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 professional development activities, classification and salary reviews, classification informational resources, recruitment activity, and Merit Rules Advisory Committee work. Questions and clarification were provided regarding reemployment procedures, cyclical review status, and salary recommendations pending Board of Trustees approval. Director Long will provide a future update regarding the status of the Merit Rules review.

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

A. Longevity

5 YEARS

Tracy Beidleman, Director of Grants, Institutional Advancement

Chris Bonvenuto was present to congratulate Tracy for five years of service.

Bronson Greenwood, Athletic and Kinesiology Equipment Specialist, Athletics

10 YEARS

Yomira Lopez, Student Services Clerk, EOPS & Student Services Specialist, Sustainability

Barry Okonoboh, Instructional Tutor-Math, Supplemental Instruction

Diana Zamora, Community College Police Officer, SMC Police Department

15 YEARS

Gail Johnson, Administrative Assistant-Broad Stage, Madison Theater

Carol Long, Director of the Personnel Commission, Personnel Commission

Chris Bonvenuto, Amy Gurjian, John Linke, August Faustino, and Brent Heximer congratulated Carol.

25 YEARS

Edgar Casborn, Custodian, Operations

Chris Bonvenuto was present to congratulate Edgar for twenty-five years of service.

B. Comments from the Vice President of Human Resources
Dr. Tre'Shawn Hall-Baker, Vice President of Human Resources congratulated longevity recipients and recognized employees for their service and contributions to the College. Comments were also provided regarding recent professional development activities, collaboration between Human Resources and the Personnel Commission, and continued efforts to support classified employees.

C. Comments from the President of CSEA
None

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 positive working relationships among classified professionals, managers, and faculty, as well as the contributions of Personnel Commission staff.

E. Comments from Personnel Commission Staff
Yesenia Penate, Personnel Technician, congratulated Director Long on the longevity milestone.

F. Comments from the Personnel Commissioners
Vice Chair Abbott congratulated Director Long on the longevity milestone and expressed appreciation for Director Long's service and contributions. Vice Chair Abbott also inquired about the status of the Superintendent/President recruitment process. The Vice President of Human Resources reported that there were no updates at this time.

IV. AGENDA REPORTS: MAJOR ITEMS OF BUSINESS

Report Number	Subject	Page Number
1	Advisory Item: Consideration of Re-appointment of Commissioner Barbara Greenstein	4
2	Classification Description Revisions and Salary Reallocation: Payroll Specialist Cyclical Review	5
3	Classification Description Revisions and Salary Reallocation: Student Communications Coordinator Cyclical Review	14
4	Approval of Advanced Step Placement: Administrative Assistant III - Confidential	23
5	Advisory Item: Personnel Commission Project Tracking	24

V. CONSENT AGENDA

Report Number	Subject	Page Number
6	Extension of Eligibility Lists	32
7	Ratification of Working Out of Class Assignments	33
8	Appointments to Provisional Assignments	35
9	Ratification of Limited Term Assignments	36
10	Appointments to Limited Term Positions	37
11	Ratification of Meeting Minutes	38
12	Personnel Commission Recruitment Tracking	39

VI. CLOSED SESSION

A. Public Comment on Closed Session Items

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

VII. RECONVENE TO OPEN SESSION

VIII. REPORT OF CLOSED SESSION ACTION(S) TAKEN

IX. ADJOURNMENT

Agenda Report Number	1
Subject	Advisory Item: Consideration of Re-appointment of Commissioner Barbara Greenstein
Date	October 21, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Please be advised that Commissioner Greenstein's term will expire on November 30, 2026. Commissioner Greenstein is the classified employee's nominee.

In accordance with Education Code 88065, . . . *In any community college district which has a five-member personnel commission, two members of the commission shall be appointed by the governing board of the district and two members, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those four members of the personnel commission shall, in turn, appoint the fifth member to the commission*

CSEA Chapter 36 has been notified of the upcoming expiration date, and the intention of Commissioner Greenstein to serve an additional three-year term.

The Personnel Commission will be advised of Commissioner Greenstein's re-appointment status at the next regular Commission meeting on November 18, 2026.

Agenda Report Number	2
Subject	Classification Description Revisions and Salary Reallocation: Payroll Specialist Cyclical Review
Date	October 21, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Payroll Specialist**.

As part of the cyclical review process, we are reviewing classifications within Payroll Services. Payroll Services is dedicated to ensuring that all faculty, staff and students are paid timely and accurately in accordance with District policy, federal and state law, the Education code and contractual agreements.

The Payroll Specialist classification was established in December 1979. This classification has been revised several times since its establishment. The most recent revisions were for classification revisions and salary reallocation in September 2018, as part of cyclical review. There are currently four permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-2026. The incumbents that are in the Payroll Specialist classification were invited to participate in a study orientation on April 14, 2026 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete a Position Description Questionnaire (PDQ) by April 29, 2026.

Personnel Commission staff consulted with the Chief Director of Business Services, to discuss the classification description. In addition, the Payroll Manager was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions are proposed to clarify duties assigned and distinguishing characteristics.

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

RESULTS

Based on data gathered, description revisions are being proposed to clarify duties assigned, the concept of the class, distinguishing characteristics, level of supervision, KSA's and minimum qualifications.

