Santa Monica College Personnel Commission Meetings
Regular Meetings Occur Every 3rd Wednesday of the Month

Special Meetings Scheduled As Needed

Attend in Person: 1900 Pico Blvd, Business Room 117, Santa Monica Ca 90405
Attend Virtually: https://smc-edu.zoom.us/j/84028297535?pwd=RxkYATqIVJK3Ecglaez76kVEyKbgEE.1
Webinar ID: 840 2829 7535
Passcode:532468
Join via audio: +1 669 444 9171 US

PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

Members of the public may address the Commission by oral presentation concerning any subject that lies within the jurisdiction of the Personnel Commission provided the requirements and procedures herein set forth are observed.

All public comments will be subject to the general rules set forth below.

- Generally, three minutes is allotted to each speaker per topic for public comments or per agenda item.
- Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.
- Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item on the agenda.
- Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.

Exceptions:
Individuals invited by the Commission to provide routine comments or updates may exceed the standard three-minute limit. To ensure transparency and allow adequate preparation, any invited speaker wishing to give an extended presentation on a non-agenda topic should request that the item be placed on a future agenda. Otherwise, non-agendized presentations will be limited to three (3) minutes.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Commission, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Instructions for Submitting a Request to Speak at In-Person Meeting

Individuals wishing to speak to the Commissioners during the Personnel Commission meeting during Public Comments or regarding items on the agenda must complete a request card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

General Public Comments and Consent Agenda

- The request card to speak must be submitted to Yesenia Penate, Personnel Technician, at the meeting before the Commission reaches the applicable section in the agenda.

Instructions for Submitting a Request to Speak at Zoom Webinar

The Zoom webinar format used by the Personnel Commission Zoom meetings ensure public participation and provide an opportunity for the public to directly address the legislative body.

Public participation can occur in one of two ways. Members of the public may speak during the public meeting, or they can submit written comments to be read during the public meeting.

Individuals wishing to speak directly to the Commission can do so in one of several ways:

It is recommended that individuals wishing to speak at the Personnel Commission meeting send an email to penate_yesenia@smc.edu by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the subject line "Commission Meeting Comments" and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item: General Public Comments or Consent Agenda (indicate number/subject)

Alternatively, during the meeting and before public comments have ended, individuals may use the Q&A feature of the Zoom webinar to request to speak.

When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker's Zoom Profile should match the name used to request to speak to expedite this process. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Instructions for Submitting Written Comments

Individuals wishing to submit written comments to be read at the Personnel Commission Meeting should send an email to penate_yesenia@smc.edu by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the following information:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII); for other items indicate the topic or specific item number
- Comment to be read

Reference: Commission Policy Section 2350 Education Code Section 72121.5 Government Code Sections 54950 et se

DEPARTMENTS: PLEASE POST	ADMINISTRATORS AND MANAGERS	SUPERINTENDENT/PRESIDENT AND SENIOR STAFF
Academic Affairs:	Emeritus:	Superintendent/President: Kathryn Jeffery
Accounts Payable: Cherry Aquino	Noncredit Programs:	VP Academic Affairs: Jason Beardsley
Admissions & Records: Jackson Edwards	Scott Silverman	VP Business/Admin: Chris Bonvenuto
African American Center: Sherri Bradford	HR: Vina Chin	VP Human Resources: Tre'Shawn Hall-Baker
Athletics: Hadass Elnathan	Info Tech: Calvin Madlock	VP Student Success: Tania Acosta
Auxiliary Services: Ofelia Meza	IEC: N. Pressian	Senior Director Government Relations &
Broad Stage/Madison: Gail Johnson	Instructional Technology:	Institutional Communications: Don Girard
Bundy:	Maintenance:	Community Relations: Kiersten Elliott
Business Department: Peter Murray	Jose Tostado	Public Information: Grace Smith
Campus Police Office: Jennifer Jones	Operations:	
Campus Store:	Dennis Biddle	PUBLIC POSTING LOCATION
Career Services:	Emily Raby	Online: www.smc.edu
Cashier's Office: Veronica Romo	Robert Villanueva	
Center for Media & Design: Angela Valentine	Receiving: Lisa Davis	EMPLOYEE ORGANIZATIONS
Community & Academic Relations:	Supplemental Instruction:	CSEA Labor Rep.: Derek Eckstein
Community Education: Ashley Price		CSEA Chapter Pres.: Cindy Ordaz
Counseling Office: Allison Kosich		CSEA Chapter 1st V.P.: Martha Romano
Custodian Time Clock: Anthony Williams		CSEA Chapter 2nd V.P.: Kennisha Green
Disabled Students Center: Denise Henninger		CSEA Chief Job Steward: Jonathan Rosas
Early Childhood Ed.: L. Manson		CSEA Treasurer: Dagmar Gorman
Emeritus Department: V. Rankin-Scales		CSEA Secretary: Joan Kang
English Dept.: Martha Hall		CSEA Chief Development Officer:
EOP&S: Gina Brunell		Luis Martin
ESL Office: Jocelyn Alex		CSEA Communications Officer: Erin O'Neill
Events Office: Vinnessa Cook		SMC POA President: Officer Cadena
Faculty Association: Peter Morse		Management Association: Jose J. Hernandez
Financial Aid Office: Robyn Rouzan		
Health Sciences: Clarenda Stephens		
Health Office:		IF YOU NEED AN ACCOMMODATION
Human Resources: Delia Padilla & Dawn Noguera		Written requests for disability-related
HSS: Carolyn Baugh		modifications or accommodations that are
Institutional Research:		needed in order to participate in the Commission
International Education Center: Claudia Henriquez		meeting are to be directed to the Personnel
KCRW:		Commission Office as soon in advance of the
Latino Center: Maria Martinez		meeting as possible.
Maintenance/Operations: Kasey Garland		
Malibu: Angela Bice		Revised 11/10/2026
Math Village: Kristina Fukuda		
Media Center:		
Modern Language: Travis Grant		
Music: Lori Geller		
Outreach & Recruitment: Sandra Hernandez		
Payroll: Roy Castillo		
Science: Ingrid Cardwell		
SMCPA: Carolina Trejo		
Student Life: Amelia Trejo		
Superintendent/Presidents Office:		
STEM: Vanan Yahnian		
Theater Arts:		
W& ED/Bundy: Jazmin Guzman		

Public Session: 12:00 p.m.

