

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: Sandra Hernandez Payroll: Roy Castillo Science: Ingrid Cardwell Student Life: Amelia Trejo Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: 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 Jasson Baker Receiving: Lisa Davis Supplemental Instruction: SMCPA: Carolina Trejo	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 8/14/2026
--	--	---

Public Session: 12:00 p.m.

I. Organizational Functions

- A. Call to Order
- B. Roll Call

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

II. Director's Report

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

- A. Longevity

5 YEARS

Jack Mendoza, Student Services Assistant, Financial Aid
Ricardo Santin, Custodian, Operations
Mengyi Shi, Tutoring Coordinator-Modern Languages, LRC

10 YEARS

David Mendoza, Administrative Assistant II, Emeritus

- B. Comments from the Vice President of Human Resources
- C. Comments from the President of CSEA
- D. Comments from the President of Management Association
- E. Comments from Personnel Commission Staff
- F. Comments from the Personnel Commissioners

IV. AGENDA REPORTS: MAJOR ITEMS OF BUSINESS

Report Number	Subject	Page Number
1	Consideration of Appeal for Classification and Salary Review: Academic Records Evaluator	6
2	Consideration of Appeal for Classification and Salary Review: Enrollment Services Specialist	7
3	Consideration of Appeal for Classification and Salary Review: Senior Enrollment Services Specialist	8
4	Consideration of Appeal for Position Reclassification Review: Accountant	9

5	First Reading of Amendments to Rules and Regulations of the Classified Service-Chapter 12, Sections 12.2.13-12.5 (No Action to be Taken)	10
6	City of Santa Monica Living Wage Ordinance: Impact on Classified Salary Placement	18
7	Classification Description Revisions and Salary Reallocation: Assistant Director of Facilities Planning and Construction Cyclical Review	20
8	Classification Description Revisions and Salary Reallocation: Director of Facilities Planning and Construction Cyclical Review	32
9	Classification Description Revisions and Salary Reallocation: Director of Facilities Maintenance Cyclical Review	44
10	Classification Description Revisions and Salary Reallocation: Director of Facilities Operations Cyclical Review	56
11	Classification Description Revisions and Salary Reallocation: Payroll Manager Cyclical Review	68
12	Advisory Item: Personnel Commission Project Tracking	80

V. CONSENT AGENDA

Report Number	Subject	Page Number
13	Advisory Item: Request for Reinstatement	88
14	Ratification of Eligibility Lists	89
15	Extension of Eligibility Lists	90
16	Ratification of Working Out of Class and Limited Term Assignments	91
17	Ratification of Limited Term Assignments	94
18	Appointments to Limited Term Positions	95
19	Appointments to Provisional Assignments	96
20	Ratification of Meeting Minutes	97
21	Personnel Commission Recruitment Tracking	98

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	Consideration of Appeal for Classification and Salary Review: Academic Records Evaluator
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission hear and consider the appeal of the classification and salary review for Academic Records Evaluators.

Merit Rule 16.1 Complaint Procedures for Classified Personnel

16.1.1 PURPOSE OF THE COMPLAINT PROCEDURE

- A. The Complaint Procedure is the medium through which permanent classified employees may bring complaints arising out of alleged violations of the Merit Rules.

16.1.3 GENERAL PROCEDURES

- D. Complaints within the jurisdiction of the Commission shall be investigated by the Director of Classified Personnel. Appropriate action shall be taken in response to the complaint. The Director of Classified Personnel shall provide the Commission with a report of any action taken on a complaint.
- G. The resolution of a complaint by either the Director of Classified Personnel or the Commission shall be final and there shall be no further appeal or review.

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

Agenda Report Number	2
Subject	Consideration of Appeal for Classification and Salary Review: Enrollment Services Specialist
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission hear and consider the appeal of the classification and salary review for Enrollment Services Specialist.

Merit Rule 16.1 Complaint Procedures for Classified Personnel

16.1.1 PURPOSE OF THE COMPLAINT PROCEDURE

- B. The Complaint Procedure is the medium through which permanent classified employees may bring complaints arising out of alleged violations of the Merit Rules.

16.1.3 GENERAL PROCEDURES

- E. Complaints within the jurisdiction of the Commission shall be investigated by the Director of Classified Personnel. Appropriate action shall be taken in response to the complaint. The Director of Classified Personnel shall provide the Commission with a report of any action taken on a complaint.
- H. The resolution of a complaint by either the Director of Classified Personnel or the Commission shall be final and there shall be no further appeal or review.

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

Agenda Report Number	3
Subject	Consideration of Appeal for Classification and Salary Review: Senior Enrollment Services Specialist
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission hear and consider the appeal of the classification and salary review for Senior Enrollment Services Specialist.

Merit Rule 16.1 Complaint Procedures for Classified Personnel

16.1.1 PURPOSE OF THE COMPLAINT PROCEDURE

- C. The Complaint Procedure is the medium through which permanent classified employees may bring complaints arising out of alleged violations of the Merit Rules.

16.1.3 GENERAL PROCEDURES

- F. Complaints within the jurisdiction of the Commission shall be investigated by the Director of Classified Personnel. Appropriate action shall be taken in response to the complaint. The Director of Classified Personnel shall provide the Commission with a report of any action taken on a complaint.
- I. The resolution of a complaint by either the Director of Classified Personnel or the Commission shall be final and there shall be no further appeal or review.

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

Agenda Report Number	4
Subject	Consideration of Appeal for Position Reclassification Review: Accountant
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission hear and consider the appeal of the position reclassification review for Larisa Grigoryan, Accountant.

Merit Rule 16.1 Complaint Procedures for Classified Personnel

16.1.1 PURPOSE OF THE COMPLAINT PROCEDURE

- D. The Complaint Procedure is the medium through which permanent classified employees may bring complaints arising out of alleged violations of the Merit Rules.

16.1.3 GENERAL PROCEDURES

- G. Complaints within the jurisdiction of the Commission shall be investigated by the Director of Classified Personnel. Appropriate action shall be taken in response to the complaint. The Director of Classified Personnel shall provide the Commission with a report of any action taken on a complaint.
- J. The resolution of a complaint by either the Director of Classified Personnel or the Commission shall be final and there shall be no further appeal or review.

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

Agenda Report Number	5
Subject	First Reading of Amendments to Rules and Regulations of the Classified Service-Chapter 12, Sections 12.2.13-12.5 (No Action to be Taken)
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Chapter 12: Merit Rules Sections 12.2.13 through 12.5 are attached for a First Reading.

Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the Education Code, applicable bargaining agreements and CalPERS.

12.2.13 SHIFT DIFFERENTIAL PAY

- A. A classified employee who is eligible for shift differential pay pursuant to this Article shall have such compensation calculated using the compounding methodology set forth in Rule 12.5.

All differentials are paid for performing services under the conditions specified in this Rule and are not based solely on classification, assignment title, or employer convenience.

Except as expressly provided in this Article, only one (1) shift-related differential shall be applied to the same hours worked.

Where specifically authorized, certain differentials may be paid concurrently as defined below. All differentials under the Rule shall:

- Be paid as a percentage of the employee's base salary;
- Be earned and paid each pay period;
- Be assigned on a routine and consistent basis; and
- Be non-discretionary when eligibility criteria are met.

1. Swing Shift Differential (NS1) - A classified employee who is routinely and consistently scheduled to work four (4) or more hours of service either prior to 8:00 a.m. or four (4) or more hours of service after 5:00 p.m. shall receive a swing shift differential of five percent (5%) of the employee's base salary for all paid hours in the pay period.

2. Night Shift Differential (NS2) – A classified employee who is routinely and consistently scheduled to work four (4) or more hours of service between 12:00 midnight and 7:00 a.m. shall receive a night shift differential of ten percent (10%) of the employee's base salary for all paid hours in the pay period.

3. Split-Shift Differential – A classified employee who is routinely and consistently assigned a work schedule that includes one or more unpaid, non-working periods exceeding a total of three (3) hours within a workday shall receive a split-shift differential of five percent (5%) of the employee's base salary. The split-shift differential shall be mutually exclusive and shall not be paid concurrently with the swing shift differential (12.2.13.1) or night shift differential (12.2.13.2).

4. Rotating Shift Differential – Classified employees who are routinely and consistently assigned a rotating shift schedule shall receive a pay differential of five percent (5%) of the employee's base salary. Such classified employees may have their work schedule cycled through different shifts (like day, swing, night, weekend) or varying workdays/hours on a set, repeating pattern, instead of having a fixed schedule depending on the needs of the department.

~~Variable Hours Assignment Differential – Classified employees assigned to a variable hours schedule shall receive a pay differential of five percent (5%) of the employee's base salary. Such classified employees may have their work schedule modified at any time depending on the needs of the department. A variable hours assignment is determined by the overall nature and function of the position and is dependent upon conditions that by nature change on a regular basis. This differential is not considered special compensation reportable to the retirement systems (CalPERS or CalSTRS).~~

5. Weekend Shift Differential – When the District establishes a workweek that includes Saturday and/or Sunday as part of a classified employee's assigned work schedule, the employee shall receive a weekend differential of five percent (5%) of the employee's base salary. The weekend differential is based on assignment to a workweek that includes Saturday and/or Sunday and constitutes a separate and distinct working condition from time-of-day differentials.

This differential:

- Shall be paid for all paid hours in the pay period when assigned to such a schedule.
- Shall be paid in addition to swing (12.2.13.4A.1) or night 12.2.13.A.2) differentials.
- Shall apply when a shift begins on Saturday or Sunday.
- Shall apply when a Friday shift extends more than four (4) hours into Saturday.

6. A classified employee who is regularly assigned to a qualifying swing shift or night shift and is temporarily reassigned due to operational necessity to a day shift shall continue to receive the swing or night shift differential

for up to twenty (20) working days provided the reassignment is temporary and the employee is expected to return to the qualifying assignment. This provision applies only where the employee's regular assignment meets the requirements of Rule 12.2.13.A.1 and 12.2.13.A.2. It is intended to maintain compensation continuity during the short-term reassignments and shall not apply to indefinite reassignments. Beginning on the Twenty-first (21st) working day, the employee shall be compensated based on the applicable day shift rate without the NS1 or NS2 differential.

Shift differential pay shall be applicable to employees serving in regular positions, as follows:

1. ~~Evening shift employees (NS1) who are permanently assigned to a shift requiring four (4) or more hours after 5:00 p.m. shall be paid a differential of two (2) ranges (approximately 5%) over the regular rate for daytime employees in the same class.~~
 2. ~~Night shift employees (NS2) who are permanently assigned to a shift requiring four (4) or more hours between 12:00 midnight and 7:00 a.m. shall be paid a differential of four (4) ranges (approximately 10%) over the regular rate for daytime employees in the same class.~~
 3. ~~Employees who are permanently assigned to a split-shift schedule which requires one or more unpaid periods exceeding a total of three (3) hours per day shall be paid a differential of two (2) ranges (approximately 5%) over the regular rate for regular employees in the same class.~~
 4. ~~Employees who are permanently assigned to a variable hours schedule shall be paid a differential of two (2) ranges (approximately 5%) over the rate for regular employees in the same class.~~
 5. ~~Employees who are permanently assigned to a regular 40 hour workweek consisting of a work schedule other than Monday through Friday which requires a Saturday or Sunday shift shall be paid a differential of two (2) ranges (approximately 5%) over the rate for regular employees in the same class.~~
- B. Employees who are assigned to evening and nightshift work on a continuous basis and are ordered to temporary daytime work, shall continue to receive

~~their regular pay. However, on the 21st day the employee's pay shall be adjusted to the daytime schedule.~~

- ~~Ⓔ~~B. Assignments to positions for which differential compensation is designated, other than temporary assignments (20 working days or less), shall be made on the basis of seniority, as specified in Merit Rule 6.3.15 A.
- ~~Ⓓ~~C. To be eligible for shift differential pay, an employee shall serve more than two (2) evening, night, or split shifts per week. An employee shall be eligible to be paid for no more than one (1) shift differential under this rule. Where more than one shift differential can apply, the employee shall be paid at the higher differential rate.
- D. Employees who have an alternative work week or variable hours rotating shift shall receive a copy of their scheduled holiday observances at least 15 days prior to the start of the week in which the holiday occurs.

12.2.14 LONGEVITY PAY

~~Each regular classified employee shall receive a salary increment in addition to their regular salary in recognition of completion of satisfactory and continuous service to the District. The increment shall be equal to a two range increase (approximately 5%) after completion of:~~

- ~~1. Five years~~
- ~~2. Ten years~~
- ~~3. Fifteen years~~
- ~~4. Twenty years~~
- ~~5. Twenty-five years~~
- ~~6. Thirty years~~
7. Thirty-five years
8. Forty Years

A. General Provisions

Longevity pay shall be awarded to classified employees based on total continuous service with the District and shall be:

- Non-discretionary

- Uniformly applied
- Earned upon meeting service thresholds
- Paid each pay period

B. Longevity Schedule

Longevity pay shall be calculated using the compounding methodology set forth in Rule 12.5.

<u>Years of Continuous Service</u>	<u>Increase</u>	<u>Effective</u>
<u>5 years</u>	<u>5%</u>	<u>Beginning of 6th year</u>
<u>10 years</u>	<u>5%</u>	<u>Beginning of 11th year</u>
<u>15 years</u>	<u>5%</u>	<u>Beginning of 16th year</u>
<u>20 years</u>	<u>5%</u>	<u>Beginning of 21st year</u>
<u>25 years</u>	<u>5%</u>	<u>Beginning of 26th year</u>
<u>30 years</u>	<u>5%</u>	<u>Beginning of 31st year</u>
<u>35 years</u>	<u>5%</u>	<u>Beginning of 36th year</u>
<u>40 years</u>	<u>5%</u>	<u>Beginning of 41st year</u>

Each increment shall be applied as a pay differential of the employee's base salary and compounded in accordance with Rule 12.5.