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

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	**Payroll Specialist**	**$5,596**	**$6,803**	**$6,200**
Cerritos College	Payroll Technician	$5,430	$6,526	$5,978
Contra Costa CCD	District Payroll Technician	$5,189	$6,322	$5,756
El Camino College	Payroll Technician	$5,586	$7,157	$6,372
Foothill De Anza CCD	Payroll Technician	$5,831	$7,812	$6,822
Glendale College	Payroll Technician	$5,034	$6,425	$5,730
Long Beach City College	Payroll Specialist	$5,569	$6,857	$6,213
Los Angeles CCD	Payroll Systems Technician	$5,456	$6,760	$6,108
North Orange County CCD	Payroll Specialist	$5,866	$7,077	$6,472
Pasadena City College	Payroll Specialist	$5,270	$6,725	$5,997
Riverside CCD	Payroll Specialist	$6,255	$7,615	$6,935
Santa Barbara City College	Payroll Technician	$5,395	$6,569	$5,982
State Center CCD	Payroll Technician	$5,354	$6,585	$5,969
Ventura County CCD	Payroll Technician	$4,998	$6,908	$5,953
	Average	$5,479	$6,872	$6,176
	25th Percentile	$5,270	$6,569	$5,969
	50th Percentile	$5,430	$6,760	$5,997
	70th Percentile	$5,576	$6,976	$6,276
	80th Percentile	$5,733	$7,125	$6,432
	90th Percentile	$5,859	$7,523	$6,752
	SMC % RANK	75.3%	53.6%	65.5%
	SMC Difference From AVG	2.1%	-1.0%	0.4%
	SMC Difference From MED	3.0%	0.6%	3.3%

The current salary range for Payroll Specialist is 32 on the Classified Salary Schedule. In this survey, SMC is positioned at the 66th median percentile ranking compared to benchmark agencies with comparable classifications; that is, 34th% of market comparables were paid higher than the SMC classification.

Given this market position, salary reallocation is recommended from Range 32 to Range 33 on the Classified Salary Schedule, resulting in a 2.5% increase. This adjustment would place the median salary for this classification at the 74th percentile, which aligns with the District's 70th percentile target.

The following chart shows the structure and salary allocation for Payroll Services:

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS (MAX)
Chief Director of Business Services*	Vice President, Business/Administration	A22	$17,380	$19,161	31%
Controller*	Chief Director of Business Services	M34	$12,057	$14,656	25%
Payroll Manager*	Controller	M25	$9,678	$11,763	69%
Payroll Specialist	***Payroll Manager***	***33***	***$5,739***	***$6,975***	**2.5%**
Payroll Specialist (current)	Payroll Manager	32	$5,596	$6,803	

*Pending BOT Approval
**Proposed

Cyclical review results have been sent to employees, 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 Payroll Specialist.

FROM: Classified Employee Salary Schedule, Range 32
TO: Classified Employee Salary Schedule, Range 33

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

Santa Monica Community College District
Personnel Commission

Payroll Specialist

CONCEPT OF THE CLASS

Under general supervision, positions in this classification performs journey-level ~~clerical and~~ technical payroll accounting support duties involved in the processing of the District's payroll by computing, reviewing, reconciling and resolving discrepancies to ensure timely and accurate payment of District employees.

DISTINGUISHING CHARACTERISTICS

~~The~~ A **Payroll Specialist** performs journey-level ~~clerical and~~ technical payroll accounting support duties consistent with standard practices and established guidelines, with moderate to high degree of independent judgement in the processing of the District's payroll.

An **Accounting Specialist** performs journey-level and ~~clerical~~ complex accounting support and bookkeeping activities with direct accountability in preparing, maintaining and processing accounts payable, accounts receivable, revolving cash funds, financial aid payments and/or reimbursements. Incumbents perform routine to advanced ~~clerical~~ accounting support duties consistent with standard practices and established guidelines, with a moderate to high degree of independent judgment.

An **Accounting Technician** ~~is responsible for~~performs advanced journey-level, ~~clerical and~~ technical accounting support and bookkeeping activities ~~in Auxiliary Services,~~ including accounts payable, accounts receivable, cash register processes, and cost of goods sold. This position requires work of ~~a~~ greater complexity and variety involving a broader applied understanding of technical accounting practices and principles. Work in this classification is performed with a high degree of independent judgement and minimal supervision. An Accounting Technician performs lead responsibilities, including reviewing the work of Accounting Specialists to maintain internal controls.

ESSENTIAL DUTIES

Collects, inputs, verifies, audits and reviews payroll data from multiple sources in order to sort and accurately process payroll in compliance with District and County timelines, policies and procedures; logs in timesheets and time reports to payroll systems and spreadsheets, verifies leave time used and adjusts pay to account for unpaid absences, as necessary.

Verifies pay data integrity, checks and assesses data accuracy and reviews payroll documents submitted, computer printouts and related payroll records for accuracy and completeness.

Performs a variety of technical payroll accounting procedures including computing, auditing, and processing salary payments, supplemental compensation, payroll adjustments and deductions for all District employees.

Prepares and coordinates periodic payroll, retirement and related reporting, processing, and distribution schedules in coordination with county deadlines.

Reviews, updates and maintains employee vacation, sick, compensatory, and other leave balances in database to ensure accurate, current and historical payroll records.

Researches and reconciles reported discrepancies; explains nature and appropriate resolution of discrepancies to employees; arranges retrieval of overpayments to employees within District guidelines and timelines; processes supplemental payments to employees to correct underpayments.

Communicates with management, coworkers, Human Resources, county offices, local, state, and federal agencies regarding individual and departmental payrolls to inform, advice, and/or seek resolution of variances and interruptions in the flow of accurate and timely payroll data.

Prepares and completes forms and reports for employment and retirement verifications, county office warrant replacements and governmental jurisdictions, including Social Security, unemployment insurance and worker's compensation insurance fund and other related agencies.

Researches and interprets federal, state and local regulations governing pay and provisions of collective bargaining agreements and applies provisions appropriately to compute pay.