I. Organizational Functions

A. Call to Order

B. Notice

*Pursuant to Government Code Section 54953, Commissioner Joy Abbott will be participating by teleconference from the following location:

Teleconference Location:
Porfirio Diaz #54
San Juan Cosala, Jalisco, Mexico

This teleconference location shall be open and accessible to the public for the duration of the meeting. Members of the public may attend and observe the meeting from this location consistent with applicable Brown Act requirements.

C. Roll Call

Commissioners	Present	Absent
Dr. Joseph Metoyer Jr., Chair		
Joy Abbott, Vice Chair (Remotely)		
Barbara Greenstein		
Deborah Jansen		
Mina Patel		

II. Director's Report

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

A. Longevity

10 YEARS
Ahmad Bitar, Community College Police Officer, SMC Police Department
Vivian Chu, Graphic Designer, Marketing
Caron Tate, Instructional Tutor-English, Supplemental Instruction
Nathan Weidenbenner, Instructional Tutor-English, Supplemental Instruction

15 YEARS
Lori Geller, Administrative Assistant I, Music

25 YEARS
Meredith Ouwersloot, Senior Programmer Analyst, MIS
Yongjian Jane Yan, Principal Programmer Analyst, MIS

B. Comments from the Vice President of Human Resources

C. Comments from the President of CSEA
D. Comments from the President of Management Association
E. Comments from Personnel Commission Staff
F. Comments from the Personnel Commissioners

IV. AGENDA REPORTS: MAJOR ITEMS OF BUSINESS

Report Number	Subject	Page Number
1	Salary Reallocation: Admissions & Records Manager	6
2	New Classification Description and Salary Allocation: Assistant Director of Budget	8
3	Classification Description Revisions: Instructional Media Specialist Cyclical Review	15
4	Classification Description Revisions: Instructional and Universal Designer Cyclical Review	24
5	Advisory Item: Personnel Commission Project Tracking	33

V. CONSENT AGENDA

Report Number	Subject	Page Number
6	Examination Schedule	40
7	Ratification of Eligibility List	41
8	Extension of Eligibility Lists	42
9	Establishment of Seniority List	43
10	Ratification of Working Out of Class Assignments	45
11	Appointments to Provisional Assignments	47
12	Ratification of Meeting Minutes	48
13	Personnel Commission Recruitment Tracking	49

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	Salary Reallocation: Admissions & Records Manager
Date	November 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

BACKGROUND

The Personnel Commission office recently completed the cyclical review of the Admissions & Records Manager classification as part of the scheduled Student Services reviews. Because sufficient market data was not available to determine market positioning, the salary recommendation was based on internal comparison within the Admissions & Records job discipline.

A recent administrative review for the Senior Academic Records Evaluator resulted in a revision to the initial salary recommendation of Range 38 to Range 40 on the Classified Employee Salary Schedule. As this classification reports directly to the Admissions & Records Manager, the revised salary recommendation compresses the pay differential between the two positions to approximately 11%. To maintain the industry-standard minimum 15% pay differential between a management classification and the highest-level classification it supervises, reallocation of the Admissions & Records Manager from Range M15 to Range M17 on the Classified Management Salary Schedule is recommended. Reallocation to Range M17 will meet this industry standard with a proposed salary differential of approximately 17% with the Senior Academic Records Evaluator.

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	82%
Admissions & Records Manager (Proposed)	***M17***	***$7,962***	***$9,678***	***5%***
Admissions and Records Manager (Current)	***M15***	***$7,583***	***$9,217***	***12%***
Senior Academic Records Evaluator*	40	$6,803	$8,269	8%
Academic Records Evaluator*	37	$6,327	$7,690	8%
Senior Enrollment Services Specialist*	34	$5,876	$7,143	5%
Enrollment Services Specialist*	32	$5,596	$6,803	

*Pending Board of Trustees approval

Cyclical review results have been sent to the incumbent, 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 salary reallocation for Admissions & Records Manager.

FROM: Classified Management Salary Schedule, Range M15
TO: Classified Management Salary Schedule, Range M17

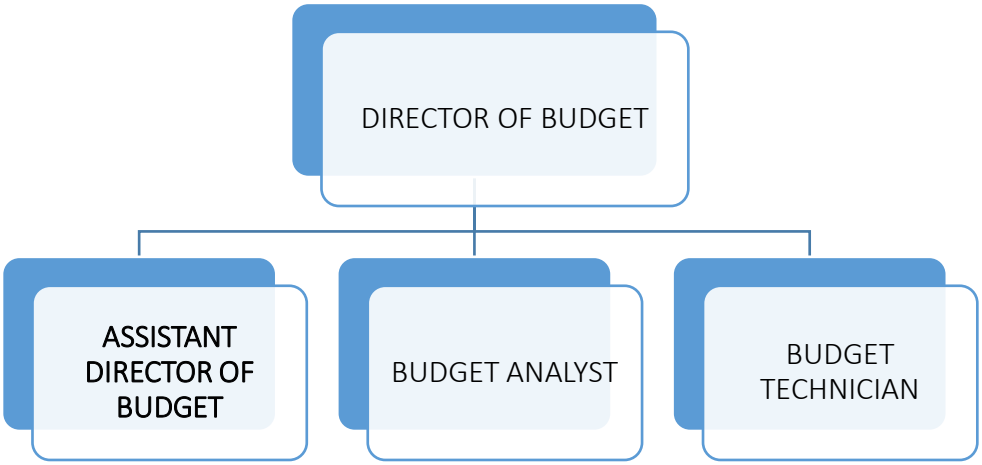
Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	2
Subject	New Classification Description and Salary Allocation: Assistant Director of Budget
Date	November 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Amy Gurjian, Classification & Compensation Manager

BACKGROUND

Attached for your approval is a new class description and salary allocation for **Assistant Director of Budget**.

Budget Services recently requested the creation of this new classified management role to assist in the planning, development, administration, analysis, and monitoring of the District budget and financial planning activities.



District-wide organizational charts can be found here.

METHODOLOGY

Personnel Commission staff worked with the Vice President of Business/Administration and the Director of Budget to develop this new role. Discussions took place to define and clarify the parameters of the proposed classification, and to make an initial recommendation as to whether the proposed job duties fit into an existing classification, or if a recommendation for a new classification was warranted. Following discussion and review of job duties submitted and labor market research, a list of job duties was finalized, along with a list of knowledge, skills, and abilities (KSAs). Reporting relationships were defined, and recommendations for minimum requirements were discussed and compared with other classifications within the job discipline.

A job evaluation and external salary study were conducted to identify similar roles in comparable agencies. Internal comparisons were also reviewed to ensure appropriate alignment with related classifications and to confirm that the duties were adequately distinguished. Once the duties were finalized, Commission staff prepared the description and salary proposal and sent recommendations for review to senior leadership.

