



PERSONNEL COMMISSION MINUTES

Regular Meeting, Wednesday, January 15, 2020, at 12:00 p.m.
Board Room, Business Building Room 117, 1900 Pico Blvd., Santa Monica, CA 90405

Distribution List for Personnel Commission Announcements, Agendas and Minutes

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PUBLIC PARTICIPATION

ADDRESSING THE PERSONNEL COMMISSION

Members of the public may address the Personnel 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:

1. Individuals wishing to speak to the Commission at the Personnel Commission meeting during Public Comments or regarding an item(s) on the agenda must complete an information card with their name, name of organization (if applicable) and the topic or item on which the comment is to be made.

Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker's time may not be transferred to another speaker.

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.

General Public Comments

- * The card to speak during Public Comments must be submitted to the recording secretary at the meeting **before** the Commission reaches the Public Comments section in the Agenda.
- * Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

Agenda Items

- * The card to speak during Agenda Items must be submitted to the recording secretary at the meeting **before** the Commission reaches that specific item in the agenda.
- * Five minutes is allotted to each speaker per Agenda Item. The speaker must adhere to the topic. Individuals wishing to speak on a specific Agenda Item will be called upon at the time that the Commission reaches that item in the Agenda.

Exceptions: This time allotment does not apply to individuals who address the Personnel Commission at the invitation or request of the Commission or the Director of Classified Personnel.

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Personnel 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 Personnel 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.

Reference: *Merit Rule 2.2.8*

Government Code sections 54954.2, 54954.3, 54957.9

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Any public records, which can be disclosed, related to an open session item on the agenda and distributed to the Personnel Commissioners less than 72 hours prior to the meeting, are available for public inspection in the Personnel Commission Office, 2714 Pico Blvd, Santa Monica, during normal business hours.

Any individual or group may address the Personnel Commission during the Comments—Public Forum segment of the meeting regarding any item that is within the Commission’s subject matter jurisdiction. However, the Commission will not take action on any item that is not on this agenda.

Any individual may appear at the Commission meeting to respectfully testify in support of or opposition to any item being presented to the Commissioners for consideration. Individuals wishing to address items to the Commissioners should complete a *Request to Address the Personnel Commission* card (green form) prior to the start of the meeting.

PUBLIC SESSION: 12:00 P.M.

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order 12:03 p.m.

B. Roll Call

| Commissioner | Present | Absent |
|---------------------------------|----------------|---------------|
| Commissioner Metoyer, Chair | X | |
| Commissioner Abbott, Vice-Chair | X | |
| Commissioner Greenstein | X | |
| Commissioner Jansen | | X |
| Commissioner Leone | X | |

II. REPORT – DIRECTOR OF CLASSIFIED PERSONNEL

Caro Long, Director of Classified Personnel, reported;

Cyclical Classification Studies

Personnel Commission staff is bringing forward today for approval requests for two classification revisions, one of which includes recommendations for salary re-allocation. Our next priorities will first include completing remaining classifications within Facilities Trades, Human Resources, and the Personnel Commission. We are also preparing to start our next group of classification studies in the following areas: Career Services, Library, Sign Language Interpreters, and Accompanists.

Recruitment Activities

We are bringing forward today the following eligibility list for approval:

- Grounds Worker

Recruitments are anticipated to be completed prior to our next regular Personnel Commission meeting for five additional classifications.

Merit Rules Advisory Committee Update

The Merit Rules Advisory Committee is bringing forward today for a first reading Section 3.3.9, which covers the effects of reclassification on incumbents.

III. COMMENTS AND INFORMATIONAL REPORTS

**Recognition of Employee Longevity: January 2020
(*Present to Receive Acknowledgement)**

15 YEARS

Christine Cadena, Switchboard Operator, Telecommunications

20 YEARS

Vivian Rankin-Scales, Program Coordinator-Emeritus, Emeritus

25 YEARS

***Dwayne Iles, Lead Custodian, Operations**

Dennis Biddle, Assistant Director of Facilities Operations, shared, “When I started at SMC, Dwayne was someone that stood out as a positive person. He is a pillar, he has embraced and adapted well to the recent changes we made in our department. He is supportive and I truly thank him for his hard work. Congratulations.”

Chris Bonvenuto, Vice-President, Business/Administration, stated that, “Dwayne is a true Corsair. He is a leader, a superstar and a ray of sunshine. The only bad thing I can say is that he is a Raiders fan. Congratulations Dwayne.”

30 YEARS

Ian Fraser, Payroll Manager, Fiscal Services

Chris Bonvenuto, Vice-President, Business/Administration, shared, “Ian was hired in the college in 1990. He is a leader in the Payroll department and an employee who really loves the college. I want to thank the district for hiring him. Congratulations, Ian.”

A. Comments from Vice President of Human Resources

Sherri Lee-Lewis, Vice President of Human Resources, wished everyone a Happy New Year. Ms. Lee-Lewis congratulated the employees celebrating their longevity with the college. She shared that the Diversity report will be presented on January 21, 2020 during the Board of Trustees meeting. Ms. Lee-Lewis thanked Laurie Heyman, Administrative Assistant III-Confidential, for completing the report.

B. Comments from CSEA Chapter 36 Representative - NONE

C. Comments from Management Association President - NONE

D. Comments from Personnel Commission Staff - NONE

E. Public Comments (non-actionable comments from those in attendance)- NONE

F. Comments by Personnel Commissioners - NONE

IV. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

| # | ITEM | Page |
|---|--|------|
| 1 | Amendment to Rules and Regulations of the Classified Service: Chapter 3 – First Reading Merit Rule 3.3.9: Effects of Reclassification on Incumbents | 6 |
| 2 | Approval of Advanced Step Placement: Director of Network Services | 8 |
| 3 | Request for Approval of Classification Revisions: Personnel Specialist | 9 |
| 4 | Request for Approval of Classification Revisions and Salary Reallocation: Personnel Technician | 16 |
| 5 | Ratification of Working Out of Class and Limited Term Assignments and Extensions | 24 |
| 6 | Extension of Eligibility Lists: <ul style="list-style-type: none"> • Academic Records Evaluator • Director of Safety and Risk Management • Enterprise Business Services Clerk • Student Services Clerk | 27 |

V. CONSENT AGENDA

(All items will be considered and approved in one motion unless removed by a Personnel Commissioner for discussion.)

| # | ITEM | Page |
|----|---|------|
| 7 | Certification of Seniority Lists: <ul style="list-style-type: none"> • Assistant Director of Facilities Operations • Chief Director of Information Technology | 30 |
| 8 | Ratification of Eligibility Lists: <ul style="list-style-type: none"> • Grounds Worker | 32 |
| 9 | Ratification of Limited Term Assignments | 33 |
| 10 | Examination Schedule: <ul style="list-style-type: none"> • Enterprise Business Supervisor • Personnel Analyst | 34 |
| 11 | Approval of Minutes | 35 |
| 12 | Advisory Item: Appointments to Limited Term Positions | 36 |
| 13 | Advisory Item: Appointments to Provisional Assignments | 38 |
| 14 | Classification & Compensation Status Report – Information Only | 39 |
| 15 | Recruitment & Examination Status Report – Information Only | 42 |

VI. ADJOURN AT _____ P.M.

Next regularly scheduled meeting: Wednesday, February 19, 2020 at 12:00 p.m.

AGENDA REPORT NO. 1

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 3 - FIRST READING**
MERIT RULE 3.3.9: EFFECTS OF RECLASSIFICATION ON INCUMBENTS
(Note: No formal action will be taken at this meeting.)

DATE: January 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 3: Merit Rule 3.3.9 are attached for a first reading.

Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include clarifying the reclassification process and increasing transparency for both management and staff who are participating in this process.

