

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 Academic Affairs: Accounts Payable: Cherry Aquino Admissions & Records: Jackson Edwards African American Center: Sherri Bradford Athletics: Hadass Elnathan Auxiliary Services: Ofelia Meza Broad Stage/Madison: Gail Johnson Bundy: Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Career Services: Cashier's Office: Veronica Romo Center for Media & Design: Angela Valentine Community & Academic Relations: Community Education: Ashley Price Counseling Office: Allison Kosich Custodian Time Clock: Anthony Williams Disabled Students Center: Denise Henninger Early Childhood Ed.: L. Manson Emeritus Department: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Gina Brunell ESL Office: Jocelyn Alex Events Office: Vinnessa Cook Faculty Association: Peter Morse Financial Aid Office: Robyn Rouzan Health Sciences: Clarendia Stephens Health Office: Nancy Alfaro Human Resources: Delia Padilla & Dawn Noguera HSS: Carolyn Baugh Institutional Research: International Education Center: Claudia Henriquez KCRW: Latino Center: Maria Martinez Maintenance/Operations: Kasey Garland Malibu: Angela Bice Math Village: Kristina Fukuda Media Center: Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Payroll: Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Lindsay Lefler W& ED/Bundy: Jennifer Landa	ADMINISTRATORS AND MANAGERS Emeritus: Noncredit Programs: Scott Silverman HR: Vina Chin Info Tech: Calvin Madlock IEC: N. Pressian Instructional Technology: Maintenance: Jose Tostado Operations: Dennis Biddle Emily Raby Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: SMCPA:	SUPERINTENDENT/PRESIDENT AND SENIOR STAFF Superintendent/President: Kathryn Jeffery VP Academic Affairs: Jason Beardsley VP Business/Admin: Chris Bonvenuto VP Human Resources: Tre'Shawn Hall-Baker VP Student Success: Tania Acosta Senior Director Government Relations & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith PUBLIC POSTING LOCATION Online: www.smc.edu EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Derek Eckstein CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Jonathan Rosas CSEA Treasurer: Dagmar Gorman CSEA Secretary: Joan Kang CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: Erin O'Neill SMC POA President: Officer Cadena Management Association: Jose J. Hernandez IF YOU NEED AN ACCOMMODATION Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible. Revised 7/10/2026
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Public Session: 12:00 p.m.

I. Organizational Functions

- A. Call to Order
- B. Roll Call

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

II. Director's Report

Director Long provided updates on district layoffs and reemployment efforts, including reemployment opportunities and placements for affected employees. Updates were also provided on ongoing classification studies, recruitment activity, and continued review of Merit Rules by the Advisory Committee.

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

Personnel Technician Yesenia Penate read a written public comment submitted prior to the meeting regarding the status and timeline of an ongoing classification review and requests for improved communication regarding review progress. Director Long provided an update on the status of the review, related communications, and the formal review process.

A. Longevity

July 2026

10 YEARS

Jerome Bruce, Transportation Coordinator, Transportation

Cindy Ordaz was present to congratulate Jerome for 10 years of service.

Robert Devine, Warehouse Worker, Procurement, Contracts and Logistics

Cindy Ordaz was present to congratulate Robert for 10 years of service.

Mark Oliva, Laboratory Technician-Life Science, Life Science

Cindy Ordaz was present to congratulate Mark for 10 years of service.

15 YEARS

Sandra Franke, Senior Buyer, Procurement, Contracts and Logistics

Cindy Ordaz was present to congratulate Sandra for 15 years of service.

Fariba Owlya, Administrative Assistant II, Library

Cindy Ordaz was present to congratulate Fariba for 15 years of service.

25 YEARS

Rigoberto Contreras, Reprographics Technician, Reprographics

Cindy Ordaz was present to congratulate Rigoberto for 25 years of service.

35 YEARS

Martha Romano, Senior Veterans' Resource Specialist, Veterans Success Center

Maria Bonin, Jose Hernandez and Cindy Ordaz were present to congratulate Martha for 35 years of service.

B. Comments from the Vice President of Human Resources:

Dr. Tre'Shawn Hall-Baker, Vice President of Human Resources was present via Zoom and provided comments recognizing longevity recipients, expressing appreciation for employee service, and acknowledging ongoing collaboration between Human Resources, the Personnel Commission, and District departments in supporting employees through workforce changes.

C. Comments from the President of CSEA:

Cindy Ordaz, President of CSEA was present and provided comments regarding classification and compensation matters, including concerns about consistency and transparency in the application of reallocation and classification review processes. Additional concerns were raised regarding internal equity, classification relationships, and the assignment of higher-level duties to employees without corresponding classification or compensation changes. Support was expressed for continued review and clarification of these issues.

D. Comments from the President of Management Association:

Jose Hernandez, President of the Management Association, provided comments recognizing longevity recipients and emphasizing collaboration, community, and mutual support as the College begins a new academic year. Support was expressed for continued efforts to maintain positive work environments and student success through partnership and shared commitment.

E. Comments from Personnel Commission Staff:

Happy New Fiscal Year!

F. Comments from the Personnel Commissioners:

Commissioner Abbott expressed appreciation for comments provided regarding employee duties and responsibilities. Discussion occurred regarding employee training, cross-training practices, and management responsibility for ensuring consistent and accurate training. Clarification was provided regarding the distinction between employee cross-training and management oversight of training programs.

IV. AGENDA REPORTS: MAJOR ITEMS OF BUSINESS

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5	Request for Approval of Abolishing Two Classifications: Director of Fiscal Services Director of Santa Monica College Foundation Cyclical Review	21
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V. CONSENT AGENDA

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~~VI. CLOSED SESSION~~

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

~~B. Public Employee Appointment/Discipline/Dismissal/Release~~

~~—(Government Code §54957)~~

~~VII. RECONVENE TO OPEN SESSION~~

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

~~IX. ADJOURNMENT~~

Agenda Report Number	1
Subject	Advisory Item: Personnel Commission Project Tracking
Date	July 15, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Cyclical Reviews:

Fiscal Year 2024-25 as of July 9, 2026

Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date	Request
Purchasing	Director of Procurement, Contracts & Logistics	1/30/2025		5/2/2025	Post Approval	5/20/2026	Cyclical Review
Facilities Operations	Assistant Director of Facilities Operations	2/25/2025			Management Hold		Cyclical Review
Facilities Operations	Director of Facilities Operations	2/25/2025			Research & Planning		Cyclical Review
IT Infrastructure	Network Communications Technician I	2/25/2025		5/27/2025	Labor-Management	8/20/2025	Cyclical Review
IT Infrastructure	Network Communications Technician II	2/25/2025		5/27/2025	Labor-Management	8/20/2025	Cyclical Review
IT Infrastructure	Network Communications Technician III	2/25/2025		5/27/2025	Labor-Management	8/20/2025	Cyclical Review
Student Services	Senior Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Labor-Management	8/20/2025	Cyclical Review
Student Services	Transfer & Articulation Specialist	3/31/2025	5/2/2025	7/24/2025	Stakeholder Review	8/20/2025	Cyclical Review
Student Services	Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Labor-Management	9/2/2025	Cyclical Review
IT MIS	Associate Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
IT MIS	IT Project Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
IT MIS	Principal Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
IT MIS	Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
IT MIS	Senior Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review

IT MIS	Chief Director of Information Technology	6/25/2025		9/8/2025	Post Approval	5/20/2026	Cyclical Review
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Fiscal Year 2025-26 as of July 9, 2026

Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date	Request
Student Services	Director of Financial Aid & Scholarships	7/22/2025		4/9/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Student Communications Coordinator	7/23/2025	8/25/2025	1/13/2026	PC Agenda	7/15/2026	Cyclical Review
Student Services	Financial Aid & Scholarships Specialist	7/23/2025	8/29/2025	3/19/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	International Student Services Specialist	7/23/2025	8/15/2025	1/13/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Outreach & Recruitment Specialist	7/23/2025	8/15/2025	1/13/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Senior Financial Aid & Scholarships Specialist	7/23/2025		3/19/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Senior Student Services Specialist - International	7/23/2025		1/13/2026	Post Approval	5/20/2026	Cyclical Review
Student Services	Student Onboarding Specialist	7/23/2025		1/13/2026	Post Approval	6/3/2026	Cyclical Review
Student Services	Academic Records Evaluator	7/23/2025		2/24/2026	Stakeholder Review-Union		Cyclical Review
Student Services	Enrollment Services Specialist	7/23/2025	8/15/2025	2/24/2026	Stakeholder Review-Union	5/20/2026	Cyclical Review
Student Services	Senior Academic Records Evaluator	7/23/2025	8/15/2025	2/24/2026	Stakeholder Review-Union	6/3/2026	Cyclical Review
Student Services	Senior Enrollment Services Specialist	7/23/2025		2/24/2026	Stakeholder Review-Union	5/20/2026	Cyclical Review
Accounting & Finance	Director of Fiscal Services	8/6/2025		6/25/2026	PC Agenda	7/15/2026	Cyclical Review
Accounting & Finance	Accountant	8/6/2025	8/21/2025	1/27/2026	Post Approval	5/20/2026	Cyclical Review
Accounting & Finance	Accounting Manager	8/6/2025		1/27/2026	Post Approval	5/20/2026	Cyclical Review
Accounting & Finance	Accounting Supervisor	8/6/2025		1/27/2026	Post Approval	5/20/2026	Cyclical Review

Accounting & Finance	Accounts Payable Supervisor	8/6/2025		4/9/2026	Post Approval	5/20/2026	Cyclical Review
Accounting & Finance	Chief Director of Business Services	8/6/2025		3/9/2026	Post Approval	6/17/2026	Cyclical Review
Accounting & Finance	Controller	8/6/2025		3/9/2026	Post Approval	6/3/2026	Cyclical Review
Reprographics	Reprographics Supervisor	10/9/2025	5/7/2025		Management Hold		Cyclical Review
Reprographics	Reprographics Technician	10/9/2025	5/7/2025		Management Hold		Cyclical Review
Reprographics	Senior Reprographics Technician	10/9/2025	5/7/2025		Management Hold		Cyclical Review
Facilities Maintenance & Planning	Assistant Director of Facilities Maintenance	12/3/2025			Management Hold		Cyclical Review
Facilities Maintenance & Planning	Director of Facilities Maintenance & Operations	12/3/2025			Management Hold		Cyclical Review
Facilities Maintenance & Planning	Construction Maintenance Manager	12/3/2025		4/23/2026	Post Approval	5/20/2026	Cyclical Review
Facilities Maintenance & Planning	Mechanical Systems Manager	12/3/2025		4/23/2026	Post Approval	5/20/2026	Cyclical Review
Facilities Maintenance & Planning	Assistant Director of Facilities Planning & Construction	12/3/2025			Research & Planning		Cyclical Review
Facilities Maintenance & Planning	Director of Facilities Maintenance	12/3/2025			Research & Planning		Cyclical Review
Facilities Maintenance & Planning	Director of Facilities Planning & Construction	12/3/2025			Research & Planning		Cyclical Review
Facilities Maintenance & Planning	Locksmith	12/3/2025		4/2/2026	Stakeholder Review		Cyclical Review
Accounting & Finance	Accounting Manager - Foundation	12/4/2025		6/3/2026	PC Agenda	7/15/2026	Cyclical Review
Accounting & Finance	Director of Auxiliary Services	12/4/2025		6/3/2026	PC Agenda	7/15/2026	Cyclical Review
Accounting & Finance	Director of Facilities Finance	12/4/2025		6/23/2026	PC Agenda	7/15/2026	Cyclical Review
Accounting & Finance	Director of Grants	12/4/2025		6/3/2026	PC Agenda	7/15/2026	Cyclical Review