Commission staff will conduct further meetings with Department management prior to opening recruitment, in order to gather and analyze documentation for developing a recruitment plan and creating talent assessment content.

RESULTS

Key factors in determining that a new classification should be established involved the scope of responsibilities, knowledge required for the position, scope and effect of work, level of complexity, nature and purpose of contacts in the course of work, and level of decision-making. The individual selected for this position will:

- Assist in planning, developing, coordinating, administering, and monitoring the District budget, exercising delegated administrative authority for assigned District budget and financial planning functions.
- Analyze financial data, develop projections and forecasts, evaluate complex budget issues, support long-range financial planning, and develop recommendations for leadership.
- Lead or support the development and implementation of budget systems and tools, provide technical guidance to organizational units, develop policies and procedures, and participate in District-wide budget and financial projects.
- Interpret applicable laws and regulations, prepare required State financial reports, recommend changes to maintain compliance, and support the annual audit process.

A comprehensive salary survey of 15 comparable agencies was completed to assess the proposed classification relative to the external labor market. Due to limited comparable market data, the percentile-ranking method could not be applied because fewer than 30% of the surveyed agencies had positions matching the target job. There was significant variation among benchmark organizations in organizational structure, reporting relationships, level of authority, and classification scope. For instance, in some organizations the budget role reports directly to a Vice President, Associate Vice President, or Vice Chancellor, similar to the Director of Budget at Santa Monica College. Other organizations utilize broader management-level classifications in accounting and finance overseeing the budget function.

Given the limited market data, the proposed salary allocation is based primarily on internal comparisons within the Budget series using the Director of Budget as an anchor, and broader comparison within the Accounting and Finance job discipline.

SALARY ALLOCATION

It is recommended that the Assistant Director of Budget classification be allocated to Range M29 on the Classified Management Salary Schedule. This placement provides promotional incentive for career progression within the job discipline. Based on the job analysis, the Assistant Director classification is assigned delegated administrative authority for significant portions of the District's budget and financial planning functions, independently performs complex budget analysis, forecasting, reporting, and regulatory interpretation, and responsibility for developing recommendations and providing District-wide guidance within assigned areas. In comparison, the Director of Budget requires higher level of knowledge and broader scope and effect of work, and overall responsibility for budget administration. In comparison with lower-level management classifications in the Accounting & Finance job discipline, the Assistant Director of Budget is assigned higher level of work complexity and nature and purpose of contacts, including advising administrators and District leadership regarding complex budgetary and financial matters.

Please see the comparison charts below with more detailed pay data.

RELATED JOBS IN ACCOUNTING & FINANCE

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS (MAX)
Chief Director of Business Services*	Vice President	A22	$17,380	$19,161	31%
Controller*	Chief Director of Business Services	M34	$12,057	$14,656	0%
Director of Budget*	Vice President	M34	$12,057	$14,656	13%
Assistant Director of Budget	***Director of Budget***	***M29***	***$10,670***	***$12,969***	***5%***
Accounting Manager*	Controller	M27	$10,162	$12,351	19%
Accounts Payable Manager*	Accounting Manager	M20	$8,569	$10,415	11%
Accountant*	Assigned Manager	45	$7,690	$9,348	19%
Budget Analyst	Director of Budget	38	$6,479	$7,875	

**Recently proposed salary pending Board approval.*
Note: Maximum salary was used to calculate percentage differences between levels since the Chief Director classification is on the Classified Administrator salary schedule with three-step increments for each range (C,D,E). Classified Manager and Classified Employee salary schedules have five steps (A-E) for each range.

JOBS IN BUDGET SERIES

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Budget*	Vice President	M34	$12,057	$14,656	13%
Assistant Director of Budget	***Director of Budget***	***M29***	***$10,670***	***$12,969***	***65%***
Budget Analyst	Director of Budget	38	$6,479	$7,875	8%
Budget Technician*	Director of Budget	35	$6,026	$7,324	

The proposal for this new classification was sent for review to Business Services, Human Resources, and the Superintendent/President.

RECOMMENDATION

It is recommended that the Commission approve the new classification description and salary allocation for Assistant Director of Budget at Range M29 on the Classified Management Salary Schedule.

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

Santa Monica Community College District
Personnel Commission

Assistant Director of Budget

CONCEPT OF THE CLASS

Under general direction, this position assists in the planning, development, administration, analysis, and monitoring of the District budget and financial planning activities in compliance with District policies and federal, State, and local laws and regulations. The position provides technical and operational leadership in assigned budget functions, coordinates the development and implementation of budget processes and systems, conducts complex financial analysis and forecasting, and provides guidance and support to District organizational units regarding budget development, administration, and fiscal planning.

DISTINGUISHING CHARACTERISTICS

The **Assistant Director of Budget** exercises delegated administrative authority for assigned District budget and financial planning functions, and independently provides complex budget analysis, forecasting, reporting, and recommendations.

The **Director of Budget** has overall responsibility and accountability for the planning, development, administration, and management of the District budget and financial planning functions.

The **Chief Director of Business Services** has broad operational oversight of multiple business functions and executive-level administrative responsibility and accountability for District-wide Business Services.

The **Controller** plans, organizes, controls, directs, and audits all activities related to District's financial accounting and disbursement activities, and ensures compliance with related policies, rules, laws, and regulations.

ESSENTIAL DUTIES

Assists in planning, developing, coordinating, administering and monitoring the District budget within delegated areas of responsibility, including development of budget assumptions, projections and analyses of revenue, expenditure and cash position, organizational unit budget review, and preparation of budget materials.

Leads or participates in the development, testing, implementation and maintenance of assigned District budgetary management and financial tools and systems.

Provides technical assistance and guidance to organizational units regarding budget development, budget administration, financial policies, procedures and District objectives.

Analyzes budget and financial data, develops projections and forecasts, identifies trends and variances to be used as tools for budget management, financial planning and collective bargaining decisions.

Researches and analyzes complex budgetary and financial issues and develops alternatives, strategies and recommendations for consideration by District leadership.

Assists in the development and revision of District policies, procedures, practices and guidelines related to budget administration and financial planning.

Assists with the development and implementation of long-range financial and budget plans; prepares and ensures the timely submission of assigned State-mandated financial reports.

Analyzes applicable federal, State, and local laws, regulations and guidelines to determine their impact on District budget and financial operations and recommends changes, as necessary.

Leads or participates in District-wide budget and financial projects and serves on committees and workgroups related to budget, finance and organizational planning.