3.3.119 EFFECTS OF RECLASSIFICATION ON INCUMBENTS
~~(EDUCATION CODE SECTION 88104)~~

Whenever a position or entire classes of positions are reclassified the rights of the incumbents will be determined in accordance with these Rules and Regulations.

A. Reclassification Upward

~~When all of the positions in a class are reclassified to a higher class, the incumbents in the positions who have been in the class for two (2) or more years may be reclassified by the Personnel Commission to the higher class.~~

The reclassification of positions to a higher salary range shall have the following effect on incumbents:

1. When one or more positions in a class are reclassified to a higher classification, the incumbent or incumbents who have ~~a~~ continuous employment ~~record~~ of two (2) or more years in ~~the class such positions~~ shall be reclassified with the position without examination.

2. When one or more positions in a class are reclassified to a higher classification, the incumbents who ~~do not have a~~ have more than six months but less than two years of continuous employment in such positions ~~record of two (2) or more years in the class~~ shall ~~not~~ be reclassified to ~~a~~ the higher class upon passing a qualifying examination. ~~Positions in the higher class will be filled through competitive examination that shall include a promotional examination open to permanent employees of the District. Incumbents who are unsuccessful in the examination may exercise the same rights as listed in Rule 13.3.1(B).~~

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~~3. When one or more positions in a class are reclassified to a higher classification, the incumbents who do not have a continuous employment record of two (2) or more years in the class shall not be reclassified to the higher class. Positions in the higher class will be filled through competitive examination that shall include a promotional examination open to permanent employees of the District. Incumbents who are unsuccessful in the examination may exercise the same rights as listed in Rule 13.3.1(B)~~

3. When one or more positions in a class are reclassified to a higher classification, incumbents with less than six months of continuous employment in such positions are eligible to be reclassified to the higher classification upon passing a competitive examination and being reachable on the eligibility list.

4. Incumbents who are unsuccessful in the examination may exercise the same rights as listed in Rule 13.3.1(B).

45. The salary placement of an incumbent who is reclassified upward with his/her position shall be in accordance with Rule 12.2.10

6. Incumbents who have permanent status in the original classification, and are reclassified with the position to a higher classification with an equivalent probationary period, and have received successful formal performance evaluations during that period, shall not be subject to a new probationary period in the new classification.

AGENDA REPORT NO. 2

SUBJECT: **APPROVAL OF ADVANCED STEP PLACEMENT:
DIRECTOR OF NETWORK SERVICES**

DATE: January 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is requested that the Personnel Commission approve an initial salary placement for Matthew Kiaman, Director of Network Services, at **Range A15, Step E** on the Classified Administrators Salary Schedule.

The Minimum Qualifications for this position require a Bachelor's degree and five years of professional experience in network services, including two years of supervisory experience. Three years of professional experience managing an enterprise network in a large scale, high demand networking environment is also required. The candidate possesses a Master's Degree in Information Systems, and seven years of experience at a Director level or higher, with responsibilities overseeing multiple technology operations, including an enterprise network in a large scale, high demand networking environment within a California Community College.

Merit Rule 12.2.4 B (4) Salary on Employment

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

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott
SECONDED BY: Barbara Greenstein
AYES: 4
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

AGENDA REPORT NO. 3

SUBJECT: **REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
PERSONNEL SPECIALIST**

DATE: January 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Olga Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval are class description revisions for **Personnel Specialist**.

As part of the cyclical review process, we are reviewing classifications in the Personnel Commission department. The Personnel Commission office conducts recruitments, candidate assessments, job classification, and compensation administration for classified (non-teaching) positions throughout the College. The Personnel Specialist performs specialized clerical and technical work related to Personnel Commission functions in support of recruitment, examination, salary allocation, and/or assignment of classified personnel.

The Personnel Specialist classification was established in November 1984, it was revised in November 2006 as part of the Hay Study and last revised in November 2016 as part of a temporary recruitment. There is no permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. Incumbents in the Personnel Commission were invited to participate in a class study orientation on November 28, 2017, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The classification was vacant at that time.

Personnel Commission staff met with Carol Long, Director of Classified Personnel to discuss the class 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. The Department requested revisions to the duties, classification concept, supervision exercised, knowledge and abilities required and minimum qualifications and job family. Distinguishing characteristics were modified to delineate this classification from related roles, and duties were added, removed and modified to more accurately reflect the technical responsibilities of this classification, and broaden job requirements. Classification revisions were reviewed with Business Services, Human Resources, CSEA, and the Executive Vice President.

Additionally, 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.

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RESULTS

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify essential duties, KSAs (knowledge, skills, and abilities), and properly distinguish this classification from other related classifications. In addition, revisions to the minimum qualifications were made to provide a promotional path for clerical roles at the College.

A comprehensive survey of comparable agencies was conducted. The salary survey of standard benchmark organizations resulted in moderate to strong job matches, which are identified and presented below, with some variability in assigned functions but with comparable level of responsibility. Agencies were excluded based on significant responsibility in front desk and receptionist duties, as well as jobs with a strong emphasis on generalist HR work, such as onboarding and benefits.

| AGENCY | JOB TITLE | MIN | MAX | MEDIAN |
|-----------------------------|------------------------------|----------------|----------------|----------------|
| Santa Monica College | Personnel Specialist | \$4,276 | \$5,197 | \$4,737 |
| LACOE | Human Resources Assistant | \$3,459 | \$4,296 | \$3,878 |
| Glendale College | Human Resources Assistant | \$3,727 | \$4,757 | \$4,242 |
| Los Angeles CCD | Personnel Assistant | \$3,777 | \$4,679 | \$4,228 |
| Pasadena City College | Human Resources Technician I | \$3,797 | \$4,847 | \$4,322 |
| Ventura County CCD | Human Resources Assistant | \$3,728 | \$5,154 | \$4,441 |
| | Average | \$3,698 | \$4,746 | \$4,222 |
| | 25th Percentile | \$3,727 | \$4,679 | \$4,203 |
| | 50th Percentile | \$3,728 | \$4,757 | \$4,243 |
| | 75th Percentile | \$3,777 | \$4,847 | \$4,312 |
| | 80th Percentile | \$3,781 | \$4,908 | \$4,344 |
| | 90th Percentile | \$3,789 | \$5,031 | \$4,410 |
| | SMC % RANK | 100% | 100% | 100% |
| | SMC Differences From AVG | 14% | 9% | 11% |
| | SMC Differences From MED | 13% | 8% | 10% |

| Internal alignment within classifications assigned to the Personnel Commission | | | | |
|---|----------------|----------------|-----------|----------------------|
| CLASS TITLE | MIN | MAX | RANGE | %DIFF BETWEEN LEVELS |
| Director of Classified Personnel* | \$12,610 | \$13,902 | A15 | 75.33% |
| Supervising Personnel Analyst* | \$7,192 | \$8,742 | M19 | 2.42% |
| Classification and Compensation Manager* | \$7,022 | \$8,535 | M18 | 8.45% |
| Personnel Analyst* | \$6,475 | \$7,871 | 45 | 18.65% |
| Personnel Technician | \$5,457 | \$6,633 | 38 | 27.62% |
| Personnel Specialist | \$4,276 | \$5,197 | 28 | |

**Pending Cyclical review*

The current salary range for Personnel Specialist is \$4,276 to \$5,197 per month (Classified Employee Salary Schedule, Range 28). In this survey, SMC is in the 100th median percentile compared to all benchmark agencies with comparable classifications; therefore, a salary reallocation is not being recommended at this time, as there is no evidence of internal alignment and recruitment concerns for this classification. These results were reviewed with Business Services, Human Resources, CSEA, and the Executive Vice President.

RECOMMENDATION

It is recommended that the Commission approve the proposed revisions for the Personnel Specialist classification description.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Lawrence Leone
SECONDED BY: Barbara Greenstein
AYES: 4
NAYS: 0
ABSTENTIONS: 0

Motion was passed.

