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
Mina Patel	X	

II. Director's Report

Director Long provided updates regarding recruitment activity, reemployment list impacts on hiring processes, classification studies, and Merit Rules Advisory Committee work. An overview of the administrative review and Personnel Commission review processes for recruitment, classification, and compensation matters was also provided. Questions were raised regarding review terminology, classification studies, salary review status, and the implementation of approved classification changes. Clarification was provided by Director Long.

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

A. Longevity

5 YEARS

Victor Vasquez, Accountant, Fiscal Services

Anne Le and Chris Bonvenuto were present to congratulate Victor on five years of service.

10 YEARS

Carla Alvarado, DSPS Specialist, Center for Students with Disabilities

Denise Henninger and Chris Bonvenuto were present to congratulate Carla on ten years of Service. James Stevenson submitted a congratulatory statement recognizing Carla for ten years of service. Dr. Sara Nieves Lucas, Maria Bonin, and Martha Romano were present via Zoom to congratulate Carla on ten years of service.

Nataly Gonzalez, Program Specialist, Non-Credit Education

Scott Silverman was present via Zoom to congratulate Nataly on ten years of service.

Jody Icasiano, Community College Police Officer, SMCPD

Paulo Taboada, Tutoring Coordinator-Science, LRC

15 YEARS

Issa Gharibeh, Warehouse Worker, Campus Store

30 YEARS

Jose Luis Martin, Warehouse Worker, Procurement, Contracts and Logistics

Scott Silverman was present via Zoom to congratulate Jose Luis on thirty years of service. Chris Bonvenuto was present to congratulate Luis on his longevity achievement.

B. Comments from the Vice President of Human Resources

Dr. Tre'Shawn Hall-Baker, Vice President of Human Resources was present and congratulated longevity recipients and provided an update on the Superintendent/President recruitment process, including upcoming finalist activities and opportunities for campus participation. Questions were raised regarding the recruitment process, and clarification was provided. Information was also shared regarding an upcoming statewide professional development conference for Human Resources and Personnel Commission professionals.

C. Comments from the President of CSEA

Cindy Ordaz, President of CSEA was present and provided comments recognizing longevity recipients and expressing appreciation for their service and contributions to the College. Comments were also provided regarding the important role classified employees play in supporting students, campus operations, and District programs.

D. Comments from the President of Management Association

Scott Silverman, Immediate Past President of the Management Association, was present on behalf of Jose Hernandez, President of the Management Association. Comments were provided recognizing longevity recipients and expressing appreciation for the service and contributions of classified employees and Personnel Commission staff.

E. Comments from Personnel Commission Staff

None

F. Comments from the Personnel Commissioners

Vice Chair Abbott acknowledged Mexican Independence Day and expressed appreciation for the cultural pride and diversity represented within the College community.

IV. AGENDA REPORTS: MAJOR ITEMS OF BUSINESS

Report Number	Subject	Page Number
1	~~Annual Report of the Personnel Commission for Fiscal Year 2025-2026~~ ITEM PULLED	4
2	Position Reclassification: Associate Programmer Analyst to Programmer Analyst	5
3	Position Reclassification: Associate Programmer Analyst to Programmer Analyst	8
4	Position Reclassification: Programmer Analyst to Senior Programmer Analyst	11
5	Classification Title Change: Enterprise Business Supervisor to Enterprise Business Manager Cyclical Review	14
6	Advisory Item: Personnel Commission Project Tracking	19

V. CONSENT AGENDA

Report Number	Subject	Page Number
7	Extension of Eligibility Lists	26
8	Ratification of Working Out Class Assignments	27
9	Appointments to Provisional Assignments	29
10	Ratification of Meeting Minutes	30
11	Personnel Commission Recruitment Tracking	31

VI. CLOSED SESSION

A. Public Comment on Closed Session Items
   Time: 1:02 p.m.
B. Public Employee Appointment/Discipline/Dismissal/Release
   (Government Code §54957)
   Time: 1:02 p.m.

VII. RECONVENE TO OPEN SESSION

Time: 2:02 p.m.

