Vasquez, Personnel Analyst	Human Resources Analyst - Employee and Labor Relations (Confidential)	08/18/2025 to 12/16/2025

**Unless otherwise noted, WOC assignments are paid at 100%.*

III. Extension to Provisional Working out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment	Extended Dates
Randy Bruner, Mail Service Worker I	Mail Service Worker II	04/01/2025 to 06/30/2025	07/01/2025 to 08/04/2025
Donatas Bukauskas, Instructional Tutor- Math	Tutoring Coordinator- Math	04/01/2025 to 06/30/2025	07/01/2025 to 08/04/2025

**Unless otherwise noted, WOC assignments are paid at 100%.*

3.2.10 CONCEPT OF WORKING OUT OF CLASSIFICATION

Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.

Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

B. Procedure for Supervisor Requesting Approval for Working Out of Class

The Director of the Personnel Commission will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

Agreement between Santa Monica Community College and CSEA, Chapter 36, Article 11

11.7.1 Definition:

Working out of classification assignments shall not exceed a period of ninety (90) working days per fiscal year and no more than ninety (90) days in any one hundred eighty (180) day period.

11.7.3 Compensation:

a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.

b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out-of-class for the appropriate stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3.b. (above).

Agenda Report Number	17
Subject	Ratification of Meeting Minutes
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

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

1. 6-25-2025 Regular Meeting

Agenda Report Number	18
Subject	Personnel Commission Project Tracking
Date	July 16, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Classification and Compensation

Job Discipline	Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date
Purchasing	Director of Procurement, Contracts & Logistics	1/30/2025		5/2/2025	Stakeholder Review	
IT Network Services	Network Engineer	2/19/2025		5/27/2025	Stakeholder Review	6/25/2025
IT Network Services	Information Systems Administrator	2/19/2025		5/27/2025	Stakeholder Review	6/25/2025
IT Infrastructure	Network Communications Technician III	2/25/2025		5/27/2025	Stakeholder Review	6/25/2025
IT Infrastructure	Network Communications Technician II	2/25/2025		5/27/2025	Stakeholder Review	6/25/2025
IT Infrastructure	Network Communications Technician I	2/25/2025		5/27/2025	Stakeholder Review	6/25/2025
IT Network Services	Director of Network Services	2/25/2025			Research & Planning	
Student Services	DSPS Manager	3/31/2025			Research & Planning	
Student Services	EOPS Specialist	3/31/2025	4/25/2025		Research & Planning	
Student Services	EOPS Supervisor	3/31/2025	4/25/2025		Research & Planning	
Student Services	Senior EOPS Specialist	3/31/2025	4/25/2025		Research & Planning	
Student Services	Senior Veterans Resource Specialist	3/31/2025	4/25/2025		Research & Planning	
Student Services	Student Judicial Affairs Specialist	3/31/2025	5/15/2025		Research & Planning	
Student Services	Student Services Specialist	3/31/2025	4/25/2025		Research & Planning	
Student Services	Transfer & Articulation Specialist	3/31/2025	5/2/2025		Research & Planning	
Student Services	Veterans Resource Specialist	3/31/2025	4/25/2025		Research & Planning	
Student Services	Cosmetology Assistant	3/31/2025	4/25/2025		Research & Planning	
IT MIS	Information Systems Security Officer	4/23/2025			Research & Planning	

Job Discipline	Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date
IT MIS	Management Information System (MIS) Manager	4/23/2025			Research & Planning	
IT MIS	Database Administrator	4/23/2025			Research & Planning	
IT MIS	Principal Programmer Analyst	4/23/2025			Research & Planning	
IT MIS	Senior Programmer Analyst	4/23/2025			Research & Planning	
IT MIS	IT Project Analyst	4/23/2025			Research & Planning	
IT MIS	Database Analyst	4/23/2025			Research & Planning	
IT MIS	Programmer Analyst	4/23/2025			Research & Planning	
IT MIS	Associate Programmer Analyst	4/23/2025			Research & Planning	
IT Network Services	Media Resources Assistant	4/23/2025			Research & Planning	
IT User Support	Senior Technology User Support Specialist	4/23/2025			Research & Planning	
IT User Support	Multimedia Specialist	4/23/2025			Research & Planning	
IT MIS	Chief Director of Information Technology	6/25/2025			Research & Planning	
IT MIS	Director of Management Information Systems	6/25/2025			Research & Planning	

Recruitment

Title	Assigned to	Open Date	Close Date
Mail Services Worker II	AF	5/27/2025	6/17/2025
Community College Police Officer	JG	10/30/2023	Continuous
Custodial Operations Manager	JG		
Grounds Manager	JG	7/3/2025	7/24/2025
Instructional Tutor-English	JG	6/18/2025	7/10/2025
Tutoring Coordinator-Math	JG	6/20/2025	7/11/2025
Database Administrator	JL	4/2/2025	5/12/2025
Personnel Analyst	JL		
Athletic & Kinesiology Equipment Specialist	TM	7/7/2025	
Human Resources Specialist	TM	5/2/2025	5/22/2025
Theatre Technical Specialist	TM	10/15/2021	Continuous
Case Manager	OV	5/8/2025	5/29/2025
Enrollment Services Specialist	OV	7/14/2025	8/1/2025
Student Services Specialist	OV		
Laboratory Technician – Physics/Engineering			

VI. Adjournment at 12:37 pm

Disposition by the Commission	
Motion Made By	Lawrence Leone
Seconded By	Deborah Jansen
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	

Month	Day	Year	Time	Meeting Location
August	20	2025	12:00 PM	1900 Pico Blvd Business Rm 117
September	17	2025	12:00 PM	1900 Pico Blvd Business Rm 117
October	15	2025	12:00 PM	1900 Pico Blvd Business Rm 117
November	19	2025	12:00 PM	1900 Pico Blvd Business Rm 117
December	17	2025	12:00 PM	1900 Pico Blvd Business Rm 117
January	21	2026	12:00 PM	1900 Pico Blvd Business Rm 117
February	18	2026	12:00 PM	1900 Pico Blvd Business Rm 117
March	18	2026	12:00 PM	1900 Pico Blvd Business Rm 117
April	15	2026	12:00 PM	1900 Pico Blvd Business Rm 117
May	20	2026	12:00 PM	1900 Pico Blvd Business Rm 117
June	17	2026	12:00 PM	1900 Pico Blvd Business Rm 117

As required by law, the agenda for the July 16,2025 Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.