Santa Monica Community College District
Personnel Commission

Personnel Specialist

CONCEPT OF THE CLASS

The position in this classification ~~participates in the work of the Personnel Commission Office, and is primarily involved in the preparation and processing of a variety of personnel documents performs clerical and technical work~~ pertaining to recruitment, examination, salary allocation, and/or assignment of ~~certificated, classified, and/or unclassified~~ personnel.

DISTINGUISHING CHARACTERISTICS

The **Personnel Specialist** performs clerical and technical work related to Personnel Commission functions which are narrower in scope and complexity and subject to substantial supervision, guidance and review.

The **Personnel Technician** is an entry level professional classification in the Personnel Analyst Series. This classification is distinguished from the lower level Personnel Specialist by the complexity and variety of assignments, and the level of independent judgment used in technical and analytical work. ~~performs technical and complex clerical duties related to classification of positions, wage and salary, recruitment and selection, equal employment opportunity and affirmative action programs and services.~~

The **Personnel Analyst** performs ~~journey level professional personnel work related to classification of positions, wage and salary and benefit administration, personnel policies, rules, and procedures, recruitment and selection, equal employment opportunity and affirmative action programs and services, and employer-employee relations~~ the full scope of professional level work related to all Personnel Commission functions using independent judgment and discretion, with substantial authority and individual accountability for decision making and work results.

ESSENTIAL DUTIES

Performs specialized and administrative procedures efficiently and timely that are involved in the recruitment, examination, salary allocation, and/or assignment of classified employees.

Receives, reviews, and verifies, and processes ~~position requisitions assuring completeness and accuracy~~ requests for filling permanent and temporary assignments (provisional, limited term, working out of class) to ensure compliance with applicable laws and regulations; may create related reports as needed for Personnel Commission agendas., and

Establishes and maintains eligibility, transfer, and reinstatement lists in accordance with applicable laws and regulations; obtains and verifies employment records and documentation to facilitate timely hiring of the classified workforce.

sScreens applications for classified positions to ensure that applicants meet minimum entrance qualifications for employment ~~prior to distribution to the Analyst team; sends disqualification notices to applicants as needed; reviews, verifies and processes requests for re-qualification.~~

Assists ~~staff with~~ Participates in the development and posting of recruitment materials and announcements of transfer and career laddering opportunities.

Coordinates the preparation and mailing of employment opportunities announcements. Works as part of the recruiting team to assure quality applicants and candidates are attracted and selected for interview.

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~~Assists staff with gathering~~ Researches, collects, tracks, verifies, and reports on market data comprehensive salary data and conducting classification and personnel practice surveys to facilitate classification and compensation studies for all classified positions.

~~Tracks, contacts and recruits~~ Assists in obtaining panelists for upcoming interviews, performance tests, or training and experience evaluations; updates and verifies related databases to ensure contacts are current.

~~Participates in~~ Assists staff in the scheduling, notification, preparation, and administration of employment tests and job analysis procedures in accordance with test security procedures, Merit Rules, and other pertinent laws and regulations. development of examination materials. May assist with the job analysis process.

Works with the Human Resources department to insure uniformity of standards and the completion of work according to schedule.

~~Contacts the public, employees, prospective employees, administrators, supervisors, and other district personnel to obtain or impart information pertaining to recruitment, examination, and/or assignment of classified personnel.~~

~~Applies interpretations of the rules and regulations of the Personnel Commission and the Board of Trustees to the daily processing of personnel documents.~~

Interprets and explains Merit Rules, and other pertinent laws and regulations to supervisors, employees, applicants, and the general public, providing a high level of customer service to both internal and external customers.

Responds to various inquiries from applicants, employees, and administrators such as application evaluation and salary evaluation for classified positions.

~~Composes correspondence, creates~~ prepares and updates forms, spreadsheets, prepares databases, and reports, and utilizes systems and databases related to the work of the unit.

~~Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other College employees, the Personnel Commission, students, and the public.~~

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 by the Director of Classified Personnel or designee, performs duties and solves work-related problems with independence. May also receive work guidance and direction from the Personnel Analyst or Personnel Technician.

Level of Supervision Exercised

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

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Practices and procedures of office transactions

Personnel Commission Rules, Education Code Sections pertinent to recruitment, examination, and/or employee assignments

~~Board rules and policies related to the compensation of personnel~~

Various classes of positions and entrance qualifications of the District

~~Minimum eligibility qualifications for classified positions~~

Computer programs that support this level of work, including applicant tracking systems, and Microsoft Office.

Principles of recordkeeping

~~Excellent written and verbal communication and customer service skills.~~

Ability to:

Plan, coordinate, and complete work assignments

Interpret and apply ~~Board of Trustees Rules,~~ Personnel Commission Rules, Personnel Commission Guides, and Education Code Sections

Critically review source data, detect and correct errors

Work confidentially with discretion and exercise tact in sensitive situations

Organize, plan, and perform multiple complex assignments independently within established schedules and timelines

Exercise initiative and focus in completing work assignments

Communicate effectively, both orally and in writing, and explain complex technical information clearly and concisely

Role model exceptional internal and external customer service

Establish and maintain effective working relationships with District management, staff, employee organization representatives, students, the public, and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

~~Make arithmetical computations, assemble statistical data~~

~~Give and receive clear and concise instructions~~

~~Provide clerical and technical assistance to others on the team~~

~~Provide information to the public and employees regarding recruitment matters~~

~~Establish and maintain effective working relations with employees and the public~~

~~Work under pressure of periodic deadlines and frequent interruptions~~

~~Prepare clear and accurate reports, correspondence, and documents~~

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~~Keep information confidential~~

~~Read, write, speak, and hear in English~~

~~Ability to use personal computers, various word processing, database management, presentation software~~

~~Ability to learn specialized computer applications used by the department~~

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or GED ~~equivalent and college level coursework in a related field~~ Courses in personnel administration and computer applications are desirable.

Experience Requirement:

Three (3) years of increasingly responsible clerical ~~experience in office procedures involving higher level clerical skills, preferably~~ in a human resources or personnel office. Public sector or higher education experience is ~~preferred~~ desirable.

Education/Experience Equivalency:

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

Licensure and/or Certification:

None.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

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

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk 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 with or without assistance and with or without the use of devices or equipment used to aide the lifting process.~~ While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: ~~Fiscal Services / Business Administration / Human Resources~~ Personnel Commission

FLSA Status: Non-exempt

Personnel Commission Approval Date: 11/02/06

Revision Date(s): 11/02/06 Hay Study, 11/23/16, 1/15/20

Class History: Personnel Specialist I and II 12/5/84

AGENDA REPORT NO. 4

SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS AND SALARY REALLOCATION: PERSONNEL TECHNICIAN

DATE: January 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Karen Monzon, Personnel Analyst

BACKGROUND

Attached for your approval are class description revisions and salary reallocation for **Personnel Technician**.

As part of the cyclical review process, we are reviewing classifications in the Personnel Commission department. The Personnel Commission office conducts recruitments, candidate assessments, job classification, and compensation administration for classified (non-teaching) positions throughout the College.

The Personnel Technician classification was first established in January 1986. The most recent revision was approved in November 2006 during the Hay Study. There is currently one incumbent in this classification. Incumbents perform specialized technical and professional work related to Personnel Commission functions in support of recruitment, examination, salary allocation, and/or assignment of classified personnel.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. Incumbents from the Personnel Technician classification, as well as CSEA, were invited to participate in a class study orientation on November 28, 2017, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

Personnel Commission staff met with Carol Long, Director of Classified Personnel, John Linke, Supervising Personnel Analyst, and Amy Gurjian, Classification and Compensation Manager, to discuss the class description. In addition, the supervisors were requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were modified to delineate this classification from related roles, and duties were added, removed and modified to more accurately reflect the knowledge required for of this classification. Classification revisions were sent for review to Personnel Commission management, CSEA, Business Services, Human Resources, and the Executive Vice President.