VIII. REPORT OF CLOSED SESSION ACTION(S) TAKEN

Comments: No reportable action was taken in closed session.

IX. ADJOURNMENT

Agenda Report Number	1
Subject	Annual Report of the Personnel Commission for Fiscal Year 2025-2026 ITEM PULLED
Date	September 16, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

~~Attached for your review is the proposed Personnel Commission Annual Report for Fiscal Year 2025-2026.~~

~~The Director of the Personnel Commission is required by Education Code Section 88086 to prepare an annual report of the Commission's activities for approval by the Commission.~~

~~RECOMMENDATION~~

~~It is recommended that the Personnel Commission approve the proposed Annual Report for Fiscal Year 2025-2026.~~

Disposition by the Commission	
~~Motion Made By~~	
~~Seconded By~~	
~~Ayes~~	
~~Nays~~	
~~Abstentions~~	
Amendments/Comments	Agenda Report 1 was pulled from the agenda.

Agenda Report Number	2
Subject	Position Reclassification: Associate Programmer Analyst to Programmer Analyst
Date	September 16, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

The Personnel Commission has been requested to conduct a position study for Liza Aziz, who is currently an Associate Programmer Analyst in the Management Information Systems department. A reclassification study was requested as part of the cyclical classification review for the Information Technology job discipline and involved gathering additional details and timelines for higher level work assigned to determine if a reclassification is warranted. Ms. Aziz has been in the Associate Programmer Analyst classification since July 2022.

METHODOLOGY

Ms. Aziz submitted a PDQ as part of the cyclical review process on April 21, 2025, in which she noted her request for reclassification and detailed the duties currently performed. Personnel Commission staff interviewed Ms. Aziz and Wendy Liu, Director of Management Information Systems, to gather additional details about the nature and level of duties assigned and performed, as well as the timeframe during which these duties were performed.

ANALYSIS

Key factors assessed when studying a position include the knowledge required for the position, level of complexity, scope of responsibility, nature and purpose of contacts, degree of decision-making authority, and consequence of error.

A review of the information provided by the incumbent, as well as follow-up conversations with the incumbent and HR management, indicate that the target position regularly performs journey-level applications development work with significant independence. Work performed includes implementing enhancement requests to MIS reporting system applications and database procedures, and developing specifications and business logic for the scholarship management system.

FINDINGS

- Ms. Aziz qualifies for reclassification because her position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level classification with substantial impact on complexity of work, knowledge required to effectively perform the job, and scope and effect of work performed. Duties are required to support normal department and District operations and cannot be absorbed by other staff members.

- Based on information gathered from the incumbent and her supervisors, Ms. Aziz has been assigned to perform these duties through gradual accretion for at least two years.

- Based on the duties assigned and the knowledge, skills and abilities required, the Programmer Analyst classification encompasses the majority of the incumbent's essential duties in terms of knowledge, complexity, scope and effect of work, decision making, and nature and purpose of contacts. In contrast to the Associate Programmer Analyst, which serves as an entry-level classification that performs work of limited scope under greater supervision, the Programmer Analyst has expanded responsibility for working on conventional to moderately complex program application projects with significant independence.

Applicable Rules:

- In order to qualify for reclassification, the change in duties and responsibilities must occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties. (Merit Rule 3.3.1.B (3))

- Merit Rule 3.3.2 defines gradual accretion of duties as "occurring over two (2) or more years of regular service."

- Determination as to whether gradual accretion has occurred will be based on the date the incumbent began the performance of the newly acquired duties and responsibilities, and clear and convincing evidence of the employee's continuing performance of the added duties and responsibilities. (Merit Rule 3.3.3 (B)(C))

- At least two (2) years must elapse before another request for reclassification can be initiated for the same position. (Merit Rule. 3.3.4.G)

- Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position,

provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7A(1))

RECOMMENDATION

It is recommended that the Commission reclassify Ms. Aziz's position from an Associate Programmer Analyst to Programmer Analyst, with a reclassification effective date of October 1, 2026.

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Mina Patel
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Patel raised questions regarding the position reclassifications presented in Agenda Reports 2–4 within the Management Information Systems area and the potential for similar requests in the future. Director Long provided clarification regarding classification levels, assigned duties, and the basis for the recommended position reclassifications.

