Public Session: 4:30 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
Mina Patel	X	

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

III. AGENDA REPORTS: MAJOR ITEMS OF BUSINESS

Report Number	Subject	Page Number
1	Annual Report of the Personnel Commission for Fiscal Year 2025-2026	5
2	Classification Description Revisions and Salary Reallocation: Senior Academic Records Evaluator	20

IV. CONSENT AGENDA

Report Number	Subject	Page Number
3	Ratification of Eligibility List	34
4	Appointments to Provisional Assignments	35

~~V. CLOSED SESSION~~

~~A. Public Comment on Closed Session Items~~

~~B. Public Employee Appointment/Discipline/Dismissal/Release – (Government Code §54957)~~

~~VI. RECONVENE TO OPEN SESSION~~

~~VII. REPORT OF CLOSED SESSION ACTION(S) TAKEN~~

Chair Metoyer announced that there would be no Closed Session.

VIII. ADJOURNMENT

Agenda Report Number	1
Subject	Annual Report of the Personnel Commission for Fiscal Year 2025-2026
Date	September 24, 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	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

SANTA MONICA COLLEGE

Personnel Commission Annual Report

Fiscal Year 2025–2026

Overview

The Personnel Commission provides for the selection and promotion of employees on the basis of merit and fitness, classification maintenance, and salary allocation based on the concept of like pay for like work. The Merit System we utilize for these activities comes from a set of laws, rules, and procedures governed by the California Education Code, Title 3, Article 3 (88060-88139).

During Fiscal Year 2025-2026, we continued to experience a decline in our number of recruitments, due primarily to the hiring freeze which is still in effect and in layoffs which were imposed effective July 1, 2026.

We are experiencing a significant increase in classification work, particularly with the number of class description revisions requested and the number of position reclassification requests received.

The existence of active reemployment lists that contain classified staff who were recently laid off has significantly changed our standard hiring practices. We are required to first open all permanent and temporary assignments to qualified candidates from the reemployment list before we can consider other candidates for promotion or transfer, or before we can open recruitments to new hires.

Approximately 63% of the hires in 2025-2026 have taken place through promotional appointments. This is the same percentage that we saw in 2024-2025. In most of our previous fiscal years, the number of new hires exceeded the number of promotional appointments.

The Personnel Commission is recognizing 91 Santa Monica College classified employees for longevity this past fiscal year, including 19 employees who completed at least 20 years of service, 8 employees who completed at least 30 years of service, and two employees who completed at least 40 years of service.

About Santa Monica College

A two-year community college accredited by the Western Association of Schools and Colleges—that opened in 1929 with just 153 students is now a thriving campus with more than 30,000 students and offerings in over 200 fields of study. SMC has transferred more students to UC campuses than any other college in the country—for 35 years straight. SMC also tops the list in transfers to USC and LMU and is the top feeder west of the Mississippi to Ivy League Columbia University.

Personnel Commission Mission Statement & Core Responsibilities

> Our mission is to utilize merit principles in providing quality human resources services for classified staff, in support of achieving institutional learning outcomes and business objectives which contribute to the College's vision as a leader and innovator in student learning and achievement.

Responsibilities

- **Recruit & Retain:** Recruiting, selecting, and retaining the best qualified people for our college.
- **Advancement:** Advancing current employees on the basis of relative ability, knowledge, and skill.
- **Fair Compensation:** Administering a competitive salary structure based on sound professional standards, prevailing industry practices, legal requirements, and fair pay.
- **Employee Protection:** Protecting employees from arbitrary employment actions.
- **Inclusion & Diversity:** Fostering an environment that promotes inclusion, civility, and diversity.
- **Advocacy:** Providing a voice for the interests of classified staff, classified managers, and classified administrators.

Commission Leadership & Staff

Commissioners

- **Dr. Joseph P. Metoyer, Jr.**
  Chair & Board Appointee
- **Joy Abbott**
  Vice Chair & Board Appointee
- **Barbara Greenstein**
  CSEA Appointee
- **Deborah Jansen**
  CSEA Appointee
- **Mina Patel**
  Commission Appointee

Personnel Commission Staff

- **Carol Long**
  Director of the Personnel Commission
- **Amy Gurjian**
  Classification & Compensation Manager
- **John Linke**
  Supervising Personnel Analyst
- **Julia Avichouser**
  Personnel Analyst
- **August Faustino**
  Personnel Analyst
- **Jose Guzman**
  Personnel Analyst
- **Tatiana Morrison**
  Personnel Technician
- **Yesenia Penate**
  Personnel Technician
- **Brent Heximer**
  Administrative Assistant II

Contact Information

Santa Monica College Personnel Commission
2714 Pico Blvd, 2nd Floor, Santa Monica, CA 90405
(310) 434-4410 | www.smc.edu/classifiedjobs

The Merit System in Action

The chart below represents our current workload as of 9/18/2026.