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Additionally, 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 the data gathered, revisions to the class description are being proposed. These changes serve to clarify essential duties and KSAs (knowledge, skills, and abilities), align minimum qualifications with industry standards for positions of comparable scope, and properly distinguish this classification from other related classifications.

An external salary study of public agencies with similar positions was conducted; however, sufficient market data was not available as the agencies surveyed provided matches that were too broad in scope and duties performed, lacked employment test development and classification work, and/or organizational structure within Human Resources Departments of comparable agencies varied significantly from the Personnel Commission Office at Santa Monica College. Comparable matches were below the five-match threshold necessary to complete and publish a survey. Salary recommendation is being determined based on internal alignment.

SALARY ALLOCATION

It is recommended that the salary for Personnel Technician be reallocated from Range 36 of the Classified Employee Salary Schedule (\$5,197 to \$6,317 per month) to Range 38 (\$5,457 to \$6,633 per month), a 5% increase. Salary reallocation is warranted when comparing this role to the Human Resources Technician, recently reallocated from Range 36 to Range 38. Based on job analysis and job evaluation findings, both classifications perform work of similar complexity. The Personnel Technician requires application of specialized knowledge of position classification, compensation, recruitment, job analysis, and test development and validation. This role is the entry level professional classification in the Personnel Analyst Series.

The salary proposal for this classification has been sent for review to Personnel Commission management, CSEA, Business Services, Human Resources, and the Executive Vice President.

Please see internal alignment within classifications assigned to the Personnel Commission:

| CLASS TITLE | MIN | MAX | RANGE | %DIFF BETWEEN LEVELS |
|--|----------------|----------------|-----------|----------------------|
| Director of Classified Personnel* | \$12,610 | \$13,902 | A15 | 75.33% |
| Supervising Personnel Analyst* | \$7,192 | \$8,742 | M19 | 2.42% |
| Classification and Compensation Manager* | \$7,022 | \$8,535 | M18 | 8.45% |
| Personnel Analyst* | \$6,475 | \$7,871 | 45 | 18.65% |
| Personnel Technician | \$5,457 | \$6,633 | 38 | 27.62% |
| Personnel Specialist | \$4,276 | \$5,197 | 28 | |

*Pending cyclical reviews

RECOMMENDATION

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

**FROM: Personnel Technician
\$5,197 to \$6,317 per month (Classified Employee Salary Schedule Range 36)**

**TO: Personnel Technician
\$5,457 to \$6,633 per month (Classified Employee Salary Schedule Range 38)**

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY: Joy Abbott
SECONDED BY: Barbara Greenstein
AYES: 4
NAYS: 0
ABSTENTIONS: 0

Motion was passed.

**Santa Monica Community College District
Personnel Commission**

Personnel Technician

CONCEPT OF THE CLASS

Under general supervision, The positions in this classification ~~participates in the work of perform specialized technical and professional work related to the Personnel Commission Office functions, and primarily performs a variety of technical and complex clerical duties~~ in support of recruitment, examination, salary allocation, and/or assignment of ~~certificated, classified, and/or unclassified~~ personnel.

DISTINGUISHING CHARACTERISTICS

The Personnel Technician is an entry-level professional classification in the Personnel Analyst Series. This classification is distinguished from the lower level Personnel Specialist by the complexity and variety of assignments, and the level of independent judgment used in technical and analytical work. It is distinguished from the Personnel Analyst by the level of supervision received and the scope and complexity of professional level work performed. ~~performs technical and complex clerical duties related to classification of positions, wage and salary, recruitment and selection, equal employment opportunity and affirmative action programs and services.~~

The Personnel Specialist performs specialized complex clerical duties in connection with a wide variety of personnel transactions in the areas of recruiting which require an incumbent to apply knowledge of Personnel Commission rules, regulations, policies, and procedures ~~clerical and technical work related to Personnel Commission functions which are narrower in scope and complexity, and subject to substantial supervision, guidance and review.~~

The Personnel Analyst performs journey-level professional personnel work related to classification of positions, wage and salary and benefit administration, personnel policies, rules, and procedures, recruitment and selection, equal employment opportunity and affirmative action programs and services, and employer-employee relations ~~the full scope of professional level work related to all Personnel Commission functions using independent judgment and discretion, with substantial authority and individual accountability for decision making and work results.~~

ESSENTIAL DUTIES

~~Performs job analyses and prepares classification recommendations~~

~~Performs paraprofessional duties related to the recruitment, examination, salary allocation, and/or assignment of classified employees.~~

~~Surveys other agencies and gathers salary or other appropriate data.~~

Analyzes and recommends classification of positions, conducts job audits and evaluations, and prepares formal reports and memos containing descriptive, analytical and evaluative content to ensure proper allocation of positions.

Gathers comprehensive salary data and conducts classification and personnel practice surveys to facilitate classification and compensation studies for all classified positions.

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Reviews, analyzes, creates, and revises standardized classification descriptions in accordance with Commission guidelines and best practices to maintain an effective classification plan for the District's classified service.

Coaches employees and managers on matters related to Commission rules, procedures and practices to help stakeholders understand, interpret and apply the merit system provisions of the Education Code.

Investigates, researches and analyzes issues relating to classification and compensation, and recruitment and selection to assist in developing and enhancing practices and methods and resolving complex personnel issues.

Conducts job analysis and competency modeling in preparation for opening recruitments, and recommends. Prepares new or revised recruitment and selection plans, including examination standards, rating scales, questions, and written performance tests; reviews existing tests and prepares revised or new tests, as appropriate, in consultation with subject matter experts.

Implements appropriate recruitment plans, develops and posts recruitment materials, and monitors the effectiveness of recruitment sources.

Assists with the development or revision of content and evaluation standards for written tests, training and experience evaluations, structured interviews, computer assessments, and performance tests.

Reviews applications for minimum qualifications, according to established guidelines.

Facilitates panel briefings and debriefings to communicate responsibilities and proper rating techniques, and ensure rating consistency and adherence to rating criteria.

Analyzes test results and recommends modifications to multiple-choice items or item keys; assists with analyzing and recommending pass points.

Schedules and administers assessments; assists in obtaining panelists for upcoming interviews, performance tests, or training and experience evaluations.

Receives, reviews, and processes requests for permanent and temporary assignments (provisional, limited term, and working out of class) to ensure compliance with applicable laws and regulations, and creates related reports as needed for Personnel Commission agendas.

Contacts the public, employees, prospective employees, administrators, supervisors, and other district personnel to obtain or impart information pertaining to recruitment, examination, and/or assignment of classified personnel.

Applies interpretations of the rules and regulations of the Personnel Commission and the Board of Trustees to the daily processing of personnel documents.

Screens applications to ensure candidate meets minimum training and experience and personal qualifications; discusses qualifications and standards with applicants.

Interprets and explains Merit System Rules, and other pertinent laws and regulations to supervisors, employees, applicants, and the general public, providing a high level of customer service to both internal and external customers.

Insures the preparation and mailing of employment opportunities announcements.

Composes correspondence, creates and updates spreadsheets, prepares reports, and utilizes systems and databases related to the work of the unit.

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~~Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other College employees, the Personnel Commission, students, and the public.~~

~~Accesses and inputs relevant data in the employee/applicant database tracking system.~~

Performs other related duties as requested or assigned.

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

SUPERVISION

Level of Supervision Received

Under general supervision by the Director of Classified Personnel or designee, performs duties and solves work-related problems with independence. May also receive work guidance and direction from the Personnel Analyst.