Participates and provides support for the preparation and execution of the annual audit.

May provide supervision and functional direction to assigned staff, including assigning and reviewing work, training, and evaluating performance.

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 direction, the employee receives assignments from the Director of Budget and exercises substantial independent judgment in carrying them through to completion.

Supervision Exercised:
This position may exercise general supervision over assigned Budget Department staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Current federal, State and local regulations, codes, laws and guidelines pertaining to assigned areas of responsibility

Principles and practices of governmental fund accounting, budgeting, financial planning, and business administration applicable to a community college district

Principles, methods and techniques of fiscal planning, audit preparation, financial analysis, forecasting and reporting

Principles and practices of budget development and administration

Principles and practices of effective management and supervision

District rules, regulations, policies and procedures

Financial and budget management tools and systems

Principles and practices of project management

Skills & Abilities:

Plan, organize, coordinate, implement, and administer assigned District budget and financial planning functions

Use financial and budget management systems and advanced computer applications to generate timely, effective and accurate reports

Evaluate complex fiscal issues and analyze related data to develop projections, identify trends and variances, and provide effective conclusions and recommendations based on financial, operational, and regulatory considerations

Coordinate multiple complex projects and priorities, meet established deadlines, and maintain accuracy and sound independent judgment under changing or competing demands

Present and explain proposals, recommendations, and complex financial and technical information clearly and effectively to a variety of audiences

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

Assess the effectiveness of financial and budget tools, systems, and processes and recommend improvements

Train, supervise, assign, review, and evaluate the work of others

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

Model professional integrity, ethical conduct, and accountability

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

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

MINIMUM QUALIFICATIONS

Education Requirement:
A bachelor’s degree in accounting, finance, economics, business administration, or a related field.

Experience Requirement:
Four years of advanced professional experience in accounting, budgeting, financial analysis, fiscal planning, or a related financial function in a public agency or educational institution. Experience in an administrative capacity 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:
Certified Public Accountant (CPA) certification is preferred.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

Normal Office Environment:
While performing the duties of this job the employee is regularly required to sit, stand, walk, reach, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally 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:	Exempt
Personnel Commission Approval Date:	
Class History:	
Revision Date(s):	

Agenda Report Number	3
Subject	Classification Description Revisions: Instructional Media Specialist Cyclical Review
Date	November 18, 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 Instructional Media Specialist.

As part of the cyclical review process, we are reviewing classifications in the Instructional Resources job discipline. The Instructional Media Specialist works in Distance Education. The mission of the Distance Education program is to offer students an alternative learning mode that accommodates their academic goals while providing the flexibility to manage life's demands, such as work and family obligations.

The Instructional Media Specialist classification was established in November 2018. This classification has been revised once since its establishment. The revision was approved in January 2026 as part of an ad hoc study. The results of the ad hoc study were classification description revisions and a salary reallocation. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2026-2027. The incumbents in the Instructional Resources classifications and CSEA were invited to participate in a study orientation on August 5, 2026, 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 19, 2026.

Personnel Commission staff consulted with the Associate Dean, Online Services & Support, to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions are proposed to clarify 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 proposed to clarify distinguishing characteristics and essential duties.

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	**Instructional Media Specialist**	**$7,500**	**$9,116**	**$8,308**	**26,347**
El Camino College	Learning Management System Specialist	$7,357	$9,469	$8,413	21,490
Long Beach City College	Educational Technologist	$6,857	$8,463	$7,660	25,984
Los Angeles CCD	Online Multimedia Specialist	$8,684	$10,758	$9,721	129,650
Santa Clarita College	Online Education Coordinator	$6,697	$9,121	$7,909	19,364
State Center CCD	Academic Technology Systems Specialist	$7,045	$8,665	$7,855	48,490
	Average	$7,328	$9,295	$8,312	
	25th Percentile	$6,857	$8,665	$7,855	
	50th Percentile	$7,045	$9,121	$7,909	
	70th Percentile	$7,295	$9,399	$8,312	
	80th Percentile	$7,622	$9,727	$8,675	
	90th Percentile	$8,153	$10,242	$9,198	
	SMC % RANK	77.6%	49.7%	**69.7%**	
	SMC Difference From AVG	2.3%	-2.0%	0.0%	
	SMC Difference From MED	6.1%	-0.1%	4.8%	

The current salary range for Instructional Media Specialist is Range 44 on the Classified Employee Salary Schedule. In this survey, SMC is positioned at the 70th median percentile ranking compared to benchmark agencies with comparable classifications; that is, 30% of market comparables were paid higher than the SMC classification.

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

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

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Instructional & Universal Designer*	Associate Dean, Online Services	51	$8,903	$10,821	18.70%
Instructional Media Specialist	*Associate Dean, Online Services*	*44*	*$7,500*	*$9,116*	*12.90%*

Alternate Media Specialist**	DSPS Manager	39	$6,643	$8,075	7.67%
Senior Online Learning Services Specialist**	Associate Dean, Online Services	36	$6,170	$7,500	15.76%
Online Learning Services Specialist**	Associate Dean, Online Services	30	$5,330	$6,479	

*On Subsequent Agenda Report
** Currently Under Review

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 for Instructional Media Specialist.

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

Santa Monica Community College District
Personnel Commission

Instructional Media Specialist

CONCEPT OF THE CLASS

Under general supervision, the position in this classification provides specialized multimedia and technology support for faculty offering online education to ensure effective implementation of learning technologies. The incumbent identifies, develops and provides resources and training on course design, accessibility requirements and implementing applications within the District's Learning Management System (LMS) to enhance student learning.

DISTINGUISHING CHARACTERISTICS

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

The **Instructional & Universal Designer** is responsible for creating, designing, and developing courses using expertise in online pedagogy, learning science, accessibility, and educational technology, with a focus on full-course design and integration of appropriate multimedia and learning tools.

The **Senior Online Learning Services Specialist** oversees and participates in the day-to-day activities of the Distance Education department and administers the use of the District's LMS, ~~- acting as a system administrator.~~

ESSENTIAL DUTIES

Provides ongoing specialized educational technology and technical multimedia assistance and support to faculty regarding functionality of the learning management system and all related integrated software support solutions; serves as the primary campus resource for incorporating educational technology elements into classes on the LMS platform.

Identifies, develops and provides training to faculty members individually or in group settings on instructional technology including the ~~content management system~~ LMS, internet operations, and best practices for course design and multimedia programs.

Assists faculty in developing and implementing supplemental instructional materials such as multimedia elements, interactive learning tools, and technology-enhanced resources within the LMS, using established course design principles to support and enhance existing curriculum.