Classification Project Status (280 Total Classifications)

Project Stage	# of Studies
Active	27
Completed	73
Post Approval*	37
Stakeholder Review / Labor Management	18
Upcoming	5
Total Active & Pending Reviews	**160**

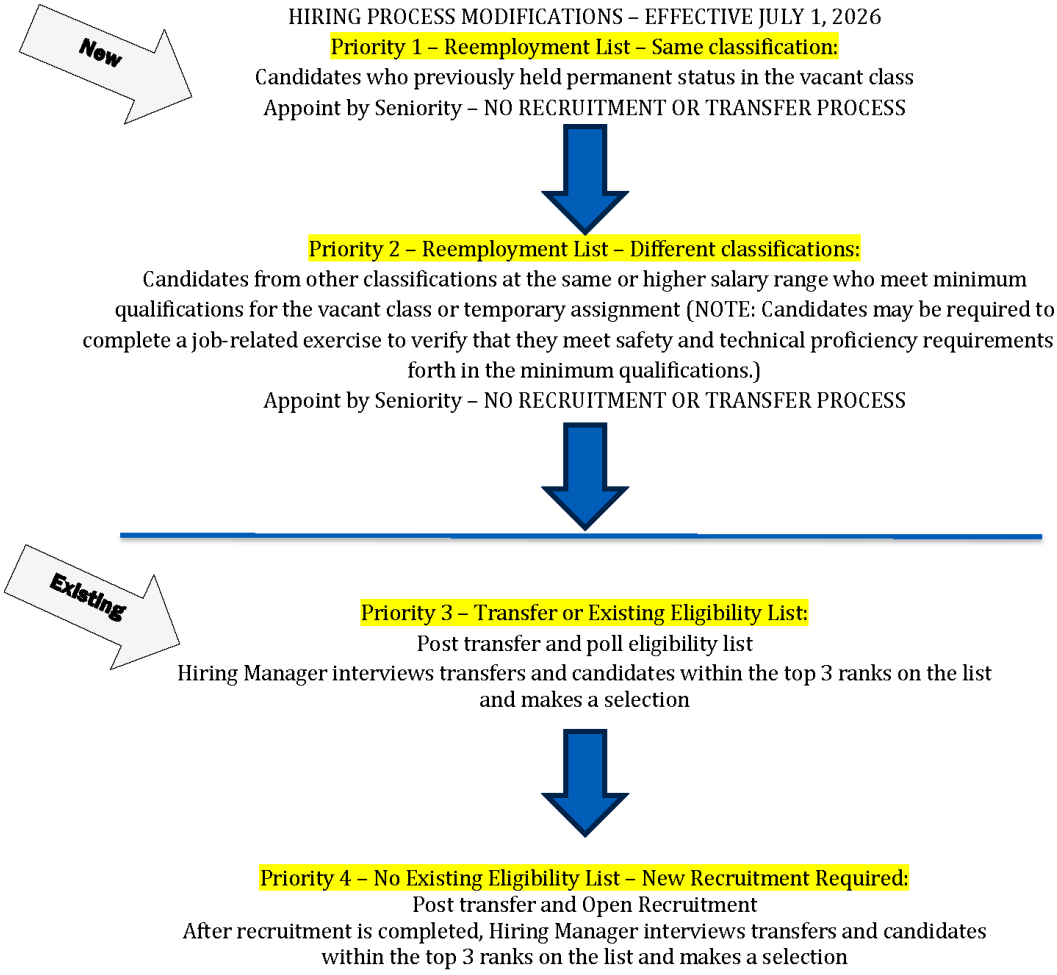
**Reviews in the Post-Approval stage have been approved by the Personnel Commission, but salary reallocations must still be approved by the Board before adoption.*

Personnel Actions Summary (4-Year Trend)

Metric / Activity	FY 22-23	FY 23-24	FY 24-25	FY 25-26
Recruitments Announced	68	40	40	14
Total # of Applicants	3,041	2,515	1,615	536
# of Eligibility Lists Established	55	40	32	13
# of Eligibles on Lists	367	253	164	83
New Class Descriptions Created	20	3	4	1
Revised Class Descriptions	43	48	56	64
Position Reclassifications Requested	5	26	30	33
Position Reclassifications Granted	2	5	6	1
Seniority Lists Established	8	5	8	2
Merit Rule Updates	12	4	1	2
Reinstatement Lists	7	2	2	6
Working Out of Class Assignments	20	19	2	6
Internal Limited Term Assignments	15	7	38	6
Provisional Appointments	154	152	90	157
Limited Term Appointments	100	50	27	37
New Hires	71	25	14	8
Internal Promotional Appointments	28	18	24	14

Layoffs, Reemployment & Workforce Transition

Because seniority affects layoff, displacement, and reemployment rights, Personnel Commission staff reviewed and verified seniority records to maintain statutory reemployment lists. Before a permanent vacancy or temporary assignment can proceed through regular recruitment, staff must determine whether individuals on reemployment lists are eligible.



Advancing Diversity Through Merit Principles

A well-designed merit system expands access to employment opportunities while ensuring that decisions remain based on job-related qualifications, demonstrated competencies, and fair standards. Key practices include:

- **Job-Related Selection Standards:** EEOC-aligned content validation linking tests/interviews directly to essential job duties.
- **Structured & Consistent Practices:** Continuous review of assessment tools to reduce opportunities for explicit or implicit bias.
- **Job-Related Minimum Qualifications:** Evaluating experience and education requirements to avoid unnecessarily restricting candidate diversity.
- **Fair Compensation & Equity:** Ensuring equal pay for substantially similar work across all classifications.
- **Outcomes Monitoring:** Ongoing monitoring of applicant flow and selection outcomes to identify screen-out trends.