Researches and calculates earnings and leave accruals related to work injury and medical leave claims; coordinates available accrued leave time with Short-term Disability Insurance (SDI) payments.

Creates and maintains detailed employee payroll files to ensure record accuracy.

Attends conferences, seminars, meetings and training sessions to stay current with new laws, rules, procedures and regulations affecting correct and proper payroll issuance.

Processes garnishment notifications and refers payroll garnishment documents to County office and/or appropriate parties.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:
Under general supervision, the employee receives assignments from the Payroll Manager and is expected to carry them through to completion with substantial independence.
~~Positions in this classification receive general supervision from the Payroll Manager.~~

Supervision Exercised:
Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Current federal, state and local regulations, codes, laws and District ~~guidelines~~ policies and procedures pertaining to timekeeping, payroll preparation and pay reporting. ~~assigned area of responsibility~~

Methods, principles, practices, procedures and terminology used in payroll processing, payroll accounting and time reporting

~~Basic~~ Mathematics applicable to payroll calculations and reconciliations

Modern office methods, practices and equipment

Administrative practices and procedures, including recordkeeping, auditing, and ~~filing~~ documentation

Computer equipment, ~~data entry and~~ payroll processing systems and business applications

Skills & Abilities:

Interpret, apply, and explain ~~and problem solve in accordance with related~~ applicable laws and regulations and District policies and procedures

Audit, ~~and~~ analyze and reconcile payroll records and discrepancies and take appropriate corrective action in accordance with applicable laws, regulations, policies, and procedures

Maintain and update payroll ~~a variety of~~ records ~~neatly~~ and related documentation accurately

~~Use District or county on-line or personal computers for data entry, retrieval and modifications~~

Use District and county payroll systems and business software applications to enter, retrieve, update, and maintain payroll information

~~Communicate and collaborate with departmental staff on payroll processing procedures, reporting and modification of hours worked and absences~~

Communicate and collaborate with departments, Human Resources, and employees regarding payroll processing procedures, reporting requirements, and the accurate reporting of hours worked, leave, and other payroll-related information

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

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

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

Communicate effectively both orally and in writing

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

Role model exceptional internal and external customer service

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

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

MINIMUM QUALIFICATIONS

Education Requirement:
Graduation from high school ~~diploma~~ or equivalent. An associate's degree in accounting, business administration or a ~~closely~~ related field is preferred.

Experience Requirement:
Three ~~(3)~~ years of ~~increasingly responsible~~ payroll, human resources ~~and/~~or accounting experience, preferably involved in the preparation and issuing of payroll checks, including the computation and auditing of salary payments and deductions using a computerized payroll system.

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 & PHYSICAL DEMANDS

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

Normal Office Environment:
While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to ~~25~~10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Business Administration & Fiscal Services
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	12/1979
Class History:	Payroll Clerk
Revision Date(s):	01/26/83 , 05/27/92,11/02/06 ~~(Hay Study),~~ 9/19/18, 10/21/26

Santa Monica Community College District
Personnel Commission

Payroll Specialist

CONCEPT OF THE CLASS

Under general supervision, positions in this classification performs journey-level technical payroll accounting support duties involved in the processing of the District's payroll by computing, reviewing, reconciling and resolving discrepancies to ensure timely and accurate payment of District employees.

DISTINGUISHING CHARACTERISTICS

A **Payroll Specialist** performs journey-level technical payroll accounting support duties consistent with standard practices and established guidelines, with moderate to high degree of independent judgement in the processing of the District's payroll.

An **Accounting Specialist** performs journey-level and complex accounting support and bookkeeping activities with direct accountability in preparing, maintaining and processing accounts payable, accounts receivable, revolving cash funds, financial aid payments and/or reimbursements. Incumbents perform routine to advanced accounting support duties consistent with standard practices and established guidelines, with a moderate to high degree of independent judgment.

An **Accounting Technician** performs advanced journey-level, technical accounting support and bookkeeping activities including accounts payable, accounts receivable, cash register processes, and cost of goods sold. This position requires work of greater complexity and variety involving a broader applied understanding of technical accounting practices and principles. Work in this classification is performed with a high degree of independent judgement and minimal supervision. An Accounting Technician performs lead responsibilities, including reviewing the work of Accounting Specialists to maintain internal controls.

ESSENTIAL DUTIES

Collects, inputs, verifies, audits and reviews payroll data from multiple sources in order to sort and accurately process payroll in compliance with District and County timelines, policies and procedures; logs in timesheets and time reports to payroll systems and spreadsheets, verifies leave time used and adjusts pay to account for unpaid absences, as necessary.

Verifies pay data integrity, checks and assesses data accuracy and reviews payroll documents submitted, computer printouts and related payroll records for accuracy and completeness.

Performs a variety of technical payroll accounting procedures including computing, auditing, and processing salary payments, supplemental compensation, payroll adjustments and deductions for all District employees.

Prepares and coordinates periodic payroll, retirement and related reporting, processing, and distribution schedules in coordination with county deadlines.

Reviews, updates and maintains employee vacation, sick, compensatory, and other leave balances in database to ensure accurate, current and historical payroll records.

Researches and reconciles reported discrepancies; explains nature and appropriate resolution of discrepancies to employees; arranges retrieval of overpayments to employees within District guidelines and timelines; processes supplemental payments to employees to correct underpayments.

Communicates with management, coworkers, Human Resources, county offices, local, state, and federal agencies regarding individual and departmental payrolls to inform, advice, and/or seek resolution of variances and interruptions in the flow of accurate and timely payroll data.