Agenda Report Number	3
Subject	Position Reclassification: Associate Programmer Analyst to Programmer Analyst
Date	September 16, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

The Personnel Commission has been requested to conduct a position study for Jose Velazquez, who is currently an Associate Programmer Analyst in the Management Information Systems department. A reclassification study was requested as part of the cyclical classification review for the Information Technology job discipline and involved gathering additional details and timelines for higher level work assigned to determine if a reclassification is warranted. Mr. Velasquez has been in the Associate Programmer Analyst classification since May 2022.

METHODOLOGY

Mr. Velazquez submitted a PDQ as part of the cyclical review process on April 23, 2025, in which he noted his request for reclassification and detailed the duties currently performed. Personnel Commission staff interviewed Mr. Velazquez and Wendy Liu, Director of Management Information Systems, to gather additional details about the nature and level of duties assigned and performed, as well as the timeframe during which these duties were performed.

ANALYSIS

Key factors assessed when studying a position include the knowledge required for the position, level of complexity, scope of responsibility, nature and purpose of contacts, degree of decision-making authority, and consequence of error.

A review of the information provided by the incumbent, as well as follow-up conversations with the incumbent and HR management, indicate that the target position regularly performs journey-level applications development work with significant independence. Work performed includes developing specifications and business logic for new applications that directly impact District operations, such as the scholarship management system and fraud detection system.

FINDINGS

- Mr. Velazquez qualifies for reclassification because his position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level classification with substantial impact on complexity of work, knowledge required to effectively perform the job, and scope and effect of work performed. Duties are required to support normal department and District operations and cannot be absorbed by other staff members.

- Based on information gathered from the incumbent and his supervisors, Mr. Velazquez has been assigned to perform these duties through gradual accretion for at least two years.

- Based on the duties assigned and the knowledge, skills and abilities required, the Programmer Analyst classification encompasses the majority of the incumbent's essential duties in terms of knowledge, complexity, scope and effect of work, decision making, and nature and purpose of contacts. In contrast to the Associate Programmer Analyst, which serves as an entry-level classification that performs work of limited scope under greater supervision, the Programmer Analyst has expanded responsibility for working on conventional to moderately complex program application projects with significant independence.

Applicable Rules:

- In order to qualify for reclassification, the change in duties and responsibilities must occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties. (Merit Rule 3.3.1.B (3))

- Merit Rule 3.3.2 defines gradual accretion of duties as "occurring over two (2) or more years of regular service."

- Determination as to whether gradual accretion has occurred will be based on the date the incumbent began the performance of the newly acquired duties and responsibilities, and clear and convincing evidence of the employee's continuing performance of the added duties and responsibilities. (Merit Rule 3.3.3 (B)(C))

- At least two (2) years must elapse before another request for reclassification can be initiated for the same position. (Merit Rule. 3.3.4.G)

- Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position,

provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7A(1))

RECOMMENDATION

It is recommended that the Commission reclassify Mr. Velazquez's position from an Associate Programmer Analyst to Programmer Analyst, with a reclassification effective date of October 1, 2026.

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

Agenda Report Number	4
Subject	Position Reclassification: Programmer Analyst to Senior Programmer Analyst
Date	September 16, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Yesenia Penate, Personnel Technician John Linke, Supervising Personnel Analyst

BACKGROUND

The Personnel Commission has been requested to conduct a position study for Meredith Ouwersloot, who is currently a Programmer Analyst in the Management Information Systems department. A reclassification study was requested as part of the cyclical classification review for the Information Technology job discipline and involved gathering additional details and timelines for higher level work assigned to determine if a reclassification is warranted. Ms. Ouwersloot has been in the Programmer Analyst classification since January 2012.

METHODOLOGY

Ms. Ouwersloot submitted a PDQ as part of the cyclical review process on April 21, 2025, in which she noted her request for reclassification and detailed the duties currently performed. Personnel Commission staff interviewed Ms. Ouwersloot and Wendy Liu, Director of Management Information Systems, to gather additional details about the nature and level of duties assigned and performed, as well as the timeframe during which these duties were performed.