Facilitates the implementation of educational technologies and multimedia applications within the web-based environment and provides training and training materials on their use; installs Learning Tools Interoperability (LTI) installations into the learning management system, tests and troubleshoots LTI functionality, and coordinates with external vendors and District IT staff, as needed, to ensure proper functioning.

Tests and evaluates LMS product enhancements regularly, informs and trains faculty on new features.

Serves as a continuous campus resource for faculty in best practices for course design within the campus learning management system, multimedia, and software programs.

Maintains departmental website and faculty and student resources with relevant up to date information regarding the program, its services, and related resources and guides.

Monitors all course material and educational technology content to ensure it meets legally mandated accessibility requirements.

Digitizes and uploads media resource materials for faculty to incorporate into their courses; supports multimedia production and instructional content development, including light editing, using available tools and technologies, within and beyond the learning management system as needed.

Monitors learning management system support requests, looks for trends and problem resolutions as issues arise and responds or routes tickets to appropriate on-campus contact or outside vendor.

Coordinates technical support and trainings with external vendors to ensure that faculty are supported.

Researches emerging technologies and recommends technological products and services related to instructional media and the learning management system.

Collaborates with campus information technology to ensure that campus computers are compatible with LMS ~~content management system~~ requirements.

Assists academic departments in pulling reports from the learning management system.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:
Positions in this classification receive general supervision from the Associate Dean of Online Services and Support.

Supervision Exercised:
Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Computer operating systems, standard internet browsers, mobile devices, and online systems

Various ~~learning management system (~~LMS~~)~~ platforms, including system functionality and the types and functions of internal and externally integrated LMS tools

Functional understanding of Learning Tools Interoperability (LTI) standards and integrations within LMS systems, including established procedures for installing, configuring, testing, and supporting external instructional tools

Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act

Web Content Accessibility Guidelines (WCAG), concepts of website usability and accessible design techniques

Methods and practices of audio, video and image capture, manipulation and digitization

Web authoring, graphics, and multimedia development and delivery applications and equipment used in LMS-based environments

Current trends, developments and commonly accepted best practices in online learning and related technologies

Effective customer services techniques and practices of business communication

Troubleshooting methods for resolving LMS and related instructional technology issues

Best practices for training in individual and group settings

Basic principles of pedagogical and universal design concepts

Skills & Abilities:

Advise faculty on best practices for emerging educational technology and multimedia integrations into their courses and assist them with the system implementations

Troubleshoot and resolve problems with the campus learning management system in a timely manner

Monitor issues and problems with the learning management system, prioritize them by level of importance, and resolve or coordinate resolution with IT staff or vendors in a timely manner

Create and deliver regular trainings on the functionality of the campus learning management system, multimedia integrations and learning tools interoperability

Continuously identify faculty training opportunities on new features

Research and stay updated on technology changes and adapt to new technologies

Operate a computer using word processing and other business software and standard office equipment

Role model exceptional internal and external customer service

Communicate technical concepts clearly and effectively, both orally and in writing

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

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:
An associate's degree ~~or equivalent~~ in educational technology, multimedia education, information technology, communications, instructional design, or a related field.

Experience Requirement:
Four years of experience supporting the implementation and use of multimedia tools and learning management systems in online, hybrid, or web-enhanced courses, including the development of training resources.

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, talk and hear. The employee may be required to lift, carry, push or pull up to 10 pounds with assistance or the aid of equipment or devices that assist in the lifting effort. While performing the duties of this job, the noise level in the work environment is usually moderate.

CLASS DETAIL

Job Family:	Instructional Support
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/14/2018
Class History:	None
Revision Date(s):	1/28/2026; 11/18/26

Santa Monica Community College District
Personnel Commission

Instructional Media Specialist

CONCEPT OF THE CLASS

Under general supervision, the position in this classification provides specialized multimedia and technology support for faculty offering online education to ensure effective implementation of learning technologies. The incumbent identifies, develops and provides resources and training on course design, accessibility requirements and implementing applications within the District's Learning Management System (LMS) to enhance student learning.

DISTINGUISHING CHARACTERISTICS

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

The **Instructional & Universal Designer** is responsible for creating, designing, and developing courses using expertise in online pedagogy, learning science, accessibility, and educational technology, with a focus on full-course design and integration of appropriate multimedia and learning tools.

The **Senior Online Learning Services Specialist** oversees and participates in the day-to-day activities of the Distance Education department and administers the use of the District's LMS.

ESSENTIAL DUTIES

Provides ongoing specialized educational technology and technical multimedia assistance and support to faculty regarding functionality of the learning management system and all related integrated software support solutions; serves as the primary campus resource for incorporating educational technology elements into classes on the LMS platform.

Identifies, develops and provides training to faculty members individually or in group settings on instructional technology including the LMS, internet operations, and best practices for course design and multimedia programs.

Assists faculty in developing and implementing supplemental instructional materials such as multimedia elements, interactive learning tools, and technology-enhanced resources within the LMS, using established course design principles to support and enhance existing curriculum.

Facilitates the implementation of educational technologies and multimedia applications within the web-based environment and provides training and training materials on their use; installs Learning Tools Interoperability (LTI) installations into the learning management system, tests and troubleshoots LTI functionality, and coordinates with external vendors and District IT staff, as needed, to ensure proper functioning.

Tests and evaluates LMS product enhancements regularly, informs and trains faculty on new features.

Serves as a continuous campus resource for faculty in best practices for course design within the campus learning management system, multimedia, and software programs.

Maintains departmental website and faculty and student resources with relevant up to date information regarding the program, its services, and related resources and guides.

Monitors all course material and educational technology content to ensure it meets legally mandated accessibility requirements.

Digitizes and uploads media resource materials for faculty to incorporate into their courses; supports multimedia production and instructional content development, including light editing, using available tools and technologies, within and beyond the learning management system as needed.

Monitors learning management system support requests, looks for trends and problem resolutions as issues arise and responds or routes tickets to appropriate on-campus contact or outside vendor.

Coordinates technical support and trainings with external vendors to ensure that faculty are supported.

Researches emerging technologies and recommends technological products and services related to instructional media and the learning management system.

Collaborates with campus information technology to ensure that campus computers are compatible with LMS requirements.

Assists academic departments in pulling reports from the learning management system.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:
Positions in this classification receive general supervision from the Associate Dean of Online Services and Support.