Prepares and completes forms and reports for employment and retirement verifications, county office warrant replacements and governmental jurisdictions, including Social Security, unemployment insurance and worker's compensation insurance fund and other related agencies.

Researches and interprets federal, state and local regulations governing pay and provisions of collective bargaining agreements and applies provisions appropriately to compute pay.

Researches and calculates earnings and leave accruals related to work injury and medical leave claims; coordinates available accrued leave time with Short-term Disability Insurance (SDI) payments.

Creates and maintains detailed employee payroll files to ensure record accuracy.

Attends conferences, seminars, meetings and training sessions to stay current with new laws, rules, procedures and regulations affecting correct and proper payroll issuance.

Processes garnishment notifications and refers payroll garnishment documents to County office and/or appropriate parties.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:
Under general supervision, the employee receives assignments from the Payroll Manager and is expected to carry them through to completion with substantial independence.

Supervision Exercised:
Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Current federal, state and local regulations, codes, laws and District policies and procedures pertaining to timekeeping, payroll preparation and pay reporting.

Methods, principles, practices, procedures and terminology used in payroll processing, payroll accounting and time reporting

Mathematics applicable to payroll calculations and reconciliations

Modern office methods, practices and equipment

Administrative practices and procedures, including recordkeeping, auditing, and documentation

Computer equipment, payroll processing systems and business applications

Skills & Abilities:

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

Audit, analyze and reconcile payroll records and discrepancies and take appropriate corrective action in accordance with applicable laws, regulations, policies, and procedures

Maintain and update payroll records and related documentation accurately

Use District and county payroll systems and business software applications to enter, retrieve, update, and maintain payroll information

Communicate and collaborate with departments, Human Resources, and employees regarding payroll processing procedures, reporting requirements, and the accurate reporting of hours worked, leave, and other payroll-related information

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

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

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

Communicate effectively both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

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

MINIMUM QUALIFICATIONS

Education Requirement:
Graduation from high school or equivalent. An associate's degree in accounting, business administration or a related field is preferred.

Experience Requirement:
Three years of payroll, human resources or accounting experience, preferably involved in the preparation and issuing of payroll checks, including the computation and auditing of salary payments and deductions using a computerized payroll system.

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 & PHYSICAL DEMANDS

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

Normal Office Environment:
While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Business Administration & Fiscal Services
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	12/1979
Class History:	Payroll Clerk
Revision Date(s):	01/26/83, 05/27/92,11/02/06 9/19/18; 10/21/26

Agenda Report Number	3
Subject	Classification Description Revisions and Salary Reallocation: Student Communications Coordinator Cyclical Review
Date	October 21, 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 **Student Communications Coordinator**.

As part of the cyclical review process, we are reviewing classifications in the Student Services job discipline (Phase II). Previous cyclical review of the Student Services job discipline (Phase I) was completed in August 2025. The Admissions & Records department provides services to help students meet their educational goals, including sending communications related to enrollment deadlines, which also includes designing the delivery of student communication plans.

The Student Communications Coordinator classification was established in May 2019. This classification has not been revised since its establishment. There is currently one permanent incumbent in this classification.

METHODOLOGY

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

Personnel Commission staff consulted with the Dean of Enrollment Services to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions and additions are proposed to the concept of the class, distinguishing characteristics, duties assigned, level of supervision received, 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 and additions are being proposed to the class concept, distinguishing characteristics, duties to more accurately reflect the work performed, level of supervision received, KSAs, and requirements.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies utilized marketing-focused roles, often to send both internal and external communications, with a broader scope of work that included social media, public affairs, and budget-related duties. As a result, salary review is based on scope of work expanding for this role.

As a result of the administrative review process, it is recommended that salary for the Student Communications Coordinator be reallocated from Range 38 to Range 40 on the Classified Employee Salary Schedule, a 5% increase. This recommendation is based on findings indicating an expansion in the complexity of the role. Responsibilities that have grown in complexity include duties related to campaign design, content development and execution, and system administration responsibilities. Specifically, duties such as designing and creating new modules, overseeing application updates, and platform customization have been added to the role and warrant an increase in salary to reflect the increase in complexity.

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%
Student Communications Coordinator (Proposed)	***40***	***$6,803***	***$8,269***	***0.00%***
Senior Academic Records Evaluator**	40	$6,803	$8,269	5.00%
Student Communications Coordinator (Current)	***38***	***$6,479***	***$7,875***	***2.40%***

Academic Records Evaluator**	37	$6,327	$7,690	7.68%
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.

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Student Communications Coordinator.

FROM: Classified Employee Salary Schedule, Range 38
TO: Classified Employee Salary Schedule, Range 40

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

Santa Monica Community College District
Personnel Commission

Student Communications Coordinator

CONCEPT OF THE CLASS

Under general supervision, the position in this classification designs, organizes and ~~facilitates~~ executes comprehensive student communication plans utilizing email campaigns, text messages, mobile apps, chatbots, and other channels to support pre- and post-enrollment initiatives. This position ~~also~~ oversees the daily activities of assigned student workers and staff, ensuring timely and effective delivery of campus or department-wide communication plans. ~~development and daily operations of the Student Success Ambassador Call Center Program~~.

DISTINGUISHING CHARACTERISTICS

The **Student Communications Coordinator** has primary responsibility ~~in~~ for coordinating student communication efforts related to enrollment management~~,~~ and performs complex technical work related to the design and delivery of student communication plans. This classification also oversees the ~~day-to-day~~ daily activities of student workers and temporary staff. ~~the Student Success Ambassador Call Center Program~~.