Demographic outcomes alone do not establish the full effectiveness of any individual recruitment or selection practice. However, they do provide an important measure that can be monitored over time in conjunction with applicant, assessment, eligibility, hiring, and promotional data.

Continued analysis of outcomes at different stages of the selection process can also help identify where qualified candidates may be disproportionately screened out and whether particular requirements or assessment methods display adverse impact and warrant additional review. This allows the Personnel Commission to pursue greater equity while maintaining the fundamental merit-system requirement that employment decisions remain based on demonstrated, job-related qualifications.

Looking Ahead

During Fiscal Year 2026-2027, the Personnel Commission will continue to monitor the impact of reemployment requirements on College staffing; partner with stakeholders to ensure salary recommendations support the best interests of the District and all employees during our current fiscal challenges; strengthen communication and advance planning with managers; evaluate recruitment and selection outcomes, using applicant data to identify opportunities for continued improvement; review selection practices for unnecessary barriers; and develop training resources to reinforce merit-based hiring principles.

These efforts reflect the fundamental purpose of the merit system: to protect employee rights while providing the College with fair, consistent, transparent, and job-related processes for recruiting, selecting, promoting, classifying, and compensating its workforce.

Recognition of Longevity Awardees (2025–2026)

Santa Monica College proudly recognizes the dedication and years of service of our classified team members.

5 Years of Service

Name	Job Title	Department	Date
Madalene Esquivias	Senior Financial Aid & Scholarships Specialist	Financial Aid	Sept 2025
Ashley Price	Program Coordinator-Community Education	Community Education	Nov 2025
Luis Gallego	Administrative Assistant II	Human Resources	April 2026

10 Years of Service

Name	Job Title	Department	Date
Rachel Demski	Curriculum and Degree Audit Specialist	Academic Affairs	July 2025
Joseph Metzger	Library Assistant	Library	July 2025
Edwin Cruz	Student Services Specialist	Navigating Pathways to Success	August 2025
Alysha DeLuna	Employee Benefits Coordinator	Human Resources	August 2025
Cristina Garcia	International Student Services Specialist	International Education Center	August 2025
Jonathan Ng	Digital Marketing Coordinator	Marketing	August 2025
Lisa Neves-Woldt	Instructional Tutor-English	Supplemental Instruction	September 2025

Fabio Prieto	EOPS Specialist	EOPS	October 2025
Paul Lucero	Customer Service Assistant	Campus Store	November 2025
Traci Dickenson	Community College Police Officer	SMC Police Department	December 2025
Dagmar Gorman	Administrative Assistant III	Govt Relations & Institutional Comms	December 2025
Robert Rudolph	Director of Facilities Programming	Facilities Programming	December 2025
Raymond Valdiviezo	Administrative Assistant I	Cosmetology	December 2025
Jose Velazquez	Associate Programmer Analyst	Management Information Services	December 2025
Glaurys Ariass	Insurance Program Specialist	Risk Management	January 2026
Antonio Sanchez	Painter	Maintenance	January 2026
Paul Trautwein	Director of Web and Social Media Strategy	Web and Social Media	January 2026
Anisha DiGregorio	Human Resources Technician	Human Resources	February 2026
Dominic Jester	Community College Police Officer	SMCPD	February 2026
Maria Arango	Registered Nurse	Health Services	March 2026
Arturo Gonzalez	Grounds Worker	Grounds	March 2026
Donte Huddleston	Custodian	Operations	March 2026

Danny Kadomsky	Custodian	Operations	March 2026
Janet Kleinman	Student Services Specialist	Malibu Campus	March 2026
Reyna Rosales Rivera	Custodian	Operations	March 2026
Rebecca Sprigg	Administrative Assistant II	Superintendent/President's Office	March 2026
Jessica Thomas	Instructional Tutor-English	Supplemental Instruction	March 2026
Roger Acevedo	Grounds Worker	Grounds	April 2026
Armineh Gurjian	Classification and Compensation Manager	Personnel Commission	April 2026
Gustavo Gutierrez	Grounds Equipment Operator	Grounds	April 2026
Latoya Hightower	Student Services Assistant	International Education Center	April 2026
John Linke	Supervising Personnel Analyst	Personnel Commission	April 2026
Yosief Yihunie	Senior Research Analyst	Institutional Research	April 2026
Anne Marre Bautista	Research and Planning Analyst	Institutional Research	May 2026
Yanping Linda Chen	IT Support Specialist	Academic Computing	May 2026
Berta Faby Hernandez	Payroll Specialist	Fiscal Services	May 2026
Rafal Karpinski	IT Support Specialist	Academic Computing	May 2026
Omar Plascencia	Electrician	Maintenance	May 2026
Masis Shahoomian	Central Plant Operator	Maintenance	May 2026