ANALYSIS

Key factors assessed when studying a position include the knowledge required for the position, level of complexity, scope of responsibility, nature and purpose of contacts, degree of decision-making authority, and consequence of error.

A review of the information provided by the incumbent, as well as follow-up conversations with the incumbent and HR management, indicate that the target position regularly performs complex programming assignments that require advanced knowledge of the District's homegrown webISIS system to develop and implement major projects that have significant consequence of error and impact on District operations. Projects assigned to the incumbent include ongoing maintenance and development of the District's CCFS report, which provides the information needed to determine District FTES and resulting funding, and modifying complex program logic to capture changes in business processes resulting from new regulations.

Additionally, the incumbent serves as a lead worker by providing technical guidance and support to staff in lower-level programmer roles.

FINDINGS

- Ms. Ouwersloot qualifies for reclassification because her position has expanded over time to encompass duties and responsibilities that are commensurate with a higher-level classification with substantial impact on complexity of work, knowledge required to effectively perform the job, and scope and effect of work performed. Duties are required to support normal department and District operations and cannot be absorbed by other staff members.

- Based on information gathered from the incumbent and her supervisors, Ms. Ouwersloot has been assigned to perform these duties through gradual accretion for at least two years.

- Based on the duties assigned and the knowledge, skills and abilities required, the Senior Programmer Analyst classification encompasses the majority of the incumbent's essential duties in terms of knowledge, complexity, scope and effect of work, decision making, and nature and purpose of contacts. In contrast to the Programmer Analyst, which performs journey-level work supporting moderately complex systems that are often part of a broader system, the Senior Programmer Analyst provides comprehensive management of District systems that directly support critical operations, and which requires broader knowledge of the webISIS system architecture. Additionally, this position provides technical guidance to lower-level programming staff as needed.

Applicable Rules:

- In order to qualify for reclassification, the change in duties and responsibilities must occur through a gradual accretion of duties and not occasioned by the sudden assignment of wholly new duties. (Merit Rule 3.3.1.B (3))

- Merit Rule 3.3.2 defines gradual accretion of duties as "occurring over two (2) or more years of regular service."

- Determination as to whether gradual accretion has occurred will be based on the date the incumbent began the performance of the newly acquired duties and responsibilities, and clear and convincing evidence of the employee's continuing performance of the added duties and responsibilities. (Merit Rule 3.3.3 (B)(C))

- At least two (2) years must elapse before another request for reclassification can be initiated for the same position. (Merit Rule. 3.3.4.G)

- Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position, provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7A(1))

RECOMMENDATION

It is recommended that the Commission reclassify Ms. Ouwersloot's position from a Programmer Analyst to Senior Programmer Analyst, with a reclassification effective date of October 1, 2026.

Disposition by the Commission	
Motion Made By	Mina Patel
Seconded By	Joy Abott
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	5
Subject	Classification Title Change: Enterprise Business Supervisor to Enterprise Business Manager Cyclical Review
Date	September 16, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a classification title change request for **Enterprise Business Supervisor**.

The Enterprise Business Supervisor classification was recently reviewed as part of the cyclical classification review process, which resulted in changes to multiple sections of the class description and a recommendation to reallocate salary from range M14 to range M20 on the Classified Management Salary Schedule. The Personnel Commission approved these recommendations at its meeting on June 3, 2026, but the salary reallocation is pending Board of Trustees approval. Commission staff did not propose changes to the classification title at that time. Mitch Heskel, Dean of Education Enterprise, has requested that this classification be retitled from Enterprise Business Supervisor to Enterprise Business Manager.

RESULTS

A title change from Enterprise Business Supervisor to Enterprise Business Manager is appropriate given this role's responsibility for developing, maintaining and implementing policies, procedures and financial controls for the Cashier's Office, and its management oversight and coordination responsibility for the District's parking program.

RECOMMENDATION

It is recommended that the Commission approve the title change as shown below.

FROM: Enterprise Business Supervisor
TO: Enterprise Business Manager

Continued from page 16.