Level of Supervision Exercised

~~None.~~ This classification does not supervise others but May provide direction to student workers, Personnel Specialists and/or Administrative Clerks.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Personnel Commission Rules, Education Code Sections pertinent to recruitment, examination, and/or employee assignments

~~Current principles and techniques of employment test construction, validation and evaluation~~

~~Computer programs that support this level of work, including applicant tracking systems, and Microsoft Office~~

~~Board rules and policies related to the compensation of personnel~~

Basic principles and practices of ~~personnel~~ job analysis procedures

Procedures and techniques of ~~interviewing~~ developing and conducting structured interviews

Applicant screening and test administration practices and procedures;

Basic statistical methods

Principles of recordkeeping

~~Excellent written and verbal communication and customer service skills~~

Ability to:

Plan, coordinate, and complete work assignments

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Interpret and apply Board of Trustees Rules, Personnel Commission Rules, Personnel Guides, memorandums of understanding and Education Code Sections

Work confidentially with discretion and exercise tact in sensitive situations

Organize, plan, and perform multiple complex assignments independently within established schedules and timelines

Exercise initiative and focus in completing work assignments

Apply human resources concepts and practices in a variety of issues, and recommend solutions

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

Communicate effectively, both orally and in writing, and explain complex technical information clearly and concisely

Model professional integrity and deal quickly and efficiently with breaches of misconduct

Role model exceptional internal and external customer service

Critically review source data, detect and correct errors

Establish and maintain effective working relationships with District management, staff, employee organization representatives, students, the public, and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

~~Make arithmetical computations, assemble statistical data~~

~~Provide technical assistance to others on the team~~

~~Provide information to the public and employees regarding recruitment matters~~

~~Establish and maintain effective working relations with employees and the public~~

~~Work under pressure of periodic deadlines and frequent interruptions~~

~~Prepare clear and accurate reports, correspondence, and documents~~

~~Maintain confidentiality of information~~

~~Read, write, speak, and hear in English~~

~~Ability to use personal computers, various word processing, database management, presentation software~~

~~Ability to learn specialized computer applications used by the department~~

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MINIMUM QUALIFICATIONS

Education Requirement:

~~Graduation from high school or evidence of equivalent educational proficiency plus an AA degree or 2 years of college-level coursework or equivalent. A bachelor's degree or equivalent from an accredited college or university.~~

Experience Requirement:

~~Three (3) Two (2) years of progressively responsible experience in a human resources or personnel department performing higher level clerical and technical duties, preferably in recruitment, test development, classification, compensation, or assignments, including the use of applicant tracking systems, spreadsheets and word processing. Experience in a merit or comparable system is desired. Previous experience with human resources systems and related databases 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:

A valid ~~Class "C" California~~ driver's license.

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.

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk or hear. The employee is occasionally required to stand and walk, lift, carry push or pull up to 25 pounds with or without assistance. ~~The employee is regularly required to lift, carry, push or pull up to 25 pounds with or without assistance and with or without the use of devices or equipment used to aide the lifting process.~~ While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: ~~Fiscal Services / Business Administration /~~ Human Resources/Personnel Commission

FLSA Status: Non-exempt

Personnel Commission Approval Date: ~~11/02/06~~ 1/22/86

Revision Date(s): 11/02/06 Hay Study, ~~11/20/19~~, 01/15/20

Class History: Personnel Technician, ~~est. 1/22/86~~

AGENDA REPORT NO. 5

SUBJECT: RATIFICATION WORKING OUT OF CLASS AND LIMITED TERM ASSIGNMENTS AND EXTENSIONS

DATE: January 15, 2020

TO: Members of the Personnel Commission

FROM: Karen Monzon, Personnel Analyst

It is recommended that the Personnel Commission approve the following working out of class assignment(s).

I. New Working Out of Class Assignment

| Name/Permanent Class | WOC Assignment* | Dates | Reason | Other |
|-------------------------------------|--|---|---------------|--------------|
| David Rosales Vasquez/ Custodian | Receiving, Stockroom & Delivery Worker | 12/16/19-12/23/19; 01/02/20-04/20/20 | Vacancy | 100% |

II. Extension of Assignment

| Name/Permanent Class | Substitute Limited-Term | Dates of Initial Assignment | EXTENSION |
|--|--------------------------------|------------------------------------|-------------------|
| Cindy Ordaz/ Administrative Assistant I | Administrative Assistant II | 08/12/19-01/12/20 | 01/13/20-01/24/20 |

| Name/Permanent Class | WOC Assignment | Dates of Initial Assignment | EXTENSION |
|---|-----------------------|--|-------------------|
| Ernesto Barba/ Network Administrator | Network Engineer | 09/20/19-12/24/19; 01/02/20-01/10/20 (less than 50%) | 01/11/20-02/07/20 |

Merit Rule 3.2.10 Working Out of Class (Education Code Section 88010, 88087)

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. 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.

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2. 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.
 3. 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
3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this 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 Work out of Classification

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.

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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).

DISPOSITION BY THE COMMISSION

| | | | |
|-----------------|--------------------|--------------|----------------|
| MOTION MADE BY: | Barbara Greenstein | SECONDED BY: | Lawrence Leone |
| AYES: | 4 | NAYS: | 0 |
| | | ABSTENTIONS: | 0 |

Amendments/Comments

Motion was passed.

AGENDA REPORT NO. 6

SUBJECT: **EXTENSION OF ELIGIBILITY LISTS:**

- **ACADEMIC RECORDS EVALUATOR**
- **DIRECTOR OF SAFETY AND RISK MANAGEMENT**
- **ENTERPRISE BUSINESS SERVICES CLERK**
- **STUDENT SERVICES CLERK**

DATE: January 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission Office is requesting that the following eligibility list(s) be extended as indicated below:

| Classification | Original Expiration Date | Current Expiration Date | Number of Candidates on List | Number of Ranks on List | Proposed Expiration Date |
|--|---------------------------------|--------------------------------|-------------------------------------|--------------------------------|---------------------------------|
| Academic Records Evaluator | 7/19/2019 | 1/19/2020 | 11 | 3 | 7/19/2020 |
| Director of Safety and Risk Management | 7/26/2019 | 1/26/2020 | 2 | 2 | 7/26/2020 |
| Enterprise Business Services Clerk | 7/19/2019 | 1/19/2020 | 18 | 9 | 7/19/2020 |
| Student Services Clerk | 8/1/2019 | 2/1/2020 | 51 | 11 | 8/1/2020 |

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated until the new proposed expiration dates.

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

- B. 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, underrepresented groups, or non-traditional candidates;
 3. the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility list(s) shown above.

DISPOSITION BY THE COMMISSION

| | |
|-----------------|--------------------|
| MOTION MADE BY: | Barbara Greenstein |
| SECONDED BY: | Joy Abbott |
| AYES: | 4 |
| NAYS: | 0 |
| ABSTENTIONS: | 0 |

Amendments/Comments

Motion was passed.

V. CONSENT AGENDA

(All items will be considered and approved in one motion unless removed by a Personnel Commissioner for discussion.)

| # | ITEM | Page |
|----|--|------|
| 7 | Certification of Seniority Lists: <ul style="list-style-type: none"> • Assistant Director of Facilities Operations • Chief Director of Information Technology | 30 |
| 8 | Ratification of Eligibility Lists: <ul style="list-style-type: none"> • Grounds Worker | 32 |
| 9 | Ratification of Limited Term Assignments | 33 |
| 10 | Examination Schedule: <ul style="list-style-type: none"> • Enterprise Business Supervisor • Personnel Analyst | 34 |
| 11 | Approval of Minutes | 35 |
| 12 | Advisory Item: Appointments to Limited Term Positions | 36 |
| 13 | Advisory Item: Appointments to Provisional Assignments | 38 |
| 14 | Classification & Compensation Status Report – Information Only | 39 |
| 15 | Recruitment & Examination Status Report – Information Only | 42 |

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott SECONDED BY: Lawrence Leone
 AYES: 4 NAYS: 0 ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

AGENDA REPORT NO. 7

SUBJECT: **CERTIFICATION OF SENIORITY LISTS:**

- **ASSISTANT DIRECTOR OF FACILITIES OPERATIONS**
- **CHIEF DIRECTOR OF INFORMATION TECHNOLOGY**

DATE: January 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

As part of the continuing practice to update and maintain Seniority Lists for the District, we present for your approval the following seniority list(s) mentioned below.