Supervision Exercised:
Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Computer operating systems, standard internet browsers, mobile devices, and online systems

Various LMS platforms, including system functionality and the types and functions of internal and externally integrated LMS tools

Functional understanding of Learning Tools Interoperability (LTI) standards and integrations within LMS systems, including established procedures for installing, configuring, testing, and supporting external instructional tools

Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act

Web Content Accessibility Guidelines (WCAG), concepts of website usability and accessible design techniques

Methods and practices of audio, video and image capture, manipulation and digitization

Web authoring, graphics, and multimedia development and delivery applications and equipment used in LMS-based environments

Current trends, developments and commonly accepted best practices in online learning and related technologies

Effective customer services techniques and practices of business communication

Troubleshooting methods for resolving LMS and related instructional technology issues

Best practices for training in individual and group settings

Basic principles of pedagogical and universal design concepts

Skills & Abilities:

Advise faculty on best practices for emerging educational technology and multimedia integrations into their courses and assist them with the system implementations

Troubleshoot and resolve problems with the campus learning management system in a timely manner

Monitor issues and problems with the learning management system, prioritize them by level of importance, and resolve or coordinate resolution with IT staff or vendors in a timely manner

Create and deliver regular trainings on the functionality of the campus learning management system, multimedia integrations and learning tools interoperability

Continuously identify faculty training opportunities on new features

Research and stay updated on technology changes and adapt to new technologies

Operate a computer using word processing and other business software and standard office equipment

Role model exceptional internal and external customer service

Communicate technical concepts clearly and effectively, both orally and in writing

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

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:
An associate's degree in educational technology, multimedia education, information technology, communications, instructional design, or a related field.

Experience Requirement:
Four years of experience supporting the implementation and use of multimedia tools and learning management systems in online, hybrid, or web-enhanced courses, including the development of training resources.

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, talk and hear. The employee may be required to lift, carry, push or pull up to 10 pounds with assistance or the aid of equipment or devices that assist in the lifting effort. While performing the duties of this job, the noise level in the work environment is usually moderate.

CLASS DETAIL

Job Family:	Instructional Support
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/14/2018
Class History:	None
Revision Date(s):	1/28/2026; 11/18/26

Agenda Report Number	4
Subject	Classification Description Revisions: Instructional and Universal Designer Cyclical Review
Date	November 18, 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 **Instructional and Universal Designer**.

As part of the cyclical review process, we are reviewing classifications in the Instructional Resources job discipline. The Instructional and Universal Designer works in Distance Education. The mission of the Distance Education (DE) program is to offer students an alternative learning mode that accommodates their academic goals while providing the flexibility to manage life's demands, such as work and family obligations.

The Instructional and Universal Designer classification was established in November 2022. This classification has been revised two times since its establishment. The most recent revision was approved in July 2025, for minor classification revisions. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2026-2027. The incumbents in the Instructional Resources classifications and CSEA were invited to participate in a study orientation on August 5, 2026, 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 19, 2026.

Personnel Commission staff consulted with the Associate Dean, Online Services & Support, to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions are proposed to clarify 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 proposed to clarify distinguishing characteristics, essential duties, level of supervision, knowledge, skills and abilities.

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	**Instructional & Universal Designer**	**$8,903**	**$10,821**	**$9,862**	**26,347**
El Camino College	Instructional Designer	$7,936	$10,233	$9,085	21,490
Foothill De Anza CCD	Instructional Designer	$8,192	$10,962	$9,577	31,499
Long Beach City College	Instructional and Universal Designer	$6,857	$8,463	$7,660	25,984
Mt. San Antonio College	Instructional Designer	$9,066	$11,571	$10,319	43,968
North Orange County CCD	Instructional Designer	$8,549	$10,339	$9,444	45,756
Pasadena City College	Distance Education Technologist/Developer	$8,219	$10,490	$9,355	28,508
Riverside CCD	Instructional Designer	$7,866	$9,579	$8,723	41,549
	Average	$8,098	$10,234	$9,166	
	25th Percentile	$7,901	$9,906	$8,904	
	50th Percentile	$8,192	$10,339	$9,355	
	70th Percentile	$8,285	$10,584	$9,471	
	80th Percentile	$8,483	$10,867	$9,550	
	90th Percentile	$8,756	$11,205	$9,874	
	SMC % RANK	94.7	78.3%	**89.70%**	
	SMC Difference From AVG	9.0%	5.4%	7.1%	
	SMC Difference From MED	8.0%	4.5%	5.1%	

The current salary range for Instructional and Universal Designer is Range 51 on the Classified Employee Salary Schedule. In this survey, SMC is positioned at the 90th median percentile ranking compared to benchmark agencies with comparable classifications; that is, 10 % of market comparables were paid higher than the SMC classification.

Based on median percentile ranking at the 90th percentile, salary reallocation is not recommended given current salary meets the District's goal to target the 70th percentile.

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

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Instructional & Universal Designer	*Associate Dean, Online Services*	*51*	*$8,903*	*$10,821*	*18.70%*
Instructional Media Specialist*	Associate Dean, Online Services	44	$7,500	$9,116	12.90%
Alternate Media Specialist**	DSPS Manager	39	$6,643	$8,075	7.67%
Senior Online Learning Services Specialist**	Associate Dean, Online Services	36	$6,170	$7,500	15.76%
Online Learning Services Specialist**	Associate Dean, Online Services	30	$5,330	$6,479	

*On Previous Agenda Report
**Currently Under Review

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 for Instructional and Universal Designer.

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

Santa Monica Community College District
Personnel Commission

Instructional & Universal Designer

CONCEPT OF THE CLASS

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

DISTINGUISHING CHARACTERISTICS

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

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

The **Instructional Media Specialist** classification provides specialized ~~technical multimedia~~ learning technology support, including technical multimedia implementation and assistance to faculty in distance education and web-enhanced on-campus courses.

ESSENTIAL DUTIES

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

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

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

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

Supports faculty ~~to~~ in investigat~~ing~~e and~~,~~ adopting, ~~and redesign courses~~ with relevant Open Educational Resources (OER), Zero Textbook Cost materials, and ~~in~~ redesigning courses using appropriate instructional methods for online delivery of content that are consistent with accessibility regulations.