12.5 COMPOUNDING CALCULATION FOR SPECIAL COMPENSATION

12.5.1 General Rule

All reportable special compensation shall be calculated using a uniform compounding methodology applied consistently to all eligible classified employees.

12.5.2 Compounding Methodology

The District shall compound special compensation as provided in this Rule: Each item of special compensation as listed in the following chart shall compound in the order earned.

<u>Special Compensation Category</u>	<u>Special Compensation Type</u>	<u>Merit Rule</u>
<u>Incentive Pay</u>	<u>Shorthand Skills Differential Pay</u> <u>Additional compensation for employees who are routinely and consistently assigned to a position requiring shorthand proficiency</u>	<u>3.2.11</u>
<u>Special Assignment Pay</u>	<u>Shift Differential</u> <u>Additional compensation to classified employees who are routinely and consistently scheduled to work other than a standard "daytime" shift, e.g. graveyard shift, swing shift, shift change, rotating shift, split shift or weekends.</u>	<u>12.2.13.A.1</u> <u>12.2.13.A.2</u> <u>12.2.13.3</u> <u>12.2.13.4</u> <u>12.2.13.5</u> <u>12.2.13.6</u>
<u>Incentive Pay</u>	<u>Longevity Pay</u> <u>Additional compensation shall be awarded to classified employees based on total continuous service with the District.</u>	<u>12.2.14</u>

The District shall calculate compensation as follows:

1. Multiply base salary by the applicable percentage.
2. Add the result to the base salary.
3. Apply each subsequent percentage to the new total.
4. Continue sequentially based on the defined order.

Example Calculation

Base Salary: \$4,000

1. Shorthand Skills Differential Pay (5%) = 5% of \$4,000 = \$200.00 → Total = \$4,200
2. Longevity (5%) = 5% of \$4,200 = \$210 → Total = \$4,410.00
3. Shift Differential (5%) = 5% of \$4,410 = \$220.50 → Total = \$4,630.50

For reporting purposes:

1. Base Pay: \$4,000
2. Shorthand Skills Differential Pay: \$200.00
3. Longevity: \$210.00
4. Shift Differential: \$220.50

12.6 CalPERS Compliance

If the California Public Employees' Retirement System determines that any form of compensation provided under these Merit Rules does not meet the definition of "compensation earnable", "pensionable compensation", or "special compensation" pursuant to applicable law or regulation, including but not limited to California Government Code Section 20636, California Government Code Section 7522.34, California Code of Regulations Section 571, and California Code of Regulations Section 571.1, the District shall have the authority to discontinue reporting such compensation as pensionable to CalPERS. Nothing in these Rules shall require the District to report or maintain pension reporting for compensation determined by CalPERS to be non-reportable under applicable law.

Agenda Report Number	6
Subject	City of Santa Monica Living Wage Ordinance: Impact on Classified Salary Placement
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The CSEA Collective Bargaining Agreement, Section 11.1.7, states the following:

“Beginning July 1, 2022, if any step falls below the City of Santa Monica Liveable Wage Ordinance minimum wage, the District shall increase the step to such minimum wage amount. Such adjustment to the step shall not affect the steps of any other ranges and shall not result in the realignment of any other ranges or steps.”

According to the City of Santa Monica web site, the living wage shall increase to \$25.00 per hour effective 7/1/2026 through 6/30/2027.

All salary ranges allocated to classified positions have five steps, and employees advance their step placement after six months or each additional year of service. Each step increase adjusts base salary by 5%.

While the top steps for the following four classifications exceed \$25.00 per hour, one or more of the lower steps are less than \$25.00 per hour.

- Bookstore Clerk/Cashier – Range 14
- Customer Service Assistant – Range 18
- Events Assistant – Range 18
- Mail Services Worker I – Range 21

All permanent employees assigned to the classifications listed above are currently placed at a salary step that falls above \$25.00 per hour.

RECOMMENDATION

The Personnel Commission is recommending that any future permanent hires for Customer Service Assistant (Range 18) would have to receive initial salary placement at Step C (\$25.30 per hour) or higher; future permanent hires for Mail Services Worker I (Range 21) would have to come in at Step B (\$25.94 per hour) or higher. Events Assistant and Bookstore Clerk/Cashier only utilize temporary staff; there are no permanent staff members assigned to either classification.

Continued from page 18.

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

Agenda Report Number	7
Subject	Classification Description Revisions and Salary Reallocation: Assistant Director of Facilities Planning and Construction Cyclical Review
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Assistant Director of Facilities Planning and Construction**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Maintenance & Planning job discipline. The Facilities Department's mission is to provide a safe and comfortable learning environment for all students and staff at SMC in accordance with the College's mission and vision, and in alignment with SMC's institutional goals.

The Assistant Director of Facilities Planning and Construction classification was established in 2014. This classification has been revised once since its establishment. There is currently one incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-26. Incumbents in the Maintenance & Planning discipline were invited to participate in a class study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 3, 2025. Manager orientations were scheduled on November 12, 2025.

Personnel Commission staff consulted with Chris Bonvenuto, 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 and distinguishing characteristics.

A job evaluation and an external salary survey 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, class description revisions are being proposed to clarify the distinguishing characteristics, essential duties, knowledge, skills & abilities, and minimum qualifications.

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 dedicated assistant director role and the related duties were assigned to a broad area director. In other agencies, the assistant director reported directly to a vice president/chancellor and thus did not match SMC's organizational structure. As a result, salary review is based on internal comparison of similar roles such as Director of Facilities Planning and Construction at SMC. Based on all the job factors, the salary relationship between the Assistant Director of Facilities Planning and Construction and the Director of Facilities Planning and Construction classification is appropriate. The Director of Facilities Planning and Construction is being recommended for a two-range reallocation in a related report; as such it is recommended that the salary placement for this role be reallocated to Range M29 to maintain salary alignment within the department.

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

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Facilities Planning and Construction (proposed)	M41*	\$14,298	\$17,380	24.51%
Director of Facilities Maintenance	M32*	\$11,483	\$13,958	0.00%
Director of Facilities Operations	M32*	\$11,483	\$13,958	7.62%
Assistant Director of Facilities Planning and Construction (proposed)	M29	\$10,670	\$12,969	5.00%
Assistant Director of Facilities Planning and Construction (current)	M27	\$10,162	\$12,351	

*Proposed reallocation

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

RECOMMENDATION

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

FROM: Classified Manager Salary Schedule, Range M27

TO: Classified Manager Salary Schedule, Range M29

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

**Santa Monica Community College District
Personnel Commission**

Assistant Director of Facilities Planning and Construction

CONCEPT OF THE CLASS

Under the direction of the Director of Facilities Planning and Construction, this classification assists in the daily administration and management of the Facilities Planning Department, including all capital planning activities, design, development and construction of projects requiring Division of the State Architect (DSA) approval, and real estate asset planning. This individual acts for the Director of Facilities Planning and Construction as required.

DISTINGUISHING CHARACTERISTICS

The **Assistant Director of Facilities Planning and Construction** supports the administration of these programs and independently manages assigned capital projects through all phases of planning, design, construction, and completion, participates in the administration and management of the District's capital planning, design, construction, and real estate planning program and provides full cycle project management for assigned projects.

The **Director of Facilities Planning and Construction** classification is responsible for administering and managing the provides overall leadership and administrative responsibility for the District's capital planning activities, project design and development, construction and real estate planning programs for the District.

The Assistant Director of Facilities Maintenance directs the District's facilities, maintenance, construction, remodeling, utilities, and mechanical and energy management services.

ESSENTIAL DUTIES

Coordinates all phases of major projects, from inception to close-out; meets regularly with project managers and other college representatives; represents the District during construction phases through meetings with project managers, contractors, construction inspectors, and other construction professionals; serves as Construction Manager and Project Manager in the absence of an external project consultant.

Assists the Director of Facilities Planning and Construction in the coordination of projects funded by construction bond.

Oversees and reviews the work of architects and other consultants.

Assists the Director of Facilities Planning and Construction in planning and directing the activities of the Facilities Planning and Development Department, which include the areas of facilities planning and design, facilities renovation and improvement, facilities construction, and facilities funding and budget.

Prepares, writes and assists in the development of construction plans and drawings, bid documents and specifications for new construction and remodel projects; prepares compliance documentation and reports related to facilities and capital outlay project proposals.

Assists with the selection and supervision of architects, engineers, planning and design consultants, project managers, construction managers, inspectors, and/or other applicable professionals.

Prepares correspondence, reports and presentations regarding assigned facilities programs of the District including Board agenda items.

Supports and maintains the department website and project management information system, including updating forms and modifying existing workflows, to communicate construction-related matters with all stakeholders.

Represents the Facilities Planning Department on designated matters at District-wide meetings.

Serves as a resource to the State Chancellor's Office staff, the Division of the State Architect, other state and local agencies, District staff, and the community regarding facilities issues.

Assists in the development of the Facilities Master Plan.

Coordinates efforts with various city and state offices, agencies and groups to obtain timely action on matters such as building permits, zoning changes and environmental impact reports.

Coordinates the District-wide program of facilities utilization analysis, long-range facilities planning, real estate planning, facilities design, scheduled maintenance, hazardous materials removal, and other related programs for which the District may receive funding.

Assumes responsibility for the business operations of the department in the absence of the Director of Facilities Planning and Construction.

Monitors the maintenance of budgets and schedules for all assigned projects to ensure timely claiming of funds from the state. Monitors college, district and project specific facilities expenditures to ensure appropriateness, accuracy and completeness.

Participates in the preparation and the submission and tracking of the Capital Outlay Program, Scheduled Maintenance Program, Hazardous Materials Removal Program, Five Year Capital Construction Plan, Space Inventory, and the other state or federal programs.

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:

This position receives general direction from the Director of Facilities Planning and Construction.

Level of Supervision Exercised:

This position exercises functional supervision over contract consultants, project managers, architects, engineers, and contractors. May supervise assigned District staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge-of:

Architectural, planning, design, construction, and safety principles and practices applicable to public schools and community colleges

Principles and practices of construction project management and budgetary planning and administration

California community college or public education capital outlay programs

Division of the State Architect ([DSA](#)) regulations and processes

California Public Contract Code

Laws and administrative policies, practices, and processes of local, state, and federal agencies which impact facilities planning and development, including California Building Code, the Field Act and the Americans with Disabilities Act (ADA)

Tactics for developing and maintaining interpersonal relationships and effectively resolving conflicts

Construction management software and other computer programs that support this type of work

Leadership in Energy and Environmental Design (LEED) certification process

Methods, practices, equipment, and supplies used in facility maintenance and construction

Federal, state and local regulations pertaining to planning, development and construction, such as land use, California Coastal commission, California Environmental Quality Act (CEQA), waste and water resources, and hazardous materials

Complex technology infrastructure systems including data networks, communications systems, audio/visual systems, security and fire alarms

General principles and practices of contract administration, research, cost analysis and control budget, accounting and competitive bidding process

Principles of real property asset planning

Oral and written communication skills and presentation techniques

Research methods and report writing techniques

Skills & AbilitiesAbility-to:

Plan, organize and coordinate the day-to-day activities of capital construction and facilities improvement projects with maximum efficiency and cost effectiveness.

Interpret and evaluate technical documents including, but not limited to, construction documents, requests for information (RFI), submittals, reports, and change order requests

Estimate project requirements, plan processes and activities, organize resources, schedule and direct operations to meet goals and deadlines, and evaluate operational effectiveness

Manage the performance of external consultants and contractors

Exercise tact and discretion in sensitive interactions with contractors and internal and external stakeholders, while advocating for the best interests of the District

Effectively utilize computer equipment and specialized software used in the design and management of technology and facility projects

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

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

Analyze data and prepare clear and concise correspondence, reports, studies, plans, and other written materials.

Communicate effectively, both orally and in writing

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

Role model exceptional internal and external customer service

Understand internal and external customers' 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

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 enterprise-wide issues and present potential solutions to District leadership

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:

Bachelor's degree in Business, Architecture, Engineering or a closely related field.

Experience Requirement:

Four years of responsible experience in facilities construction project and planning management experience that includes managing facilities design, budget preparation, construction oversight, and technology implementations. Construction management experience that involved working with the California Division of the State Architect is required.

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:

Possession of a valid driver's s license. Access to an automobile. Licensure as an Architect by the California Architects Board is preferred.

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 and carry up to 25 pounds. The employee will be required to regularly visit construction sites with unpaved, uneven surfaces, excavations and construction work in progress. Hardhats, safety glasses and safety shoes are required. Walking on catwalks, scaffoldings and using ladders to reach upper floors may be necessary. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

CLASS DETAIL

<i>Job Family:</i>	Trades, Facilities and Maintenance
<i>FLSA Status:</i>	Exempt
<i>Personnel Commission Approval Date:</i>	3/19/ 20 14
<i>Class History:</i>	Assistant Director of Facilities Planning
<i>Revision Date(s):</i>	8/18/21, <u>8/19/26</u>

**Santa Monica Community College District
Personnel Commission**

Assistant Director of Facilities Planning and Construction

CONCEPT OF THE CLASS

Under the direction of the Director of Facilities Planning and Construction, this classification assists in the daily administration and management of the Facilities Planning Department, including all capital planning activities, design, development and construction of projects requiring Division of the State Architect (DSA) approval, and real estate asset planning. This individual acts for the Director of Facilities Planning and Construction as required.

DISTINGUISHING CHARACTERISTICS

The **Assistant Director of Facilities Planning and Construction** supports the administration of these programs and independently manages assigned capital projects through all phases of planning, design, construction, and completion.

The **Director of Facilities Planning and Construction provides** overall leadership and administrative responsibility for the District's capital planning, project design and development, construction and real estate planning programs.

ESSENTIAL DUTIES

Coordinates all phases of major projects, from inception to close-out; meets regularly with project managers and other college representatives; represents the District during construction phases through meetings with project managers, contractors, construction inspectors, and other construction professionals; serves as Construction Manager and Project Manager in the absence of an external project consultant.

Assists the Director of Facilities Planning and Construction in the coordination of projects funded by construction bond.