Per Merit Rule 13.1.4 seniority lists are to be approved by the Director of Classified Personnel and certified by the Personnel Commission before they are used. Employees must be given a 5 working day review period before the lists are approved. During the review period an employee who believes an error has been made in his/her seniority computation is to notify the Director of Classified Personnel who will determine if a recomputation is appropriate.

It is recommended that the Personnel Commission certify the following seniority list(s) effective January 15, 2020:

Classified Employees and Classified Managers

- | |
|--|
| <ul style="list-style-type: none">• Assistant Director of Facilities Operations• Chief Director of Information Technology |
|--|

13.1.4 SENIORITY LISTS

- A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Personnel Director and certified by the Personnel Commission before it is used.
- B. When a seniority list is initially established or updated, the list shall be made available to the employee(s) for review during a five (5) working day period before it is approved.
- C. During the prescribed review period, an employee who believes that an error has been made on his/her seniority computation shall notify the Personnel Director, who shall review the computations together with any additional information provided by the employee. The Personnel Director shall determine if a recomputation is appropriate and present an appropriate recommendation for action by the Personnel Commission.
- D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.

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"ASSISTANT DIRECTOR of FACILITIES OPERATIONS" Seniority List

Classification: **Assistant Director of Facilities Operations**

Range: M24

Monthly Base Salary Range as of July 1, 2017: \$ 8129 to \$ 9880

PC Certification Date: January 15, 2020

Review Period: January 3 to 10, 2020

| EMPLOYEE NAME | SENIORITY BASE DATE (Date of Hire in Classification) | ADJUSTED DAYS and HOURS in CLASSIFICATION | DISTRICT HIRE DATE in PERMANENT STATUS | CURRENT MONTHS PER YEAR | CURRENT HOURS PER WEEK | CURRENT CLASSIFICATION IF NOT Assistant Director of Facilities Operations |
|----------------|--|---|---|-------------------------------|------------------------------|---|
| Biddle, Dennis | 12/21/2018 | No | 4/16/2018 | 12 | 40 | |

Edited by: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel

"CHIEF DIRECTOR of INFORMATION TECHNOLOGY" Seniority List

Classification: **Chief Director of Information Technology**

Range: A21

Monthly Base Salary Range as of July 1, 2017: \$ 14597 to \$16093

PC Certification Date: January 15, 2020

Review Period: January 3 to 10, 2020

| EMPLOYEE NAME | SENIORITY BASE DATE (Date of Hire in Classification) | ADJUSTED DAYS and HOURS in CLASSIFICATION | DISTRICT HIRE DATE in PERMANENT STATUS | CURRENT MONTHS PER YEAR | CURRENT HOURS PER WEEK | CURRENT CLASSIFICATION IF NOT Chief Director of Information Technology |
|----------------|--|---|---|-------------------------------|------------------------------|--|
| Drescher, Marc | 8/14/2017 | No | 8/14/2017 | 12 | 40 | |

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of Classified Personnel

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott
AYES: 4 NAYS: 0

SECONDED BY: Lawrence Leone
ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

AGENDA REPORT NO. 8

SUBJECT: **RATIFICATION OF ELIGIBILITY LISTS**

DATE: January 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

| Class Title | Field of Competition | Promotional | Total On List | Expiration Date |
|--------------------|-----------------------------|--------------------|----------------------|------------------------|
| Grounds Worker | Open Competitive | 0 | 11 | 12/19/2020 |

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott
AYES: 4

SECONDED BY: Lawrence Leone
ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

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AGENDA REPORT NO. 9

SUBJECT: **RATIFICATION OF LIMITED TERM ASSIGNMENTS**

DATE: January 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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:

| Position Classification | Department | Effective Dates |
|---|--------------------|------------------------|
| Accompanist-Performance (2 part-time positions) | Music | 01/06/20- 06/30/20 |
| Accompanist-Performance (2 part-time positions) | Emeritus | 01/02/20- 06/30/20 |
| Accompanist-Voice (1 part-time position) | Music | 01/06/20- 06/30/20 |
| Administrative Assistant II (1 part-time position) | Counseling | 01/02/20- 03/20/20 |
| Bookstore Clerk/Cashier (8 part-time positions) | Bookstore | 01/02/20- 01/14/20 |
| Bookstore Clerk/Cashier (7 part-time positions) | Bookstore | 01/02/20- 04/10/20 |
| Customer Service Assistant (9 part-time positions) | Bookstore | 01/02/20- 01/14/20 |
| Enterprise Business Services Clerk (2 part-time positions) | Auxiliary Services | 01/02/20- 01/22/20 |
| Program Specialist (1 part-time position) | SMC/UCLA STEM | 12/18/19- 06/30/20 |
| Student Services Clerk (8 part-time positions) | Auxiliary Services | 01/02/20- 01/10/20 |

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott SECONDED BY: Lawrence Leone
AYES: 4 NAYS: 0 ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

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AGENDA REPORT NO. 10

SUBJECT: **EXAMINATION SCHEDULE**

DATE: January 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

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

| Class Title | Field of Competition | Time |
|--------------------------------|-----------------------------|-------------|
| Enterprise Business Supervisor | Promotional | 3 weeks |
| Personnel Analyst | Promotional | 3 weeks |

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott SECONDED BY: Lawrence Leone
AYES: 4 NAYS: 0 ABSTENTIONS: 0

Amendments/Comments

Motion was passed.

AGENDA REPORT NO. 11

SUBJECT: **APPROVAL OF MINUTES**

DATE: January 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Approval of the minutes for the following meetings of the Santa Monica College Personnel Commission:

Regular Meeting – November 20, 2019

Regular Meeting – December 18, 2019

DISPOSITION BY THE COMMISSION

| | | | |
|-----------------|------------|--------------|----------------|
| MOTION MADE BY: | Joy Abbott | SECONDED BY: | Lawrence Leone |
| AYES: 4 | NAYS: 0 | ABSTENTIONS: | 0 |

Amendments/Comments

Motion was passed.