Disposition by the Commission	
Motion Made By	Joy Abott
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	Vice Chair Abbott raised a question regarding the timing of the proposed classification title change following a previously approved classification review. Director Long provided clarification regarding the request and review process.

Santa Monica Community College District
Personnel Commission

Enterprise Business ~~Supervisor~~Manager

CONCEPT OF THE CLASS

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

DISTINGUISHING CHARACTERISTICS

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

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

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

ESSENTIAL DUTIES

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

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

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

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

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

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

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

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

May participate in or assist with external reporting requirements .

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

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

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

Level of Supervision Exercised

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

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

Principles, practices and procedures related to establishing internal controls

Effective customer service techniques

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

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

Principles and practices of business process analysis

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

Basic mathematics

Skills & Abilities:

Train, supervise and evaluate the performance of assigned staff

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

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

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

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

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

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

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

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

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree from an accredited college or university.

Experience Requirement:

Three (3) years progressively responsible experience in accounting, banking, or cashiering. One (1) year of lead or supervisory experience is preferred.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, stand, walk, reach, use hands to keyboard, type, use a cash register, or handle materials, and talk and/or hear. The employee is occasionally required to lift, carry, push, or pull up to 15 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Business Administration & Fiscal Services
FLSA Status:	Exempt
Personnel Commission Approval Date:	12/18/2019
Class History:	None
Revision Date(s):	2/25/20, 6/3/26, 9/16/26

Agenda Report Number	6
Subject	Advisory Item: Personnel Commission Project Tracking
Date	September 16, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Cyclical Reviews as of September 10, 2026:

Fiscal Year 2024-2025

Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date	Request
Facilities Operations	Assistant Director of Facilities Operations	2/25/2025			Management Hold		Cyclical Review
IT Infrastructure	Network Communications Technician I	2/25/2025		5/27/2025	Labor-Management	8/20/2025	Cyclical Review
IT Infrastructure	Network Communications Technician II	2/25/2025		5/27/2025	Labor-Management	8/20/2025	Cyclical Review
IT Infrastructure	Network Communications Technician III	2/25/2025		5/27/2025	Labor-Management	8/20/2025	Cyclical Review

Fiscal Year 2025-2026

Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date	Request
Student Services	Senior Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Labor-Management	8/20/2025	Cyclical Review
Student Services	Transfer & Articulation Specialist	3/31/2025	5/2/2025	7/24/2025	Stakeholder Review	8/20/2025	Cyclical Review
Student Services	Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Labor-Management	9/2/2025	Cyclical Review
Student Services	Senior Academic Records Evaluator	7/23/2025	8/15/2025	2/24/2026	Stakeholder Review		Cyclical Review
Student Services	Student Communications Coordinator	7/23/2025	8/25/2025	1/13/2026	Stakeholder Review	7/15/2026	Cyclical Review
Reprographics	Reprographics Supervisor	10/9/2025	5/7/2025		Management Hold		Cyclical Review
Reprographics	Reprographics Technician	10/9/2025	5/7/2025		Management Hold		Cyclical Review

Reprographics	Senior Reprographics Technician	10/9/2025	5/7/2025		Management Hold		Cyclical Review
Facilities Maintenance & Planning	Assistant Director of Facilities Maintenance	12/3/2025			Management Hold		Cyclical Review
Facilities Maintenance & Planning	Director of Facilities Maintenance & Operations	12/3/2025			Management Hold		Cyclical Review
Facilities Maintenance & Planning	Locksmith	12/3/2025		4/2/2026	Stakeholder Review		Cyclical Review
Human Resources	Assistant Director of Human Resources - Compliance	4/29/2026			Upcoming		Cyclical Review
Human Resources	Assistant Director of Human Resources - Employee & Labor Relations	4/29/2026			Upcoming		Cyclical Review
Human Resources	Director of Human Resources - Employee & Labor Relations/Compliance	4/29/2026			Research & Planning		Cyclical Review
Human Resources	Director of Human Resources - Operations	4/29/2026			Research & Planning		Cyclical Review
Human Resources	Employee Benefits Coordinator	4/29/2026			Development		Cyclical Review
Human Resources	Employee Benefits Specialist	4/29/2026			Development		Cyclical Review
Human Resources	Human Resources Analyst - Employee & Labor Relations (Conf)	4/29/2026			Research & Planning		Cyclical Review
Human Resources	Human Resources	4/29/2026			Research & Planning		Cyclical Review