Oversees and reviews the work of architects and other consultants.

Assists the Director of Facilities Planning and Construction in planning and directing the activities of the Facilities Planning and Development Department, which include the areas of facilities planning and design, facilities renovation and improvement, facilities construction, and facilities funding and budget.

Prepares, writes and assists in the development of construction plans and drawings, bid documents and specifications for new construction and remodel projects; prepares compliance documentation and reports related to facilities and capital outlay project proposals.

Assists with the selection and supervision of architects, engineers, planning and design consultants, project managers, construction managers, inspectors, and/or other applicable professionals.

Prepares correspondence, reports and presentations regarding assigned facilities programs of the District including Board agenda items.

Supports and maintains the department website and project management information system, including updating forms and modifying existing workflows, to communicate construction-related matters with all stakeholders.

Represents the Facilities Planning Department on designated matters at District-wide meetings.

Serves as a resource to the State Chancellor's Office staff, the Division of the State Architect, other state and local agencies, District staff, and the community regarding facilities issues.

Assists in the development of the Facilities Master Plan.

Coordinates efforts with various city and state offices, agencies and groups to obtain timely action on matters such as building permits, zoning changes and environmental impact reports.

Coordinates the District-wide program of facilities utilization analysis, long-range facilities planning, real estate planning, facilities design, scheduled maintenance, hazardous materials removal, and other related programs for which the District may receive funding.

Assumes responsibility for the business operations of the department in the absence of the Director of Facilities Planning and Construction.

Monitors the maintenance of budgets and schedules for all assigned projects to ensure timely claiming of funds from the state. Monitors college, district and project specific facilities expenditures to ensure appropriateness, accuracy and completeness.

Participates in the preparation and the submission and tracking of the Capital Outlay Program, Scheduled Maintenance Program, Hazardous Materials Removal Program, Five Year Capital Construction Plan, Space Inventory, and the other state or federal programs.

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:

This position receives general direction from the Director of Facilities Planning and Construction.

Level of Supervision Exercised:

This position exercises functional supervision over contract consultants, project managers, architects, engineers, and contractors. May supervise assigned District staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Architectural, planning, design, construction, and safety principles and practices applicable to public schools and community colleges

Principles and practices of construction project management and budgetary planning and administration

California community college or public education capital outlay programs

Division of the State Architect (DSA) regulations and processes

California Public Contract Code

Laws and administrative policies, practices, and processes of local, state, and federal agencies which impact facilities planning and development, including California Building Code, the Field Act and the Americans with Disabilities Act (ADA)

Tactics for developing and maintaining interpersonal relationships and effectively resolving conflicts

Construction management software and other computer programs that support this type of work

Leadership in Energy and Environmental Design (LEED) certification process

Methods, practices, equipment, and supplies used in facility maintenance and construction

Federal, state and local regulations pertaining to planning, development and construction, such as land use, California Coastal commission, California Environmental Quality Act (CEQA), waste and water resources, and hazardous materials

Complex technology infrastructure systems including data networks, communications systems, audio/visual systems, security and fire alarms

General principles and practices of contract administration, research, cost analysis and control budget, accounting and competitive bidding process

Principles of real property asset planning

Oral and written communication skills and presentation techniques

Research methods and report writing techniques

Skills & Abilities:

Plan, organize and coordinate the day-to-day activities of capital construction and facilities improvement projects with maximum efficiency and cost effectiveness.

Interpret and evaluate technical documents including, but not limited to, construction documents, requests for information (RFI), submittals, reports, and change order requests

Estimate project requirements, plan processes and activities, organize resources, schedule and direct operations to meet goals and deadlines, and evaluate operational effectiveness

Manage the performance of external consultants and contractors

Exercise tact and discretion in sensitive interactions with contractors and internal and external stakeholders, while advocating for the best interests of the District

Effectively utilize computer equipment and specialized software used in the design and management of technology and facility projects

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

Analyze data and prepare clear and concise correspondence, reports, studies, plans, and other written materials.

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Understand internal and external customers' 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

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 enterprise-wide issues and present potential solutions to District leadership

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:

Bachelor's degree in business, architecture, engineering or a related field.

Experience Requirement:

Four years of facilities construction project and planning management experience that includes managing facilities design, budget preparation, construction oversight, and technology implementations. Construction management experience that involved working with the California Division of the State Architect is required.

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:

Possession of a valid driver's license. Access to an automobile. Licensure as an architect by the California Architects Board is preferred.

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 and carry up to 25 pounds. The employee will be required to regularly visit construction sites with unpaved, uneven surfaces, excavations and construction work in progress. Hardhats, safety glasses and safety shoes are required. Walking on catwalks, scaffoldings and using ladders to reach upper floors may be necessary. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

CLASS DETAIL

Job Family:	Trades, Facilities and Maintenance
FLSA Status:	Exempt
Personnel Commission Approval Date:	3/19/14
Class History:	Assistant Director of Facilities Planning
Revision Date(s):	8/18/21, 8/19/26

Agenda Report Number	8
Subject	Classification Description Revisions and Salary Reallocation: Director of Facilities Planning and Construction Cyclical Review
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Director of Facilities Planning and Construction**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Maintenance & Planning job discipline. The Facilities Department's mission is to provide a safe and comfortable learning environment for all students and staff at SMC in accordance with the College's mission and vision, and in alignment with SMC's institutional goals.

The Director of Facilities Planning and Construction classification was established in 2006. This classification has been revised three times since its establishment. There is currently no incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-26. Incumbents in the Maintenance & Planning discipline were invited to participate in a class study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 3, 2025. Manager orientations were scheduled on November 12, 2025.

Personnel Commission staff consulted with Chris Bonvenuto, 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 and distinguishing characteristics.

A job evaluation and an external salary survey 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, class description revisions are being proposed to clarify the distinguishing characteristics, essential duties, knowledge, skills & abilities, and minimum qualifications.

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

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN	STUDENT COUNT
Santa Monica College	Director of Facilities Planning and Construction	\$13,617	\$16,552	\$15,085	27,191
Contra Costa CCD	Director of Capital Construction Program Operations	\$13,383	\$16,307	\$14,845	31,194
Foothill De Anza CCD	Director, Capital Construction Program	\$13,318	\$18,740	\$16,029	30,729
Mt. San Antonio College	Senior Director, Facilities Planning and Construction	\$15,792	\$18,131	\$16,962	42,158
North Orange County CCD	District Director, Facilities Planning and Construction	\$13,923	\$17,570	\$15,746	44,093
Pasadena City College	Director, Facilities and Construction Services	\$13,692	\$16,363	\$15,027	27,861
Santa Barbara City College	Executive Director - Bond Programs	\$13,119	\$15,981	\$14,550	17,012
State Center CCD	District Director of Facilities Planning	\$11,384	\$14,001	\$12,692	46,065
	Average	\$13,516	\$16,727	\$15,122	
	25th Percentile	\$13,218	\$16,144	\$14,697	
	50th Percentile	\$13,383	\$16,363	\$15,027	
	75th Percentile	\$13,738	\$17,682	\$15,803	
	80th Percentile	\$13,877	\$18,019	\$15,972	
	90th Percentile	\$14,671	\$18,375	\$16,402	
	SMC % RANK	62.6%	52.6%	51.3%	
	SMC Difference From AVG	0.7%	-1.1%	-0.2%	
	SMC Difference From MED	1.7%	1.1%	0.4%	

The current salary range for the Director of Facilities Planning and Construction is Range M39 on the Classified Management Salary Schedule. In this survey, SMC is in the 51st median percentile compared to all benchmark agencies with comparable classifications; that is, 49% of the market comparables were paid higher than the SMC classification.

Given this market position, salary reallocation is recommended from Range M39 to Range M41 on the Classified Management Salary Schedule, resulting in a 5% increase. This adjustment would place the median salary for this classification at the 72nd percentile, which aligns with the District's 70th percentile target.

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Facilities Planning and Construction (proposed)	M41	\$14,298	\$17,380	5.00%
Director of Facilities Planning and Construction (current)	M39	\$13,617	\$16,552	18.58%
Director of Facilities Maintenance	M32*	\$11,483	\$13,958	0.00%
Director of Facilities Operations	M32*	\$11,483	\$13,958	7.62%
Assistant Director of Facilities Planning and Construction	M29*	\$10,670	\$12,969	

*Proposed reallocation

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

RECOMMENDATION

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

FROM: Classified Manager Salary Schedule, Range M39
TO: Classified Manager Salary Schedule, Range M41

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

**Santa Monica Community College District
Personnel Commission**

Director of Facilities Planning and Construction

CONCEPT OF THE CLASS

Under general direction, this classification directs, administers, and manages the District's Facilities Planning Department, including all capital planning activities, design, development, and construction of projects requiring Division of the State Architect (DSA) approval, real estate asset planning, and budgeting oversight.

DISTINGUISHING CHARACTERISTICS

The **Director of Facilities Planning and Construction** ~~is responsible for administering and managing the~~ provides overall leadership and administrative responsibility for the District's capital planning ~~activities~~, project design and development, construction and real estate planning ~~programs for the District.~~

The **Assistant Director of Facilities Planning and Construction** supports the administration of these programs and independently manages assigned capital projects through all phases of planning, design, construction, and completion, participates in the administration and management of the District's capital planning, design, construction, and real estate planning program and provides full cycle project management for assigned projects.

~~The **Chief Director of Business Services** is responsible for planning, organizing and directing the activities related to the District-wide Business Services.~~

ESSENTIAL DUTIES

Develops, oversees and implements computerized records, project management information systems and project management controls to enhance operational efficiencies and track facilities expense records; develops, oversees and implements system workflows to communicate construction-related matters with all stakeholders.

Directs and evaluates the work of contract architectural, project management and construction management firms, and general contractors for compliance with contract specifications and terms and conditions; authorizes payment in accordance with contract provisions.

Directs the operating budget development process, monitors adherence to project budgets, and analyzes, negotiates, recommends and prepares change orders, budget adjustments and modifications as appropriate.

Oversees the selection and work of architects, engineers, planning and design consultants, project managers, construction managers, contractors and other professionals, in addition to negotiating their scope of work and contractual agreements.

Coordinates with various city and state offices, agencies and groups to obtain timely building permits, zoning changes and environmental impact reports.

Represents the District in meetings, hearings, and conferences with contractors, representatives from public agencies, regulatory agencies, legislative bodies, business organizations, community groups, and the general public.

Ensures department compliance with District policy and procedures and applicable local, state, and federal laws and regulations.

Serves as liaison between college staff, administrators and contract architectural and engineering firms

Plans and directs the activities of the Facilities Planning Department, which include the areas of facilities planning and design, facilities renovation and improvement, facilities construction and facilities funding and budget.

Serves as the District's advisor to the Citizen's Bond Oversight Committee.

Makes presentations to the Board of Trustees, city and community groups, and appropriate planning committees to secure buy-in and advise on matters regarding facilities planning and development.

Analyzes needs for new and existing facilities and makes recommendation for facilities improvements; determines new and remodeled facilities' project scope and timelines.

Manages District-wide facilities utilization analysis, long-range facilities planning and facilities design, including the Facilities Master Plan.

~~Oversees and coordinates data reporting requirements for the Capital Construction Plan and Space Inventory to the state.~~

[Oversees and coordinates the submission and tracking of the Capital Outlay Program, Scheduled Maintenance Program, Hazardous Materials Removal Program, Five Year Capital Construction Plan, Space Inventory, and the other state or federal programs.](#)

Conveys information to appropriate parties regarding technology infrastructure projects, including data and communications networks and wiring systems, computer laboratories, audio/visual systems, and security and fire alarm systems.

Develops proposals and implements plans for energy conservation and sustainability.

Plans for future property needs and uses, site development, entitlements, and approvals.

Provides policy recommendations to develop or revise legislation, regulations and controls affecting the District's Facilities planning and construction program.

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:

This position receives general direction from the Vice President of Business and Administration.

Level of Supervision Exercised:

This position exercises direction over the Assistant Director of Facilities Planning and Construction and other assigned staff, including functional supervision over contract consultants, project managers, architects, engineers, and contractors.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge-of:

Architectural, planning, construction, and safety principles and practices applicable to public schools and community colleges

Principles and practices of program development, evaluation and administration, including business process analysis, budget preparation and effective expenditure control methods

Principles and practices of construction project management and budgetary planning and administration

Principles and practices of long-term and short-term facilities planning

California community college or public education capital outlay programs

Division of the State Architect ([DSA](#)) regulations and processes

California Public Contract Code

Laws and administrative policies, practices, and processes of local, state, and federal agencies which impact facilities planning and development, including California Building Code, the Field Act and the Americans with Disabilities Act (ADA)

Tactics for developing and maintaining interpersonal relationships and effectively resolving conflicts

Construction management software and other computer programs that support this type of work

[Leadership in Energy and Environmental Design \(LEED\)](#) certification process

Methods, practices, equipment, and supplies used in facility maintenance and construction

Federal, state and local regulations pertaining to planning, development and construction, such as land use, California Coastal Commission, California Environmental Quality Act (CEQA), waste and water resources, and hazardous materials

Complex technology infrastructure systems including data networks, communications systems, audio/visual systems, security and fire alarms

General principles and practices of contract administration, research, cost analysis and control budget, accounting and competitive bidding process

Principles of real property asset planning

Oral and written communication skills and presentation techniques

[Effective employee supervision, training, evaluation, and development techniques and practices](#)

Principles and practices of employee supervision, evaluation, training, and development

Research methods and report writing techniques

Skills & Abilities**Ability to:**

Plan, organize and coordinate a District-wide facilities construction program, which may include a variety of new facilities and facilities improvement projects, with maximum efficiency and cost effectiveness

Interpret and evaluate technical documents including, but not limited to, construction documents, requests for information (RFI), submittals, reports, and change order requests

Estimate project requirements, plan processes and activities, organize resources, schedule and direct operations to meet goals and deadlines, and evaluate operational effectiveness

Manage the performance of external consultants and contractors

Inform, influence and collaborate with a wide range of internal and external stakeholders by conducting meetings and delivering presentations

Exercise tact and discretion in sensitive interactions with contractors and internal and external stakeholders, while advocating for the best interest of the District

Effectively utilize computer equipment and specialized software used in the design and management of technology and facility projects

Select, motivate, train, and supervise employees engaged in technical activities

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

~~Analyze, interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures~~

Analyze data and prepare clear and concise reports based upon complex data.