~~The **Supplemental Instruction Coordinator** has primary responsibility in coordinating the Supplemental Instruction (SI) program by identifying, planning and scheduling the SI course offerings, in addition to recruiting, selecting, training and providing work direction to the SI leaders (student workers).~~

The **Outreach & Recruitment Specialist** serves as a project lead for all outreach committees and events, and plans, tracks, coordinates, and performs a variety of outreach campaigns and activities associated with Outreach & Recruitment and the Welcome Center in order to promote interest in the College and encourage student enrollment.

A **Student Services Assistant** performs moderately difficult clerical and technical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical or technical work in the assigned student services area.

ESSENTIAL DUTIES

~~Oversees the development and day-to-day operation of the Student Success Ambassador Call Center, including assisting in the hiring, training and supervision of student workers.~~

Coordinates, oversees, and participates in the development of an enrollment management student communication strategy that supports~~student communication plans~~ outreach, recruitment, and enrollment efforts to enhance program participation and student success outcomes.

Writes, edits, produces, monitors, and updates internal and external student communications, campaigns, and publications to promote student programs and ensure accuracy of content.

Uses customer relationship management and student information systems, including chatbots, text messaging, the SMC mobile app, and other channels to manage student communications; maintains daily updates for communication platforms by customizing platform layouts, creating workflows for automated communications, and monitoring platform changes for performance issues. ~~Utilizes applicable platforms and customer relationship management systems to organize and schedule student communications; maintains a schedule of daily updates.~~

Collaborates with multiple internal and external stakeholders in the design and delivery of communication strategies; promotes a cohesive brand and guides the development of a robust messaging plan that articulates Santa Monica College's mission and vision.

Coordinates with program leaders to establish and maintain priorities and processes to ensure consistent, thoughtful, and timely messaging of communications.

Gathers and prepares visual content such as videos, email graphics, and other assets for communication campaigns in collaboration with the marketing department and assigned staff workers.

Collaborates with the IT department or third-party vendors on troubleshooting functionality for student communication platforms.

Participates in the selection and training of student workers and temporary staff; assigns tasks and monitors the status of related assigned projects.

Uses technical expertise to assess market trends and evaluate the effectiveness of communication strategies by tracking, developing, analyzing and reporting related metrics and recommending modifications to improve student success initiatives.

Develops communication guidelines and training materials for Enrollment Services communications.

Assists in the coordination, planning, and implementation of student onboarding activities and enrollment plans to enhance participation.

Serves as liaison to staff, students and the public in matters regarding communications and related processes.

May assist with the development and dissemination of incident-related communications, including approved messages regarding natural disasters, emergencies, or campus safety precautions.

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 from the Dean of Enrollment Services, and is expected to carry them through to completion with substantial independence. ~~Positions in this classification receive general supervision from the Dean of Enrollment Services.~~

Level of Supervision Exercised

Positions in this classification do not supervise others ~~classified staff~~, but may serve in a lead capacity, providing training and work direction to assigned staff and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Principles and practices involved in coordination, communications, enrollment, branding, and marketing

Federal, state, and local laws, rules and regulations applicable to assigned area

Customer relationship management, ~~and~~ content management, and graphic design tools that support this level of work

District rules, regulations, policies, and procedures

Proper usage of English grammar, vocabulary, and spelling

Methods and procedures in scheduling, assigning, training and overseeing staff

Mission, objectives, goals and service delivery requirements for assigned area

Related computer programs, systems, databases, and applications

Skills & Abilities:

Coordinate student communications efforts related to enrollment, organize workflow, and build collaborative relationships across the college community

Create and edit clear, grammatically correct, and effective content for scripts, correspondence, reports, and informational materials in a variety of platforms

Ensure cohesive brand integration and application across all communications

Perform work requiring accuracy and attention to detail

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

~~Effectively utilize computer applications and office equipment to create and send communications, collect and maintain data, and develop reports~~

Remain current with institutional initiatives, higher education marketing trends and relevant laws, regulations, and policies

Meet deadlines and to effectively handle conflicting and/or changing priorities

Disseminate and obtain accurate, detailed information related to student communications, branding, and enrollment services

Provide work direction, oversight, and training

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

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

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

Operate a computer using computer applications, programs, and standard office equipment to create and send communications, collect and maintain data, and develop reports

Communicate effectively, both orally and in writing

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

Role model exceptional internal and external customer service

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

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

MINIMUM QUALIFICATIONS

Education Requirement:
A bachelor's degree ~~from an accredited college or university~~, preferably in public relations, marketing, communications, or a related field.

Experience Requirement:
Two ~~(2)~~ years of technical experience in creating and delivering communications activities with a focus on student audiences, with proficiency in Customer Relationship Management (CRM) systems. Experience in a higher education setting 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, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Student Services (Non-Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	5/15/19
Class History:	None
Revision Date(s):	

Santa Monica Community College District
Personnel Commission

Student Communications Coordinator

CONCEPT OF THE CLASS

Under general supervision, the position in this classification designs, organizes and executes comprehensive student communication plans utilizing email campaigns, text messages, mobile apps, chatbots, and other channels to support pre- and post-enrollment initiatives. This position oversees the daily activities of assigned student workers and staff, ensuring timely and effective delivery of campus or department-wide communication plans.

DISTINGUISHING CHARACTERISTICS

The **Student Communications Coordinator** has primary responsibility for coordinating student communication efforts related to enrollment management and performs complex technical work related to the design and delivery of student communication plans. This classification also oversees the daily activities of student workers and temporary staff.

The **Outreach & Recruitment Specialist** serves as a project lead for all outreach committees and events, and plans, tracks, coordinates, and performs a variety of outreach campaigns and activities associated with Outreach & Recruitment and the Welcome Center in order to promote interest in the College and encourage student enrollment.