La Trina Adeyemi	Custodian	Operations	June 2026
Anthony Johnson	Skilled Maintenance Worker II	Maintenance	June 2026
Philloon Ly	Audio-Visual Equipment Specialist	IT Support	June 2026

15 Years of Service

Name	Job Title	Department	Date
Eloisa Davis-Ludlow	Student Services Assistant	Admissions & Records	September 2025
Brent Heximer	Administrative Assistant II	Personnel Commission	September 2025
Robert Villanueva	Custodial Operations Manager	Operations	September 2025
Marcia Merritt Williams	Student Services Assistant	EOPS	October 2025
Olga Gorman Vasquez	HR Analyst-Employee & Labor Relations (Confidential)	Human Resources	January 2026
Bryan Wilson	Community College Police Sergeant	SMCPD	February 2026
Felix Ma	Laboratory Technician-Life Science	Life Science	March 2026
Nyla Cotton	Director of Procurement, Contracts & Logistics	Fiscal Services	April 2026
George Rogers	Student Services Assistant	EOPS	April 2026
Diana Askew	Administrative Assistant III-Confidential	Student Services	June 2026

20 Years of Service

Name	Job Title	Department	Date
Rosa Maria Campos	Custodian	Operations	August 2025
Sandra Franco	Student Services Specialist	Community & Academic Relations	August 2025
Domingo Gonzalez	Custodian	Operations	September 2025
Irin Darryl Gray	Custodial Operations Manager	Operations	September 2025
Ann Le	Accounting Manager	Fiscal Services	September 2025
Silvia Rosales Rivera	Custodian	Operations	September 2025
Mukhorn Sin	Custodian	Operations	September 2025
Jenia Soufian	Payroll Specialist	Fiscal Services	September 2025
Jessica Riojas	Student Services Assistant	Emeritus	October 2025
Veronica Romo	Enterprise Business Services Specialist	Cashiers Office	October 2025
Jermaine Carter	Lead Custodian	Operations	November 2025
Mario Lopez-Hernandez	Lead Custodian	Operations	November 2025
Tyrone Taylor	Custodian	Operations	December 2025

Carolyn Baugh	Administrative Assistant I	Academic Affairs	February 2026
Debra Willoughby	Human Resources Technician	Human Resources	February 2026
Randolph Smith	Instructional Tutor-Math	Supplemental Instruction	March 2026
Damon McLeod	Financial Aid Systems Specialist	Financial Aid	April 2026
Emily Raby	Custodial Operations Manager	Operations	April 2026
Jose Guzman	Personnel Analyst	Personnel Commission	June 2026

25 Years of Service

Name	Job Title	Department	Date
Mohamad Fakih	IT Support Specialist	Information Technology	August 2025
Cindy Kelly	Administrative Clerk	LRC	November 2025
Michael Newport	KCRW Radio Station Operations Manager	KCRW	April 2026
Wendy Henriquez	Custodian	Operations	June 2026
Rhonda Robinson	Payroll Specialist	Fiscal Services	June 2026

30 Years of Service

Name	Job Title	Department	Date
Dan Rojas	Information Systems Security Officer	Management Information Services	August 2025

Thomas Carter	Lead Theater Technician	Facilities	October 2025
Mark Engfer	IT Infrastructure Manager	Technical Support Services	November 2025
Arnulfo Reyes	Principal Programmer Analyst	Management Information Services	November 2025
Alvin Ponce	Payroll Specialist	Fiscal Services	December 2025
Delia Padilla	Human Resources Analyst-Operations	Human Resources	January 2026
Andrew Abel	Custodian	Operations	March 2026
Peter Smith	Music Technical Assistant	Music	May 2026

35 Years of Service

Name	Job Title	Department	Date
Ariana Morgenstern	KCRW Radio Programming Assistant	KCRW	March 2026
Beatris Guevara	Grounds Worker	Grounds	May 2026

40 Years of Service

Name	Job Title	Department	Date
Michael Chitgar	Senior Programmer Analyst	Management Information Services	June 2025
Brian Pena	IT Project Analyst	Information Technology	November 2025

THANK YOU

Agenda Report Number	2
Subject	Classification Description Revisions and Salary Reallocation: Senior Academic Records Evaluator Cyclical Review
Date	September 24, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Senior Academic Records Evaluator**.

As part of the cyclical review process, we are reviewing classifications in the Student Services job discipline (Phase II). Previous cyclical review of the Student Services job discipline (Phase I) was completed in August 2025. The Admissions & Records Office provides services to help students meet their educational goals, including evaluation of student records to determine progression and completion of degree, certificate, and certification requirements.

The Senior Academic Records Evaluator classification was established in February 2017. This classification has been revised once since its establishment, in May 2018, and included a retitle from Senior Student Services Specialist – Academic Records Evaluator to Senior Academic Records Evaluator, as well as revisions to the distinguishing characteristics and requirements in order to clarify the job scope of the classification. The classification is currently vacant.

METHODOLOGY

This study was scheduled in the cyclical review calendar for fiscal year 2025-26. The incumbents in the Student Services (Phase II) classifications and CSEA were invited to participate in a study orientation on Wednesday, July 23, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by August 6, 2025. Commission staff subsequently conducted a job audit to obtain input from the incumbent. The information gathered from the job audit was reviewed with the managers. The study timeline was extended due to delayed PDQ submissions and the need for additional stakeholder feedback.