Communicate effectively, both orally and in writing

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

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

Role model exceptional internal and external customer service

Understand internal and external customers' 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

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 enterprise-wide issues and present potential solutions to District leadership

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:

Bachelor's degree in ~~B~~business, ~~A~~architecture, ~~E~~engineering or a ~~closely~~ related field. A ~~M~~aster's degree in a related field is desirable.

Experience Requirement:

Five years of ~~responsible experience in~~ facilities construction project and planning management ~~experience~~, preferably in a K-14 educational institution. Experience must include managing facilities design, budget preparation, construction oversight, and technology implementations, including two years of administrative or supervisory experience. ~~Three years of~~ ~~C~~construction management experience that involved working with the California Division of the State Architect is required.

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:

Possession of a valid driver's ~~s~~ license. Access to an automobile. Licensure as an ~~A~~architect by the California Architects Board is preferred.

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 and carry up to 25 pounds. The employee is required to regularly visit construction sites with unpaved, uneven surfaces, excavations and construction work in progress. Hardhats, safety glasses and safety shoes are required. Walking on catwalks, scaffoldings and using ladders to reach upper floors may be necessary. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

CLASS DETAIL

Job Family:

Facilities, Trades, and Maintenance

FLSA Status:

Exempt

Personnel Commission Approval Date:

~~December 7, 2006~~12/7/06

Class History:

Director of Facilities Planning

Revision Date(s):

~~Hay Study, 12/07/06,~~ 3/19/2014, 4/17/2018,
8/18/2021, 8/19/26

**Santa Monica Community College District
Personnel Commission**

Director of Facilities Planning and Construction

CONCEPT OF THE CLASS

Under general direction, this classification directs, administers, and manages the District's Facilities Planning Department, including all capital planning activities, design, development, and construction of projects requiring Division of the State Architect (DSA) approval, real estate asset planning, and budgeting oversight.

DISTINGUISHING CHARACTERISTICS

The **Director of Facilities Planning and Construction** provides overall leadership and administrative responsibility for the District's capital planning, project design and development, construction and real estate planning programs .

The **Assistant Director of Facilities Planning and Construction** supports the administration of these programs and independently manages assigned capital projects through all phases of planning, design, construction, and completion.

ESSENTIAL DUTIES

Develops, oversees and implements computerized records, project management information systems and project management controls to enhance operational efficiencies and track facilities expense records; develops, oversees and implements system workflows to communicate construction-related matters with all stakeholders.

Directs and evaluates the work of contract architectural, project management and construction management firms, and general contractors for compliance with contract specifications and terms and conditions; authorizes payment in accordance with contract provisions.

Directs the operating budget development process, monitors adherence to project budgets, and analyzes, negotiates, recommends and prepares change orders, budget adjustments and modifications as appropriate.

Oversees the selection and work of architects, engineers, planning and design consultants, project managers, construction managers, contractors and other professionals, in addition to negotiating their scope of work and contractual agreements.

Coordinates with various city and state offices, agencies and groups to obtain timely building permits, zoning changes and environmental impact reports.

Represents the District in meetings, hearings, and conferences with contractors, representatives from public agencies, regulatory agencies, legislative bodies, business organizations, community groups, and the general public.

Ensures department compliance with District policy and procedures and applicable local, state, and federal laws and regulations.

Serves as liaison between college staff, administrators and contract architectural and engineering firms

Plans and directs the activities of the Facilities Planning Department, which include the areas of facilities planning and design, facilities renovation and improvement, facilities construction and facilities funding and budget.

Serves as the District's advisor to the Citizen's Bond Oversight Committee.

Makes presentations to the Board of Trustees, city and community groups, and appropriate planning committees to secure buy-in and advise on matters regarding facilities planning and development.

Analyzes needs for new and existing facilities and makes recommendation for facilities improvements; determines new and remodeled facilities' project scope and timelines.

Manages District-wide facilities utilization analysis, long-range facilities planning and facilities design, including the Facilities Master Plan.

Oversees and coordinates the submission and tracking of the Capital Outlay Program, Scheduled Maintenance Program, Hazardous Materials Removal Program, Five Year Capital Construction Plan, Space Inventory, and the other state or federal programs.

Conveys information to appropriate parties regarding technology infrastructure projects, including data and communications networks and wiring systems, computer laboratories, audio/visual systems, and security and fire alarm systems.

Develops proposals and implements plans for energy conservation and sustainability.

Plans for future property needs and uses, site development, entitlements, and approvals.

Provides policy recommendations to develop or revise legislation, regulations and controls affecting the District's Facilities planning and construction program.

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:

This position receives general direction from the Vice President of Business and Administration.

Leve of Supervision Exercised:

This position exercises direction over the Assistant Director of Facilities Planning and Construction and other assigned staff, including functional supervision over contract consultants, project managers, architects, engineers, and contractors.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Architectural, planning, construction, and safety principles and practices applicable to public schools and community colleges

Principles and practices of program development, evaluation and administration, including business process analysis, budget preparation and effective expenditure control methods

Principles and practices of construction project management and budgetary planning and administration

Principles and practices of long-term and short-term facilities planning

California community college or public education capital outlay programs

Division of the State Architect (DSA) regulations and processes

California Public Contract Code

Laws and administrative policies, practices, and processes of local, state, and federal agencies which impact facilities planning and development, including California Building Code, the Field Act and the Americans with Disabilities Act (ADA)

Tactics for developing and maintaining interpersonal relationships and effectively resolving conflicts

Construction management software and other computer programs that support this type of work

Leadership in Energy and Environmental Design (LEED) certification process

Methods, practices, equipment, and supplies used in facility maintenance and construction

Federal, state and local regulations pertaining to planning, development and construction, such as land use, California Coastal Commission, California Environmental Quality Act (CEQA), waste and water resources, and hazardous materials

Complex technology infrastructure systems including data networks, communications systems, audio/visual systems, security and fire alarms

General principles and practices of contract administration, research, cost analysis and control budget, accounting and competitive bidding process

Principles of real property asset planning

Oral and written communication skills and presentation techniques

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

Research methods and report writing techniques

Skills & Abilities:

Plan, organize and coordinate a District-wide facilities construction program, which may include a variety of new facilities and facilities improvement projects, with maximum efficiency and cost effectiveness

Interpret and evaluate technical documents including, but not limited to, construction documents, requests for information (RFI), submittals, reports, and change order requests

Estimate project requirements, plan processes and activities, organize resources, schedule and direct operations to meet goals and deadlines, and evaluate operational effectiveness

Manage the performance of external consultants and contractors

Inform, influence and collaborate with a wide range of internal and external stakeholders by conducting meetings and delivering presentations

Exercise tact and discretion in sensitive interactions with contractors and internal and external stakeholders, while advocating for the best interest of the District

Effectively utilize computer equipment and specialized software used in the design and management of technology and facility projects

Select, motivate, train, and supervise employees engaged in technical activities

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

Analyze data and prepare clear and concise reports based upon complex data.

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

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

Role model exceptional internal and external customer service

Understand internal and external customers' 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

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 enterprise-wide issues and present potential solutions to District leadership

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:

Bachelor's degree in business, architecture, engineering or a related field. A master's degree in a related field is desirable.

Experience Requirement:

Five years of facilities construction project and planning management experience, preferably in a K-14 educational institution. Experience must include managing facilities design, budget preparation, construction oversight, and technology implementations, including two years of administrative or supervisory experience. Three years of construction management experience that involved working with the California Division of the State Architect is required.

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:

Possession of a valid driver's license. Access to an automobile. Licensure as an architect by the California Architects Board is preferred.

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 and carry up to 25 pounds. The employee is required to regularly visit construction sites with unpaved, uneven surfaces, excavations and construction work in progress. Hardhats, safety glasses and safety shoes are required. Walking on catwalks, scaffoldings and using ladders to reach upper floors may be necessary. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

CLASS DETAIL

<i>Job Family:</i>	Facilities, Trades, and Maintenance
<i>FLSA Status:</i>	Exempt
<i>Personnel Commission Approval Date:</i>	12/7/06
<i>Class History:</i>	Director of Facilities Planning
<i>Revision Date(s):</i>	3/19/2014, 4/17/2018, 8/18/21, 8/19/26

Agenda Report Number	9
Subject	Classification Description Revisions and Salary Reallocation: Director of Facilities Maintenance Cyclical Review
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Director of Facilities Maintenance**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Maintenance & Planning job discipline. The Facilities Department's mission is to provide a safe and comfortable learning environment for all students and staff at SMC in accordance with the College's mission and vision, and in alignment with SMC's institutional goals.

The Director of Facilities Maintenance classification was established in 2023 as part of the Facilities Maintenance & Planning Department reorganization. This classification has been revised once since its establishment. There is currently one incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-26. Incumbents in the Maintenance & Planning discipline were invited to participate in a class study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 3, 2025. Manager orientations were scheduled on November 12, 2025.

Personnel Commission staff consulted with Chris Bonvenuto, 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 and distinguishing characteristics.

A job evaluation and an external salary survey 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, class description revisions are being proposed to clarify the essential duties and minimum qualifications.

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 dedicated maintenance director role, most agencies combined maintenance and operations duties into a single role. As a result, salary review is based on internal comparison of minimum salary differentials. When reviewing the percentage difference between facilities maintenance classifications, it was found that there was a 13% pay difference between the Director of Facilities Maintenance and the Mechanical Systems Manager. This is below the minimum salary differential of 15% between a supervisor and the highest level supervised. Reallocating the salary to meet this threshold results in 16% pay difference. As such it is recommended that the salary placement for this role be reallocated to Range M32 to maintain salary alignment within the department.

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

Proposed

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<i>Director of Facilities Maintenance (proposed)</i>	<i>M32</i>	<i>\$11,483</i>	<i>\$13,958</i>	<i>15.77%</i>
Mechanical Systems Manager	M26*	\$9,919	\$12,057	5.00%
Construction Maintenance Manager	M24*	\$9,447	\$11,483	

**Pending Board of Trustees approval*

Current

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<i>Director of Facilities Maintenance (current)</i>	<i>M31</i>	<i>\$11,203</i>	<i>\$13,617</i>	<i>12.94%</i>
Mechanical Systems Manager	M26*	\$9,919	\$12,057	5.00%
Construction Maintenance Manager	M24*	\$9,447	\$11,483	

**Pending Board of Trustees approval*

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

RECOMMENDATION

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

FROM: Classified Manager Salary Schedule, Range M31

TO: Classified Manager Salary Schedule, Range M32

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

**Santa Monica Community College District
Personnel Commission**

Director of Facilities Maintenance

CONCEPT OF THE CLASS

Under the general direction, this position plans, directs, and oversees the District's facilities, maintenance, construction, remodeling, mechanical, utilities and energy management services while advancing institutional commitments to resilience, environmental sustainability and waste reduction. The Director develops short and long-term strategic plans which align with the District's goals and objectives.

DISTINGUISHING CHARACTERISTICS

The **Director of Facilities Maintenance** oversees the District's construction, maintenance, renovations, remodeling, and mechanical, utilities and energy management services.

The **Director of Facilities Operations** oversees the District's Custodial and Grounds services which includes responsibility for planning, implementing, and monitoring program operations.

The **Construction Maintenance Manager** plans, manages, and evaluates construction trades activities and operations of the Facilities Maintenance Department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The **Mechanical Systems Manager** plans, manages, and evaluates the mechanical trades activities and operations of the Facilities Maintenance Department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

ESSENTIAL DUTIES

Coordinates implementation of the District facilities maintenance plan, oversees ongoing physical inspection of District facilities, development of priorities, and the creation of work orders for necessary repairs, replacements, and modifications to substandard facilities.

Establishes operations schedules and prioritizing routine mechanical and construction work projects to minimize disruption of academic and community service programs.

Oversees the management of the Facilities Work Order program, including receipt of maintenance requests for repair, replacement, preventative maintenance, and facilities remodeling; oversees evaluation of requests; supervises data input to generate and close work orders; oversees assignment of work orders to appropriate area for completion.

Prepares and administers annual, short-term, and long-term budget, expenditure and staffing plans for all areas within the Maintenance department; assists in developing the Facilities state funded and scheduled maintenance budgets; ensures that projections are aligned with planning and academic assumptions.

Ensures maintenance and updating of District standards for electrical, structural, and mechanical systems, and engages a broad range of Facilities input to ensure maintenance and operations needs are encompassed by resulting standards.

Oversees the optimization of the District's energy management systems and asbestos abatement programs; ensures that programs comply with District and governmental standards and codes; coordinates implementation of the Southern California Air Quality Management District (AQMD), California Environmental Quality Act (CEQA); and regulations with regard to District equipment.

Collaborates with Director of Facilities Planning [and Construction](#) in connection with major construction projects and remodels.

Develops and implements the District's five-year Deferred Maintenance Program and Hazard Mitigation Program.

Reviews architectural and engineering drawings to optimize efficiency of utilities and [to](#) comply with District needs for maintenance service and durability.

Represents the District in appropriate interactions with local and state offices, business organizations, community groups and others; investigates and resolves complaints generated by the local community, or internal District constituents that relate to area of responsibility.

Coordinates with Santa Monica City Public Works for projects that impact College facilities.

Coordinates with all Santa Monica College Departments for projects or programs that require Maintenance.

Coordinates and inspects work related to facilities, planning and operations, including ~~inspection~~ inspecting work of contractors for maintenance projects and ensures compliance with District standards, building, health and safety regulations, education codes, and other applicable federal, state and local laws and regulations.