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AGENDA REPORT NO. 12

**SUBJECT: ADVISORY ITEM:
APPOINTMENTS TO LIMITED TERM POSITIONS**

DATE: January 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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 |
|-----------------------|---------------------------------------|-----------------|-------------------|--------------------|
| Chan, Oliver | Accompanist-Performance | Music | 01/06/20-06/30/20 | 06/24/19 |
| Nesteruk, Gary | Accompanist-Performance | Music | 01/06/20-06/30/20 | 01/03/18 |
| Gerhold, Thomas | Accompanist-Performance | Emeritus | 01/02/20-06/30/20 | 07/11/02 |
| Nesteruk, Gary | Accompanist-Performance | Emeritus | 01/02/20-06/30/20 | 01/03/18 |
| Berent, Richard | Accompanist-Voice | Music | 01/06/20-06/30/20 | 06/18/97 |
| Hooper Abid, Michelle | Administrative Assistant II | Counseling | 01/02/20-03/20/20 | 07/18/19 |
| Hudson Sr., Michael | Assistant Director of Human Resources | Human Resources | 01/02/20-06/30/20 | 03/13/15 |
| Abdulhafiz, Meymuna | Bookstore Clerk/Cashier | Bookstore | 01/02/20-01/14/20 | 12/15/04 |
| Abel, Teneka | Bookstore Clerk/Cashier | Bookstore | 01/02/20-01/14/20 | 02/21/07 |
| Chang, Tony | Bookstore Clerk/Cashier | Bookstore | 01/02/20-01/14/20 | 06/18/08 |
| Eichen, John | Bookstore Clerk/Cashier | Bookstore | 01/02/20-01/14/20 | 03/25/15 |
| Grau, Donald | Bookstore Clerk/Cashier | Bookstore | 01/02/20-01/14/20 | 06/12/12 |
| Lopez, Veronica | Bookstore Clerk/Cashier | Bookstore | 01/02/20-01/14/20 | 03/25/15 |
| Mehary, Mehret | Bookstore Clerk/Cashier | Bookstore | 01/02/20-01/14/20 | 11/16/02 |
| Micas, Donna | Bookstore Clerk/Cashier | Bookstore | 01/02/20-01/14/20 | 02/21/07 |
| Ashby, Deanna | Bookstore Clerk/Cashier | Bookstore | 01/02/20-04/10/20 | 12/15/04 |
| Garcia, Lucy | Bookstore Clerk/Cashier | Bookstore | 01/02/20-04/10/20 | 03/08/99 |
| Lopez, Jose | Bookstore Clerk/Cashier | Bookstore | 01/02/20-04/10/20 | 07/18/11 |
| Miles, Erik | Bookstore Clerk/Cashier | Bookstore | 01/02/20-04/10/20 | 02/21/07 |
| Pabst, Ester | Bookstore Clerk/Cashier | Bookstore | 01/02/20-04/10/20 | 02/21/07 |
| Pacheco, Wendy | Bookstore Clerk/Cashier | Bookstore | 01/02/20-04/10/20 | 01/23/09 |
| Thielking, Alan | Bookstore Clerk/Cashier | Bookstore | 01/02/20-04/10/20 | 08/26/92 |
| Beck, Michael | Customer Service Assistant | Bookstore | 01/02/20-01/14/20 | 05/16/18 |
| Brinkley, Tanisha | Customer Service Assistant | Bookstore | 01/02/20-01/14/20 | 05/16/18 |
| Carter, Ashlie | Customer Service Assistant | Bookstore | 01/02/20-01/14/20 | 05/16/18 |
| English, Kara | Customer Service Assistant | Bookstore | 01/02/20-01/14/20 | 05/16/18 |

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| | | | | |
|------------------------|------------------------------------|--------------------|-------------------|----------|
| Lemon, Curly | Customer Service Assistant | Bookstore | 01/02/20-01/14/20 | 05/16/18 |
| Murray, Jake | Customer Service Assistant | Bookstore | 01/02/20-01/14/20 | 05/16/18 |
| Nwonwu, Vergie | Customer Service Assistant | Bookstore | 01/02/20-01/14/20 | 05/16/18 |
| Ramirez, David | Customer Service Assistant | Bookstore | 01/02/20-01/14/20 | 05/16/18 |
| Robles Jr., Jose | Customer Service Assistant | Bookstore | 01/02/20-01/14/20 | 05/16/18 |
| Nelli, Maria | Enterprise Business Services Clerk | Auxiliary Services | 01/02/20-01/22/20 | 12/14/06 |
| Shine, Kevin | Enterprise Business Services Clerk | Auxiliary Services | 01/02/20-01/22/20 | 07/23/18 |
| Kiss, Hannah | Program Specialist | SMC/UCLA STEM | 12/18/19-06/30/20 | 07/08/19 |
| Austin, Harald | Student Services Clerk | Auxiliary Services | 01/02/20-01/10/20 | 02/03/15 |
| Bonilla, Jonathan | Student Services Clerk | Auxiliary Services | 01/02/20-01/10/20 | 07/25/18 |
| Edwards VI, Andrew | Student Services Clerk | Auxiliary Services | 01/02/20-01/10/20 | 07/25/18 |
| Garcia-Zermeno, Nayeli | Student Services Clerk | Auxiliary Services | 01/02/20-01/10/20 | 07/25/18 |
| Graham-Howard, Kimi | Student Services Clerk | Auxiliary Services | 01/02/20-01/10/20 | 04/26/10 |
| Guzman, Scott | Student Services Clerk | Auxiliary Services | 01/02/20-01/10/20 | 07/25/18 |
| Pardo, Guillermo | Student Services Clerk | Auxiliary Services | 01/02/20-01/10/20 | 07/25/18 |
| Stuck, Jennifer | Student Services Clerk | Auxiliary Services | 01/02/20-01/10/20 | 10/01/12 |

*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.

Santa Monica College Personnel Commission
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AGENDA REPORT NO. 13

SUBJECT: **ADVISORY ITEM:
APPOINTMENTS TO PROVISIONAL ASSIGNMENTS**

DATE: January 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

| Candidate | Position | Department | Duration* |
|---------------------|-------------------------|--------------------|-------------------|
| McNaughton, Joellen | Accompanist-Performance | Music | 01/06/20-06/30/20 |
| Chan, Oliver | Accompanist-Voice | Music | 01/06/20-06/30/20 |
| McNaughton, Joellen | Accompanist-Voice | Music | 01/06/20-06/30/20 |
| Nesteruk, Gary | Accompanist-Voice | Music | 01/06/20-06/30/20 |
| Novo, Angel | Administrative Clerk | Human Resources | 01/02/20-06/30/20 |
| Cooper, Alexander | Costume Designer | Theatre Arts | 01/01/20-06/30/20 |
| Brown, Carla | Student Services Clerk | Auxiliary Services | 01/02/20-01/10/20 |
| Hofland, Keri | Student Services Clerk | Auxiliary Services | 01/02/20-01/10/20 |
| Santhiago, Nicholas | Student Services Clerk | Auxiliary Services | 01/02/20-01/10/20 |

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year

AGENDA REPORT NO. 14

**SUBJECT: CLASSIFICATION AND COMPENSATION STATUS REPORT –
INFORMATION ONLY**

DATE: January 15, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

This item is presented for the Commission's review—no action is required.

Please see next page.

**Santa Monica College Personnel Commission
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| CLASSIFICATION & COMPENSATION STATUS REPORT (In Process) | | | | | | | | |
|---|---------------------|-------------------|------------------------|---------------------|----------------------|---------------------------|---------------------------|------------------|
| CLASSIFICATION | ASSIGNED TO: | STUDY TYPE | # OF INCUMBENTS | PDQ DEADLINE | JOB AUDIT | STAKEHOLDER REVIEW | STAKEHOLDER STATUS | PC AGENDA |
| Personnel Specialist | OV | Cyclical | None | 02/02/18 | NA | 10/23/19 | Agenda | 01/15/20 |
| Personnel Technician | KM | Cyclical | Single | 02/02/18 | 01/11/19 | 10/23/19 | Agenda | 01/15/20 |
| Human Resources Analyst - Employee & Labor Relations | JL | Cyclical | Multiple | 02/02/18 | 09/19/18 | 11/21/19 | Senior Management | |
| Human Resources Analyst - Leaves & Benefits | JL | Cyclical | Single | 02/02/18 | 10/09/18 | 11/21/19 | Senior Management | |
| Human Resources Specialist | OV | Revisions | Multiple | NA | NA | 07/31/19 | Administrative Review | |
| Human Resources Technician | OV | Salary | Single | NA | NA | 07/31/19 | Administrative Review | |
| Journeyman Trade-Electrical | KM | Cyclical | Single | 05/09/18 | NA | 12/03/19 | Senior Management | |
| Journeyman Trade-HVAC | KM | Cyclical | Multiple | 05/09/18 | NA | 12/03/19 | Senior Management | |
| Journeyman Trade-Plumbing | KM | Cyclical | Multiple | 05/09/18 | NA | 12/03/19 | Senior Management | |
| Journeyman Trade-Welding | KM | Cyclical | None | 05/09/18 | NA | 12/03/19 | Senior Management | |
| Personnel Analyst | AG/JL | Cyclical | Multiple | 02/02/18 | 01/28/19 | 11/21/19 | Senior Management | |
| Accountant | AF | Salary | Multiple | NA | NA | 12/17/19 | | |
| Administrative Assistant I | AF | Reclass | Single | 09/30/19 | 10/11/19 | | | |
| Instructional Technology Services Manager | JL/JG | Reclass | Single | | 10/21/19 | | | |
| Senior Programmer Analyst | JL/JG | Reclass | Multiple | | 10/23/19 | | | |
| Senior Student Services Specialist- Assessment Services | AG/OV | Cyclical | None | 4/18/18* | NA | | | |
| Student Services Specialist | OV | Cyclical | Multiple | 4/18/18* | 10/10, 10/12/18 & | | | |
| Administrative Assistant II | OV | Reclass | Single | | 01/08/20 | | | |
| Skilled Maintenance Worker | KM | Cyclical | Multiple | 05/09/18 | | | | |
| Skilled Maintenance Worker II | KM | Cyclical | Multiple | 05/09/18 | | | | |
| Financial Aid Supervisor | AG | Reclass | Single | | | | | |
| Usher | AG | New Class | Single | | | | | |
| <i>*Extension</i> | | | | | | | | |