Personnel Commission staff consulted with the Dean of Enrollment Services and the Admissions & Records Manager 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. Description revisions are being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, knowledge, skills, and abilities (KSAs), and the minimum qualifications required of the job to more accurately reflect the nature of the work required.

A job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on data gathered, description revisions are proposed to clarify the class concept, distinguishing characteristics, duties to more accurately reflect the work performed, KSAs, and requirements.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies did not utilize roles at a senior or lead-level for their records evaluation student services area, or in some instances, they utilized higher-level roles that contained both records evaluation and enrollment services job functions. As a result, salary review is based on the scope of work expanding for this role.

It is recommended that salary for the Senior Academic Records Evaluator be reallocated from Range 36 to Range 40 on the Classified Employee Salary Schedule, a 10% increase. This recommendation is based on findings indicating an expansion in the complexity of the role. In addition to standard lead responsibilities over the academic records evaluation unit, this position now also serves as the functional lead for student information system initiatives. Responsibilities include maintaining the accuracy of student information system data and outputs, troubleshooting new system functions, and developing process improvements for the student information system and related applications used by the Admissions & Records Office. The recommended reallocation reflects the technical expertise required to serve as the functional expert for system initiatives, which exceeds typical lead-level functions.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Dean, Enrollment Services	A8	$14,454	$16,756	90.61%
Admissions and Records Manager*	M15	$7,583	$9,217	11.47%
Senior Academic Records Evaluator (Proposed)	***40***	***$6,803***	***$8,269***	***7.52%***
Academic Records Evaluator**	37	$6,327	$7,690	2.54%

Senior Academic Records Evaluator (Current)	***36***	***$6,170***	***$7,500***	***5.00%***
Senior Enrollment Services Specialist**	34	$5,876	$7,143	5.00%
Enrollment Services Specialist**	32	$5,596	$6,803	

*May require further review
**Pending Board of Trustees approval

Cyclical review results have been sent to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership. **Salary reallocation must be approved by the Board of Trustees to be adopted.**

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Senior Academic Records Evaluator.

FROM: Classified Employee Salary Schedule, Range 36
TO: Classified Employee Salary Schedule, Range 40

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

Santa Monica Community College District
Personnel Commission

Senior Academic Records Evaluator

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform advanced evaluation of student academic records for graduation, transfer certification, and program completion, maintain accurate data outputs and develop process improvements for the student information system and related applications, and provide lead work direction in the daily operation of the Admissions & Records Office specifically overseeing the work of the academic records evaluation unit.

DISTINGUISHING CHARACTERISTICS

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

The **Academic Records Evaluator** ~~class~~ performs analysis and evaluation of student academic records to determine progression and completion of degree, certificate and certification requirements. Incumbents are expected to apply specialized knowledge and have prior work experience in the academic records evaluation area. Incumbents are expected to resolve complex problems and issues presented by students and student services staff, faculty, and other members of the college community with a high degree of independence.

The **Senior Enrollment Services Specialist** performs lead work in the daily operation of the Admissions & Records office for areas other than academic records evaluation, with responsibility for monitoring and directing the work of permanent and temporary staff.

The **Curriculum & Degree Audit Specialist** performs the full range of highly technical duties in support of the District's curriculum program, and the systems, regulations and procedures that guide curriculum development, implementation and approval.

~~The **Senior Academic Records Evaluator** is distinguished from other student services classifications by the nature of work and specialized knowledge required in the assigned area. This classification is further distinguished from the Student Services Assistant and Student Services Clerk classifications by the level, variety, and complexity of work, independence of action and responsibility for decisions, and level of supervision received.~~

ESSENTIAL DUTIES

Oversees the work of staff in the academic records evaluation unit; serves as the lead worker and works as the first-line support responsible for determining transcript evaluation and degree/certificate/certification/transfer eligibility decisions.

Keeps immediate supervisor informed of the office workflow and monitors staff by tracking work progress on a regular or monthly basis.

Maintains information on policy changes and dates affecting requirements, including current and historical curriculum guides, ~~and~~ changes, and catalog rights.

Serves as the area expert on the degree audit, student information, and records systems utilized by the Admissions & Records Office; performs troubleshooting and testing of new functions; serves as a functional lead for new technology integrations.

Develops and executes system queries and generates reports to identify discrepancies in data, measure completion trends, and records other summative data in compliance with Federal, State, and/or District requirements.

Grants degrees and certificates, and makes final determination of eligibility for graduation and transfer, by researching, reviewing, and analyzing administrative regulations, transfer requirements, general education patterns, and agreements to support student completion initiatives; provides expertise on substitutions, waivers, Credit for Prior Learning and exceptions.

Interprets, analyzes and keeps abreast of potential and actual changes in procedures, major requirements, general education (GE) requirements for degrees, certificates, California State University (CSU) Certification, ~~and~~ Intersegmental General Education Transfer Curriculum (IGETC) Certification, and California General Education Transfer Curriculum (Cal-GETC) Certification.