	Analyst - Leaves & Benefits						
Human Resources	Human Resources Analyst - Operations	4/29/2026			Research & Planning		Cyclical Review
Human Resources	Human Resources Specialist	4/29/2026			Development		Cyclical Review
Human Resources	Human Resources Technician	4/29/2026			Development		Cyclical Review
Human Resources	Professional Development Coordinator	4/29/2026			Development		Cyclical Review
Payroll	Payroll Specialist	4/29/2026		7/22/2026	Stakeholder Review		Cyclical Review
Personnel	Classification & Compensation Manager	4/29/2026			Upcoming		Cyclical Review
Personnel	Personnel Analyst	4/29/2026			Upcoming		Cyclical Review
Personnel	Personnel Specialist	4/29/2026			Development		Cyclical Review
Personnel	Personnel Technician	4/29/2026			Development		Cyclical Review
Personnel	Supervising Personnel Analyst	4/29/2026			Upcoming		Cyclical Review
Personnel	Director of the Personnel Commission	4/29/2026			Research & Planning		Cyclical Review
Risk Management	Assistant Director of Safety & Risk Management	4/29/2026			Development		Cyclical Review
Risk Management	Director of Safety & Risk Management	4/29/2026			Development		Cyclical Review
Risk Management	Insurance Program Specialist	4/29/2026			Development		Cyclical Review
Risk Management	Risk & Insurance Coordinator	4/29/2026			Development		Cyclical Review
Instructional Resources	Academic Scheduling Specialist	8/19/2026			Research & Planning		Cyclical Review
Instructional Resources	Alternate Media Specialist	8/19/2026			Research & Planning		Cyclical Review

Instructional Resources	Curriculum and Degree Specialist	8/19/2026			Research & Planning		Cyclical Review
Instructional Resources	Instructional & Universal Designer	8/19/2026			Research & Planning		Cyclical Review
Instructional Resources	Instructional Media Specialist	8/19/2026			Research & Planning		Cyclical Review
Instructional Resources	Online Learning Services Specialist	8/19/2026			Research & Planning		Cyclical Review
Instructional Resources	Senior Online Learning Services Specialist	8/19/2026			Research & Planning		Cyclical Review
Library	Lead Library Assistant - Circulation	8/19/2026	8/25/2026		Research & Planning		Cyclical Review
Library	Lead Library Assistant - Technical Services	8/19/2026			Research & Planning		Cyclical Review
Library	Library Assistant	8/19/2026			Research & Planning		Cyclical Review

Post Approvals

Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date	Request
Purchasing	Director of Procurement, Contracts & Logistics	1/30/2025		5/2/2025	Post Approval	5/20/2026	Cyclical Review
Facilities Operations	Director of Facilities Operations	2/25/2025		7/30/2026	Post Approval	8/19/2026	Cyclical Review
IT MIS	Associate Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
IT MIS	IT Project Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
IT MIS	Principal Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
IT MIS	Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
IT MIS	Senior Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
IT MIS	Chief Director of Information Technology	6/25/2025		9/8/2025	Post Approval	5/20/2026	Cyclical Review
Student Services	Director of Financial Aid & Scholarships	7/22/2025		4/9/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Academic Records Evaluator	7/23/2025		2/24/2026	Post Approval	9/3/2026	Cyclical Review