Oversees the ongoing physical inspection of District facilities, development of priorities, and the creation of work orders for necessary repairs, replacements, and modifications to substandard facilities.

Confers with direct reporting staff to plan, develop and implement programs and support services in assigned areas of responsibilities; coordinates work assignments; schedules and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements.

Prepares and maintains various records and reports related to projects, work orders, plans, specifications, inspections, expenditures, inventory, facility use, hazardous waste, personnel, waste management, budgets and assigned activities; assures mandated reports are distributed to appropriate governmental agency according to established timelines.

Serves on various college committees; attends and conducts a variety of meetings; communicates with other administrators, personnel and contractors to coordinate activities and programs; resolves issues and exchanges information.

Coordinates with the Sustainability department and the District Planning and Advisory Council (DPAC) Facilities Subcommittee to research, identify, develop and implement campus standards for energy efficiency, water conservation, building electrification and waste reduction.

~~Develops and implements the District's five-year Deferred Maintenance Program, Preventative Maintenance Program, and Hazard Mitigation Program.~~

Participates in the preparation the Capital Outlay Program, Scheduled Maintenance Program, Hazardous Materials Removal Program, Five Year Capital Construction Plan, Space Inventory, and the other state or federal programs.

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 Vice President of Business and Administration and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

General supervision is exercised over managers in Facilities Maintenance.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Laws affecting the construction, maintenance and repair of college facilities, applicable state and local building safety and health codes, State of California and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws, including the Americans with Disabilities Act as related to facilities planning, construction and maintenance

Engineering technologies for central plant centrifugal chiller, scroll compressor, and hydronic refrigerant technology system operations.

Principles and practices of personnel management and leadership, strategic planning, organization and business management, and effective administration of facilities maintenance and operations

Modern construction and facilities planning methods and practices and their application in Class I and Class II structures

Construction contracting and management

Methods, materials, and standards used, and labor and material costs in areas of supervision.

Bid solicitation, evaluation, and contract administration procedures

Community college budget control measures

State and federal funding programs and grants

Hazardous chemical and waste disposal methods

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

Skills & Abilities:

Plan, direct, administer, review, and evaluate the effectiveness of maintenance, mechanical systems, energy management, and maintenance operations functions

Coordinate work activities between departmental units, contractors and other campus groups, anticipate conditions, plan ahead, establish priorities, and meet deadlines

Read and interpret blueprints, shop drawings, and sketches

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

Establish and maintain record-keeping systems, and prepare relevant reports

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

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

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

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

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

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 enterprise-wide issues and present potential solutions to District leadership

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:

Bachelor's degree or equivalent.

Experience Requirement:

Four years of experience with facilities construction and maintenance management, including two years of supervisory experience. Experience in an education system with multiple sites, such as a K-12, community college, or university 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.~~ [A valid driver's license.](#)

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. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. The employee is required to regularly visit construction sites with unpaved, uneven surfaces, excavations and construction work in progress. Hardhats, safety glasses and safety shoes are required. Walking on catwalks, scaffoldings and using ladders to reach upper floors may be necessary. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

CLASS DETAIL

Job Family:

Facilities, Trades & Maintenance

FLSA Status:

Exempt

Personnel Commission Approval Date:

06/21/23

Class History:

[New Class](#)

Revision Date(s):

2/18/~~2026~~ [8/19/26](#)

**Santa Monica Community College District
Personnel Commission**

Director of Facilities Maintenance

CONCEPT OF THE CLASS

Under the general direction, this position plans, directs, and oversees the District's facilities, maintenance, construction, remodeling, mechanical, utilities and energy management services while advancing institutional commitments to resilience, environmental sustainability and waste reduction. The Director develops short and long-term strategic plans which align with the District's goals and objectives.

DISTINGUISHING CHARACTERISTICS

The **Director of Facilities Maintenance** oversees the District's construction, maintenance, renovations, remodeling, and mechanical, utilities and energy management services.

The **Director of Facilities Operations** oversees the District's Custodial and Grounds services which includes responsibility for planning, implementing, and monitoring program operations.

The **Construction Maintenance Manager** plans, manages, and evaluates construction trades activities and operations of the Facilities Maintenance Department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The **Mechanical Systems Manager** plans, manages, and evaluates the mechanical trades activities and operations of the Facilities Maintenance Department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

ESSENTIAL DUTIES

Coordinates implementation of the District facilities maintenance plan, oversees ongoing physical inspection of District facilities, development of priorities, and the creation of work orders for necessary repairs, replacements, and modifications to substandard facilities.

Establishes operations schedules and prioritizing routine mechanical and construction work projects to minimize disruption of academic and community service programs.

Oversees the management of the Facilities Work Order program, including receipt of maintenance requests for repair, replacement, preventative maintenance, and facilities remodeling; oversees evaluation of requests; supervises data input to generate and close work orders; oversees assignment of work orders to appropriate area for completion.

Prepares and administers annual, short-term, and long-term budget, expenditure and staffing plans for all areas within the Maintenance department; assists in developing the Facilities state funded and scheduled maintenance budgets; ensures that projections are aligned with planning and academic assumptions.

Ensures maintenance and updating of District standards for electrical, structural, and mechanical systems, and engages a broad range of Facilities input to ensure maintenance and operations needs are encompassed by resulting standards.

Oversees the optimization of the District's energy management systems and asbestos abatement programs; ensures that programs comply with District and governmental standards and codes;

coordinates implementation of the Southern California Air Quality Management District (AQMD), California Environmental Quality Act (CEQA); and regulations with regard to District equipment. Collaborates with Director of Facilities Planning and Construction in connection with major construction projects and remodels.

Develops and implements the District's five-year Deferred Maintenance Program and Hazard Mitigation Program.

Reviews architectural and engineering drawings to optimize efficiency of utilities and to comply with District needs for maintenance service and durability.

Represents the District in appropriate interactions with local and state offices, business organizations, community groups and others; investigates and resolves complaints generated by the local community, or internal District constituents that relate to area of responsibility.

Coordinates with Santa Monica City Public Works for projects that impact College facilities.

Coordinates with all Santa Monica College Departments for projects or programs that require Maintenance.

Coordinates and inspects work related to facilities, planning and operations, including inspecting work of contractors for maintenance projects and ensures compliance with District standards, building, health and safety regulations, education codes, and other applicable federal, state and local laws and regulations.

Oversees the ongoing physical inspection of District facilities, development of priorities, and the creation of work orders for necessary repairs, replacements, and modifications to substandard facilities.

Confers with direct reporting staff to plan, develop and implement programs and support services in assigned areas of responsibilities; coordinates work assignments; schedules and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements.

Prepares and maintains various records and reports related to projects, work orders, plans, specifications, inspections, expenditures, inventory, facility use, hazardous waste, personnel, waste management, budgets and assigned activities; assures mandated reports are distributed to appropriate governmental agency according to established timelines.

Serves on various college committees; attends and conducts a variety of meetings; communicates with other administrators, personnel and contractors to coordinate activities and programs; resolves issues and exchanges information.

Coordinates with the Sustainability department and the District Planning and Advisory Council (DPAC) Facilities Subcommittee to research, identify, develop and implement campus standards for energy efficiency, water conservation, building electrification and waste reduction.

Participates in the preparation the Capital Outlay Program, Scheduled Maintenance Program, Hazardous Materials Removal Program, Five Year Capital Construction Plan, Space Inventory, and the other state or federal programs.

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 Vice President of Business and Administration and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

General supervision is exercised over managers in Facilities Maintenance.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Laws affecting the construction, maintenance and repair of college facilities, applicable state and local building safety and health codes, State of California and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws, including the Americans with Disabilities Act as related to facilities planning, construction and maintenance

Engineering technologies for central plant centrifugal chiller, scroll compressor, and hydronic refrigerant technology system operations.

Principles and practices of personnel management and leadership, strategic planning, organization and business management, and effective administration of facilities maintenance and operations

Modern construction and facilities planning methods and practices and their application in Class I and Class II structures

Construction contracting and management

Methods, materials, and standards used, and labor and material costs in areas of supervision.

Bid solicitation, evaluation, and contract administration procedures

Community college budget control measures

State and federal funding programs and grants

Hazardous chemical and waste disposal methods

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

Skills & Abilities:

Plan, direct, administer, review, and evaluate the effectiveness of maintenance, mechanical systems, energy management, and maintenance operations functions

Coordinate work activities between departmental units, contractors and other campus groups, anticipate conditions, plan ahead, establish priorities, and meet deadlines

Read and interpret blueprints, shop drawings, and sketches

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

Establish and maintain record-keeping systems, and prepare relevant reports

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

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

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

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

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

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

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 enterprise-wide issues and present potential solutions to District leadership

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:

Bachelor's degree or equivalent.

Experience Requirement:

Four years of experience with facilities construction and maintenance management, including two years of supervisory experience. Experience in an education system with multiple sites, such as a K-12, community college, or university 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:

A valid driver's license.

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. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. The employee is required to regularly visit construction sites with unpaved, uneven surfaces, excavations and construction work in progress. Hardhats, safety glasses and safety shoes are required. Walking on catwalks, scaffoldings and using ladders to reach upper floors may be necessary. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

CLASS DETAIL

<i>Job Family:</i>	Facilities, Trades & Maintenance
<i>FLSA Status:</i>	Exempt
<i>Personnel Commission Approval Date:</i>	06/21/23
<i>Class History:</i>	
<i>Revision Date(s):</i>	2/18/26, 8/19/26

Agenda Report Number	10
Subject	Classification Description Revisions and Salary Reallocation: Director of Facilities Operations Cyclical Review
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	José A. Guzmán, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Director of Facilities Operations**.

As part of the cyclical review process, we are reviewing classifications in the Facilities Maintenance & Planning job discipline. The Facilities Department's mission is to provide a safe and comfortable learning environment for all students and staff at SMC in accordance with the College's mission and vision, and in alignment with SMC's institutional goals.

The Director of Facilities Operations classification was established in 2023 as part of the Facilities Maintenance & Planning Department reorganization. This classification has not been revised since its establishment. There is currently one incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-26. Incumbents in the Maintenance & Planning discipline were invited to participate in a class study orientation on November 12, 2025, to discuss the purpose of the study, methodology, timelines, possible outcomes, implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by December 3, 2025. Manager orientations were scheduled on November 12, 2025.

Personnel Commission staff consulted with Chris Bonvenuto, 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 and distinguishing characteristics.

A job evaluation and an external salary survey 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, class description revisions are being proposed to clarify the essential duties and minimum qualifications.

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

Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies did not utilize a standalone facilities operations director classification. All of the comparable agencies combined the facilities operations duties with either facilities maintenance, mail services, or reprographics. As a result, salary review is based on internal comparison of similar roles such as the Director of Facilities Maintenance. Based on the overall level and scope of work, salary allocation was recommended to maintain current alignment with the Director of Facilities Maintenance. The Director of Facilities Maintenance is being recommended for reallocation in a related report, as such it is recommended that the salary placement for this role be reallocated to Range M32 to maintain salary alignment within the department.

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

Proposed

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<i>Director of Facilities Maintenance (proposed)</i>	<i>M32</i>	<i>\$11,483</i>	<i>\$13,958</i>	<i>0.00%</i>
<i>Director of Facilities Operations (proposed)</i>	<i>M32</i>	<i>\$11,483</i>	<i>\$13,958</i>	<i>51.43%</i>
Custodial Operations Manager	M15	\$7,583	\$9,217	

Current

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
<i>Director of Facilities Maintenance (current)</i>	<i>M31</i>	<i>\$11,203</i>	<i>\$13,617</i>	<i>0.00%</i>
<i>Director of Facilities Operations (current)</i>	<i>M31</i>	<i>\$11,203</i>	<i>\$13,617</i>	<i>47.74%</i>
Custodial Operations Manager	M15	\$7,583	\$9,217	

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

RECOMMENDATION

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

FROM: Classified Manager Salary Schedule, Range M31
TO: Classified Manager Salary Schedule, Range M32

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

**Santa Monica Community College District
Personnel Commission**

Director of Facilities Operations

CONCEPT OF THE CLASS

Under general direction, this position plans, directs, and oversees the District's Custodial and Grounds Departments. The Director develops short and long-term strategic plans which align with the District's goals and objectives.

DISTINGUISHING CHARACTERISTICS

The **Director of Facilities Operations** oversees the District's Custodial and Grounds Departments which includes responsibility for planning, implementing, and monitoring program operations.

The **Director of Facilities Maintenance** plans, directs, and oversees the District's facilities, maintenance, construction, remodeling, mechanical, utilities and energy management services.

The **Grounds Manager** plans, manages and evaluates related to grounds maintenance, landscaping and irrigation work.

The **Custodial Operations Manager** plans, manages and evaluates the custodial services for all the District's facilities.

ESSENTIAL DUTIES

Establishes and implements a comprehensive quality control program for District facilities and landscapes; identifies deficiencies, implements corrective measures to improve the skills of custodial and grounds staff through retraining and performance management which align with the District's goals and objectives.

Establishes operations schedules and prioritizing prioritizes routine custodial and grounds work projects to minimize disruption of academic and community service programs.

Prepares and administers annual, short-term, and long-term budget, expenditure and staffing plans ensuring that projections are aligned with planning and academic assumptions.

Collaborates with Director of Facilities Maintenance on Academic and Student Success priorities, reviews project plans and recommends changes to plans and specifications to ensure campus needs and requirements are being met.

Develops, modifies, and implements programs to ensure efficient and cost-effective delivery of services and upkeep of the District's physical buildings; oversees regular inspections and audits of facilities to identify potential issues and implement preventive maintenance strategies.

Develops and implements custodial cleaning and landscape maintenance standards and procedures and provides clear guidelines, including overseeing scheduled tasks, frequencies, and methods.

Oversees the management of the Facilities Work Order program, including receipt of maintenance requests for repair, replacement, preventative maintenance, and facilities remodeling; oversees evaluation of requests; supervises data input to generate and close work orders; oversees assignment of work orders to appropriate area for completion.