Accounting & Finance	Director of SMC Foundation	12/4/2025		6/25/2026	PC Agenda	7/15/2026	Cyclical Review
Accounting & Finance	Budget Technician	12/4/2025		5/19/2026	Post Approval	6/3/2026	Cyclical Review
Accounting & Finance	Director of Budget	12/4/2025		5/25/2026	Post Approval	6/3/2026	Cyclical Review
Accounting & Finance	Enterprise Business Services Clerk	12/4/2025		5/19/2026	Post Approval	6/3/2026	Cyclical Review
Accounting & Finance	Enterprise Business Services Specialist	12/4/2025		5/22/2026	Post Approval	6/3/2026	Cyclical Review
Accounting & Finance	Enterprise Business Supervisor	12/4/2025		5/22/2026	Post Approval	6/3/2026	Cyclical Review
Warehouse & Mail	Mail Services Worker II	3/10/2026			Management Hold		Description Revision
Human Resources	Professional Development Coordinator	4/29/2026			Development		Cyclical Review
Human Resources	Director of Human Resources - Employee & Labor Relations/Compliance	4/29/2026			Research & Planning		Cyclical Review
Human Resources	Director of Human Resources - Operations	4/29/2026			Research & Planning		Cyclical Review
Human Resources	Employee Benefits Coordinator	4/29/2026			Research & Planning		Cyclical Review
Human Resources	Employee Benefits Specialist	4/29/2026			Research & Planning		Cyclical Review
Human Resources	Human Resources Specialist	4/29/2026			Research & Planning		Cyclical Review
Human Resources	Human Resources Technician	4/29/2026			Research & Planning		Cyclical Review
Human Resources	Assistant Director of Human Resources - Compliance	4/29/2026			Upcoming		Cyclical Review
Human Resources	Assistant Director of Human Resources - Employee & Labor Relations	4/29/2026			Upcoming		Cyclical Review
Human Resources	Human Resources Analyst - Employee & Labor Relations (Conf)	4/29/2026			Upcoming		Cyclical Review
Human Resources	Human Resources Analyst - Leaves & Benefits	4/29/2026			Upcoming		Cyclical Review

Human Resources	Human Resources Analyst - Operations	4/29/2026			Upcoming		Cyclical Review
Payroll	Payroll Manager	4/29/2026			Research & Planning		Cyclical Review
Payroll	Payroll Specialist	4/29/2026			Research & Planning		Cyclical Review
Personnel	Personnel Specialist	4/29/2026			Development		Cyclical Review
Personnel	Personnel Technician	4/29/2026			Development		Cyclical Review
Personnel	Classification & Compensation Manager	4/29/2026			Upcoming		Cyclical Review
Personnel	Director of the Personnel Commission	4/29/2026			Upcoming		Cyclical Review
Personnel	Personnel Analyst	4/29/2026			Upcoming		Cyclical Review
Personnel	Supervising Personnel Analyst	4/29/2026			Upcoming		Cyclical Review
Risk Management	Assistant Director of Safety & Risk Management	4/29/2026			Research & Planning		Cyclical Review
Risk Management	Director of Safety & Risk Management	4/29/2026			Research & Planning		Cyclical Review
Risk Management	Insurance Program Specialist	4/29/2026			Research & Planning		Cyclical Review
Risk Management	Risk & Insurance Coordinator	4/29/2026			Research & Planning		Cyclical Review

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

Agenda Report Number	2
Subject	Cyclical Classification Reviews: Proposed Annual Calendar 2026-2027
Date	July 15, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Carol Long, Director of the Personnel Commission Amy Gurjian, Classification & Compensation Manager

Attached for your review is the proposed annual calendar identifying anticipated classification review projects for 2026-2027.

CLASSIFICATION PLAN

A classification plan is the organized system used by a Personnel Commission to classify positions in the classified service. Education Code 88076 defines classification to include “allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.”

At Santa Monica College, the classification plan is described and implemented through Chapter III of the Merit Rules. Merit Rule 3.2.3 requires the Personnel Commission to maintain a classification plan for all positions in the classified service, organized by classification series, job discipline, and job family. The classification plan also identifies the salary range applicable to each classification. All of these items are posted on the [Personnel Commission Website](#).

As part of maintaining the classification plan, Personnel Commission staff allocates new positions to appropriate classifications, develops or revises classification descriptions as needed, reviews minimum qualifications to ensure they are job-related and not unduly restrictive, maintains a plan for continuous review and update of descriptions, and conducts internal and external salary studies when appropriate. Salary study recommendations are based on analysis of job duties, minimum qualifications, internal comparisons, external market data, and the Merit System principle of like pay for like work. Any resulting recommendations are processed consistent with applicable Merit Rules, Education Code provisions, Board authority, and collective bargaining requirements. **(Merit Rules, Chapter III; Education Code Sections 88004, 88009, 88076, 88081, 88095, 88104, 88104.5)**

CLASSIFICATION REVIEW PROCESS

Merit Rule 3.2.9 requires the Personnel Commission to maintain a system of continuous classification review. Merit Rule 3.2.9 states: “Each year, the Director of Classified Personnel

shall prepare a schedule of anticipated review projects and present it for approval to the Personnel Commission.”

A copy of our process chart for the next round of reviews is attached. Each cyclical review will start with an orientation and an initial review of descriptions within the job discipline being studied. The primary purpose of this review will be to determine if the job duties listed in each classification description are an accurate reflection of the work assigned. During the review process, management and employees may request individual position reviews if work assigned falls outside the scope of the assigned classification.

Following analysis of relevant information, recommendations will be provided for review by appropriate management staff, senior staff, incumbents, and union representatives before being presented to the Personnel Commission and, where applicable, the Board of Trustees for final action.

PROCESS CONSIDERATIONS

- Managers overseeing classified staff associated with current-year cyclical reviews will be contacted before the start of the review process to identify potential department block-out dates or periods of unusually high workload.
- The comparable agencies established for the 2024–2029 cycle will continue to be used for the 2026–2027 review cycle.
- Cyclical classification studies will continue to automatically take priority over requests for Ad Hoc Studies (requests which are not part of the current fiscal year’s review calendar).

Decisions for prioritization of Ad Hoc Studies will be recommended by the Director of the Personnel Commission based on the type of study requested; current staff workload; connection of request to an upcoming recruitment, reorganization, or new mandate; and the number of employees potentially impacted by the request.

General prioritization of all classification studies will be as follows:

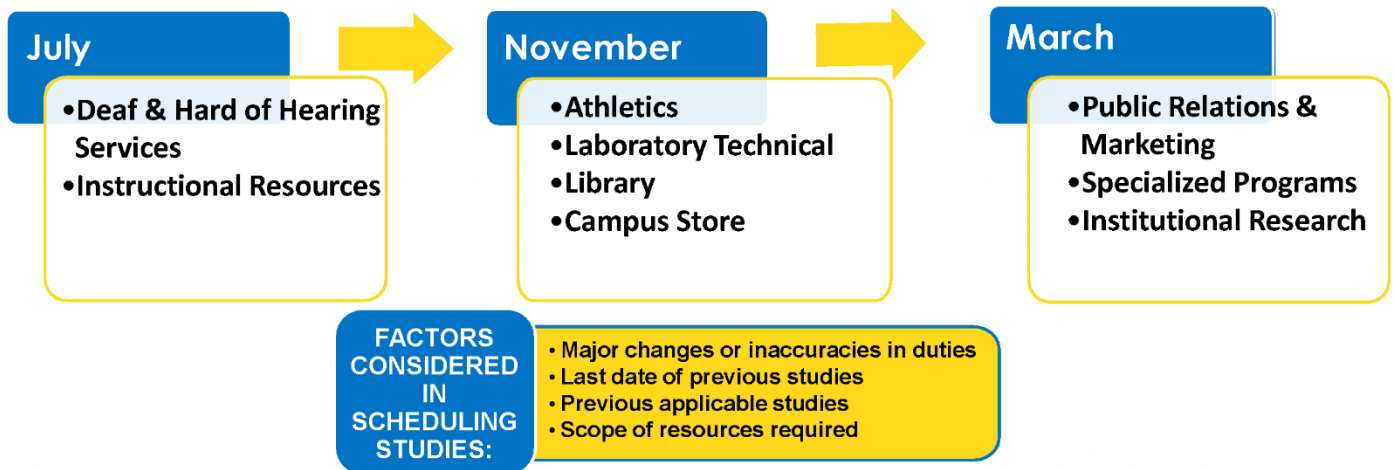
- Priority 1: Calendared cyclical reviews
- Priority 2: Description revisions in preparation for opening recruitment, or to comply with new legal mandates or other policy changes
- Priority 3: Position reclassification reviews into an existing classification
- Priority 4: Requests for new classifications, and requests for position reclassification into a new classification
- Priority 5: Salary reallocation, provided all of the following conditions are met:
 - Senior staff approval for the estimated difference in salary
 - Salary has not been reviewed in the past two years
 - Salary is not scheduled for review within the next year

RECOMMENDATIONS

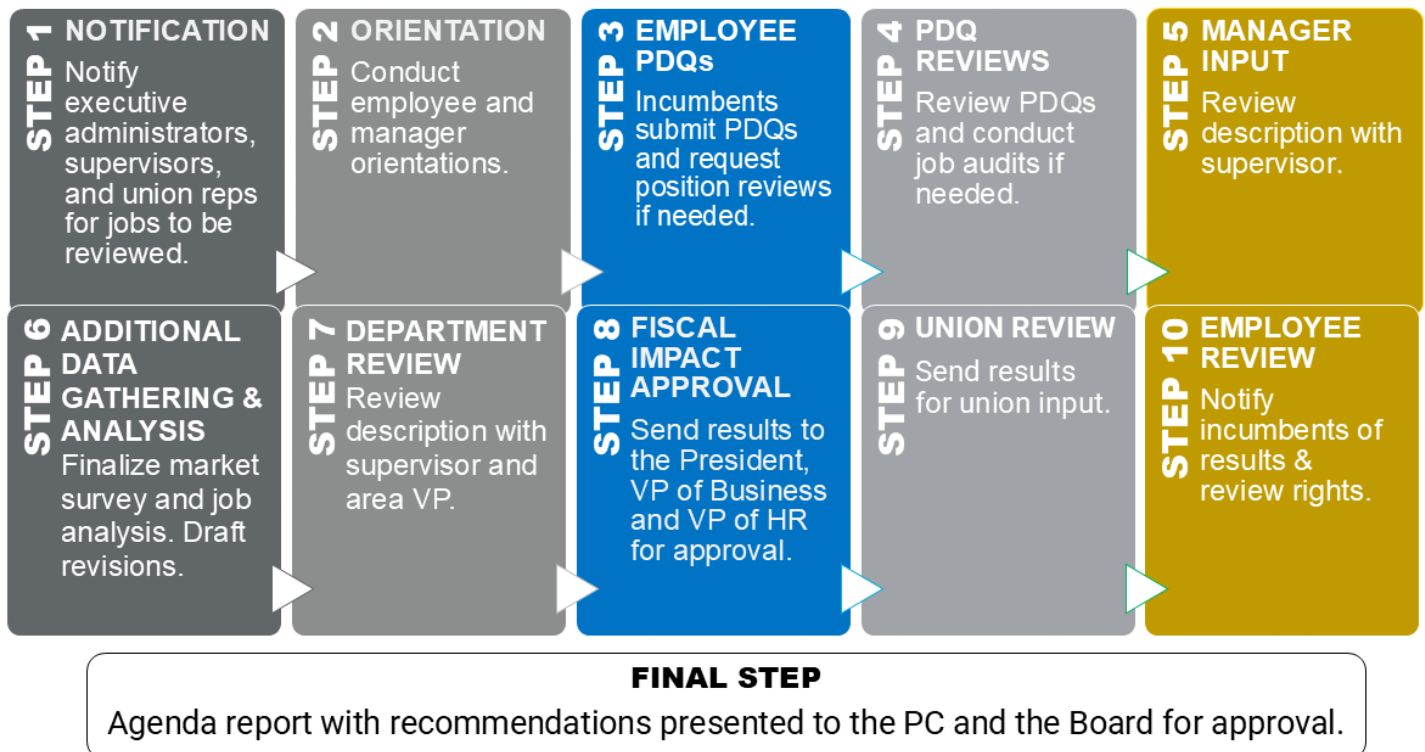
It is recommended that the Personnel Commission approve the proposed annual calendar of classification/compensation studies for Fiscal Year 2026 – 2027.