Student Services	Enrollment Services Specialist	7/23/2025	8/15/2025	2/24/2026	Post Approval	9/3/2026	Cyclical Review
Student Services	Financial Aid & Scholarships Specialist	7/23/2025	8/29/2025	3/19/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	International Student Services Specialist	7/23/2025	8/15/2025	1/13/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Outreach & Recruitment Specialist	7/23/2025	8/15/2025	1/13/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Senior Enrollment Services Specialist	7/23/2025		2/24/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Senior Financial Aid & Scholarships Specialist	7/23/2025		3/19/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Senior Student Services Specialist - International	7/23/2025		1/13/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Student Onboarding Specialist	7/23/2025		1/13/2026	Post Approval	6/3/2026	Cyclical Review
Accounting & Finance	Accountant	8/6/2025	8/21/2025	1/27/2026	Post Approval	5/20/2026	Cyclical Review
Accounting & Finance	Accounting Manager	8/6/2025		1/27/2026	Post Approval	5/20/2026	Cyclical Review
Accounting & Finance	Accounting Supervisor	8/6/2025		1/27/2026	Post Approval	5/20/2026	Cyclical Review
Accounting & Finance	Accounts Payable Supervisor	8/6/2025		4/9/2026	Post Approval	5/20/2026	Cyclical Review
Accounting & Finance	Chief Director of Business Services	8/6/2025		3/9/2026	Post Approval	6/17/2026	Cyclical Review
Accounting & Finance	Controller	8/6/2025		3/9/2026	Post Approval	6/3/2026	Cyclical Review
Accounting & Finance	Director of Fiscal Services	8/6/2025		6/25/2026	Post Approval	7/15/2026	Cyclical Review
Facilities Maintenance & Planning	Assistant Director of Facilities Planning & Construction	12/3/2025		7/21/2026	Post Approval	8/19/2026	Cyclical Review
Facilities Maintenance & Planning	Construction Maintenance Manager	12/3/2025		4/23/2026	Post Approval	5/20/2026	Cyclical Review
Facilities Maintenance & Planning	Director of Facilities Maintenance	12/3/2025		7/30/2026	Post Approval	8/19/2026	Cyclical Review
Facilities Maintenance & Planning	Director of Facilities Planning & Construction	12/3/2025		7/21/2026	Post Approval	8/19/2026	Cyclical Review

Facilities Maintenance & Planning	Mechanical Systems Manager	12/3/2025		4/23/2026	Post Approval	5/20/2026	Cyclical Review
Accounting & Finance	Budget Technician	12/4/2025		5/19/2026	Post Approval	6/3/2026	Cyclical Review
Accounting & Finance	Director of Auxiliary Services	12/4/2025		6/3/2026	Post Approval	7/15/2026	Cyclical Review
Accounting & Finance	Director of Budget	12/4/2025		5/25/2026	Post Approval	6/3/2026	Cyclical Review
Accounting & Finance	Director of Facilities Finance	12/4/2025		6/23/2026	Post Approval	7/15/2026	Cyclical Review
Accounting & Finance	Director of SMC Foundation	12/4/2025		6/25/2026	Post Approval	7/15/2026	Cyclical Review
Accounting & Finance	Enterprise Business Services Clerk	12/4/2025		5/19/2026	Post Approval	6/3/2026	Cyclical Review
Accounting & Finance	Enterprise Business Services Specialist	12/4/2025		5/22/2026	Post Approval	6/3/2026	Cyclical Review
Accounting & Finance	Enterprise Business Supervisor	12/4/2025		5/22/2026	Post Approval	6/3/2026	Cyclical Review
Payroll	Payroll Manager	4/29/2026		7/22/2026	Post Approval	8/19/2026	Cyclical Review

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

V. CONSENT AGENDA

Report Number	Subject	Page Number
7	Extension of Eligibility Lists	26
8	Ratification of Working Out	27
9	Appointments to Provisional Assignments	29
~~10~~	~~Ratification of Meeting Minutes~~ **ITEM PULLED FOR DISCUSSION**	~~30~~
11	Personnel Commission Recruitment Tracking	31

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Mina Patel
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	Agenda Report 10 was pulled for separate discussion. Agenda Reports 7, 8, 9, and 11 were approved.

Report Number	Subject	Page Number
10	Ratification of Meeting Minutes	31

Disposition by the Commission	
Motion Made By	Mina Patel
Seconded By	Barbara Greenstein
Ayes	3
Nays	0
Abstentions	1
Amendments/Comments	Chair Abbott requested that Agenda Report 10 be pulled for separate discussion and abstained from voting due to not being present at the September 3, 2026, Special Meeting. Questions were raised regarding pagination of the September 3, 2026, meeting materials.