Collaborates with Director of Facilities Planning and Construction in connection with major construction projects and remodels.

Oversees the scheduled servicing and corrective repair of operations equipment and vehicles; generates reports on equipment status, staff allocations and service delivery levels.

Oversees the optimization of the District's energy management systems and asbestos abatement program, ensuring that programs comply with District and governmental standards and codes; coordinates implementation of the Southern California Air Quality Management District (AQMD), California Environmental Quality Act (CEQA).

Ensures that all large grounds equipment is maintained and operated in a manner that protects the District's investment and minimizes safety hazards or detrimental environmental conditions for faculty, students or staff.

Develops decision support information for the creation of custodial and grounds budgets and manages the financial resources in an ethical and efficient manner.

Represents the District in appropriate interactions with local and state offices, business organizations, community groups and others; investigates and resolves complaints generated by the local community, or internal District constituents that relate to area of responsibility.

Conducts the annual controlled facilities inspection and submits the corresponding report.

Serves on various college committees; attends and conducts a variety of meetings; communicates with other administrators, personnel and contractors to coordinate activities and programs; resolves issues and exchanges information.

Participates in the preparation of the Capital Outlay Program, Scheduled Maintenance Program, Hazardous Materials Removal Program, Five Year Capital Construction Plan, Space Inventory, and the other state or federal programs.

Ensures that staff and supervisors receive ongoing training consistent with their positions, to improve and sustain work performance and job knowledge.

Advises senior management on all environmental health and safety compliance matters related to custodial and grounds operations.

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 Vice President of Business and Administration and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

General supervision is exercised over managers in Facilities Operations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Work management principles and systems, including those related to scheduling, prioritization and estimating

Facilities specific building, health/safety and environmental codes as they apply to custodial and grounds functions

State of California and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws, including the Americans with Disabilities Act as related to facilities maintenance and operations

Principles and practices of personnel management and leadership, strategic planning, organization and business management, and effective administration of facilities maintenance and operations

Forecasting methods and techniques related to maintenance and operations

Quality control processes and procedures related to facilities maintenance and operations

Principles, practices and techniques of project management in the area of facilities maintenance and operations

Principles and practices of program planning, development and implementation

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

Skills & AbilitiesAbility to:

Plan, direct, administer, review, and evaluate the effectiveness and efficiency of grounds and custodial operations functions and assignments

Develop, oversee, and track budgets and financial expenditures, evaluate cost effectiveness of financial commitments, and ensure compliance with District financial policies

Conduct comprehensive assessments of the College's needs in the areas of custodial operations and grounds maintenance, and develop and update custodial operations and grounds maintenance programs to ensure efficient and effective services are rendered

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

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Understand internal and external customers' 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

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 enterprise-wide issues and present potential solutions to District leadership

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:

Bachelor's degree or equivalent.

Experience Requirement:

Four years of experience in custodial or grounds operations management, which includes two years of supervisory experience. Experience in an education system with multiple sites, such as a K-12, community college, or university 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.~~ A valid driver's license.

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. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet. The employee may be required to periodically go into District buildings or walk District grounds as part of the position responsibilities. In doing so, the employee may be exposed to high noise, high heat, cold,

rain, dust and pollens, including windblown, required to climb stairs and ladders, and walk across uneven or unpaved surfaces.

CLASS DETAIL

Job Family:	Facilities, Trades & Maintenance
FLSA Status:	Exempt
Personnel Commission Approval Date:	06/21/23
Class History:	New Class
Revision Date(s):	None, 8/19/26

**Santa Monica Community College District
Personnel Commission**

Director of Facilities Operations

CONCEPT OF THE CLASS

Under general direction, this position plans, directs, and oversees the District's Custodial and Grounds Departments. The Director develops short and long-term strategic plans which align with the District's goals and objectives.

DISTINGUISHING CHARACTERISTICS

The **Director of Facilities Operations** oversees the District's Custodial and Grounds Departments which includes responsibility for planning, implementing, and monitoring program operations.

The **Director of Facilities Maintenance** plans, directs, and oversees the District's facilities, maintenance, construction, remodeling, mechanical, utilities and energy management services.

The **Grounds Manager** plans, manages and evaluates related to grounds maintenance, landscaping and irrigation work.

The **Custodial Operations Manager** plans, manages and evaluates the custodial services for all the District's facilities.

ESSENTIAL DUTIES

Establishes and implements a comprehensive quality control program for District facilities and landscapes; identifies deficiencies, implements corrective measures to improve the skills of custodial and grounds staff through retraining and performance management which align with the District's goals and objectives.

Establishes operations schedules and prioritizes routine custodial and grounds work projects to minimize disruption of academic and community service programs.

Prepares and administers annual, short-term, and long-term budget, expenditure and staffing plans ensuring that projections are aligned with planning and academic assumptions.

Collaborates with Director of Facilities Maintenance on Academic and Student Success priorities, reviews project plans and recommends changes to plans and specifications to ensure campus needs and requirements are being met.

Develops, modifies, and implements programs to ensure efficient and cost-effective delivery of services and upkeep of the District's physical buildings; oversees regular inspections and audits of facilities to identify potential issues and implement preventive maintenance strategies.

Develops and implements custodial cleaning and landscape maintenance standards and procedures and provides clear guidelines, including overseeing scheduled tasks, frequencies, and methods.

Oversees the management of the Facilities Work Order program, including receipt of maintenance requests for repair, replacement, preventative maintenance, and facilities remodeling; oversees evaluation of requests; supervises data input to generate and close work orders; oversees assignment of work orders to appropriate area for completion.

Collaborates with Director of Facilities Planning and Construction in connection with major construction projects and remodels.

Oversees the scheduled servicing and corrective repair of operations equipment and vehicles; generates reports on equipment status, staff allocations and service delivery levels.

Oversees the optimization of the District's energy management systems and asbestos abatement program, ensuring that programs comply with District and governmental standards and codes; coordinates implementation of the Southern California Air Quality Management District (AQMD), California Environmental Quality Act (CEQA).

Ensures that all large grounds equipment is maintained and operated in a manner that protects the District's investment and minimizes safety hazards or detrimental environmental conditions for faculty, students or staff.

Develops decision support information for the creation of custodial and grounds budgets and manages the financial resources in an ethical and efficient manner.

Represents the District in appropriate interactions with local and state offices, business organizations, community groups and others; investigates and resolves complaints generated by the local community, or internal District constituents that relate to area of responsibility.

Conducts the annual controlled facilities inspection and submits the corresponding report.

Serves on various college committees; attends and conducts a variety of meetings; communicates with other administrators, personnel and contractors to coordinate activities and programs; resolves issues and exchanges information.

Participates in the preparation of the Capital Outlay Program, Scheduled Maintenance Program, Hazardous Materials Removal Program, Five Year Capital Construction Plan, Space Inventory, and the other state or federal programs.

Ensures that staff and supervisors receive ongoing training consistent with their positions, to improve and sustain work performance and job knowledge.

Advises senior management on all environmental health and safety compliance matters related to custodial and grounds operations.

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 Vice President of Business and Administration and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

General supervision is exercised over managers in Facilities Operations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Work management principles and systems, including those related to scheduling, prioritization and estimating

Facilities specific building, health/safety and environmental codes as they apply to custodial and grounds functions

State of California and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws, including the Americans with Disabilities Act as related to facilities maintenance and operations

Principles and practices of personnel management and leadership, strategic planning, organization and business management, and effective administration of facilities maintenance and operations

Forecasting methods and techniques related to maintenance and operations

Quality control processes and procedures related to facilities maintenance and operations

Principles, practices and techniques of project management in the area of facilities maintenance and operations

Principles and practices of program planning, development and implementation

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

Skills & Abilities:

Plan, direct, administer, review, and evaluate the effectiveness and efficiency of grounds and custodial operations functions and assignments

Develop, oversee, and track budgets and financial expenditures, evaluate cost effectiveness of financial commitments, and ensure compliance with District financial policies

Conduct comprehensive assessments of the College's needs in the areas of custodial operations and grounds maintenance, and develop and update custodial operations and grounds maintenance programs to ensure efficient and effective services are rendered

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

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

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Understand internal and external customers' 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

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 enterprise-wide issues and present potential solutions to District leadership

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:

Bachelor's degree or equivalent.

Experience Requirement:

Four years of experience in custodial or grounds operations management, which includes two years of supervisory experience. Experience in an education system with multiple sites, such as a K-12, community college, or university 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:

A valid driver's license.

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. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet. The employee may be required to periodically go into District buildings or walk District grounds as part of

the position responsibilities. In doing so, the employee may be exposed to high noise, high heat, cold, rain, dust and pollens, including windblown, required to climb stairs and ladders, and walk across uneven or unpaved surfaces.

CLASS DETAIL

Job Family:	Facilities, Trades & Maintenance
FLSA Status:	Exempt
Personnel Commission Approval Date:	06/21/23
Class History:	
Revision Date(s):	08/19/26

Agenda Report Number	11
Subject	Classification Description Revisions and Salary Reallocation: Payroll Manager Cyclical Review
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	August Faustino, Personnel Analyst

BACKGROUND

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

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

The Payroll Manager classification was established in December 1977. This classification has been revised five times since its establishment. The most recent revisions were for classification revisions and salary reallocation in April 2019, as part of cyclical review. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for Fiscal Year 2025-2026. The incumbent that was in the Payroll Manager classification was invited to participate in a study orientation on April 13, 2026 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbent was requested to complete a Position Description Questionnaire (PDQ) by April 29, 2026.

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

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

RESULTS

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

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

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

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Payroll Manager	\$8,569	\$10,415	\$9,492
Foothill De Anza CCD	Payroll Supervisor	\$9,447	\$12,667	\$11,057
Glendale College	Supervisor, Payroll Services	\$7,377	\$9,418	\$8,398
Pasadena City College	Supervisor, Payroll	\$10,152	\$12,132	\$11,142
Santa Barbara City College	Payroll Manager	\$7,433	\$9,056	\$8,245
State Center CCD	District Payroll Manager	\$8,920	\$10,970	\$9,945
Ventura County CCD	Payroll Supervisor	\$7,199	\$9,986	\$8,593
	Average	\$8,421	\$10,705	\$9,563
	25th Percentile	\$7,391	\$9,560	\$8,446
	50th Percentile	\$8,176	\$10,478	\$9,269
	70th Percentile	\$9,183	\$11,551	\$10,501
	80th Percentile	\$9,447	\$12,132	\$11,057
	90th Percentile	\$9,800	\$12,400	\$11,100
	SMC % RANK	55.2%	48.7%	53.3%
	SMC Difference From AVG	1.7%	-2.8%	-0.7%
	SMC Difference From MED	4.6%	-0.6%	2.4%

The current salary range for Payroll Manager is M20 on the Classified Management Salary Schedule. In this survey, SMC is positioned at the 53rd median percentile ranking compared to benchmark agencies with comparable classifications; that is, 47% of market comparables were paid higher than the SMC classification.

Given this market position, salary reallocation is recommended from Range M20 to Range M25 on the Classified Management Salary Schedule, resulting in a 13% increase. This adjustment

would place the median salary for this classification at the 74th percentile, which aligns with the District's 70th percentile target.

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

JOB TITLE	REPORTS TO	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS (MAX)
Chief Director of Business Services*	Vice President, Business/Administration	A22	\$17,380	\$19,161	31%
Controller*	Chief Director of Business Services	M34	\$12,057	\$14,656	25%
<i>Payroll Manager (Proposed)</i>	<i>Controller</i>	<i>M25</i>	<i>\$9,678</i>	<i>\$11,763</i>	73%
Payroll Specialist**	Payroll Manager	32	\$5,596	\$6,803	

*Pending BOT Approval

**Currently under review

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

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions and salary reallocation for Payroll Manager.

FROM: Classified Management Salary Schedule, Range M20

TO: Classified Management Salary Schedule, Range M25

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

Santa Monica Community College District Personnel Commission

Payroll Manager

CONCEPT OF THE CLASS

Under general direction, this classification ~~directs,~~ plans, manages, ~~integrates,~~ and supervises the ~~day-to-day~~ operations, activities, ~~systems~~ and staff of the District's Payroll Department ~~to ensure the accurate, timely and compliant processing of all District employee groups, academic, classified, management and student payrolls. The incumbent Serves as the District's payroll principal advisor on payroll administration by evaluating, developing, and implementing and interpreting District payroll policies, regulations, procedures, systems, retirement programs, and labor agreements payroll provisions of the collective bargaining agreements while, in addition to ensuring compliance with federal, state, and local laws, rules and regulations and District policies.~~

DISTINGUISHING CHARACTERISTICS

The **Payroll Manager** ~~oversees-manages~~ the ~~District's payroll operations, including the processing of the District academic, classified, management and student payrolls, supervises and evaluates staff, and provides leadership, training and technical guidance regarding payroll processes, systems and regulatory requirements, reviews and conducts performance management, executes supervision over assigned staff and provides direction and training.~~

The **Controller** ~~plans, organizes, and directs the accounting, accounts payable, budgeting auditing, and payroll activities of the District to ensure compliance with related policies, rules, laws and regulations.~~

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

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

ESSENTIAL DUTIES

Supervises ~~and provides leadership to~~ Payroll Department staff, which includes assigning payroll schedules, reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating employee performance.

~~Plans, develops and implements plans, policies, procedures and to operational improvements to enhance District payroll services, reflect current laws, practices and ensure accuracy and efficiency, operations;~~

Reviews ~~payroll data, information~~ for accuracy, ~~identify, identifies~~ discrepancies, make corrections and resolve ~~complex payroll issues, problems as necessary.~~

Interprets, explains and ensures compliance with payroll operating procedures, ~~applicable~~ laws and regulations, complex payroll and HR systems, labor agreements, and Personnel Commission and Board of Trustee policies.