Classification Review Timeline by Job Discipline

2026-27



Cyclical Review Process



Agenda Report Number	2
Subject	Cyclical Classification Reviews: Proposed Annual Calendar 2026-2027 Cont'd
Date	July 15, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Carol Long, Director of the Personnel Commission Amy Gurjian, Classification & Compensation Manager

Continued from Page 14.

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

Agenda Report Number	3
Subject	Cyclical Classification Studies: Recommendations for Salary Reallocation
Date	July 15, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

On April 7, 2026, the Board of Trustees approved a Resolution to freeze salaries for all classified managers and classified confidential personnel and impose two days per month of furloughs.

On May 5, 2026, the Board of Trustees ratified the collective bargaining contract with the California School Employees Association (CSEA) Chapter 36 for a term beginning on July 1, 2024 and ending June 30, 2027. Revisions to Article 11 of this contract included the imposition of one furlough day per month, along with the following cost reduction strategy:

Beginning July 1, 2026, all step, column, and longevity increases in pay shall be suspended and not go into effect for the duration of this Agreement and any extension of its terms pursuant to Article 1.4, but in no event shall the suspension set forth in this paragraph continue after June 30, 2027. At the end of suspension, the step, column, and longevity increments shall resume prospectively, and the employee shall not be entitled to retroactive pay. (Article 11.1.5)

RECOMMENDATION FOR CYCLICAL REVIEW PROCESS CHANGES

The Board of Trustees has not yet approved our recommendations for salary reallocations that were presented on May 20th, June 3rd, and June 17th. Therefore, we are proposing that the Personnel Commission place recommendations for salary reallocation on hold until the Board and the District are ready and able to move forward. At that time, all recommendations for salary reallocation will be reviewed and brought back to the Personnel Commission and then forwarded to the Board of Trustees.

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	Public comments were received regarding the proposed handling of salary reallocation recommendations and the potential impacts on ongoing classification reviews. Discussion

	occurred regarding the rationale for the proposed process, compensation-related considerations, and procedural concerns. Following discussion, Report 3 was pulled for further review.
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Agenda Report Number	4
Subject	Approval of Advanced Step Placement: Payroll Manager
Date	July 15, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

It is requested that the Personnel Commission approve an initial salary placement for Roy Castillo, Payroll Manager, at Range M20, Step E on the Classified Management Salary Schedule.

The Minimum Qualifications for this position include a Bachelors degree, and at least three years of technical or professional payroll experience, which included one year of lead or supervisory experience.

This candidate has 25 years of experience working in public sector Payroll including 12 years in payroll management.

Merit Rule 12.2.4 B (4) Salary on Employment

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

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

Agenda Report Number	5
Subject	Request for Approval of Abolishing Two Classifications: Director of Fiscal Services Director of Santa Monica College Foundation Cyclical Review
Date	July 15, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

As scheduled on the annual cyclical study calendar, Commission staff has conducted a review of the classifications in the Accounting and Finance job discipline which includes the:

- Director of Fiscal Services, vacant since 4/17/2014
- Director of Santa Monica College Foundation, vacant since classification retitle 3/17/2021

During the review process, Commission staff noted the following:

- Most of the duties performed by **Director of Fiscal Services** have been transferred to Chief Director of Business Services.
- The Foundation reported that they do not intend to utilize the **Director of the Santa Monica College Foundation** classification.

There are currently no eligibility lists or reemployment lists for these classifications. This proposal was sent for review to Department leadership, Business Services, Human Resources, and the College Superintendent/President.

RECOMMENDATION

It is recommended that the Personnel Commission approve abolishing the Director of Fiscal Services and the Director of Santa Monica College Foundation classifications.

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

Agenda Report Number	6
Subject	Retitle and Classification Description Revisions: Accounting Manager-Foundation to Accounting Manager-Santa Monica College Foundation Cyclical Review
Date	July 15, 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 retitle and classification revisions for **Accounting Manager-Foundation**.

As part of the cyclical review process, we are reviewing classifications in Accounting and Finance. Accounting and Finance maintains fiscal accountability for all funds by utilizing standards of professionalism and ethical conduct. The Santa Monica College Foundation connects donors with opportunities to effect change at Santa Monica College where equity, access, and excellence intersect.

The Accounting Manager-Foundation classification was established in August 2022. This will be the first revision since its establishment. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2025-2026. The incumbents in the Accounting and Finance classifications were invited to participate in a study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 4, 2025.

Personnel Commission staff consulted with the Dean, Institutional Advancement/SMC Foundation, 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 retitle the classification and clarify essential duties assigned.

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

RESULTS

Based on data gathered, description revisions are proposed to clarify the concept of the class, essential duties, supervision, knowledge, skills and abilities, minimum qualifications and working environment.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies did not have a role with similar scope of responsibility.

Typically, when matches were not found it is due to the organizational structure and scope of the responsibilities.

As a result, salary review is based on an internal comparison of similar roles, including the District Accounting Manager and the Director of Grants. The Accounting Manager–Foundation (retitle Accounting Manager-Santa Monica College Foundation) impacts a smaller and less complex organization than the District Accounting Manager. The Accounting Manager-Foundation performs much of the Foundation’s accounting work directly due to the size of the operation. In contrast, the District Accounting Manager requires a higher level of knowledge, has a broader scope of responsibility, greater consequence of error, and supervises Accountants. The Director of Grants carries broad responsibility for institutional grant strategy, proposal development, funder relationships, grant stewardship, and compliance with grant requirements. Both the Director of Grants and the Accounting Manager-Foundation work within the Santa Monica College Foundation. The Director of Grants focusses on strategic revenue development and grant compliance; the Accounting Manager-Foundation focusses on fiduciary financial management and operational accounting control.

Job evaluation results are similar across most job factors between the Accounting Manager-Foundation and the Director of Grants. Based on job analysis results, it is recommended that the salary placement for the retitled Accounting Manager-Santa Monica College Foundation remain at range M24 of the classified management salary schedule.

The following chart shows management classifications within accounting and finance job discipline:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Chief Director of Business Services*	A22	\$17,380	\$19,161	30.74%
Controller*	M34	\$12,057	\$14,656	0%
Director of Budget*	M34	\$12,057	\$14,656	7.63%
Accounting Manager*	M27	\$10,162	\$12,351	10.25%
Accounting Manager-Foundation	M24	\$9,447	\$11,483	7.55%
Accounts Payable Supervisor*	M20	\$8,569	\$10,415	10.25%
Accounting Supervisor*	M20	\$8,569	\$10,415	

* Pending Board Approval

The following chart shows pay structure for District classifications assigned to Institutional Advancement/SMC Foundation:

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN MINIMUM SALARIES
Dean, Institutional Advancement/ SMC Foundation	Senior Director Government Relations/ Institutional Advancement	AA8	\$14,454	\$16,756	53%
Accounting Manager-Foundation	Dean, Institutional Advancement/SMC Foundation	M24	\$9,447	\$11,483	0%
Director of Grants	Dean, Institutional Advancement/SMC Foundation	M24	\$9,447	\$11,483	

Cyclical review results have been sent to the incumbent, Department Management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed retitle and classification description revisions for Accounting Manager-Foundation.

FROM: Accounting Manager-Foundation

TO: Accounting Manager-Santa Monica College Foundation

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

**Santa Monica Community College District
Personnel Commission**

Accounting Manager-Santa Monica College Foundation

CONCEPT OF THE CLASS

Under ~~the direction of the Dean of Institutional Advancement/SMC Foundation~~, this ~~classification position~~ manages, plans and coordinates the day-to-day general accounting, accounts payable, budgeting, auditing and payroll activities for the Santa Monica College Foundation; ~~and performs the full-range of complex professional accounting activities for the Santa Monica College Foundation. In addition, Positions in this classification-This position~~ ensures timely and accurate ~~completion of~~ financial reports, including the annual financial audit and adopted budget.

DISTINGUISHING CHARACTERISTICS

The **Accounting Manager-Santa Monica College Foundation** manages, plans and coordinates the day-to-day general accounting, accounts payable, budgeting, auditing and payroll activities for the Santa Monica College Foundation.

The **Accounting Manager** manages and oversees the day-to-day accounting operations for the District and provides leadership and training to assigned professional staff.

ESSENTIAL DUTIES

Plans, organizes, and manages the day-to-day accounting operations, activities, financial record-keeping, accounts payable, payroll and reporting functions for the Foundation.

Collaborates with the accounting firm to plan, organize, and manage the Foundation's accounting and budgeting systems, prepares detailed income and expenditure budgets; presents the annual budget and financial statements to the Foundation Board of Directors.

Coordinates and supervises the monthly, quarterly, and annual year-end close processes and prepares financial statements, Foundation statistical reports and records in accordance with Generally Accepted Accounting Principles (GAAP).

Assists in the coordination and preparation of the Annual Independent Audit and responds to audit report findings, comments and recommendations as they pertain to the accounting function.

Communicates with Foundation personnel and outside agencies to provide financial analysis, answers questions, provide training, resolve discrepancies, identify potential problems, and recommends adjustments or amendments to accounts.

Authorizes and approves Foundation expenditures and manages contracts with outside consultants and vendors.

Works with the investment management company and the Board of Directors to develop and maintain solid investment policies and strategies involving assets to assure continued growth and safety.

Serves on the selection committee for grants and scholarships.

Communicates regularly with donors ~~to and sponsors of scholarship~~ sponsors to ~~ensure-make sure~~ distribution criteria for academic and financial need ~~is fully communicated are clearly conveyed~~ to the Scholarship Office for recipient selection and ~~is~~ reviewed to ensure assure conditions are met.

Supervises and evaluates the work of assigned staff and directs the development of performance evaluation standards.

Oversees training, use and integration of all accounting software platforms that manage fundraising and financial activities of the Foundation.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under ~~general supervision~~ direction, the employee receives assignments from the Dean, Institutional Advancement/SMC Foundation or designated administrator and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

Positions in this classification exercise general supervision over assigned staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Principles, practices, and procedures of accounting and financial analysis, including Generally Accepted Accounting Principles (GAAP), as they relate to 501(c)(3) accounting, auditing, and budgeting

Federal, state, local and District policies, procedures, rules, regulations, and practices related to tax reporting, grants, banking activities

~~and the Policies, procedures, and practices related to the~~ preparation and maintenance of accounting records, including accounts receivable, accounts payable and payroll

Research, statistical, and forecasting methods used in accounting analysis and management practices and procedures related to establishing internal controls

~~Effective supervisory techniques including successful recruitment and selection processes; appropriate work assignment, delegation and performance evaluation; relevant staff development and training; and meaningful corrective and disciplinary action~~

Principles and practices of effective recruitment and selection, including candidate assessment and hiring processes

Principles and practices of supervision, including work assignment, delegation, performance management, staff development and training, and corrective or disciplinary action

Computerized on-line programs used for accounting, auditing, fiscal controls and financial management including designated fund- and fund-raising software

Skills & Abilities:

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

Analyze and interpret financial and statistical data, perform mathematical and statistical computations and prepare financial reports, statements and projections

Deliver professional and effective oral presentations of complex fiscal and budget information

Perform complex work requiring accuracy and attention to detail

~~Supervise assigned work functions, delegate responsibility according to staff abilities, opportunities for development and relevant rules and policies to ensure effective and timely completion of work assignments~~

Supervise and coordinate assigned work functions to ensure timely and effective completion of assignments

Delegate and assign work based on staff skills and development needs, consistent with applicable rules and policies

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

Create a positive work environment and ensure that clear, challenging, and attainable goals are set for staff and aligned with Foundation objectives

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

Communicate effectively, both orally and in writing

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

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

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

Work independently under pressure of recurring deadlines and meet schedules and timelines

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

A bachelor's degree from an accredited college or university in accounting or a ~~closely~~ related field.