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

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

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

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

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

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

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

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

Best practices, current and emerging trends in instructional design, online pedagogy, learning science and instructional technologies

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

Copyright requirements, open educational resources (OER) and digital accessibility evaluation and remediation methods

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

Skills & Abilities:

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

Apply instructional design, online pedagogy, and UDL principles to support the development and improvement of accessible online, hybrid, and web-enhanced courses

Evaluate digital course materials for accessibility and assist with remediation to support compliance with applicable accessibility standards

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

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

Research, analyze, report, and present technical information effectively

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

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

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

Organize and maintain specialized files and confidentiality of employee and student information in accordance with applicable privacy requirements

Communicate effectively, both orally and in writing

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

Role model exceptional internal and external customer service

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

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

MINIMUM QUALIFICATIONS

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

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

Education/Experience Equivalency:

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

Licensure and/or Certification:
None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

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

CLASS DETAIL

Job Family:	~~Student Services (Non-Classroom)~~ Instructional Support
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/16/22
Class History:	Instructional Designer
Revision Date(s):	4/18/23, 7/16/25; 11/18/26

Santa Monica Community College District
Personnel Commission

Instructional & Universal Designer

CONCEPT OF THE CLASS

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

DISTINGUISHING CHARACTERISTICS

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

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

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

ESSENTIAL DUTIES

Recommends and consults with faculty on technical, equity-minded, and accessible pedagogical solutions and best practices that support desired course learning outcomes.

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

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

Collaborates with faculty, designated staff, and administrators to organize and coordinate professional development training and learning opportunities that promote effective practices for technology-mediated learning environments.

Supports faculty in investigating and adopting, with relevant Open Educational Resources (OER), Zero Textbook Cost materials, and in redesigning courses using appropriate instructional methods for online delivery of content that are consistent with accessibility regulations.

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

Provides professional development, guidance, assistance, and technical support to faculty in remediating course materials and content to ensure copyright and accessibility compliance for online courses and digital content.

Assists with assessment efforts documents internal procedures and prepares reports to measure progress of program goals and other relevant factors.

Creates, organizes and maintains various data information systems to ensure information is current, accurate and accessible.

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

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received
Under general supervision from the Associate Dean, Online Services, or assigned administrator, the employee receives assignments and is expected to carry them through to completion with substantial independence.

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

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

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

Best practices, current and emerging trends in instructional design, online pedagogy, learning science and instructional technologies

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

Copyright requirements, open educational resources (OER) and digital accessibility evaluation and remediation methods

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

Skills & Abilities:

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

Apply instructional design, online pedagogy, and UDL principles to support the development and improvement of accessible online, hybrid, and web-enhanced courses

Evaluate digital course materials for accessibility and assist with remediation to support compliance with applicable accessibility standards

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

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

Research, analyze, report, and present technical information effectively

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

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

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

Organize and maintain specialized files and confidentiality of employee and student information in accordance with applicable privacy requirements

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

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

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

MINIMUM QUALIFICATIONS

Education Requirement:
A bachelor’s degree in educational technology, instructional design or a related discipline.

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

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

Licensure and/or Certification:
None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

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

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

CLASS DETAIL

Job Family:	Instructional Support
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	11/16/22
Class History:	Instructional Designer
Revision Date(s):	4/18/23, 7/16/25; 11/18/26

Agenda Report Number	5
Subject	Advisory Item: Personnel Commission Project Tracking
Date	November 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Cyclical Reviews as of November 12, 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 I	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 III	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	Transfer & Articulation Specialist	3/31/2025	5/2/2025	7/24/2025	Stakeholder Review	8/20/2025
Student Services	Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Labor-Management	9/2/2025

Fiscal Year 2025-2026

Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date
Student Services	Admissions & Records Supervisor	7/22/2025	8/15/2025	4/22/2026	PC Agenda	11/18/2026
Reprographics	Reprographics Supervisor	10/9/2025	5/7/2025		Management Hold	
Reprographics	Reprographics Technician	10/9/2025	5/7/2025		Management Hold	
Reprographics	Senior Reprographics Technician	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 - Employee & Labor Relations/Compliance	4/29/2026			Research & Planning	
Human Resources	Director of Human Resources - Operations	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		10/12/2026	Stakeholder Review	
Human Resources	Employee Benefits Specialist	4/29/2026		10/12/2026	Stakeholder Review	
Human Resources	Human Resources Specialist	4/29/2026		10/12/2026	Stakeholder Review	
Human Resources	Human Resources Technician	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 - Employee & Labor Relations	4/29/2026			Upcoming	
Personnel Commission	Director of the Personnel Commission	4/29/2026			Research & Planning	
Personnel Commission	Personnel Specialist	4/29/2026		10/26/2026	Stakeholder Review	
Personnel Commission	Personnel Technician	4/29/2026		10/26/2026	Stakeholder Review	
Personnel Commission	Classification & Compensation Manager	4/29/2026			Upcoming	

Personnel Commission	Personnel Analyst	4/29/2026			Upcoming	
Personnel Commission	Supervising Personnel Analyst	4/29/2026			Upcoming	
Risk Management	Assistant Director of Safety & Risk Management	4/29/2026			Development	
Risk Management	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		11/3/2026	Stakeholder Review	
Instructional Resources	Alternate Media Specialist	8/19/2026			Development	
Instructional Resources	Curriculum and Degree Specialist	8/19/2026			Development	
Instructional Resources	Instructional & Universal Designer	8/19/2026		10/27/2026	PC Agenda	11/18/2026
Instructional Resources	Instructional Media Specialist	8/19/2026		10/27/2026	PC Agenda	11/18/2026
Instructional Resources	Online Learning Services Specialist	8/19/2026			Research & Planning	
Instructional Resources	Senior Online Learning Services Specialist	8/19/2026			Research & Planning	
Instructional Resources	Academic Scheduling Specialist	8/19/2026		10/27/2026	Stakeholder Review	
Library	Lead Library Assistant - Circulation	8/19/2026	8/25/2026		Development	
Library	Lead Library Assistant - Technical Services	8/19/2026			Development	
Library	Library Assistant	8/19/2026			Development	
Accounting & Finance	Assistant Director of Budget			11/5/2026	Stakeholder Review	11/18/2026

Post Approvals

Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date
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	Financial Aid & Scholarships Specialist	7/23/2025	8/29/2025	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	Outreach & Recruitment Specialist	7/23/2025	8/15/2025	1/13/2026	Post Approval	5/20/2026
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	Senior Financial Aid & Scholarships Specialist	7/23/2025		3/19/2026	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	Student Communications Coordinator	7/23/2025	8/25/2025	1/13/2026	Post Approval	10/21/2026
Student Services	Student Onboarding Specialist	7/23/2025		1/13/2026	Post Approval	6/3/2026
Accounting & Finance	Accountant	8/6/2025	8/21/2025	1/27/2026	Post Approval	5/20/2026
Accounting & Finance	Accounting Manager	8/6/2025		1/27/2026	Post Approval	5/20/2026
Accounting & Finance	Accounting Supervisor	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	Chief Director of Business Services	8/6/2025		3/9/2026	Post Approval	6/17/2026
Accounting & Finance	Controller	8/6/2025		3/9/2026	Post Approval	6/3/2026
Accounting & Finance	Director of Fiscal Services	8/6/2025		6/25/2026	Post Approval	7/15/2026
Facilities Maintenance & Planning	Assistant Director of Facilities Planning & Construction	12/3/2025		7/21/2026	Post Approval	8/19/2026
Facilities Maintenance & Planning	Construction Maintenance Manager	12/3/2025		4/23/2026	Post Approval	5/20/2026
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
Facilities Maintenance & Planning	Mechanical Systems Manager	12/3/2025		4/23/2026	Post Approval	5/20/2026