~~Ensure compliance with IRS, State, Social Security, CalPERS and CalSTRS pension regulations, as well as collective bargaining agreements.~~

~~Oversee year end payroll processes, including W-2 preparation, reconciliation, audits, and necessary corrections in accordance with applicable laws.~~

~~Manages Oversees~~ the payroll reporting systems ensuring accuracy, ~~timely processing and adherence to strict deadlines; training and managing of cycles and timelines;~~ sets-ups and maintains computer master tables; resolves difficult and complex payroll issues.

~~Oversees maintenance, security and confidentiality of payroll records, ensuring payroll records are archived in accordance with District procedures.~~

Maintains current and historical payroll and vacation accrual records, audits and related files.

~~Schedules, organizes, reviews, and assures proper processing of federal and state tax deposits and payroll tax returns; balances District accounts with Los Angeles County Office of Education, and Federal and State taxing authorities.~~

~~Plans, organizes, and oversees the timely preparation, reconciliation, and submission of federal, state, and unemployment insurance payroll tax deposits, returns, and required reports; reviews payroll tax activities for accuracy and compliance and reconciles District payroll tax accounts with the Los Angeles County Office of Education and applicable taxing authorities.~~

Researches, analyzes and serves as the professional expert in areas related to payroll, retirement benefits, related systems, and legislative and negotiated agreement changes that affect the payroll process; [provides technical expertise to management and administrators regarding payroll matters, retirement systems, and collective bargaining implications](#); [assists in contract analysis and recommendations and](#) prepares and presents oral and written reports, and proposals.

Ensures adherence to wage garnishments, payroll record subpoenas and other information legally requested by appropriate agencies.

[Develops, implements, and maintains payroll desk procedures and best practice documentation to promote standardized processes, operational efficiency, regulatory compliance, and continuity of payroll operations.](#)

~~Coordinates the payroll function and~~ Collaborates with Human Resources, Personnel Commission, District departments, and ~~outside-governmental~~ external agencies [to ensure accurate and compliant payroll operations.](#)

Oversees the alternative retirement program; serves as the plan administrator; issues refunds and distributions; balances individual accounts; analyzes, corrects and applies appropriate retirement program rules and regulations.

Provides direction, oversight and development of spreadsheets, computerized records and special reports related to all payroll activities for budget development, contract negotiations, projections, and recommendations as requested by District administration.

Attends and participates in management development programs, seminars and workshops to stay [abreast of up to date on applicable laws](#), current legislative changes, trends and practices within [payroll, assigned area of responsibility.](#)

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

[Under general direction, the employee receives assignments from the Controller or designated administrator and is expected to carry them through to completion with substantial independence.](#) This position receives general direction from the Controller.

Supervision Exercised:

This position exercises general supervision of Payroll Specialists.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

~~Business, management and supervisory principles and practices involved in strategic planning, resource allocation, work assignment and delegation, performance evaluation, employee motivation, staff development and training, grievance management and imposition of corrective or disciplinary action~~

[Principles and practices of management and supervision, including strategic planning, resource allocation, work planning, delegation, performance management, employee development, and corrective and disciplinary processes](#)

Federal, state, local laws and regulations and District policies and procedures, [labor collective bargaining](#) agreements, and Personnel Commission rules pertaining to salaries, deductions and retirement, time reporting and payroll processing

[Principles and practices of leadership, supervision, employee development, performance management, work planning and operational management](#)

[Research methods and analytical techniques applicable to payroll administration, retirement programs, and legislative or regulatory changes](#)

[Payroll systems administration, business process analysis, and continuous process improvement principles](#)

[Federal and state payroll tax laws, reporting requirements, year-end payroll processing, reconciliation, and related compliance requirements](#)

[CalPERS and CalSTRS regulations pertaining to payroll](#)

California Education Code, Los Angeles County Office of Education [payroll procedures](#) and [governmental](#) payroll accounting systems

Professional payroll accounting and auditing standards, practices and procedures

[Computer applications used in payroll, including payroll management systems, modules, spreadsheets and databases](#)

[Principles and practices of payroll record maintenance, confidentiality, records retention, internal controls, and information security](#)

[Principles of supervision and training](#)

Skills & Abilities:

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

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

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

[Analyze critical payroll, financial, operational, and regulatory issues, identify alternatives, and develop effective solutions and recommendations](#)

[Perform work requiring accuracy and attention to detail](#)

[Review complex payroll transactions and reports with a high degree of accuracy and attention to detail](#)

Perform [advanced payroll calculations, financial reconciliations and related mathematical calculations and analysis](#)

[Prepare, present, and explain reports, recommendations, policies, and technical information to a variety of audiences](#)

[Maintain the confidentiality of sensitive payroll and personnel information while exercising sound professional judgment.](#)

Communicate effectively, both orally and in writing

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

Interpret, apply, explain, and ensure compliance in accordance with applicable laws regulations, rules, policies, and procedures

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

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

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

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

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

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

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

Experience Requirement:

~~Three (3)~~ Four years of technical or professional payroll experience, which included [at least](#) one ~~(1)~~ year of lead or supervisory experience. Experience implementing payroll or financial systems 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 Payroll Professional (CPP) 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 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:	12/1977
Class History:	Supervising Payroll Clerk, Payroll Supervisor
Revision Date(s):	01/26/83 Revised and retitled ; 03/01/92; 06/14/95 Revised and retitled ; 11/06 Hay Study ; 4/17/19; <u>8/19/26</u>

**Santa Monica Community College District
Personnel Commission**

Payroll Manager

CONCEPT OF THE CLASS

Under general direction, this classification plans, manages, and supervises the operations, activities, systems and staff of the District's Payroll Department to ensure the accurate, timely and compliant processing of all District employee groups. Serves as the District's principal advisor on payroll administration by evaluating, developing, implementing and interpreting District payroll policies, regulations, procedures, systems, retirement programs, and payroll provisions of the collective bargaining agreements while ensuring compliance with federal, state, and local laws, regulations and District policies.

DISTINGUISHING CHARACTERISTICS

The **Payroll Manager** manages the District's payroll operations, including the processing of the District academic, classified, management and student payrolls; supervises and evaluates staff; and provides leadership, training and technical guidance regarding payroll processes, systems and regulatory requirements.

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

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

ESSENTIAL DUTIES

Supervises and provides leadership to Payroll Department staff, which includes assigning payroll schedules, reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating employee performance.

Plans, develops and implements policies, procedures and operational improvements to enhance District payroll services, reflect current laws, practices and ensure accuracy and efficiency.

Reviews payroll data for accuracy, identifies discrepancies, make corrections and resolve complex payroll issues.

Interprets, explains and ensures compliance with payroll operating procedures, applicable laws and regulations, complex payroll and HR systems, labor agreements, and Personnel Commission and Board of Trustee policies.

Ensure compliance with IRS, State, Social Security, CalPERS and CalSTRS pension regulations, as well as collective bargaining agreements.

Oversee year end payroll processes, including W-2 preparation, reconciliation, audits, and necessary corrections in accordance with applicable laws.

Manages the payroll reporting systems ensuring accuracy, timely processing and adherence to strict deadlines; sets-ups and maintains computer master tables; resolves difficult and complex payroll issues.

Oversees maintenance, security and confidentiality of payroll records, ensuring payroll records are archived in accordance with District procedures. Maintains current and historical payroll and vacation accrual records, audits and related files.

Plans, organizes, and oversees the timely preparation, reconciliation, and submission of federal, state, and unemployment insurance payroll tax deposits, returns, and required reports; reviews payroll tax activities for accuracy and compliance and reconciles District payroll tax accounts with the Los Angeles County Office of Education and applicable taxing authorities.

Researches, analyzes and serves as the professional expert in areas related to payroll, retirement benefits, related systems, and legislative and negotiated agreement changes that affect the payroll process; provides technical expertise to management and administrators regarding payroll matters, retirement systems, and collective bargaining implications; assists in contract analysis and recommendations and prepares and presents oral and written reports, and proposals.

Ensures adherence to wage garnishments, payroll record subpoenas and other information legally requested by appropriate agencies.

Develops, implements, and maintains payroll desk procedures and best practice documentation to promote standardized processes, operational efficiency, regulatory compliance, and continuity of payroll operations.

Collaborates with Human Resources, Personnel Commission, District departments, and external agencies to ensure accurate and compliant payroll operations.

Oversees the alternative retirement program; serves as the plan administrator; issues refunds and distributions; balances individual accounts; analyzes, corrects and applies appropriate retirement program rules and regulations.

Provides direction, oversight and development of spreadsheets, computerized records and special reports related to all payroll activities for budget development, contract negotiations, projections, and recommendations as requested by District administration.

Attends and participates in management development programs, seminars and workshops to stay up to date on applicable laws, current legislative changes, trends and practices within payroll. .

Performs other related duties as requested or assigned.

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

SUPERVISION

Supervision Received:

Under general direction, the employee receives assignments from the Controller or designated administrator and is expected to carry them through to completion with substantial independence. This position receives general direction from the Controller.

Supervision Exercised:

This position exercises general supervision of Payroll Specialists.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

Principles and practices of management and supervision, including strategic planning, resource allocation, work planning, delegation, performance management, employee development, and corrective and disciplinary processes

Federal, state, local laws and regulations and District policies and procedures, collective bargaining agreements, and Personnel Commission rules pertaining to salaries, deductions and retirement, time reporting and payroll processing

Principles and practices of leadership, supervision, employee development, performance management, work planning and operational management

Research methods and analytical techniques applicable to payroll administration, retirement programs, and legislative or regulatory changes

Payroll systems administration, business process analysis, and continuous process improvement principles

Federal and state payroll tax laws, reporting requirements, year-end payroll processing, reconciliation, and related compliance requirements

CalPERS and CalSTRS regulations pertaining to payroll

California Education Code, Los Angeles County Office of Education payroll procedures and governmental payroll accounting systems

Professional payroll accounting and auditing standards, practices and procedures

Computer applications used in payroll, including payroll management systems, modules, spreadsheets and databases

Principles and practices of payroll record maintenance, confidentiality, records retention, internal controls, and information security

Skills & Abilities:

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

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

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

Analyze critical payroll, financial, operational, and regulatory issues, identify alternatives, and develop effective solutions and recommendations

Review complex payroll transactions and reports with a high degree of accuracy and attention to detail

Perform advanced payroll calculations, financial reconciliations and related analysis

Prepare, present, and explain reports, recommendations, policies, and technical information to a variety of audiences

Maintain the confidentiality of sensitive payroll and personnel information while exercising sound professional judgment.

Communicate effectively, both orally and in writing

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

Interpret, apply, explain, and ensure compliance in accordance with applicable laws regulations, rules, policies, and procedures

Stay updated on technology changes and adapt to new technologies

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

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

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

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

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

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

MINIMUM QUALIFICATIONS

Education Requirement:

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

Experience Requirement:

Four years of technical or professional payroll experience, which included at least one year of lead or supervisory experience. Experience implementing payroll or financial systems 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 Payroll Professional (CPP) 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 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:	12/1977
Class History:	Supervising Payroll Clerk, Payroll Supervisor
Revision Date(s):	01/26/83; 03/01/92; 06/14/95 11/06; 4/17/19; 8/19/26

Agenda Report Number	12
Subject	Advisory Item: Personnel Commission Project Tracking
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Cyclical Reviews as of August 14, 2026:

Fiscal Year	Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date	Request
2024-25	Facilities Operations	Assistant Director of Facilities Operations	2/25/2025			Management Hold		Cyclical Review
2024-25	Facilities Operations	Director of Facilities Operations	2/25/2025		7/30/2026	PC Agenda	8/19/2026	Cyclical Review
2024-25	IT Infrastructure	Network Communications Technician I	2/25/2025		5/27/2025	Labor-Management	8/20/2025	Cyclical Review
2024-25	IT Infrastructure	Network Communications Technician II	2/25/2025		5/27/2025	Labor-Management	8/20/2025	Cyclical Review
2024-25	IT Infrastructure	Network Communications Technician III	2/25/2025		5/27/2025	Labor-Management	8/20/2025	Cyclical Review
2024-25	Student Services	Senior Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Labor-Management	8/20/2025	Cyclical Review
2024-25	Student Services	Transfer & Articulation Specialist	3/31/2025	5/2/2025	7/24/2025	Stakeholder Review	8/20/2025	Cyclical Review
2024-25	Student Services	Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Labor-Management	9/2/2025	Cyclical Review
2025-26	Student Services	Academic Records Evaluator	7/23/2025		2/24/2026	Stakeholder Review		Cyclical Review
2025-26	Student Services	Enrollment Services Specialist	7/23/2025	8/15/2025	2/24/2026	PC Agenda	8/19/2026	Cyclical Review
2025-26	Student Services	Senior Academic Records Evaluator	7/23/2025	8/15/2025	2/24/2026	Stakeholder Review	6/3/2026	Cyclical Review
2025-26	Student Services	Student Communications Coordinator	7/23/2025	8/25/2025	1/13/2026	Stakeholder Review	7/15/2026	Cyclical Review

2025-26	Reprographics	Reprographics Supervisor	10/9/2025	5/7/2025		Management Hold		Cyclical Review
2025-26	Reprographics	Reprographics Technician	10/9/2025	5/7/2025		Management Hold		Cyclical Review
2025-26	Reprographics	Senior Reprographics Technician	10/9/2025	5/7/2025		Management Hold		Cyclical Review
2025-26	Facilities Maintenance & Planning	Assistant Director of Facilities Maintenance	12/3/2025			Management Hold		Cyclical Review
2025-26	Facilities Maintenance & Planning	Assistant Director of Facilities Planning & Construction	12/3/2025		7/21/2026	PC Agenda	8/19/2026	Cyclical Review
2025-26	Facilities Maintenance & Planning	Director of Facilities Maintenance	12/3/2025		7/30/2026	PC Agenda	8/19/2026	Cyclical Review
2025-26	Facilities Maintenance & Planning	Director of Facilities Maintenance & Operations	12/3/2025			Management Hold		Cyclical Review
2025-26	Facilities Maintenance & Planning	Director of Facilities Planning & Construction	12/3/2025		7/21/2026	PC Agenda	8/19/2026	Cyclical Review
2025-26	Facilities Maintenance & Planning	Locksmith	12/3/2025		4/2/2026	Stakeholder Review		Cyclical Review
2025-26	Human Resources	Assistant Director of Human Resources - Compliance	4/29/2026			Upcoming		Cyclical Review
2025-26	Human Resources	Assistant Director of Human Resources - Employee & Labor Relations	4/29/2026			Upcoming		Cyclical Review
2025-26	Human Resources	Director of Human Resources - Employee & Labor Relations/Compliance	4/29/2026			Research & Planning		Cyclical Review
2025-26	Human Resources	Director of Human Resources - Operations	4/29/2026			Research & Planning		Cyclical Review
2025-26	Human Resources	Employee Benefits Coordinator	4/29/2026			Development		Cyclical Review
2025-26	Human Resources	Employee Benefits Specialist	4/29/2026			Development		Cyclical Review
2025-26	Human Resources	Human Resources Analyst - Employee & Labor Relations (Conf)	4/29/2026			Upcoming		Cyclical Review