Experience Requirement:

~~Five (5)~~ Four years of ~~progressively responsible~~ professional accounting experience. Lead or supervisory experience is highly desirable. Experience performing governmental or 501(c)(3) accounting experience is highly desirable.

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) or related professional certifications are desirable.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

CLASS DETAIL

Job Family:	Business Administration & Fiscal Services
FLSA Status:	Exempt
Personnel Commission Approval Date:	August 17, 2022
Class History:	
Revision Date(s):	<u>July 15, 2026</u>

**Santa Monica Community College District
Personnel Commission**

Accounting Manager-Santa Monica College Foundation

CONCEPT OF THE CLASS

Under direction, this position manages, plans and coordinates the day-to-day general accounting, accounts payable, budgeting, auditing and payroll activities for the Santa Monica College Foundation and performs the full-range of complex professional accounting activities. This position ensures timely and accurate completion of financial reports, including the annual financial audit and adopted budget.

DISTINGUISHING CHARACTERISTICS

The **Accounting Manager-Santa Monica College Foundation** manages, plans and coordinates the day-to-day general accounting, accounts payable, budgeting, auditing and payroll activities for the Santa Monica College Foundation.

The **Accounting Manager** manages and oversees the day-to-day accounting operations for the District and provides leadership and training to assigned professional staff.

ESSENTIAL DUTIES

Plans, organizes, and manages the day-to-day accounting operations, activities, financial record-keeping, accounts payable, payroll and reporting functions for the Foundation.

Collaborates with the accounting firm to plan, organize, and manage the Foundation's accounting and budgeting systems, prepares detailed income and expenditure budgets; presents the annual budget and financial statements to the Foundation Board of Directors.

Coordinates and supervises the monthly, quarterly, and annual year-end close processes and prepares financial statements, Foundation statistical reports and records in accordance with Generally Accepted Accounting Principles (GAAP).

Assists in the coordination and preparation of the Annual Independent Audit and responds to audit report findings, comments and recommendations as they pertain to the accounting function.

Communicates with Foundation personnel and outside agencies to provide financial analysis, answers questions, provide training, resolve discrepancies, identify potential problems, and recommends adjustments or amendments to accounts.

Authorizes and approves Foundation expenditures and manages contracts with outside consultants and vendors.

Works with the investment management company and the Board of Directors to develop and maintain solid investment policies and strategies involving assets to assure continued growth and safety.

Serves on the selection committee for grants and scholarships.

Communicates regularly with donors and scholarship sponsors to ensure distribution criteria for academic and financial need are clearly conveyed to the Scholarship Office for recipient selection and reviewed to ensure conditions are met.

Supervises and evaluates the work of assigned staff and directs the development of performance evaluation standards.

Oversees training, use and integration of all accounting software platforms that manage fundraising and financial activities of the Foundation.

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 direction, the employee receives assignments from the Dean, Institutional Advancement/SMC Foundation or designated administrator and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

Positions in this classification exercise general supervision over assigned staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Principles, practices, and procedures of accounting and financial analysis, including Generally Accepted Accounting Principles (GAAP), as they relate to 501(c)(3) accounting, auditing, and budgeting

Federal, state, local and District policies, procedures, rules, regulations, and practices related to tax reporting, grants, banking activities

Policies, procedures, and practices related to the preparation and maintenance of accounting records, including accounts receivable, accounts payable and payroll

Research, statistical, and forecasting methods used in accounting analysis and management practices and procedures related to establishing internal controls

Principles and practices of effective recruitment and selection, including candidate assessment and hiring processes

Principles and practices of supervision, including work assignment, delegation, performance management, staff development and training, and corrective or disciplinary action

Computerized on-line programs used for accounting, auditing, fiscal controls and financial management including designated fund- and fund-raising software

Skills & Abilities:

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

Analyze and interpret financial and statistical data, perform mathematical and statistical computations and prepare financial reports, statements and projections

Deliver professional and effective oral presentations of complex fiscal and budget information

Perform complex work requiring accuracy and attention to detail

Supervise and coordinate assigned work functions to ensure timely and effective completion of assignments

Delegate and assign work based on staff skills and development needs, consistent with applicable rules and policies

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

Create a positive work environment and ensure that clear, challenging, and attainable goals are set for staff and aligned with Foundation objectives

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

Communicate effectively, both orally and in writing

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

Stay updated on technology changes and adapt to new technologies

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

Work independently under pressure of recurring deadlines and meet schedules and timelines

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

A bachelor's degree from an accredited college or university in accounting or a related field.

Experience Requirement:

Four years of professional accounting experience. Lead or supervisory experience is highly desirable. Experience performing governmental or 501(c)(3) accounting experience is highly desirable.

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) or related professional certifications are desirable.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and

walk. The employee may occasionally be 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:	August 17, 2022
Class History:	
Revision Date(s):	07/15/26

Agenda Report Number	7
Subject	Classification Description Revisions: Director of Auxiliary Services Cyclical Review
Date	July 15, 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 Director of Auxiliary Services.

As part of the cyclical review process, we are reviewing classifications in Accounting and Finance. Accounting and Finance maintains fiscal accountability for all funds of the District by utilizing standards of professionalism and ethical conduct. Auxiliary Services provides services through the Cashier's Office, Campus Store, Transportation, and other various programs and efforts.

The Director of Auxiliary Services classification was established in November 2006. The classification was revised on August 31, 2018. There is one incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-2026. The incumbents in the Accounting and Finance classifications were invited to participate in a study orientation on November 12, 2025 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. Position Description Questionnaire (PDQ) for incumbents in this job discipline were due by December 4, 2025.

Personnel Commission staff consulted with the Dean of Educational Enterprise 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 proposed to clarify concept of the class, distinguishing characteristics, essential duties, knowledge, skills and abilities, minimum qualifications and working environment.

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

Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies did not

have a role with similar scope of responsibility. Typically, when matches were not found it is due to the organizational structure and scope of the responsibilities.

As a result, salary review is based on internal comparison between management roles within the accounting and finance job discipline.

Job evaluation results show that the Director of Auxiliary Services is appropriately positioned in relation to other comparable management classifications within the accounting and finance job discipline. The job factor of decision-making authority was comparable across the reviewed management classifications. However, job factor levels for Director of Auxiliary were lower in required knowledge, scope of responsibility, and the nature and purpose of contacts. Salary levels within the reporting structure of Auxiliary Services were also reviewed. No internal alignment concerns were found between the Director of Auxiliary Services and the positions it oversees. To support job analysis findings it is recommended to maintain current salary allocation.

The following chart shows management classifications within accounting and finance job discipline:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Chief Director of Business Services*	A22	\$17,380	\$19,161	30.74%
Controller*	M34	\$12,057	\$14,656	0%
Director of Budget*	M34	\$12,057	\$14,656	7.63%
Director of Auxiliary Services	M31	\$11,203	\$13,617	10.25%
Accounting Manager*	M27	\$10,162	\$12,351	18.59%
Accounts Payable Supervisor*	M20	\$8,569	\$10,415	0%
Accounting Supervisor*	M20	\$8,569	\$10,415	

* Pending Board Approval

The following chart shows reporting structure and salary relationships within Auxiliary Services:

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN MINIMUM SALARIES
Dean, Educational Enterprise	Vice President Business/Administration	AA8	\$14,454	\$16,756	29%

Director of Auxiliary Services	Dean, Educational Enterprise	M31	\$11,203	\$13,617	31%
Enterprise Business Services Supervisor*	Director of Auxiliary Services	M20	\$8,569	\$10,415	10%
Campus Store Manager	Director of Auxiliary Services	M16	\$7,772	\$9,447	39%
Senior Reprographics Technician	Director of Auxiliary Services	32	\$5,596	\$6,803	5%
Reprographics Technician	Director of Auxiliary Services	30	\$5,330	\$6,479	10%
Shuttle Driver	Director of Auxiliary Services	26	\$4,834	\$5,876	

** Pending Board Approval*

Cyclical review results have been sent to the incumbent, Department Management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions for Director of Auxiliary Services.

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

**Santa Monica Community College District
Personnel Commission**

Director of Auxiliary Services

CONCEPT OF THE CLASS

Under general direction, ~~from the Dean of Education Enterprise, the this~~ position ~~in this classification~~ directs, plans, organizes and supervises the operation of the District's Auxiliary Services departments, including the ~~Bursar's Office,~~ Campus Store, ~~Cash Receipts-Cashier's~~ Office, Transportation Services, and Reprographics Services, and participates in the formulation of strategies to enhance and modernize District systems and services.

DISTINGUISHING CHARACTERISTICS

The **Director of Auxiliary Services** directs and oversees the day-to-day operations of Auxiliary Services departments, including the ~~Bursar's Office,~~ Campus Store, ~~Cash Receipts-Cashier's~~ Office, Transportation Services, and Reprographics Services. Responsibilities and assignments are broad in scope and require a high degree of administrative discretion and judgement on complex issues related to the management of business operations.

ESSENTIAL DUTIES

Provides direction and leadership for the District's auxiliary operations, including ~~the Bursar's office, all District cashing operations, the Cashier's Office,~~ the Campus Store, Transportation Department and Reprographic Services.

Collaborates with the Dean of Education Enterprise, and internal and external stakeholders, to plan and develop strategies to modernize campus systems and services.

Oversees the District's transportation/shuttle service and associated random drug and alcohol testing program.

Provides oversight of District and Associated Students revenues and expenses, including: collection of bad debt, staff and faculty parking revenues, Campus Store revenues and expenses, reprographics open purchase orders, student refunds, financial aid distribution, emergency loan distribution, billing and collection, and international student billing and collection.

Serves as a member of the Associated Students Finance Committee; advises committee members on, and ensures adherence to, policies and procedures related to the use of Associated Students funds.

~~Coordinates with the Office of Student Life to implement the Galley food closet and Corsair Market programs.~~

Develops business plans and proposals; directs preparation of the Auxiliary Services budget and Campus store budget; monitors and directs the preparation of various auxiliary service operating budgets, District operating budgets, auxiliary trust accounts, and associated student budget; analyzes data for the purpose of financial projections or revenues; compiles a variety of reports.

Selects, trains, supervises and evaluates staff.

Plans, implements, reviews and evaluates Auxiliary Services operating policies and procedures; reviews and evaluates continuing operations to maintain and improve Auxiliary Services operations.

Provides administrative direction for the coordination and implementation of activities to integrate various cash receipts operations, both District and Auxiliary; ensures locally collected revenue and expenses are accounted for and distributed to correct Auxiliary accounts and District revenues are disbursed to District Fiscal Services.

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:

This position receives general ~~administrative~~ direction from the Dean of Education Enterprise.