~~Utilizes various resources including online college catalogs, course descriptions/syllabi, correspondence with the institutions involved, articulation agreements, ASSIST, and other appropriate reference materials to evaluate academic records.~~ Evaluates national and international transcripts, petitions, and test scores using various resources such as course catalogs, descriptions/syllabi, articulation agreements, ASSIST, and other appropriate reference materials to determine applicability toward degree, certificate, and transfer requirements.

Evaluates, interprets, applies and processes approved college course substitutions, including curricular exceptions, military courses, advanced placement coursework, college-level examination program scores, and job-related training programs ~~for~~ in order to award Credit for Prior Learning.~~college credit.~~

Effectively utilizes specialized computer application programs to facilitate evaluation of records and assignment of course credit, including Student Information Systems, degree audit programs, transcript capture technology, electronic transcripts, and course articulation applications; images, indexes, and archives documents related to academic records evaluations.

Manages timelines, deliverables, and documentation for major initiatives, such as degree audit updates, catalog transitions, transfer verifications, or awards without petition campaigns, to ensure successful and timely project completion.

Performs accurate calculations, computes total units and GPA to determine student record status.

Leads the planning and execution of the graduation ceremony, including maintaining graduation lists, correspondence with students, and overseeing on-site logistics; assists with the requisition and workorder preparation, and reconciles hours worked for all departments during commencement.

Develops tools and automations to improve recordkeeping efficiency, communication to students, counseling faculty, and Academic Records Evaluators, and data validation processes; recommends changes for increased efficiency and effectiveness in office operations.

~~Performs correction and control of more complex errors in student files to ensure their accuracy.~~ Reviews, validates, and corrects data in the Student Information System to ensure academic record integrity; regularly spot checks the work of staff; and audits student records for accuracy and consistency before submitting reports to external agencies.

Communicates and participates with other district departments and personnel, educational institutions, and other outside organizations and agencies to exchange information and coordinate activities related to graduation ceremonies.

Leads the diploma printing process by overseeing staff to ensure that diplomas are distributed to graduates.

Prepares and finalizes statistical data for Federal, State, and/or District reports.

~~Analyzes, researches and evaluates national and international transcripts and test scores taken at other colleges and institutions to determine applicability degree, certificate, and certification requirements.~~

Interprets, explains and defends decisions regarding deficiencies, policies and procedures to students, faculty and staff regarding evaluation, general education certification including recommending course alternatives and plans of corrective action.

~~Interprets course descriptions including foreign and domestic transcripts for courses and units completed, identifies upper and lower division courses converts quarter units into semester units, and computes units and grade points to determine eligibility for graduation or transfer.~~

Develop and deliver training materials, workshops, and documentation related to degree audit, transcript evaluation, and data integrity practices to Academic Records Evaluators and counseling faculty; provides technical assistance to other groups as necessary.

~~Assists in the training of student services staff within the evaluation unit and Admissions & Records.~~

Mediates and resolves complex problems and issues presented by student services staff, students, faculty, and other members of the College community.

~~Serves as a liaison with district departments, and~~ Compiles and analyzes data related to student academic records.

~~Corrects data entry errors made by staff into the admissions and records systems, regularly spot checks the work of staff.~~

Attends meetings, participates in seminars, conferences, workshops and other training sessions to remain current on changes and disseminates information on regulation changes impacting the Academic Records Unit.

May assist in other areas of Admissions & Records.

Performs other related duties as requested or assigned.

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

SUPERVISION

***Level of* Supervision Received**
Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence and accuracy.

***Level of* Supervision Exercised**
Positions in this classification do not supervise others, but serve~~s~~ in a lead worker capacity, providing training and work direction to student services staff and temporary employees in Admissions & Records.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

District and other colleges' policies concerning admission, enrollment, graduation, degree and certificate requirements, course equivalencies and substitutions, credit course limitations, transcript evaluation procedures, grading systems, GPA/unit conversion, and confidentiality of student records

California Education Code, Title 5 of the California Code of Regulations, and the Family Educational Rights and Privacy Act

Federal, state and local laws, rules and regulations governing community college enrollment, graduation, and certification

State colleges and universities' general education requirements, transfer agreements (i.e. IGETC and Cal-GETC Certifications, GE Breadth Certification, etc.), and course identification numbering systems

~~Understanding of Degree Audit computer software processes and logic~~

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

Modern office methods, practices, and equipment

Basic math

Sound communication and customer service techniques for public contact in person, on the telephone, and in written communications

Mission, objectives, goals, and service delivery requirements of assigned program

~~Operation of~~Related computer programs, systems, databases and applications~~equipment and various software programs~~ including student information systems, degree audit programs, and other related technologies~~, word processing, database management, spreadsheet computer applications software, electronic mail and the Internet~~

Principles and techniques of programming

Methods and techniques for troubleshooting and determining the causes of application problems and errors

Testing and evaluating processes in relation to new and existing software

Event planning techniques

Skills & Abilities:

Lead, provide direction, and train others, including in the use of specialized software specific to assigned area of responsibility

Perform complex and technical duties involved in the analysis and evaluation of student records and transcripts for graduation, transfer, and certification with a high degree of accuracy