Agenda Report Number	7
Subject	Extension of Eligibility Lists
Date	September 16, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Case Manager	1/13/2026	10/13/2026	14	6	12/13/2026
Database Administrator	1/9/2026	10/9/2026	8	6	1/9/2027
Director of Facilities Maintenance	10/8/2026	10/8/2026	8	5	1/8/2027
Enrollment Services Specialist	4/6/2026	10/6/2026	2	2	4/6/2027
Human Resources Specialist (Promo)	1/6/2026	10/6/2026	2	2	7/6/2027
Human Resources Analyst – Employee and Labor Relations (Confidential)	10/9/2026	10/9/2026	3	3	1/9/2027
Instructional Tutor – English	3/1/2026	10/1/2026	13	9	1/1/2027
Laboratory Technician – Art	7/29/2025	10/4/2026	5	5	1/4/2027
Tutoring Coordinator – Math	3/18/2026	9/18/2026	7	6	12/18/2026

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

Merit Rule 6.2.3 (C) Duration of Eligibility List
An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The personnel Director shall base his/her recommendation for extension of an eligibility list on the following factors:

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

RECOMMENDATION

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

Agenda Report Number	8
Subject	Ratification of Working Out of Class Assignments
Date	September 16, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Yesenia Penate, Personnel Technician

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

I. Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional Assignment*	Dates of Current Assignment
Rosa Albano, Accounting Technician	Accountant (Substitute)	09/09/2026 to 01/12/2027
Edgar Hernandez, Accounting Specialist	Accounting Technician (Substitute)	09/09/2026 to 01/12/2027

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

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

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

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

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

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

11.7.1 Definition:

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

11.7.3 Compensation:

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

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

11.4 Salary on Promotion

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

RECOMMENDATION

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

Agenda Report Number	9
Subject	Appointments to Provisional Assignments
Date	September 16, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of Personnel Commission

The Personnel Commission is advised that the following persons have been appointed to the following provisional assignments, not to exceed 90 working days pursuant to Section 7.2 of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Classification	Department	Duration
Calixto Morales	Custodian	Operations	9/1/2026 - 1/15/2027
Cristina Gonzalez	Customer Services Assistant	Bookstore	7/1/2026-9/2/2026*
Caitlyn Marshall	Theater Technical Specialist	Facilities Programming	8/24/2026-6/30/2027
Brian Wild	Theater Technical Specialist	Facilities Programming	7/1/2026-6/30/2027

*Adjustment to assignment end date.

Agenda Report Number	10
Subject	Ratification of Meeting Minutes
Date	September 16, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

1. 08-19-2026 Regular Meeting
2. 09-03-2026 Special Meeting

Agenda Report Number	11
Subject	Personnel Commission Recruitment Tracking
Date	September 16, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment

Classification	Staff	FOC	Opened	Closed	Written	Perf.	QAI	E-List	Ratified
Administrative Assistant III – Confidential	AF	PO	7/13/26	8/3/26		9/2/26	9/3/26		
Campus Safety Officer	JG	MPO	7/8/26	7/28/26	8/8/26	9/19/26			
Community College Police Dispatcher	JG	MPO	6/4/26	6/25/26	7/11/26		7/31/26	8/11/26	8/19/26
Director of Facilities Planning and Construction	JG	MPO	9/4/26	9/25/26					

VI. CLOSED SESSION

C. Public Comment on Closed Session Items
Time: 1:02 p.m.

D. Public Employee Appointment/Discipline/Dismissal/Release
(Government Code §54957)
Time: 1:02 p.m.

VII. RECONVENE TO OPEN SESSION
Time: 2:02 p.m.

VIII. REPORT OF CLOSED SESSION ACTION(S) TAKEN

Comments: No reportable action was taken in closed session.

IX. ADJOURNMENT at 2:02 p.m.

Disposition by the Commission	
Motion Made By	Joy Abott
Seconded By	Mina Patel
Ayes	3
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Greenstein departed following closed session and was not present for adjournment.

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

As required by law, the agenda for September 16, 2026, Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.