A **Student Services Assistant** performs moderately difficult clerical and technical duties in support of an assigned student services area. In large offices, incumbents may be responsible for the completion of a functional phase of clerical or technical work in the assigned student services area.

ESSENTIAL DUTIES

Coordinates, oversees, and participates in the development of an enrollment management student communication strategy that supports outreach, recruitment, and enrollment efforts to enhance program participation and student success outcomes.

Writes, edits, produces, monitors, and updates internal and external student communications, campaigns, and publications to promote student programs and ensure accuracy of content.

Uses customer relationship management and student information systems, including chatbots, text messaging, the SMC mobile app, and other channels to manage student communications; maintains daily updates for communication platforms by customizing platform layouts, creating workflows for automated communications, and monitoring platform changes for performance issues.

Collaborates with multiple internal and external stakeholders in the design and delivery of communication strategies; promotes a cohesive brand and guides the development of a robust messaging plan that articulates Santa Monica College's mission and vision.

Coordinates with program leaders to establish and maintain priorities and processes to ensure consistent, thoughtful, and timely messaging of communications.

Gathers and prepares visual content such as videos, email graphics, and other assets for communication campaigns in collaboration with the marketing department and assigned staff workers.

Collaborates with the IT department or third-party vendors on troubleshooting functionality for student communication platforms.

Participates in the selection and training of student workers and temporary staff; assigns tasks and monitors the status of related assigned projects.

Uses technical expertise to assess market trends and evaluate the effectiveness of communication strategies by tracking, developing, analyzing and reporting related metrics and recommending modifications to improve student success initiatives.

Develops communication guidelines and training materials for Enrollment Services communications.

Assists in the coordination, planning, and implementation of student onboarding activities and enrollment plans to enhance participation.

Serves as liaison to staff, students and the public in matters regarding communications and related processes.

May assist with the development and dissemination of incident-related communications, including approved messages regarding natural disasters, emergencies, or campus safety precautions.

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

Level of Supervision Exercised
Positions in this classification do not supervise others, but may serve in a lead capacity, providing training and work direction to assigned staff and student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Principles and practices involved in coordination, communications, enrollment, branding, and marketing

Federal, state, and local laws, rules and regulations applicable to assigned area

Customer relationship management, content management, and graphic design tools that support this level of work

District rules, regulations, policies, and procedures

Proper usage of English grammar, vocabulary, and spelling

Methods and procedures in scheduling, assigning, training and overseeing staff

Mission, objectives, goals and service delivery requirements for assigned area

Related computer programs, systems, databases, and applications

Skills & Abilities:

Coordinate student communications efforts related to enrollment, organize workflow, and build collaborative relationships across the college community

Create and edit clear, grammatically correct, and effective content for scripts, correspondence, reports, and informational materials in a variety of platforms

Ensure cohesive brand integration and application across all communications

Perform work requiring accuracy and attention to detail

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

Remain current with institutional initiatives, higher education marketing trends and relevant laws, regulations, and policies

Meet deadlines and to effectively handle conflicting and/or changing priorities

Disseminate and obtain accurate, detailed information related to student communications, branding, and enrollment services

Provide work direction, oversight, and training

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

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

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

Operate a computer using computer applications, programs, and standard office equipment to create and send communications, collect and maintain data, and develop reports

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

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

MINIMUM QUALIFICATIONS

Education Requirement:
A bachelor's degree, preferably in public relations, marketing, communications, or a related field.

Experience Requirement:
Two years of technical experience in creating and delivering communications activities with a focus on student audiences, with proficiency in Customer Relationship Management (CRM) systems. Experience in a higher education setting 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, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Student Services (Non-Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	5/15/19
Class History:	None
Revision Date(s):	10/21/26

Agenda Report Number	4
Subject	Approval of Advanced Step Placement: Administrative Assistant III - Confidential
Date	October 21, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve an initial salary placement for Nancy Alfaro, Administrative Assistant III - Confidential, at Range C40, Step D on the Classified Confidential Employees Salary Schedule.

The Minimum Qualifications for this position include an associate's degree, and at least four years of providing direct administrative support to an administrator or management level supervisor.

This candidate possesses a bachelor's degree and twelve years of relevant experience.

Merit Rule 12.2.4 B (4) Salary on Employment

The maximum initial salary placement is the third step on the salary schedule, unless approval for higher initial salary placement is granted by the Personnel Commission, Superintendent/President, and the appropriate appointing authority. In order to be considered for initial salary placement above Step C, candidates must have more than four (4) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in 12.2.4.B.3. must be present.

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Deborah Jansen
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Jansen raised questions regarding the application of advanced step placement for internal candidates and the consideration of prior experience under the Merit Rules. Director Long provided clarification regarding the criteria used for advanced step placement.

Agenda Report Number	5
Subject	Advisory Item: Personnel Commission Project Tracking
Date	October 21, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Cyclical Reviews as of October 13, 2026:

Fiscal Year 2024-2025

Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date
Facilities Operations	Assistant Director of Facilities Operations	2/25/2025			Management Hold	
IT Infrastructure	Network Communications Technician III	2/25/2025		5/27/2025	Labor-Management	8/20/2025
IT Infrastructure	Network Communications Technician II	2/25/2025		5/27/2025	Labor-Management	8/20/2025
IT Infrastructure	Network Communications Technician I	2/25/2025		5/27/2025	Labor-Management	8/20/2025
Student Services	Senior Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Labor-Management	8/20/2025
Student Services	Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Labor-Management	9/2/2025
Student Services	Transfer & Articulation Specialist	3/31/2025	5/2/2025	7/24/2025	Stakeholder Review	8/20/2025