Supervision Exercised:

This position provides ~~direct~~ general supervision to managers and staff in Auxiliary Services, ~~Bursar's Office,~~ Campus Store, ~~Cash Receipts-Cashier's~~ Office, Transportation Services, and Reprographics Services.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Current federal, state, District and local regulations, codes, laws and guidelines related to auxiliary operations, transportation services, cash handling and student financial transactions pertaining to assigned areas of responsibility

Principles and practices of public administration, including budgeting, accounting and procurement procedures and requirements

Internal control principles and practices related to financial and business operations

Institutional policies, objectives and operations

Principles and practices of leadership and talent management, including hiring, developing, motivating, evaluating, and disciplining employees

Principles and techniques of retail sales management, organization and cash handling

Principles and practices of project management

Role model exceptional internal and external customer service techniques

Skills & Abilities:

Plan, direct, and manage the diverse programs under Auxiliary Services

Exercise a high degree of initiative, judgment, discretion and decision-making to integrate organizational priorities, meet deadlines and achieve objectives

Analyze work functions and develop methodologies to ensure effective completion of work assignments at the departmental and organizational level

Develop and implement policies and procedures relativerelated to assigned operations

Develop innovative techniques and methodologies to resolve unprecedented problems or situations

Utilize the principles and practices of effective and persuasive written and oral communication to elicit information, negotiate problems resolution, influence and solicit cooperation and seek and obtain support

Communicate effectively, both orally and in writing, to exchange information, resolve issues and build cooperation

Plan and implement changes to processes and services to improve operational effectiveness

Coordinate and maintain accuracy of financial and operational data across multiple systems and organizational units

Evaluate processes and implement controls to safeguard assets and ensure accurate financial reporting

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

Maintain an open and approachable manner and easily build rapport with others, using tact and diplomacy in dealing with sensitive and complex issues

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

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

Stay abreast ofupdated on technology changes and adapt to new technologies

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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

MINIMUM QUALIFICATIONS

Education Requirement:

A bachelor's degree in business administration or management, public administration, accounting or a closely-related field.

Experience Requirement:

Five (5)-Four years of progressively responsible administrative or management experience overseeing business operations, financial services, auxiliary services, retail operations or closely related functions which included at least two

(2) years of supervisory experience ~~supervising an accounting or retail operation~~. Experience managing business support services in public education is highly desirable.

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, stand, walk, reach, bend, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee may be required to lift, carry, push, 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:	11/02/06
Class History:	Director of Auxiliary Services
Revision Date(s):	11/02/06 Hay Study , 8/31/18, <u>7/15/26</u>

**Santa Monica Community College District
Personnel Commission
Director of Auxiliary Services**

CONCEPT OF THE CLASS

Under general direction, this position directs, plans, organizes and supervises the operation of the District's Auxiliary Services departments, including the Campus Store, Cashier's Office, Transportation Services, and Reprographics Services, and participates in the formulation of strategies to enhance and modernize District systems and services.

DISTINGUISHING CHARACTERISTICS

The **Director of Auxiliary Services** directs and oversees the day-to-day operations of Auxiliary Services departments, including the Campus Store, Cashier's Office, Transportation Services, and Reprographics Services. Responsibilities and assignments are broad in scope and require a high degree of administrative discretion and judgement on complex issues related to the management of business operations.

ESSENTIAL DUTIES

Provides direction and leadership for the District's auxiliary operations, including, , the Cashier's Office, the Campus Store, Transportation Department and Reprographic Services.

Collaborates with the Dean of Education Enterprise, and internal and external stakeholders, to plan and develop strategies to modernize campus systems and services.

Oversees the District's transportation/shuttle service and associated random drug and alcohol testing program.

Provides oversight of District and Associated Students revenues and expenses, including: collection of bad debt, staff and faculty parking revenues, Campus Store revenues and expenses, reprographics open purchase orders, student refunds, financial aid distribution, emergency loan distribution, billing and collection, and international student billing and collection.

Serves as a member of the Associated Students Finance Committee; advises committee members on, and ensures adherence to, policies and procedures related to the use of Associated Students funds

Develops business plans and proposals; directs preparation of the Auxiliary Services budget and Campus store budget; monitors and directs the preparation of various auxiliary service operating budgets, District operating budgets, auxiliary trust accounts, and associated student budget; analyzes data for the purpose of financial projections or revenues; compiles a variety of reports.

Selects, trains, supervises and evaluates staff.

Plans, implements, reviews and evaluates Auxiliary Services operating policies and procedures; reviews and evaluates continuing operations to maintain and improve Auxiliary Services operations.

Provides administrative direction for the coordination and implementation of activities to integrate various cash receipts operations, both District and Auxiliary; ensures locally collected revenue and expenses are accounted for and distributed to correct Auxiliary accounts and District revenues are disbursed to District Fiscal Services.

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:

This position receives general direction from the Dean of Education Enterprise.

Supervision Exercised:

This position provides general supervision to managers and staff in Auxiliary Services, , Campus Store, Cashier's Office, Transportation Services, and Reprographics Services.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Current federal, state, District and local regulations, codes, laws and guidelines related to auxiliary operations, transportation services, cash handling and student financial transactions

Principles and practices of public administration, including budgeting, accounting and procurement procedures and requirements

Internal control principles and practices related to financial and business operations

Institutional policies, objectives and operations

Principles and practices of leadership and talent management, including hiring, developing, motivating, evaluating, and disciplining employees

Principles and techniques of retail sales management, organization and cash handling

Principles and practices of project management

Role model exceptional internal and external customer service

Skills & Abilities:

Plan, direct, and manage the diverse programs under Auxiliary Services

Exercise a high degree of initiative, judgment, discretion and decision-making to integrate organizational priorities, meet deadlines and achieve objectives

Analyze work functions and develop methodologies to ensure effective completion of work assignments at the departmental and organizational level

Develop and implement policies and procedures related to assigned operations

Develop innovative techniques and methodologies to resolve unprecedented problems or situations

Communicate effectively, both orally and in writing, to exchange information, resolve issues and build cooperation

Plan and implement changes to processes and services to improve operational effectiveness

Coordinate and maintain accuracy of financial and operational data across multiple systems and organizational units

Evaluate processes and implement controls to safeguard assets and ensure accurate financial reporting

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

Maintain an open and approachable manner and easily build rapport with others, using tact and diplomacy in dealing with sensitive and complex issues

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

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

Stay updated on technology changes and adapt to new technologies

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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

MINIMUM QUALIFICATIONS

Education Requirement:

A bachelor's degree in business administration or management, public administration, accounting or a related field.

Experience Requirement:

Four years of administrative or management experience overseeing business operations, financial services, auxiliary services, retail operations or closely related functions which included at least two years of supervisory experience. Experience managing business support services in public education is highly desirable.

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, stand, walk, reach, bend, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee may be

required to lift, carry, push, pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL	
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Job Family:	Business Administration & Fiscal Services
FLSA Status:	Exempt
Personnel Commission Approval Date:	11/02/06
Class History:	Director of Auxiliary Services
Revision Date(s):	11/02/06, 8/31/18; 7/15/26

Agenda Report Number	8
Subject	Classification Description Revisions and Salary Reallocation: Director of Facilities Finance Cyclical Review
Date	July 15, 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 Director of Facilities Finance.

As part of the cyclical review process, we are reviewing classifications in Accounting and Finance. Accounting and Finance maintains fiscal accountability for all funds of the District by utilizing standards of professionalism and ethical conduct. Fiscal Services provides services to the campus community in the areas of Accounting, Accounts Payable, Budget, and Payroll.

The Director of Facilities Finance classification was formerly titled the Director of Contracts and Events. On May 16, 2018, the Director of Contracts and Events was retitled to Director of Facilities Finance. The classification was subsequently revised once, on June 19, 2019. There is one incumbent in this classification. The proposed changes will not adversely affect the incumbent.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-2026. The management incumbents in the Accounting and Finance classifications were invited to participate in a study orientation on November 13, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbent in this job discipline was requested to complete a Position Description Questionnaire (PDQ) by December 4, 2025.

Personnel Commission staff consulted with the Vice President, Business and Administration 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, distinguishing characteristics, supervision, knowledge, skills, abilities, minimum qualifications and working environment.

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

Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies did not have a role with similar scope of responsibility. Typically, when matches were not found it is due to the organizational structure and scope of the responsibilities.

As a result, salary review is based on internal alignment. Job evaluation results show that the Controller, the Director of Budget and the Director of Facilities Finance classifications have similar levels of knowledge required, complexity, and decision-making. To maintain appropriate internal alignment within the accounting and finance job discipline it is recommended to adjust the Director of Facilities Finance from Range M32 to Range M34. This is commensurate with job evaluation results and will maintain the salary parity between the Director of Budget, Controller and Director of Facilities Finance.

The following chart shows management classifications within accounting and finance job discipline:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Chief Director of Business Services*	A22	\$17,380	\$19,161	30.74%
Controller*	M34	\$12,057	\$14,656	0%
Director of Budget*	M34	\$12,057	\$14,656	0%
Director of Facilities Finance	M34	\$12,057	\$14,656	18.66%
Accounting Manager*	M27	\$10,162	\$12,351	7.55%
Accounting Manager- Foundation	M24	\$9,447	\$11,483	0%
Director of Grants	M24	\$9,447	\$11,483	10.25%
Accounts Payable Supervisor*	M20	\$8,569	\$10,415	0%
Accounting Supervisor*	M20	\$8,569	\$10,415	

** Pending Board Approval*

Cyclical review results have been sent to the incumbent, Department Management, Business Services, Human Resources, and executive leadership. Any recommended changes resulting from salary studies are subject to review and approval by the Board of Trustees and are not final until that process is complete.

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Director of Facilities Finance.

FROM: Classified Management Salary Schedule, Range M32
TO: Classified Management Salary Schedule, Range M34

Agenda Report Number	8
Subject	Classification Description Revisions and Salary Reallocation: Director of Facilities Finance Cyclical Review
Date	July 15, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

Continued from page 40

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

**Santa Monica Community College District
Personnel Commission**

Director of Facilities Finance

CONCEPT OF THE CLASS

Under general direction, this position manages the funding sources and budgeting for facilities planning and design, renovation and improvement, construction, and real estate.

DISTINGUISHING CHARACTERISTICS

The **Director of Facilities Finance** ~~classification~~ is responsible for administering the funding sources and budgeting of facilities planning, construction, and real estate.

The **Director of Facilities Planning and Construction** ~~classification~~ is responsible for administering and managing the capital planning activities, project design and development, construction and real estate planning for the District.

The **Chief Director of Business Services** ~~classification is responsible for planning, organizing and directing the activities related to the District-wide Business Services; has broad operational oversight of multiple business functions and executive-level administrative responsibility and accountability for District-wide Business Services.~~

ESSENTIAL DUTIES

Develops, monitors, administers and implements financial plans, controls and budget for District bond projects, facilities construction, scheduled maintenance, hazardous material removal and other related programs for which the District may receive funding and ensure bond issuance requirements.

Manages and administers short- and long-term debt by coordinating and working with financial advisors, bond counsels and underwriter to market municipal bonds, maintain bond redemption system, participate in rating calls, oversee the debt issuance structure, and develop issuance documentation and cash flow analysis.

Serves as the Disclosure Officer for the District ensuring compliance with the Securities and Exchange Commission (SEC) and Internal Revenue Services (IRS) regulations and general debt obligations.

Prepares correspondence, reports, and presentations regarding the facilities programs of the District including Board agenda items; including financial reports for the Citizen's Bond Oversight Committee.

Advises and recommends funding sources for facilities projects to senior administrators and serves as a resource on issues regarding facilities to the State Chancellor's Office, the Division of the State Architect, the Citizens Bond Oversight Committee, the District, the community and other state and local agencies.

Directs, evaluates, administers and conducts negotiations of real estate leases, acquisitions, sales, exchanges, cooperative and joint venture or development arrangements and complete and review appropriate documents.

Coordinates with the accounting staff to maintain computerized records, and management information systems to ensure the efficient processing of invoices and claims; monitors and tracks scheduled maintenance funding and accounting; files claims and follows-up with the State for reimbursement; represents the District on property tax matters with the Los Angeles County Assessor's Office.

