

Public Session: 3:30 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. Public Comments: Non-Actionable Items from those in attendance.

No Comments.

III. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Salary Reallocation: Veterans Resource Specialist	3
2	Examination Schedule	6
3	Ratification of Eligibility Lists	7
4	Ratification of Working Out of Class and Internal Limited Term Assignments	8

IV.Adjournment

Agenda Report Number	1
Subject	Salary Reallocation: Veterans Resource Specialist Cyclical Review
Date	September 2, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Olga Gorman Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval are recommendations for salary reallocation for Veterans Resource Specialist.

As part of the cyclical review process, we are reviewing Specialist and Senior Specialist classifications in the Student Services job discipline (Phase I), which includes the Veterans Resource Specialist. Cyclical review of the Student Services job discipline (Phase II) began in July 2025. The Veterans Success Center (VSC) is responsible for all Veterans Affairs (VA) paperwork for students receiving benefits under Chapters 33 and 35 of the GI Bill. The VSC provides support to a student's transition from the military to college, offering a place where student veterans and their families can be supported to help students achieve their education goals. The Veterans Resource Specialist performs a variety of specialized and technical duties in support of the VSC and processing VA educational benefits.

The Veterans Resource Specialist classification was established in October 2010. This classification has been revised once since its establishment. The most recent revision was approved in December 2018 to retitle the classification, broaden duties and clarify class concept, responsibilities, requirements, distinguishing characteristics, level of supervision, and KSAs (knowledge, skills, and abilities). 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 Student Services (Phase I) classifications and CSEA were invited to participate in a study orientation on March 31, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by April 15, 2025.

Personnel Commission staff consulted with Debra Locke, Dean of Special Programs (Interim) and Thomas Bui, Associate Dean of Student Life, to discuss the classification description. In addition, the supervisors were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description.

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 were initially proposed to clarify the class concept, distinguishing characteristics and duties to more accurately reflect the work performed, requirements, and KSAs (knowledge, skills, and abilities). However, CSEA has requested that we review questions raised by staff regarding job duties on both the Veterans Resource Specialist and Senior Veterans Resource Specialist classifications before moving forward with the revisions. The primary purpose of this review is to ensure clear and accurate differentiation between the two classifications. Classification revisions will be brought back to the Personnel Commission once our review is complete, unless further labor-management negotiations are needed.

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	GF REVENUE ACTUAL
Santa Monica College	Veterans Resource Specialist	\$5,596	\$6,803	\$6,200	26,748	\$250M
El Camino College	Student Services Specialist	\$5,867	\$7,530	\$6,699	21,971	\$210M
Foothill De Anza CCD	Veterans Resource Specialist	\$5,937	\$7,951	\$6,944	31,134	\$334M
Glendale College	Veterans Resource Center Coordinator	\$5,034	\$6,425	\$5,730	15,885	\$149M
Mt. San Antonio College	Veterans Service Specialist	\$5,414	\$6,910	\$6,162	38,269	\$336M
Santa Clarita College	Student Services Technician II (Veterans Resource Center)	\$5,199	\$7,081	\$6,140	21,778	\$179M
State Center CCD	Program Specialist - Veterans Services	\$5,443	\$6,694	\$6,069	49,125	\$400M
	Average	\$5,482	\$7,099	\$6,291		
	25th Percentile	\$5,253	\$6,748	\$6,086		
	50th Percentile	\$5,429	\$6,996	\$6,151		
	70th Percentile	\$5,655	\$7,306	\$6,430		
	80th Percentile	\$5,867	\$7,530	\$6,699		
	90th Percentile	\$5,902	\$7,741	\$6,821		
	SMC % RANK	67.2%	30.0%	61.3%		
	SMC Difference From AVG	2.0%	-4.3%	-1.5%		
	SMC Difference From MED	3.0%	-2.8%	0.8%		

The current salary range for Veterans Resource Specialist is Range 32 on the Classified Employee Salary Schedule. In this survey, SMC is in the 61st median percentile compared to all benchmark agencies with comparable classifications; that is, 39% of market comparables were paid higher than the SMC classification.

SALARY ALLOCATION

It is recommended that salary for the Veterans Resource Specialist be reallocated from Range 32 to Range 34 on the Classified Employee Salary Schedule, a 5% increase. This will place the median salary at the 73rd percentile, which satisfies the District's 70th percentile target. Please see salary data for jobs in the Veterans Student Services job series.

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Senior Veterans Resource Specialist	36	\$6,026	\$7,324	5.00%
Veterans Resource Specialist (PROPOSED)	34	\$5,876	\$7,143	5.00%
Veterans Resource Specialist (CURRENT)	32	\$5,596	\$6,803	

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 salary reallocation for Veterans Resource Specialist.

FROM: Classified Employee Salary Schedule, Range 32
TO: Classified Employee Salary Schedule, Range 34

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	2
Subject	Examination Schedule
Date	September 2, 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
Community College Police Officer Trainee	Promotional	3 Weeks
Human Resources Analyst-Employee and Labor Relations (Confidential)	Promotional and Open	3 Weeks
Stage Technician-Sound	Merged Promotional and Open Competitive	3 Weeks
Student Services Specialist	Promotional	3 Weeks

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Deborah Jansen
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	3
Subject	Ratification of Eligibility Lists
Date	September 2, 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
Athletic & Kinesiology Equipment Specialist	0	14	2/27/2026

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Deborah Jansen
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	4
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	September 2, 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. Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Jonathan Bice, Lead Warehouse Worker	Warehouse and Mail Services Manager	08/26/2025 to 10/1/2025**

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

***Pending PBAR Approval*

II. Internal Limited Term Assignment

Name/Permanent Class	Internal Limited Term Assignment*	Dates of Current Assignment
Karen Monzon, Human Resources Analyst - Employee and Labor Relations (Confidential)	Director of Human Resources	09/15/2025 to 12/23/2025

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

III. Correction to Substitute Limited Term Assignment

Name/Permanent Class	Substitute Limited Term Assignment*	Dates of Current Assignment	Extended Dates
Aaron de la Torre, EOPS Specialist	EOPS/CARE Supervisor	07/01/2025 to 12/31/2025	07/01/2025 to 08/31/2025
James Stevenson, Academic Records Evaluator	EOPS Specialist	07/01/2025 to 9/30/2025	07/01/2025 to 08/31/2025

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

IV. Extension to Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment	Extended Dates
Mario Samano, HVAC Mechanic	Facilities Maintenance Supervisor	07/01/2025 to 08/31/2025	09/01/2025 to 09/09/2025

**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).

Disposition by the Commission	
Motion Made By	Deborah Jansen
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

IV. Adjournment at 3:35 PM

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Month	Day	Year	Time	Meeting Location
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 September 3, 2025 Special Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 24 hours prior to the date and time of this meeting.