Fiscal Year 2025-2026

Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date
Student Services	Student Communications Coordinator	7/23/2025	8/25/2025	1/13/2026	PC Agenda	10/21/2026
Reprographics	Reprographics Technician	10/9/2025	5/7/2025		Management Hold	
Reprographics	Senior Reprographics Technician	10/9/2025	5/7/2025		Management Hold	
Reprographics	Reprographics Supervisor	10/9/2025	5/7/2025		Management Hold	

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

	Employee & Labor Relations					
Personnel	Personnel Technician	4/29/2026			Development	
Personnel	Personnel Specialist	4/29/2026			Development	
Personnel	Director of the Personnel Commission	4/29/2026			Research & Planning	
Personnel	Supervising Personnel Analyst	4/29/2026			Upcoming	
Personnel	Classification & Compensation Manager	4/29/2026			Upcoming	
Personnel	Personnel Analyst	4/29/2026			Upcoming	
Payroll	Payroll Specialist	4/29/2026		7/22/2026	PC Agenda	10/21/2026
Risk Management	Director of Safety & Risk Management	4/29/2026			Development	
Risk Management	Assistant Director of Safety & Risk Management	4/29/2026			Development	
Risk Management	Risk & Insurance Coordinator	4/29/2026			Development	
Risk Management	Insurance Program Specialist	4/29/2026			Development	
Instructional Resources	Instructional & Universal Designer	8/19/2026			Development	
Instructional Resources	Instructional Media Specialist	8/19/2026			Development	
Instructional Resources	Curriculum and Degree Specialist	8/19/2026			Development	
Instructional Resources	Academic Scheduling Specialist	8/19/2026			Development	
Instructional Resources	Alternate Media Specialist	8/19/2026			Research & Planning	
Instructional Resources	Senior Online Learning Services Specialist	8/19/2026			Research & Planning	
Instructional Resources	Online Learning Services Specialist	8/19/2026			Research & Planning	
Library	Lead Library Assistant - Circulation	8/19/2026	8/25/2026		Research & Planning	

Library	Lead Library Assistant - Technical Services	8/19/2026			Research & Planning	
Library	Library Assistant	8/19/2026			Research & Planning	
Accounting & Finance	Assistant Director of Budget*				Upcoming	

**New Class*

Post Approvals

Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date
Purchasing	Director of Procurement, Contracts & Logistics	1/30/2025		5/2/2025	Post Approval	5/20/2026
Facilities Operations	Director of Facilities Operations	2/25/2025		7/30/2026	Post Approval	8/19/2026
IT MIS	Senior Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026
IT MIS	IT Project Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026
IT MIS	Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026
IT MIS	Associate Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026
IT MIS	Chief Director of Information Technology	6/25/2025		9/8/2025	Post Approval	5/20/2026
Student Services	Director of Financial Aid & Scholarships	7/22/2025		4/9/2026	Post Approval	5/20/2026
Student Services	Academic Records Evaluator	7/23/2025		2/24/2026	Post Approval	9/3/2026
Student Services	Enrollment Services Specialist	7/23/2025	8/15/2025	2/24/2026	Post Approval	9/3/2026
Student Services	Senior Academic Records Evaluator	7/23/2025	8/15/2025	2/24/2026	Post Approval	9/3/2026
Student Services	Senior Enrollment Services Specialist	7/23/2025		2/24/2026	Post Approval	5/20/2026
Student Services	Financial Aid & Scholarships Specialist	7/23/2025	8/29/2025	3/19/2026	Post Approval	5/20/2026
Student Services	Senior Financial Aid & Scholarships Specialist	7/23/2025		3/19/2026	Post Approval	5/20/2026

Student Services	International Student Services Specialist	7/23/2025	8/15/2025	1/13/2026	Post Approval	5/20/2026
Student Services	Senior Student Services Specialist - International	7/23/2025		1/13/2026	Post Approval	5/20/2026
Student Services	Outreach & Recruitment Specialist	7/23/2025	8/15/2025	1/13/2026	Post Approval	5/20/2026
Student Services	Student Onboarding Specialist	7/23/2025		1/13/2026	Post Approval	6/3/2026
Accounting & Finance	Chief Director of Business Services	8/6/2025		3/9/2026	Post Approval	6/17/2026
Accounting & Finance	Director of Fiscal Services	8/6/2025		6/25/2026	Post Approval	7/15/2026
Accounting & Finance	Controller	8/6/2025		3/9/2026	Post Approval	6/3/2026
Accounting & Finance	Accounting Manager	8/6/2025		1/27/2026	Post Approval	5/20/2026
Accounting & Finance	Accounts Payable Supervisor	8/6/2025		4/9/2026	Post Approval	5/20/2026
Accounting & Finance	Accountant	8/6/2025	8/21/2025	1/27/2026	Post Approval	5/20/2026
Accounting & Finance	Accounting Supervisor	8/6/2025		1/27/2026	Post Approval	5/20/2026
Facilities Maintenance & Planning	Construction Maintenance Manager	12/3/2025		4/23/2026	Post Approval	5/20/2026
Facilities Maintenance & Planning	Mechanical Systems Manager	12/3/2025		4/23/2026	Post Approval	5/20/2026
Facilities Maintenance & Planning	Assistant Director of Facilities Planning & Construction	12/3/2025		7/21/2026	Post Approval	8/19/2026
Facilities Maintenance & Planning	Director of Facilities Maintenance	12/3/2025		7/30/2026	Post Approval	8/19/2026
Facilities Maintenance & Planning	Director of Facilities Planning & Construction	12/3/2025		7/21/2026	Post Approval	8/19/2026
Accounting & Finance	Director of Auxiliary Services	12/4/2025		6/3/2026	Post Approval	7/15/2026
Accounting & Finance	Enterprise Business Services Clerk	12/4/2025		5/19/2026	Post Approval	6/3/2026