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under general supervision direction, the employee receives assignment from the assigned administrator and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

This position may provide general supervision for staff. ~~does not supervises others.~~

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Business and management principles and practices involved in strategic planning, resources allocation, and coordination of resources of facilities administration, construction, public works, contracts and procurements

Current federal, state and local regulations, codes, laws and guidelines [pertaining to assigned areas of responsibility governing public agency capital finance, facilities construction, real estate transactions and debt administration](#)

Internal Revenue Service (IRS), Securities and Exchange Commission (SEC), Electronic Municipal Market Access (EMMA) [requirements and continuing disclosure obligations](#)

Property evaluation and acquisition [principles and real estate practices, including leasing, disposition, valuation and public agency property transactions](#)

Contract administration and construction practices

Funding sources, including state and federal grants and funding programs

Project management and budget planning

Capital financing, budget control measures, and municipal bond financing guidelines and requirements [including debt issuance, debt structuring and debt service management](#)

District rules, regulations, policies and procedures

Computer applications, systems and hardware used for construction projects [and capital project financial and tracking systems](#)

Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data [including capital program financial analysis, cash flow forecasting and long-range financial planning](#)

Skills & Abilities:

Plan, ~~comprehend~~, interpret and evaluate architectural and engineering designs, plans, and specifications

Evaluate the effectiveness of organization, staffing procedures and related matter

Meet deadlines, develop and implement operating changes to achieve objectives

Collect, analyze, ~~and~~ organize data; ~~provide-develop~~ appropriate conclusions ~~and~~ recommendations; maintain accurate and detailed records and report

Communicate effectively, both orally and in writing

Administer [and monitor District](#) debt portfolio [and related financing instruments](#)

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

~~Prepare and write promotional materials~~

[Prepare and present complex financial, capital program, and debt-related reports, Board agenda items, and presentations for governing bodies, oversight committees, and external regulatory agencies](#)

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

[Use financial, debt, and capital project tracking systems to support monitoring, analysis, and reporting of fiscal and capital program activities](#)

Analyze [financial, operational and capital program](#) trends and ~~problems-issues~~ and develop long-range plans

Role model exceptional internal and external customer service

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

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

Use techniques of advanced business data and organizational analysis to systematically identify and assess complex District-wide issues and present potential solutions to District leadership

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

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

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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

MINIMUM QUALIFICATIONS

Education Requirement:

A bachelor's degree with a major in business administration, accounting, finance, public administration, architecture, engineering, facilities planning, construction management or a ~~closely~~-related field. A master's degree in business administration, accounting, finance or a ~~closely~~-related field is preferred.

Experience Requirement:

Five ~~(5)~~-years of professional ~~level~~ experience, including ~~two (2)~~-~~three~~ years in an administrative or management capacity, with responsibility for municipal financing strategies, construction finance, and public bond financing for major building projects, including experience managing finances for bond measures while fulfilling public bond financing requirements. Experience ensuring compliance with Securities and Exchange Commission (SEC) and Internal Revenue Service (IRS) regulations is desirable.

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 Work Environment:

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

CLASS DETAIL

Job Family:

Business Administration & Fiscal Services

FLSA Status:

Exempt

Personnel Commission Approval Date:

10/1988

Class History:

Events Coordinator, Events Manager, Director of Events & Contract Services, Director of Contracts and Events

Revision Date(s):

6/14/95, 7/10/01, 11/30/06, 4/18/07 ~~(Hay Study)~~, 5/16/18, 6/19/19

**Santa Monica Community College District
Personnel Commission**

Director of Facilities Finance

CONCEPT OF THE CLASS

Under general direction, this position manages the funding sources and budgeting for facilities planning and design, renovation and improvement, construction, and real estate.

DISTINGUISHING CHARACTERISTICS

The **Director of Facilities Finance** is responsible for administering the funding sources and budgeting of facilities planning, construction, and real estate.

The **Director of Facilities Planning and Construction** is responsible for administering and managing the capital planning activities, project design and development, construction and real estate planning for the District.

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.

ESSENTIAL DUTIES

Develops, monitors, administers and implements financial plans, controls and budget for District bond projects, facilities construction, scheduled maintenance, hazardous material removal and other related programs for which the District may receive funding and ensure bond issuance requirements.

Manages and administers short- and long-term debt by coordinating and working with financial advisors, bond counsels and underwriter to market municipal bonds, maintain bond redemption system, participate in rating calls, oversee the debt issuance structure, and develop issuance documentation and cash flow analysis.

Serves as the Disclosure Officer for the District ensuring compliance with the Securities and Exchange Commission (SEC) and Internal Revenue Services (IRS) regulations and general debt obligations.

Prepares correspondence, reports, and presentations regarding the facilities programs of the District including Board agenda items; including financial reports for the Citizen's Bond Oversight Committee.

Advises and recommends funding sources for facilities projects to senior administrators and serves as a resource on issues regarding facilities to the State Chancellor's Office, the Division of the State Architect, the Citizens Bond Oversight Committee, the District, the community and other state and local agencies.

Directs, evaluates, administers and conducts negotiations of real estate leases, acquisitions, sales, exchanges, cooperative and joint venture or development arrangements and complete and review appropriate documents.

Coordinates with the accounting staff to maintain computerized records, and management information systems to ensure the efficient processing of invoices and claims; monitors and tracks scheduled maintenance funding and accounting; files claims and follows-up with the State for reimbursement; represents the District on property tax matters with the Los Angeles County Assessor's Office.

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 assignment from the assigned administrator and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

This position may provide general supervision for staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Business and management principles and practices involved in strategic planning, resources allocation, and coordination of resources of facilities administration, construction, public works, contracts and procurements

Current federal, state and local regulations, codes, laws and guidelines governing public agency capital finance, facilities construction, real estate transactions and debt administration

Internal Revenue Service (IRS), Securities and Exchange Commission (SEC), Electronic Municipal Market Access (EMMA) requirements and continuing disclosure obligations

Property evaluation and acquisition principles and real estate practices, including leasing, disposition, valuation and public agency property transactions

Contract administration and construction practices

Funding sources, including state and federal grants and funding programs

Project management and budget planning

Capital financing, budget control measures, and municipal bond financing guidelines and requirements including debt issuance, debt structuring and debt service management

District rules, regulations, policies and procedures

Computer applications, systems and hardware used for construction projects and capital project financial and tracking systems

Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data including capital program financial analysis, cash flow forecasting and long-range financial planning

Skills & Abilities:

Plan, interpret and evaluate architectural and engineering designs, plans, and specifications

Evaluate the effectiveness of organization, staffing procedures and related matter

Meet deadlines, develop and implement operating changes to achieve objectives

Collect, analyze, and organize data; develop appropriate conclusions and recommendations; maintain accurate and detailed records and report

Communicate effectively, both orally and in writing

Administer and monitor District debt portfolio and related financing instruments

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

Prepare and present complex financial, capital program, and debt-related reports, Board agenda items, and presentations for governing bodies, oversight committees, and external regulatory agencies

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

Use financial, debt, and capital project tracking systems to support monitoring, analysis, and reporting of fiscal and capital program activities

Analyze financial, operational and capital program trends and issues and develop long-range plans

Role model exceptional internal and external customer service

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

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

Use techniques of advanced business data and organizational analysis to systematically identify and assess complex District-wide issues and present potential solutions to District leadership

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

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

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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

MINIMUM QUALIFICATIONS

Education Requirement:

A bachelor's degree with a major in business administration, accounting, finance, public administration, architecture, engineering, facilities planning, construction management or a related field. A master's degree in business administration, accounting, finance or a related field is preferred.

Experience Requirement:

Five years of professional experience, including three years in an administrative or management capacity, with responsibility for municipal financing strategies, construction finance, and public bond financing for major building projects, including experience managing finances for bond measures while fulfilling public bond financing requirements. Experience ensuring compliance with Securities and Exchange Commission (SEC) and Internal Revenue Service (IRS) regulations is desirable.

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 Work Environment:

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

CLASS DETAIL

Job Family:	Business Administration & Fiscal Services
FLSA Status:	Exempt
Personnel Commission Approval Date:	10/1988
Class History:	Events Coordinator, Events Manager, Director of Events & Contract Services, Director of Contracts and Events
Revision Date(s):	6/14/95, 7/10/01, 11/30/06, 4/18/07, 5/16/18, 6/19/19, 7/15/26

Agenda Report Number	9
Subject	Classification Description Revisions: Director of Grants Cyclical Review
Date	July 15, 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 **Director of Grants**.

As part of the cyclical review process, we are reviewing classifications in Accounting and Finance. Accounting and Finance maintains fiscal accountability for all funds by utilizing standards of professionalism and ethical conduct. The Santa Monica College Foundation connects donors with opportunities to effect change at Santa Monica College where equity, access, and excellence intersect.

The Director of Grants classification was established in February 2021. Prior to the Director of Grants class there was a Director of Contracts & Grants classification. This will be the first revision of the Director of Grants since its establishment. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2025-2026. The incumbents in the Accounting and Finance classifications were invited to participate in a study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 4, 2025.

Personnel Commission staff consulted with the Dean, Institutional Advancement/SMC Foundation, 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 essential duties assigned.

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

RESULTS

Based on data gathered, description revisions are being proposed to clarify distinguishing characteristics, supervision, knowledge, skills and abilities, minimum qualifications and working environment.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies did not have a role with similar scope of responsibility. Typically, when matches were not found it is due to the organizational structure and scope of the responsibilities.

As a result, salary review is based on internal comparison of roles such the District Accounting Manager. Although the Director of Grants is included in the Accounting and Finance job discipline, the role differs from traditional accounting and finance classifications. While the primary driver of the role is not fully accounting and finance, related duties are embedded in the grant management function. The Director of Grants is responsible for strategic revenue development and grant compliance while the Accounting Manager-Foundation is responsible for fiduciary financial management and operational accounting control. Both jobs operate under the Dean, Institutional Advancement/Santa Monica College Foundation. Job evaluation results are similar across most job factors between the Accounting Manager-Foundation and the Director of Grants. The knowledge required, decision-making, complexity, scope and effect and nature and purpose of contacts all have similar ratings. Based on job analysis results, it is recommended that the salary placement for the Director of Grants remain at range M24 of the classified management salary schedule.

The following chart shows pay structure for District classifications assigned to Institutional Advancement/SMC Foundation:

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN MINIMUM SALARIES
Dean, Institutional Advancement/ SMC Foundation	Senior Director Government Relations/ Institutional Advancement	AA8	\$14,454	\$16,756	53%
Director of Grants	Dean, Institutional Advancement/SMC Foundation	M24	\$9,447	\$11,483	0%
Accounting Manager-Foundation	Dean, Institutional Advancement/SMC Foundation	M24	\$9,447	\$11,483	

Cyclical review results have been sent to the incumbent, Department Management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions for Director of Grants.

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

**Santa Monica Community College District
Personnel Commission**

Director of Grants

CONCEPT OF THE CLASS

Under general direction from the Dean of Institutional Advancement and in collaboration with the College President and other College leaders, this position is responsible for identifying, capturing, and securing institutional grants and cultivating other grant making and sponsorship entities. As the person responsible for grant-seeking activities at the College, this position will serve as the lead relationship manager for foundations and corporate grant makers.

DISTINGUISHING CHARACTERISTICS

The **Director of Grants** leads College efforts in proposal development and submission, research, grant stewardship and management of private, foundation and corporate grants, in addition to acquiring, managing, and overseeing federal and state grants.

The **Accounting Manager-Santa Monica College Foundation** manages, plans and coordinates the day-to-day general accounting, accounts payable, budgeting, auditing and payroll activities for the Santa Monica College Foundation

The **Associate Director of Santa Monica College Foundation** plans, organizes, coordinates, controls, and supervises general accounting, accounts payable, budgeting, auditing and payroll activities of the Santa Monica College Foundation and serves as the Foundation's Chief Financial Officer.—

ESSENTIAL DUTIES

Identifies local, state, federal, philanthropic, and corporate grant opportunities for proposal development and submission; develops and maintains a library of grant opportunities relevant to the work of Santa Monica College faculty and staff.