2025-26	Human Resources	Human Resources Analyst - Leaves & Benefits	4/29/2026			Upcoming		Cyclical Review
2025-26	Human Resources	Human Resources Analyst - Operations	4/29/2026			Upcoming		Cyclical Review
2025-26	Human Resources	Human Resources Specialist	4/29/2026			Development		Cyclical Review
2025-26	Human Resources	Human Resources Technician	4/29/2026			Development		Cyclical Review
2025-26	Payroll	Payroll Manager	4/29/2026		7/22/2026	PC Agenda	8/19/2026	Cyclical Review
2025-26	Payroll	Payroll Specialist	4/29/2026		7/22/2026	Stakeholder Review		Cyclical Review
2025-26	Personnel	Classification & Compensation Manager	4/29/2026			Upcoming		Cyclical Review
2025-26	Personnel	Director of the Personnel Commission	4/29/2026			Research & Planning		Cyclical Review
2025-26	Personnel	Personnel Analyst	4/29/2026			Upcoming		Cyclical Review
2025-26	Personnel	Personnel Specialist	4/29/2026			Development		Cyclical Review
2025-26	Personnel	Personnel Technician	4/29/2026			Development		Cyclical Review
2025-26	Personnel	Professional Development Coordinator	4/29/2026			Development		Cyclical Review
2025-26	Personnel	Supervising Personnel Analyst	4/29/2026			Upcoming		Cyclical Review
2025-26	Risk Management	Assistant Director of Safety & Risk Management	4/29/2026			Research & Planning		Cyclical Review
2025-26	Risk Management	Director of Safety & Risk Management	4/29/2026			Research & Planning		Cyclical Review
2025-26	Risk Management	Insurance Program Specialist	4/29/2026			Research & Planning		Cyclical Review
2025-26	Risk Management	Risk & Insurance Coordinator	4/29/2026			Research & Planning		Cyclical Review

2025-26	Instructional Resources	Academic Scheduling Specialist	8/19/2026			Upcoming		Cyclical Review
2025-26	Instructional Resources	Alternate Media Specialist	8/19/2026			Upcoming		Cyclical Review
2025-26	Instructional Resources	Curriculum and Degree Specialist	8/19/2026			Upcoming		Cyclical Review
2025-26	Instructional Resources	Instructional & Universal Designer	8/19/2026			Upcoming		Cyclical Review
2025-26	Instructional Resources	Instructional Media Specialist	8/19/2026			Upcoming		Cyclical Review
2025-26	Instructional Resources	Online Learning Services Specialist	8/19/2026			Upcoming		Cyclical Review
2025-26	Instructional Resources	Senior Online Learning Services Specialist	8/19/2026			Upcoming		Cyclical Review
2025-26	Library	Lead Library Assistant - Circulation	8/19/2026			Upcoming		Cyclical Review
2025-26	Library	Lead Library Assistant - Technical Services	8/19/2026			Upcoming		Cyclical Review
2025-26	Library	Library Assistant	8/19/2026			Upcoming		Cyclical Review

Post Approvals

Fiscal Year	Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date	Request
2024-25	Purchasing	Director of Procurement, Contracts & Logistics	1/30/2025		5/2/2025	Post Approval	5/20/2026	Cyclical Review
2024-25	IT MIS	Principal Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
2024-25	IT MIS	Senior Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
2024-25	IT MIS	IT Project Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
2024-25	IT MIS	Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review

2024-25	IT MIS	Associate Programmer Analyst	4/23/2025		10/2/2025	Post Approval	5/20/2026	Cyclical Review
2024-25	IT MIS	Chief Director of Information Technology	6/25/2025		9/8/2025	Post Approval	5/20/2026	Cyclical Review
2025-26	Student Services	Director of Financial Aid & Scholarships	7/22/2025		4/9/2026	Post Approval	5/20/2026	Cyclical Review
2025-26	Student Services	Senior Enrollment Services Specialist	7/23/2025		2/24/2026	Post Approval	5/20/2026	Cyclical Review
2025-26	Student Services	Financial Aid & Scholarships Specialist	7/23/2025	8/29/2025	3/19/2026	Post Approval	5/20/2026	Cyclical Review
2025-26	Student Services	Senior Financial Aid & Scholarships Specialist	7/23/2025		3/19/2026	Post Approval	5/20/2026	Cyclical Review
2025-26	Student Services	International Student Services Specialist	7/23/2025	8/15/2025	1/13/2026	Post Approval	5/20/2026	Cyclical Review
2025-26	Student Services	Senior Student Services Specialist - International	7/23/2025		1/13/2026	Post Approval	5/20/2026	Cyclical Review
2025-26	Student Services	Outreach & Recruitment Specialist	7/23/2025	8/15/2025	1/13/2026	Post Approval	5/20/2026	Cyclical Review
2025-26	Student Services	Student Onboarding Specialist	7/23/2025		1/13/2026	Post Approval	6/3/2026	Cyclical Review
2025-26	Accounting & Finance	Chief Director of Business Services	8/6/2025		3/9/2026	Post Approval	6/17/2026	Cyclical Review
2025-26	Accounting & Finance	Director of Fiscal Services	8/6/2025		6/25/2026	Post Approval	7/15/2026	Cyclical Review
2025-26	Accounting & Finance	Controller	8/6/2025		3/9/2026	Post Approval	6/3/2026	Cyclical Review
2025-26	Accounting & Finance	Accounting Manager	8/6/2025		1/27/2026	Post Approval	5/20/2026	Cyclical Review
2025-26	Accounting & Finance	Accounts Payable Supervisor	8/6/2025		4/9/2026	Post Approval	5/20/2026	Cyclical Review
2025-26	Accounting & Finance	Accountant	8/6/2025	8/21/2025	1/27/2026	Post Approval	5/20/2026	Cyclical Review
2025-26	Accounting & Finance	Accounting Supervisor	8/6/2025		1/27/2026	Post Approval	5/20/2026	Cyclical Review

2025-26	Facilities Maintenance & Planning	Construction Maintenance Manager	12/3/2025		4/23/2026	Post Approval	5/20/2026	Cyclical Review
2025-26	Facilities Maintenance & Planning	Mechanical Systems Manager	12/3/2025		4/23/2026	Post Approval	5/20/2026	Cyclical Review
2025-26	Accounting & Finance	Director of Auxiliary Services	12/4/2025		6/3/2026	Post Approval	7/15/2026	Cyclical Review
2025-26	Accounting & Finance	Enterprise Business Services Clerk	12/4/2025		5/19/2026	Post Approval	6/3/2026	Cyclical Review
2025-26	Accounting & Finance	Enterprise Business Supervisor	12/4/2025		5/22/2026	Post Approval	6/3/2026	Cyclical Review
2025-26	Accounting & Finance	Enterprise Business Services Specialist	12/4/2025		5/22/2026	Post Approval	6/3/2026	Cyclical Review
2025-26	Accounting & Finance	Budget Technician	12/4/2025		5/19/2026	Post Approval	6/3/2026	Cyclical Review
2025-26	Accounting & Finance	Director of Budget	12/4/2025		5/25/2026	Post Approval	6/3/2026	Cyclical Review
2025-26	Accounting & Finance	Director of Facilities Finance	12/4/2025		6/23/2026	Post Approval	7/15/2026	Cyclical Review
2025-26	Accounting & Finance	Director of SMC Foundation	12/4/2025		6/25/2026	Post Approval	7/15/2026	Cyclical Review

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

V. CONSENT AGENDA

Report Number	Subject	Page Number
13	Advisory Item: Request for Reinstatement	88
14	Ratification of Eligibility Lists	89
15	Extension of Eligibility Lists	90
16	Ratification of Working Out of Class and Limited Term Assignments	91
17	Ratification of Limited Term Assignments	94
18	Appointments to Limited Term Positions	95
19	Appointments to Provisional Assignments	96
20	Ratification of Meeting Minutes	97
21	Personnel Commission Recruitment Tracking	98

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

Agenda Report Number	13
Subject	Advisory Item: Request for Reinstatement
Date	August 19, 2026
To	Members of the Personnel Commission
By	Yesenia Penate, Personnel Technician

The Personnel Commission is advised of the following requests for placement on the Reinstatement List as specified below.

Name	Classification	Last Date of Paid Service	Effective Dates
Arturo Garcia	Campus Safety Officer	07/27/2026	07/28/2026 to 09/27/2029
Charles McNeal	Campus Safety Officer	07/27/2026	07/28/2026 to 09/27/2029

Rule 15.2 REINSTATEMENT (EDUCATION CODE SECTION 88128)

15.2.1 GENERAL PROCEDURES

A. A permanent employee who resigned in good standing may be reinstated in a vacant position in his/her former class and status within 39 months of the last date of paid service. He/she may also be reinstated in a vacant position in a lower-related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.

B. Reinstatement of a former employee shall have the following effects:

1. If the employee is reinstated to a permanent position in his/her former class or a lower related class, he/she shall be restored all the rights, benefits, and burdens of a classified employee.
2. Restoration of salary in accordance with Section 13 of Rule 12.2.

Agenda Report Number	14
Subject	Ratification of Eligibility Lists
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Community College Police Dispatcher	1	4	02/10/2027

Agenda Report Number	15
Subject	Extension of Eligibility Lists
Date	August 19, 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
Administrative Assistant I	6/18/2025	9/18/2026	11	5	12/18/2026
Athletic Trainer	9/8/2026	9/8/2026	10	6	1/8/2027
Community College Police Officer	12/15/2025	9/15/2026	3	3	12/15/2026
Grounds Manager (PROMO)	3/3/2026	9/3/2026	4	4	12/3/2026
Personnel Analyst	3/14/2026	9/14/2026	3	2	12/14/2026
Program Specialist (STEM)	9/4/2025	9/4/2026	2	2	3/4/2027

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

Merit Rule 6.2.3 (C) Duration of Eligibility List

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

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

RECOMMENDATION

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

Agenda Report Number	16
Subject	Ratification of Working Out of Class and Limited Term Assignments
Date	August 19, 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
Rebecca Sprigg, Administrative Assistant II	Administrative Assistant IV – Confidential	10/01/2026 to 02/07/2027
Harold Austin, Student Health and Education Assistant	Administrative Assistant II (Substitute)	07/27/2026 to 08/20/2026; 08/24/2026 to 09/17/2026; 09/21/2026 to 10/15/2026; 10/19/2026 to 10/20/2026
Jazmin Guzman, Administrative Assistant II	Workforce & Economic Development Specialist	7/1/2026 to 7/24/2026

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

II. Correction to Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Initial Assignment	Corrected Dates
Tatiana Morrison, Personnel Technician	Personnel Analyst	12/22/2025 to 03/10/2026	12/22/2025 to 12/23/2025; 01/02/2026 to 03/10/2026

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

III. Extension to Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment	Extended Dates
Aldo Bobadilla, Skilled Maintenance Worker II	Carpenter (Substitute)	07/01/2026 to 07/31/2026	08/01/2026 to 11/5/2026

**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	17
Subject	Ratification of Limited Term Assignments
Date	August 19, 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
Administrative Assistant II	Community Education	8/3/2026-2/28/2027

Agenda Report Number	18
Subject	Appointments to Limited Term Positions
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director 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
Lindsay Wilson	Administrative Assistant II	Community Education	8/3/2026-2/28/2027	7/17/2023

*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	19
Subject	Appointments to Provisional Assignments
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of Personnel Commission

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

Candidate	Classification	Department	Duration
Jessica Balsam	Administrative Assistant II	Center for Media & Design	7/9/2026-7/24/2026*
Stephanie Fong	Administrative Assistant II (Substitute)	Center for Media & Design	8/3/2026-10/20/2026
Nicol Hernandez	Laboratory Technician-Life Science	Equity-Centered Biotechnology	7/13/2026-6/30/2027
Stephanie Fong	Student Services Assistant	Financial Aid	7/13/2026-7/29/2026*
Brittany Tostado	Student Services Assistant	Financial Aid	8/11/2026-6/30/2027
Caleb Durant	Theater Technical Specialist	Facilities	8/10/2026-6/30/2027
Dane Price	Theater Technical Specialist	Facilities	8/10/2026-6/30/2027
Deja Gateward	Workforce & Economic Development Specialist	Academic Affairs	8/4/2026-9/30/2026

*Adjustment to assignment end date.

Agenda Report Number	20
Subject	Ratification of Meeting Minutes
Date	August 19, 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. 07-15-2026 Regular Meeting

Agenda Report Number	21
Subject	Personnel Commission Recruitment Tracking
Date	August 19, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Recruitment

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

VI. CLOSED SESSION

A. Public Comment on Closed Session Items

Time: ____ p.m.

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

Time: ____ p.m.

VII. RECONVENE TO OPEN SESSION

Time: ____ p.m.

VIII. REPORT OF CLOSED SESSION ACTION(S) TAKEN

Time: ____ p.m.

IX. ADJOURNMENT

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

Day	Month	Day	Year	Time	Meeting Location
Wednesday	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 August 19, 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.