Interpret, apply, and explain laws and ~~rules,~~ regulations, catalogs, and District policies and procedures~~, policies, and catalogs regarding~~ relating to student admission, transcript evaluation, degree requirements, and veteran's regulations

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

Read at a level necessary to perform the required duties

Make mathematical calculations with speed and accuracy

Plan and execute high-visibility events (i.e. commencement ceremony) in alignment with institutional goals

Analyze, reconcile, and correct large data sets from multiple sources

Make effective use of query tools to design complex reports

Analyze manual processes and develop automated solutions

Troubleshoot, diagnose, and resolve system applications problems

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

Organize, ~~work,~~ set priorities, meet critical deadlines, ~~and~~ follow up on assignments, and exercise sound independent judgment within areas of assigned responsibility

Identify inefficiencies and recommend improvements for business processes and supporting systems

Work independently with little direction

Complete work efficiently with many interruptions

~~Review situations accurately and determine appropriate action according to established guidelines~~

Understand scope of authority in making independent decisions

Analyze situations accurately and adopt an effective course of action according to established guidelines

~~Assist in the training of Academic Records Evaluators~~

Collaborate with different campus departments and divisions

Organize and maintain specialized files and confidentiality of student information

Perform specialized clerical/technical duties related to Admissions &~~and~~ Records services

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

Stay updated on technology changes and adapt to new technologies

Create and produce correspondence, reports, and documentation of procedures ~~documentation~~ independently or with brief instructions

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 2 years of college level coursework~~ or equivalent. A bachelor's degree is desirable.

Experience Requirement:
Four years of experience performing complex and specialized technical duties in admissions, records, or enrollment services, including transcript evaluation and system/database reporting duties.

~~Two (2) years of experience in a higher education setting evaluating student records and transcripts.~~

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

Licensure and/or Certification:
None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

Normal Office Environment:
While performing the duties of this job, the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Student Services (Non-Classroom)

FLSA Status:	Non-exempt
Personnel Commission Approval Date:	2/15/17
Class History:	Senior Student Services Specialist – Academic Records Evaluator
Revision Date(s):	5/16/18, 9/24/26

Santa Monica Community College District
Personnel Commission

Senior Academic Records Evaluator

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform advanced evaluation of student academic records for graduation, transfer certification, and program completion, maintain accurate data outputs and develop process improvements for the student information system and related applications, and provide lead work direction in the daily operation of the Admissions & Records Office specifically overseeing the work of the academic records evaluation unit.

DISTINGUISHING CHARACTERISTICS

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

The **Academic Records Evaluator** performs analysis and evaluation of student academic records to determine progression and completion of degree, certificate and certification requirements. Incumbents are expected to apply specialized knowledge and have prior work experience in the academic records evaluation area. Incumbents are expected to resolve complex problems and issues presented by students and student services staff, faculty, and other members of the college community with a high degree of independence.

The **Senior Enrollment Services Specialist** performs lead work in the daily operation of the Admissions & Records office for areas other than academic records evaluation, with responsibility for monitoring and directing the work of permanent and temporary staff.

The **Curriculum & Degree Audit Specialist** performs the full range of highly technical duties in support of the District's curriculum program, and the systems, regulations and procedures that guide curriculum development, implementation and approval.

ESSENTIAL DUTIES

Oversees the work of staff in the academic records evaluation unit; serves as the lead worker and works as the first-line support responsible for determining transcript evaluation and degree/certificate/certification/transfer eligibility decisions.

Keeps immediate supervisor informed of the office workflow and monitors staff by tracking work progress on a regular or monthly basis.

Maintains information on policy changes and dates affecting requirements, including current and historical curriculum guides, changes, and catalog rights.

Serves as the area expert on the degree audit, student information, and records systems utilized by the Admissions & Records Office; performs troubleshooting and testing of new functions; serves as a functional lead for new technology integrations.

Develops and executes system queries and generates reports to identify discrepancies in data, measure completion trends, and records other summative data in compliance with Federal, State, and/or District requirements.

Grants degrees and certificates, and makes final determination of eligibility for graduation and transfer, by researching, reviewing, and analyzing administrative regulations, transfer requirements, general education patterns, and agreements to support student completion initiatives; provides expertise on substitutions, waivers, Credit for Prior Learning and exceptions.

Interprets, analyzes and keeps abreast of potential and actual changes in procedures, major requirements, general education (GE) requirements for degrees, certificates, California State University (CSU) Certification, Intersegmental General Education Transfer Curriculum (IGETC) Certification, and California General Education Transfer Curriculum (Cal-GETC) Certification.

Evaluates national and international transcripts, petitions, and test scores using various resources such as course catalogs, descriptions/syllabi, articulation agreements, ASSIST, and other appropriate reference materials to determine applicability toward degree, certificate, and transfer requirements.

Evaluates, interprets, applies and processes approved college course substitutions, including curricular exceptions, military courses, advanced placement coursework, college-level examination program scores, and job-related training programs in order to award Credit for Prior Learning.

Effectively utilizes specialized computer application programs to facilitate evaluation of records and assignment of course credit, including Student Information Systems, degree audit programs, transcript capture technology, electronic transcripts, and course articulation applications; images, indexes, and archives documents related to academic records evaluations.