Accounting & Finance	Enterprise Business Supervisor	12/4/2025		5/22/2026	Post Approval	6/3/2026
Accounting & Finance	Enterprise Business Services Specialist	12/4/2025		5/22/2026	Post Approval	6/3/2026
Accounting & Finance	Budget Technician	12/4/2025		5/19/2026	Post Approval	6/3/2026
Accounting & Finance	Director of Budget	12/4/2025		5/25/2026	Post Approval	6/3/2026
Accounting & Finance	Director of Facilities Finance	12/4/2025		6/23/2026	Post Approval	7/15/2026
Accounting & Finance	Director of SMC Foundation	12/4/2025		6/25/2026	Post Approval	7/15/2026
Payroll	Payroll Manager	4/29/2026		7/22/2026	Post Approval	8/19/2026

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
6	Extension of Eligibility Lists	32
7	Ratification of Working Out of Class Assignments	33
8	Appointments to Provisional Assignments	35
9	Ratification of Limited Term Assignments	36
10	Appointments to Limited Term Positions	37
11	Ratification of Meeting Minutes	38
12	Personnel Commission Recruitment Tracking	39

Disposition by the Commission	
Motion Made By	Joy Abott
Seconded By	Barbara Greenstein
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	Agenda Report 7 was pulled for separate discussion. Agenda Reports 6 and 8–12 were approved.

Report Number	Subject	Page Number
7	Ratification of Working Out of Class Assignments	35

Disposition by the Commission	
Motion Made By	Deborah Jansen
Seconded By	Mina Patel
Ayes	5
Nays	0
Abstentions	0
Amendments/Comments	Commissioner Jansen requested that Agenda Report 7 be pulled for separate discussion. A typographical error was identified in the current assignment date for Jermaine Carter. The Commission approved the correction and approved the item as amended.

Agenda Report Number	6
Subject	Extension of Eligibility Lists
Date	October 21, 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
Human Resources Technician (Promotional)	06/22/2025	10/22/2026	2	2	12/22/2026

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	7
Subject	Ratification of Working Out of Class Assignments
Date	October 21, 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
Jermaine Carter, Custodian	Custodial Operations Manager	10/12/2026 to 02/17/2027
Luis Gallego, Administrative Assistant II	Human Resources Specialist	10/01/2026 to 12/22/2026
Demi Rodriguez, Human Resources Technician	Human Resources Analyst – Operations	09/01/2026 to 12/22/2026
Robert Wimley, Mail Service Worker I	Reprographics Technician	10/05/2026 to 02/05/2027
Keinan Williams, Academic Records Evaluator	Senior Academic Records Evaluator	09/28/2026 to 02/08/2027

II. Extension to Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment	Dates of Current Assignment	Extended Dates
Nancy Alfaro, Administrative Assistant II	Administrative Assistant III – Confidential	07/01/2026 to 09/30/2026	10/01/2026 to 10/14/2026
Aldo Bobadilla, Skilled Maintenance Worker II	Carpenter (Substitute)	07/01/2026 to 11/05/2026	11/06/2026 to 12/17/2026
Wilmer De Los Santos, Carpenter	Construction Manager (Substitute)	07/01/2026 to 11/05/2026	11/06/2026 to 12/17/2026

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	8
Subject	Appointments to Provisional Assignments
Date	October 21, 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
Fernando Lainez Lemus	Program Specialist	STEM	7/1/26 -1/31/27*
Boude Charles Moore	Theater Technical Specialist	Facilities Programming	10/12/26-6/30/27

*Adjustment to assignment end date.

Agenda Report Number	9
Subject	Ratification of Limited Term Assignments
Date	October 21, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Department	Effective Dates
Theater Arts Operations Assistant	Theatre Arts	9/28/26-12/23/26

Agenda Report Number	10
Subject	Appointments to Limited Term Positions
Date	October 21, 2026
To	Members of the Personnel Commission

The Personnel Commission is advised that the following persons have been appointed to the following Limited Term positions from certified eligibility lists pursuant to Section [7.4.3(A)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*	Eligible List Date
Paul Gabriel Martinez	Theater Arts Operations Assistant	Theatre Arts	9/28/26-12/23/26	10/31/2024

*Not to exceed six (6) months or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee.

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment
Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

Agenda Report Number	11
Subject	Ratification of Meeting Minutes
Date	October 21, 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. 09-16-2026 Regular Meeting
2. 09-24-2026 Special Meeting

Agenda Report Number	12
Subject	Personnel Commission Recruitment Tracking
Date	October 21, 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	9/23/26	9/24/26
Campus Safety Officer	JG	MPO	7/8/26	7/28/26	8/8/26	9/19/26	10/7/26 & 10/14/26		
Director of Facilities Planning and Construction	JG	MPO	9/4/26	9/25/26					

VI. CLOSED SESSION

A. Public Comment on Closed Session Items
Time: 12:50 p.m.

B. Public Employee Appointment/Discipline/Dismissal/Release
(Government Code §54957)
Time: 12:50 p.m.

VII. RECONVENE TO OPEN SESSION
Time: 1:54 p.m.

VIII. REPORT OF CLOSED SESSION ACTION(S) TAKEN
Comments: No reportable action was taken in closed session.

IX. ADJOURNMENT at 1:54 p.m.

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

Day	Month	Day	Year	Time	Meeting Location
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 October 21, 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.