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
Accounting & Finance	Enterprise Business Services Clerk	12/4/2025		5/19/2026	Post Approval	6/3/2026
Accounting & Finance	Enterprise Business Services Specialist	12/4/2025		5/22/2026	Post Approval	6/3/2026
Accounting & Finance	Enterprise Business Supervisor	12/4/2025		5/22/2026	Post Approval	6/3/2026
Payroll	Payroll Manager	4/29/2026		7/22/2026	Post Approval	8/19/2026
Payroll	Payroll Specialist	4/29/2026		7/22/2026	Post Approval	10/21/2026
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	Financial Aid & Scholarships Specialist	7/23/2025	8/29/2025	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	Outreach & Recruitment Specialist	7/23/2025	8/15/2025	1/13/2026	Post Approval	5/20/2026

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	Examination Schedule	40
7	Ratification of Eligibility List	41
8	Extension of Eligibility Lists	42
9	Establishment of Seniority List	43
10	Ratification of Working Out of Class Assignments	45
11	Appointments to Provisional Assignments	47
12	Ratification of Meeting Minutes	48
13	Personnel Commission Recruitment Tracking	49

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

Agenda Report Number	6
Subject	Examination Schedule
Date	November 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Examination Schedule:

Class Title	**Field of Competition**	**Time**
Administrative Assistant II	Promotional	3 weeks
Database Administrator	Merged Promotional and Open	3 weeks
Reprographics Technician	Merged Promotional and Open	3 weeks

Agenda Report Number	7
Subject	Ratification of Eligibility List
Date	November 18, 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 ratified.

Classification	**Number of Promotional Candidates**	**Total Number of Candidates**	**Expiration Date**
Campus Safety Officer	0	10	04/22/2027

Agenda Report Number	8
Subject	Extension of Eligibility Lists
Date	November 18, 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**
Athletic Trainer	12/9/2026	12/9/2026	4	4	1/8/2027
Case Manager	1/13/2026	12/13/2026	15	14	4/13/2027
Community College Police Officer	12/15/2025	12/15/2026	3	3	2/15/2027
Grounds Manager	3/3/2026	12/3/2026	5	4	3/3/2027
Personnel Analyst	3/14/2026	12/14/2026	3	3	3/14/2027
Stage Technician – Sound	6/2/2026	12/2/2026	13	13	3/2/2027

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	9
Subject	Establishment of Seniority List
Date	November 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

As part of the continuing practice to update and maintain Seniority Lists for the District, we present the following seniority list for approval:

Mechanical Systems Manager

It is recommended that the Personnel Commission certify the seniority list effective November 18, 2026.

13.1.4 SENIORITY LISTS
A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Personnel Director and certified by the Personnel Commission before it is used.

B. When a seniority list is initially established or updated, the list shall be made available to the employee(s) for review during a five (5) working day period before it is approved.

C. During the prescribed review period, an employee who believes that an error has been made on their seniority computation shall notify the Personnel Director, who shall review the computations together with any additional information provided by the employee. The Personnel Director shall determine if a recomputation is appropriate and present an appropriate recommendation for action by the Personnel Commission.

D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.

"MECHANICAL SYSTEMS MANAGER" Seniority List

Classification: **Mechanical Systems Manager**

Range: M24

Monthly Base Salary Range as of July 1, 2024: $ 9447 to $ 11483

PC Certification Date: November 18, 2026

Review Period: November 2 to 6, 2026

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT **Mechanical Systems Manager**
Samano, Mario	9/10/2025	No	10/1/2018	12	40	

Reallocated from Classified Management Salary Range M24 to M26 at the May 20, 2026, PC Meeting.

Effective Date: Pending Board of Trustees Approval

Edited & Compiled By: Brent Heximer, AA II, PC
Approved by: Carol Long, Director of the Personnel Commission

Agenda Report Number	10
Subject	Ratification of Working Out of Class Assignments
Date	November 18, 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
Melvin Kennard, Veterans Resource Specialist	Senior Veterans Resource Specialist	10/01/2026 to 11/02/2026
Harald Austin, Student Health & Education Assistant	Administrative Assistant II	10/19/2026 to 11/12/2026; 11/16/2026 to 12/10/2026; 12/14/2026 to 12/23/2026; 01/04/2027 to 01/26/2027
Robert Hnilo, Painter	Construction Manager	01/04/2027 to 06/30/2027

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	11
Subject	Appointments to Provisional Assignments
Date	November 18, 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
Alexandra Belen Cruz	Student Services Assistant	Financial Aid	10/28/26-06/30/27
Andrea Brodkin	Student Services Assistant	Financial Aid	11/2/26-06/30/27
Andrea Church	Accompanist-Music	Music	11/9/26-6/30/27
Andrea Church	Accompanist-Music Performance	Music	11/9/26-6/30/27
Dana Wise	Student Services Assistant	Scholars Program	7/01/26-10/30/26*

*Adjustment to assignment end date.

Agenda Report Number	12
Subject	Ratification of Meeting Minutes
Date	November 18, 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. 10-21-2026 Regular Meeting

Agenda Report Number	13
Subject	Personnel Commission Recruitment Tracking
Date	November 18, 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 II	AF	P	11/5/26	11/30/26					
Campus Safety Officer	JG	MPO	7/8/26	7/28/26	8/8/26	9/19/26	10/7/26 & 10/14/26	10/23/26	11/18/26
Database Administrator	JL	MPO	10/30/26	12/4/26					
Director of Facilities Planning and Construction	JG	MPO	9/4/26	9/25/26			11/06/26		

VI. 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.

VII. RECONVENE TO OPEN SESSION

Time: ____ p.m.

VIII. REPORT OF CLOSED SESSION ACTION(S) TAKEN

Time: ____ p.m.

IX. ADJOURNMENT

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

Day	Month	Day	Year	Time	Meeting Location
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 November 18, 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.