Manages timelines, deliverables, and documentation for major initiatives, such as degree audit updates, catalog transitions, transfer verifications, or awards without petition campaigns, to ensure successful and timely project completion.

Performs accurate calculations, computes total units and GPA to determine student record status.

Leads the planning and execution of the graduation ceremony, including maintaining graduation lists, correspondence with students, and overseeing on-site logistics; assists with the requisition and workorder preparation, and reconciles hours worked for all departments during commencement.

Develops tools and automations to improve recordkeeping efficiency, communication to students, counseling faculty, and Academic Records Evaluators, and data validation processes; recommends changes for increased efficiency and effectiveness in office operations.

Reviews, validates, and corrects data in the Student Information System to ensure academic record integrity; regularly spot checks the work of staff; and audits student records for accuracy and consistency before submitting reports to external agencies.

Communicates and participates with other district departments and personnel, educational institutions, and other outside organizations and agencies to exchange information and coordinate activities related to graduation ceremonies.

Leads the diploma printing process by overseeing staff to ensure that diplomas are distributed to graduates.

Prepares and finalizes statistical data for Federal, State, and/or District reports.

Interprets, explains and defends decisions regarding deficiencies, policies and procedures to students, faculty and staff regarding evaluation, general education certification including recommending course alternatives and plans of corrective action.

Develop and deliver training materials, workshops, and documentation related to degree audit, transcript evaluation, and data integrity practices to Academic Records Evaluators and counseling faculty; provides technical assistance to other groups as necessary.

Mediates and resolves complex problems and issues presented by student services staff, students, faculty, and other members of the College community.

Compiles and analyzes data related to student academic records.

Attends meetings, participates in seminars, conferences, workshops and other training sessions to remain current on changes and disseminates information on regulation changes impacting the Academic Records Unit.

May assist in other areas of Admissions & Records.

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received
Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence and accuracy.

Level of Supervision Exercised
Positions in this classification do not supervise others, but serve in a lead worker capacity, providing training and work direction to student services staff and temporary employees in Admissions & Records.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

District and other colleges' policies concerning admission, enrollment, graduation, degree and certificate requirements, course equivalencies and substitutions, credit course limitations, transcript evaluation procedures, grading systems, GPA/unit conversion, and confidentiality of student records

California Education Code, Title 5 of the California Code of Regulations, and the Family Educational Rights and Privacy Act

Federal, state and local laws, rules and regulations governing community college enrollment, graduation, and certification

State colleges and universities' general education requirements, transfer agreements (i.e. IGETC and Cal-GETC Certifications, GE Breadth Certification, etc.), and course identification numbering systems

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

Modern office methods, practices, and equipment

Basic math

Sound communication and customer service techniques for public contact in person, on the telephone, and in written communications

Mission, objectives, goals, and service delivery requirements of assigned program

Related computer programs, systems, databases and applications including student information systems, degree audit programs, and other related technologies

Principles and techniques of programming

Methods and techniques for troubleshooting and determining the causes of application problems and errors

Testing and evaluating processes in relation to new and existing software

Event planning techniques

Skills & Abilities:

Lead, provide direction, and train others, including in the use of specialized software specific to assigned area of responsibility

Perform complex and technical duties involved in the analysis and evaluation of student records and transcripts for graduation, transfer, and certification with a high degree of accuracy

Interpret, apply, and explain laws and regulations, catalogs, and District policies and procedures relating to student admission, transcript evaluation, degree requirements, and veteran's regulations

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

Read at a level necessary to perform the required duties

Make mathematical calculations with speed and accuracy

Plan and execute high-visibility events (i.e. commencement ceremony) in alignment with institutional goals

Analyze, reconcile, and correct large data sets from multiple sources

Make effective use of query tools to design complex reports

Analyze manual processes and develop automated solutions

Troubleshoot, diagnose, and resolve system applications problems

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

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IV. CONSENT AGENDA

Report Number	Subject	Page Number
3	Ratification of Eligibility List	34
4	Appointments to Provisional Assignments	35

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

Agenda Report Number	3
Subject	Ratification of Eligibility List
Date	September 24, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission Office is requesting that the following eligibility list be ratified.

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Administrative Assistant III – Confidential	4	7	3/22/2027

Agenda Report Number	4
Subject	Appointments to Provisional Assignments
Date	September 24, 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
Dana Wise	Student Services Assistant	Scholars Program	7/1/26-12/22/26

*Adjustment to assignment end date.

~~V. CLOSED SESSION~~
~~A. Public Comment on Closed Session Items~~
~~Time: _____ p.m.~~

~~B. Public Employee Appointment/Discipline/Dismissal/Release~~
~~(Government Code §54957)~~
~~Time: _____ p.m.~~

~~VI. RECONVENE TO OPEN SESSION~~
~~Time: _____ p.m.~~

~~VII. REPORT OF CLOSED SESSION ACTION(S) TAKEN~~
~~Time: _____ p.m.~~

Chair Metoyer announced that there would be no Closed Session.

VIII. ADJOURNMENT at 4:42 p.m.

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

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 24, 2026, Special Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 24 hours prior to the date and time of this meeting.