Designs and manages a grant development program that sustains and grows annual grant revenues based on College's strategic priorities; ensures each project or program meets all proposal conditions and grant requirements.

Writes, edits and submits competitive grant proposals that include needs analysis, goals, objectives, activities, evaluation strategies, timelines, a project budget, and supporting data.

Coordinates and facilitates internal and external working groups involved in proposal/program design including representatives from schools, state and community agencies, employers, and workforce development agencies; designs and implements regular workshops for faculty, staff, and other relevant stakeholders on identifying grant opportunities and writing grants.

Manages and assembles all materials for grant submissions including, but not limited to, proposal forms, concept papers, budgets, letters of support, and memorandum of agreements; coordinates the timely execution of grant submissions.

Stewards grantmakers throughout the grant period, including extending appropriate invitations for site visits and/or attendance at special events and continuing education programs as appropriate.

Develops, in conjunction with the budget office, accurate budgets, financial plans and related documentation to ensure that funds sought are aligned with the mission, goals and outcomes of the grants process.

Researches new institutional funding opportunities that will help to advance College's mission, strategic plan, and/or fundraising priorities; regularly monitors various databases and available resources to identify calls for proposals from viable public and private grantmakers; creates and manages a grant opportunity calendar.

Keeps abreast and notifies senior leadership of changing state, federal and private foundation grant standards and proposal guidelines.

Maintains proactive communication with public and private grantmakers to monitor and keep the College information about relevant trends, issues, and opportunities.

Facilitates the transition from the grant development and award phase to the implementation phase in collaboration with the project leader, appropriate College leader, participating faculty and staff, the Dean of Institutional Research, and the Vice President of Business Administration.

Develops and implements policies, procedures and practices related to grant stewardship.

Maintains record of pending, funded, and declined proposals in related software applications as well as ongoing relationship development activities with funding sources and their representatives.

In collaboration with the Dean, area Vice President and other relevant college leaders, ensures that grant-funded projects and reports comply with all state, federal, foundation and other regulatory policies, procedures, and statutory authority.

Provides ongoing departmental support to collect and report grant related data; ensures grant documentation submitted complies with funding requirements and timelines.

Performs other duties as assigned.

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

SUPERVISION

Supervision Received:

~~This position receives~~ Under general supervision [this position receives assignments](#) from the Dean of Institutional Advancement [and is expected to carry them through to completion with substantial independence.](#)

Supervision Exercised:

This position may exercise general supervision and direction over assigned staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Effective strategic planning, management and leadership principles

Public agency grant funding, research methods, identification, and [administrations grant lifecycle management](#) principles, practices, rules, laws, and regulations

Effective employee supervision, evaluating, training, and development techniques and practices

Project management, [grant](#) program development [implementation](#) and evaluation, including budget preparation, monitoring and control methods

Effective relationship management [including engagement and stewardship of external funding partners](#) and group facilitation techniques

Skills & Abilities:

Plan, organize and manage ~~assigned program~~ [grant development and administration](#), anticipate conditions, plan ahead, establish clear goals and priorities, maintain schedules, and meet deadlines

Collaborate across a broad spectrum of departments to strategically ascertain a cohesive and transparent process in securing funding to meet College initiatives and priorities

Work collaboratively and effectively with the external community, including governmental agencies and nongovernmental organizations relating to higher education and grant-funded projects

Apply a strategic mindset in identifying and pursuing new funding sources

Apply laws, rules, regulations and District policies affecting assigned operations; understand and interpret funding requirements, technical materials, and administrative policies, reports and directives

Evaluate, develop and implement [grant related](#) District policies, procedures and protocols

Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership

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

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

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

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

Communicate effectively both verbally and in writing with effective editing skills

Maintain composure and focus with a high workload, competing and conflicting demands and multiple interruptions

[Stay updated on technology changes and adapt to new technologies](#)

~~Use computer programs, systems and applications effectively and stay abreast of technology changes~~

Model professional integrity and deal quickly with breaches of misconduct

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree in business, public administration, education, or closely related field from an [n-accredited](#) college or university. A master's degree is preferred.

Experience Requirement:

Four years of experience as a primary writer or editor in the development of federal, state and private grant applications for higher education or community-based organizations. Experience must include using software applications related to fundraising and relationship management. Experience managing, administering or coordinating grant funding efforts across an institution is highly desirable.

Education/Experience Equivalency:

Experience [and/or education which provided of](#) the same kind, level and amount [of experience](#) as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None.

Special Requirement:

This position is required to work some nights and/or weekends.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to [2510](#) 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:

2/17/2021

Class History:

Director of Contracts & Grants

Revision Date(s):

[07/15/2026](#)

**Santa Monica Community College District
Personnel Commission**

Director of Grants

CONCEPT OF THE CLASS

Under general direction from the Dean of Institutional Advancement and in collaboration with the College President and other College leaders, this position is responsible for identifying, capturing, and securing institutional grants and cultivating other grant making and sponsorship entities. As the person responsible for grant-seeking activities at the College, this position will serve as the lead relationship manager for foundations and corporate grant makers.

DISTINGUISHING CHARACTERISTICS

The **Director of Grants** leads College efforts in proposal development and submission, research, grant stewardship and management of private, foundation and corporate grants, in addition to acquiring, managing, and overseeing federal and state grants.

The **Accounting Manager-Santa Monica College Foundation** manages, plans and coordinates the day-to-day general accounting, accounts payable, budgeting, auditing and payroll activities for the Santa Monica College Foundation

ESSENTIAL DUTIES

Identifies local, state, federal, philanthropic, and corporate grant opportunities for proposal development and submission; develops and maintains a library of grant opportunities relevant to the work of Santa Monica College faculty and staff.

Designs and manages a grant development program that sustains and grows annual grant revenues based on College's strategic priorities; ensures each project or program meets all proposal conditions and grant requirements.

Writes, edits and submits competitive grant proposals that include needs analysis, goals, objectives, activities, evaluation strategies, timelines, a project budget, and supporting data.

Coordinates and facilitates internal and external working groups involved in proposal/program design including representatives from schools, state and community agencies, employers, and workforce development agencies; designs and implements regular workshops for faculty, staff, and other relevant stakeholders on identifying grant opportunities and writing grants.

Manages and assembles all materials for grant submissions including, but not limited to, proposal forms, concept papers, budgets, letters of support, and memorandum of agreements; coordinates the timely execution of grant submissions.

Stewards grantmakers throughout the grant period, including extending appropriate invitations for site visits and/or attendance at special events and continuing education programs as appropriate.

Develops, in conjunction with the budget office, accurate budgets, financial plans and related documentation to ensure that funds sought are aligned with the mission, goals and outcomes of the grants process.

Researches new institutional funding opportunities that will help to advance College's mission, strategic plan, and/or fundraising priorities; regularly monitors various databases and available resources to identify calls for proposals from viable public and private grantmakers; creates and manages a grant opportunity calendar.

Keeps abreast and notifies senior leadership of changing state, federal and private foundation grant standards and proposal guidelines.

Maintains proactive communication with public and private grantmakers to monitor and keep the College information about relevant trends, issues, and opportunities.

Facilitates the transition from the grant development and award phase to the implementation phase in collaboration with the project leader, appropriate College leader, participating faculty and staff, the Dean of Institutional Research, and the Vice President of Business Administration.

Develops and implements policies, procedures and practices related to grant stewardship.

Maintains record of pending, funded, and declined proposals in related software applications as well as ongoing relationship development activities with funding sources and their representatives.

In collaboration with the Dean, area Vice President and other relevant college leaders, ensures that grant-funded projects and reports comply with all state, federal, foundation and other regulatory policies, procedures, and statutory authority.

Provides ongoing departmental support to collect and report grant related data; ensures grant documentation submitted complies with funding requirements and timelines.

Performs other duties as assigned.

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

SUPERVISION

Supervision Received:

Under general supervision this position receives assignments from the Dean of Institutional Advancement and is expected to carry them through to completion with substantial independence.

Supervision Exercised:

This position may exercise general supervision and direction over assigned staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Effective strategic planning, management and leadership principles

Public agency grant funding, research methods, identification, and s grant lifecycle management principles, practices, rules, laws, and regulations

Effective employee supervision, evaluating, training, and development techniques and practices

Project management, grant program development implementation and evaluation, including budget preparation, monitoring and control methods

Effective relationship management including engagement and stewardship of external funding partners and group facilitation techniques

Skills & Abilities:

Plan, organize and manage grant development and administration, anticipate conditions, plan ahead, establish clear goals and priorities, maintain schedules, and meet deadlines

Collaborate across a broad spectrum of departments to strategically ascertain a cohesive and transparent process in securing funding to meet College initiatives and priorities

Work collaboratively and effectively with the external community, including governmental agencies and nongovernmental organizations relating to higher education and grant-funded projects

Apply a strategic mindset in identifying and pursuing new funding sources

Apply laws, rules, regulations and District policies affecting assigned operations; understand and interpret funding requirements, technical materials, and administrative policies, reports and directives

Evaluate, develop and implement grant related District policies, procedures and protocols

Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership

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

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

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

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

Communicate effectively both verbally and in writing with effective editing skills

Maintain composure and focus with a high workload, competing and conflicting demands and multiple interruptions

Stay updated on technology changes and adapt to new technologies

Model professional integrity and deal quickly with breaches of misconduct

Recognize practices that perpetuate inequity and respond appropriately by formulating and implementing recommendations for equity-minded practices and eliminating barriers to success in all areas of responsibility

Promote, support, educate, and hold accountable for results of equity-enhancing efforts, fostering a culture of care, inclusivity, belonging, and mutual respect

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

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree in business, public administration, education, or closely related field from a college or university. A master's degree is preferred.

Experience Requirement:

Four years of experience as a primary writer or editor in the development of federal, state and private grant applications for higher education or community-based organizations. Experience must include

using software applications related to fundraising and relationship management. Experience managing, administering or coordinating grant funding efforts across an institution is highly desirable.

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.

Special Requirement:

This position is required to work some nights and/or weekends.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

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

CLASS DETAIL

Job Family:	Business Administration & Fiscal Services
FLSA Status:	Exempt
Personnel Commission Approval Date:	2/17/2021
Class History:	Director of Contracts & Grants
Revision Date(s):	07/15/2026

Agenda Report Number	10
Subject	Classification Description Revisions: Student Communications Coordinator Cyclical Review
Date	July 15, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Julia Avichouser, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Student Communications Coordinator**.

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

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

METHODOLOGY

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

Personnel Commission staff consulted with the Dean of Enrollment Services to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions are being proposed to clarify the concept of the class, distinguishing characteristics, duties assigned, level of supervision received, knowledge, skills, and abilities (KSAs), and the minimum qualifications required of the job to more accurately reflect the nature of the work required.

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

RESULTS

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

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies utilized marketing focused roles, often to send both internal and external communications, with a broader scope of work that included social media, public affairs, and budget related duties. As a result, salary review is based on internal comparison of similar Coordinator jobs within the Student Services job discipline, evaluating job factors such as knowledge required, decision making, complexity of essential duties, scope and effect, and the nature and purpose of contacts, as well as the minimum qualifications. It is recommended that the salary placement for this role remain at Range 38, which is justified given the differences in minimum qualifications.

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	AA8	\$14,454	\$16,756	90.61%
Admissions and Records Supervisor	M15	\$7,583	\$9,217	17.04%
Student Communications Coordinator	38	\$6,479	\$7,875	5.01%
Senior Academic Records Evaluator*	36	\$6,170	\$7,500	5.00%
Senior Enrollment Services Specialist	34	\$5,876	\$7,143	2.39%
Academic Records Evaluator*	33	\$5,739	\$6,975	7.67%
Enrollment Services Specialist*	30	\$5,330	\$6,479	-

*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 Student Communications Coordinator.~~

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	Agenda Report 10 was pulled for future discussion.

**Santa Monica Community College District
Personnel Commission**

Student Communications Coordinator

CONCEPT OF THE CLASS

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

DISTINGUISHING CHARACTERISTICS

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

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

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

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

ESSENTIAL DUTIES

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

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

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

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

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

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

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

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

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

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

Develops communication guidelines and training materials for Enrollment Services communications.

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

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

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

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

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

Level of Supervision Exercised

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

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

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

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

District rules, regulations, policies, and procedures

Proper usage of English grammar, vocabulary, and spelling

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

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

Related computer programs, systems, databases, and applications

Skills & Abilities:

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

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

Ensure cohesive brand integration and application across all communications

Perform work requiring accuracy and attention to detail

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

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

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

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

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

Provide work direction, oversight, and training

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

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

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

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

Communicate effectively, both orally and in writing

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

Role model exceptional internal and external customer service

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

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

Experience Requirement:

Two ~~(2)~~ years of technical experience in creating and delivering communications activities with a focus on student audiences, with proficiency in Customer Relationship Management (CRM) systems. Experience in a higher education setting is preferred.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

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

Normal Office Environment:

While performing the duties of this job, the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:

Student Services (Non-Classroom)

FLSA Status:

Non-exempt

Personnel Commission Approval Date:

5/15/19

Class History:

None

Revision Date(s):

**Santa Monica Community College District
Personnel Commission**

Student Communications Coordinator

CONCEPT OF THE CLASS

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

DISTINGUISHING CHARACTERISTICS

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

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

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

ESSENTIAL DUTIES

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

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

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

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

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

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

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

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

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

~~Develops communication guidelines and training materials for Enrollment Services communications.~~

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

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

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

~~Performs other related duties as requested or assigned.~~

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

SUPERVISION

Level of Supervision Received

~~Under general supervision, the employee receives assignments from the Dean of Enrollment Services, and is expected to carry them through to completion with substantial independence.~~

Level of Supervision Exercised

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

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

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

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

~~District rules, regulations, policies, and procedures~~

~~Proper usage of English grammar, vocabulary, and spelling~~

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

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

~~Related computer programs, systems, databases, and applications~~

Skills & Abilities:

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

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

~~Ensure cohesive brand integration and application across all communications~~

~~Perform work requiring accuracy and attention to detail~~

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

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

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

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

~~Provide work direction, oversight, and training~~

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

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

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

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

~~Communicate effectively, both orally and in writing~~

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

~~Role model exceptional internal and external customer service~~

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

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

Experience Requirement:

Two years of technical experience in creating and delivering communications activities with a focus on student audiences, with proficiency in Customer Relationship Management (CRM) systems. Experience in a higher education setting is preferred.

~~Education/Experience Equivalency:~~

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

~~Licensure and/or Certification:~~

~~None.~~

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

~~Disclosure:~~

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

~~Normal Office Environment:~~

~~While performing the duties of this job, the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.~~

CLASS DETAIL

Job Family:	Student Services (Non-Classroom)
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	5/15/19
Class History:	None
Revision Date(s):	07/15/26

V. CONSENT AGENDA

Report Number	Subject	Page Number
11	Examination Schedule	73
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Disposition by the Commission	
Motion Made By	Mina Patel
Seconded By	Joy Abott
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	11
Subject	Examination Schedule
Date	July 15, 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
Campus Safety Officer	Merged Promotional and Open	3 weeks
Director of Facilities Planning and Construction	Merged Promotional and Open	3 weeks

Agenda Report Number	12
Subject	Extension of Eligibility Lists
Date	July 15, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Case Manager	1/13/2026	8/13/2026	14	6	10/13/2026
EOPS Specialist	7/20/2025	7/20/2026	2	2	1/20/2027
Laboratory Technician – Physics/ Engineering	7/18/2026	7/18/2026	3	3	1/18/2027
Theater Arts Operations Assistant	10/30/2025	7/30/2026	7	4	10/30/2026

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

Merit Rule 6.2.3 (C) Duration of Eligibility List

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

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

RECOMMENDATION

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

Agenda Report Number	13
Subject	Ratification of Working Out of Class and Limited Term Assignments
Date	July 15, 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
Wilmer De Los Santos, Carpenter	Construction Manager	07/01/2026 to 11/05/2026
Aldo Bobadilla, Skilled Maintenance Worker II	Carpenter	07/01/2026 to 07/31/2026
Nancy Alfaro, Administrative Assistant II	Administrative Assistant III – Confidential	07/01/2026 to 09/30/2026
Tatiana Morrison, Personnel Technician	Personnel Analyst	05/14/2026 to 06/30/2026

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

II. Correction to Substitute Limited Term Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Initial Assignment	Corrected Dates
Jazmin Guzman, Administrative Assistant II	Workforce & Economic Development Specialist	05/20/2026 to 06/30/2026	03/01/2026 to 06/30/2026

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

3.2.10 CONCEPT OF WORKING OUT OF CLASSIFICATION

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

Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working

days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

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

B. Procedure for Supervisor Requesting Approval for Working Out of Class

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

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

11.7.1 Definition:

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

11.7.3 Compensation:

- a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.
- b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

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

RECOMMENDATION

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

Agenda Report Number	14
Subject	Ratification of Limited Term Assignments
Date	July 15, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Department	Effective Dates
Accompanist-Music Performance	Music	7/1/2026-6/30/2027
Accompanist-Music Performance	Music	7/1/2026-6/30/2027
Instructional Tutor-ESL	ESL	7/1/2026-6/30/2027
Instructional Tutor-ESL	ESL	7/1/2026-6/30/2027

Agenda Report Number	15
Subject	Appointments to Limited Term Positions
Date	July 15, 2026
To	Members of the Personnel Commission

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

Candidate	Position	Department	Duration*	Eligible List Date
Gary Nesteruk	Accompanist- Music Performance	Music	7/1/2026-6/30/2027	01/13/2018
Oliver Chan	Accompanist- Music Performance	Music	7/1/2026-6/30/2027	06/24/2019
Benjamin Van Howe	Instructional Tutor-ESL	ESL	7/1/2026-6/30/2027	09/17/2025
Tom Brown	Instructional Tutor-ESL	ESL	7/1/2026-6/30/2027	10/05/2012

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

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment

Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

Agenda Report Number	16
Subject	Appointments to Provisional Assignments
Date	July 15, 2026
To	Members of the 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	Position	Department	Duration
CARBONE, JOHN L	Accompanist-Dance	Dance	7/1/2026-6/30/2027
MALLINGER, MATTHEW D	Accompanist-Dance	Dance	7/1/2026-6/30/2027
PLOTKIN, ALLA	Accompanist-Dance	Dance	7/1/2026-6/30/2027
SORO, GNENEMON S	Accompanist-Dance	Dance	7/1/2026-6/30/2027
SOW, E. MALICK	Accompanist-Dance	Dance	7/1/2026-6/30/2027
CHAN, OLIVER Y	Accompanist-Music	Music	7/1/2026-6/30/2027
ELSTER, STUART	Accompanist-Music	Music	7/1/2026-6/30/2027
FRENCH, ALYSSA M	Accompanist-Music	Music	7/1/2026-6/30/2027
NESTERUK, GARY	Accompanist-Music	Music	7/1/2026-6/30/2027
ELSTER, STUART	Accompanist-Music Performance	Music	7/1/2026-6/30/2027
MCNAUGHTON, JOELLEN R	Accompanist-Music Performance	Music	7/1/2026-6/30/2027
SAWOSKI, JOHN R	Accompanist-Music Performance	Music	7/1/2026-6/30/2027
BASILE, FRANK J	Accompanist-Music Performance	Emeritus	7/1/2026-6/30/2027
ELSTER, STUART	Accompanist-Music Performance	Emeritus	7/1/2026-6/30/2027
LEON, TIMOTHY M	Accompanist-Music Performance	Emeritus	7/1/2026-6/30/2027
NESTERUK, GARY	Accompanist-Music Performance	Emeritus	7/1/2026-6/30/2027
BERNEY, ANDREW H	Laboratory Technician-Art	Art	7/1/2026-6/30/2027
FRALE, DARREN G	Laboratory Technician-Art	Art	7/1/2026-6/30/2027
FREEDMAN, MYLES	Laboratory Technician-Art	Art	7/1/2026-6/30/2027

HASKELL, SUSAN I	Laboratory Technician-Art	Art	7/1/2026-6/30/2027
MARTIN, MATTHEW	Stage Technician-Scenery	Academic Affairs	7/1/2026-6/30/2027
DANAN, JOHN J	Laboratory Technician-Life Science	Equity-Centered Biotechnology	7/1/2026 - 9/30/2026
RAMOS, EUGENE S	Student Services Assistant	Scholars Program	7/1/2026 - 7/10/2026
BROWN, CARLA	Customer Services Assistant	Bookstore	7/1/2026 - 12/23/2026
DUARTE, DINORA	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
BROWN, DONOVAN M	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
BELCHER, PATRICIA A	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
BARTLETT, VICTORIA C	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
ANINYEI, PAUL	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
AIZIHAI, ABULIMITI	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
ALBIR, EMILIO	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
CAREY, DANIEL	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
BUCHINSKY, BOYKO	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
POWERS, DECLAN O	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
NWONWU, VERGIE N	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
OGLE, CYNTHIA	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
SMITH, KYLE D	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
TULLER, SUSAN F	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
VIGGIANI, FRANCES	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
YAMAMOTO, HARUNA	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
CARLSON, JACQUELINE	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027

KURZWEIL, CAROLINE	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
HAQUE, FARAH	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
KANG, CHRISTOPHER L	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
KAHN, MARC	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
JUAREZ, TINA L	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
MACLEAN, JAMES	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
MARCIAL, ANTHONY	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
MARTINEZ, NATALIA A	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
MOTT, DANIELLE M	Events Assistant	SMC Performing Arts Center	7/01/2026 - 6/30/2027
ALVAREZ, SONIA Y	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
AGOLSOVE, ALEXIS N	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
JU, VINCENT	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
LANSDOWN, SONYA	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
NORRIS, CHRISTOPHER M	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
NELSON, SEAN C	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
PINEDA, JOHNNY A	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
PETRIELLO, ANDREW	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
MORI, MARIKA	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
MILLER, JACOB J	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
MARTIN, JR, MICHAEL C	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
LINDE, ADAM G	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
KOHAZAD, DAVID E	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
JAJA, NICOLE M	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
HIDALGO, MICHAEL E	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
GIBBONS, AMELIA K	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
GASPARICH, CHRISTINA	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027

FRAIRE, JOSEMANUEL	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
FERNANDEZ, DANIEL P	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
DIONNE, CHRIS	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
DEUEL, SEAN T	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
DALENBERG, DOMINIC	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
CERVERA, GUILLERMO E	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
CAULFIELD, MACKENZIE T	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
CANALI, BRIAN	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
BREWER, JEREMY C	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
BARONDEAU, SHANNON M	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
WEBER, ANGELEA M	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
POSTLEY, COLIN G	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
PRICE, JAMIESON K	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
RIOS, DAVID D	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
SANDOVAL, BRANDEN	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
SNYDER, JOHN	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
SPERRY, ADAM D	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
STANCLIFF, SHELBY C	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
TALTON, DANIEL E	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
TITTLE, TOBY N	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
TUTTLE, DANIEL W	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
VANCURA, ANDREA M	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
WARD, EMMA	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027
WATANABE, ATSUSHI	Theater Technical Specialist	Facilities	7/01/2026 - 6/30/2027

Agenda Report Number	17
Subject	Ratification of Meeting Minutes
Date	July 15, 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. 06-17-2026 Regular Meeting

Agenda Report Number	18
Subject	Personnel Commission Recruitment Tracking
Date	June 17, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment

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

~~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: 1:05 p.m.

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

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

As required by law, the agenda for July 15, 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.