**Santa Monica College Personnel Commission
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| CLASSIFICATION & COMPENSATION STATUS REPORT (Pending) | | | | | | | | |
|---|--------------|------------|-----------------|--------------|-----------|--------------------|--------------------|-----------|
| CLASSIFICATION | ASSIGNED TO: | STUDY TYPE | # OF INCUMBENTS | PDQ DEADLINE | JOB AUDIT | STAKEHOLDER REVIEW | STAKEHOLDER STATUS | PC AGENDA |
| Accompanist-Dance | | | | | | | | |
| Accompanist-Performance | | | | | | | | |
| Accompanist-Voice | | | | | | | | |
| Career Services Advisor | | Revisions | Single | | | | | |
| Classification & Compensation Manager | | Cyclical | Single | 02/02/18 | | | | |
| Deaf and Hard of Hearing Services Supervisor | | | | | | | | |
| Director of Classified Personnel | | Cyclical | Single | 02/02/18 | | | | |
| Lead Library Assistant-Circulation | | | | | | | | |
| Lead Library Assistant-Technical Services | | | | | | | | |
| Senior Career Services Advisor | | Revisions | Multiple | | | | | |
| Sign Language Interpreter I | | | | | | | | |
| Sign Language Interpreter II | | | | | | | | |
| Sign Language Interpreter III | | | | | | | | |
| Sign Language Interpreter Trainee | | | | | | | | |
| Supervising Personnel Analyst | | Cyclical | Single | 02/02/18 | | | | |
| <i>*Extension</i> | | | | | | | | |

| CLASSIFICATION & COMPENSATION STATUS REPORT (On Hold) | | | | | | | | |
|---|--------------|------------|-----------------|--------------|-----------|--------------------|--------------------|-----------|
| CLASSIFICATION | ASSIGNED TO: | STUDY TYPE | # OF INCUMBENTS | PDQ DEADLINE | JOB AUDIT | STAKEHOLDER REVIEW | STAKEHOLDER STATUS | PC AGENDA |
| Course Materials Buyer | | Cyclical | Single | 12/08/16 | 03/22/17 | 06/05/17 | Incumbent | |
| Assistant Director of Human Resources | | Cyclical | None | 02/02/18 | | | | |
| Compliance Administrator/ Title IX Coordinator | | Cyclical | Single | 02/02/18 | | | | |
| Director of Human Resources | | Cyclical | Single | 02/02/18 | | | | |
| Employee Benefits Coordinator | | Cyclical | Single | 02/02/18 | | | | |
| Employee Benefits Specialist | | Cyclical | None | NA | NA | | | |
| Network Communications Manager | OV/JL | Revisions | Single | 01/15/19 | 03/15/19 | | | |
| <i>*Extension</i> | | | | | | | | |

AGENDA REPORT NO. 15

SUBJECT: RECRUITMENT AND EXAMINATION STATUS REPORT – INFORMATION ONLY

DATE: January 15, 2020

**Santa Monica College Personnel Commission
MINUTES of Regular Meeting, January 15, 2020**

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

This item is presented for the Commission's review—no action is required.

Please see next page.

Santa Monica College Personnel Commission
MINUTES of Regular Meeting, January 15, 2020

Recruitment and Examination Status Report

| Classification | Assig | FOC | VAC | Opened | Closed | Written | T & E | Perf. | QAI | E-List | Ratif. |
|---|-------|-----|-----|----------|----------|----------|----------|----------|-----------|----------|---------|
| Athletic Equipment Specialist | JG | MPO | 1 | 11/12/19 | 12/18/19 | | | | | | |
| Buyer II | JL | MPO | 1 | 12/9/19 | 1/10/20 | | | | | | |
| Career Education Specialist | JL | MPO | 1 | 7/26/19 | 8/16/19 | | 12/2/19 | | 1/16/20 | | |
| Chief Director of Business Services | AG/TM | MPO | 1 | 10/21/19 | 11/26/19 | | 12/9/19 | | 1/23-1/24 | | |
| Controller | AF/JL | MPO | 1 | 10/21/19 | 11/26/19 | NA | | | | | |
| Grounds Worker | JG | O | 2 | 9/5/19 | 9/25/19 | | | 12/11/19 | | 12/20/19 | 1/15/20 |
| Instructional Assistant-Math | JG | O | | 10/25/19 | 12/23/19 | | | | | | |
| Outreach and Recruitment Specialist | OV | P | 1 | 12/4/19 | 1/2/20 | | | | 2/3/20 | | |
| Receiving, Stockroom, and Delivery Worker | AF | MPO | | 11/12/19 | 12/4/19 | 12/14/19 | | 1/24/20 | | | |
| Senior Career Services Advisor | OV | P | | | | | | | | | |
| Senior Online Learning Specialist | OV | MPO | 1 | 10/22/19 | 11/12/19 | | 12/10/19 | | 1/13/20 | | |
| Sign Language Interpreter III | JL | MPO | | | | | | | | | |
| Student Communications Coordinator | OV | P | 1 | 12/4/19 | 1/2/20 | | | | 1/27/20 | | |

Continuous Recruitments

| Classification | Assigned | FOC | VAC | Opened | Written | T & E | Perf. | QAI | E-List | Ratif. |
|------------------------------|----------|-----|------|--------|---------|-------|-------|-----|--------|--------|
| Theater Technical Specialist | JG | MPO | Temp | | | | | | | |

Upcoming Recruitments

| Classification | Assigned | FOC | VAC |
|--|----------|-----|-------|
| Administrative Clerk | | MPO | |
| Administrative Assistant I | | MPO | |
| Administrative Assistant II | | P | |
| Carpenter | KM | MPO | |
| Costume Designer | | MPO | 1 |
| Enterprise Business Supervisor | | P | |
| Instructional Assistant-English | JG | O | |
| Instructional Assistant-ESL | JG | O | |
| Journeyman Trade-HVAC | KM | P | |
| Lead Custodian | KM | MPO | |
| Personnel Analyst | | P | |
| Recycling Program Specialist | | MPO | 1 |
| Skilled Maintenance Worker II | KM | P | |
| Stage Construction Technician-Lighting | JG | MPO | 1 |
| Theater Technical Specialist | | MPO | Temp. |
| Items in bold are pending approval by the Personnel Commission. | | | |
| *Pending approval by the Board of Trustees | | | |

VI. ADJOURN AT 12:17 P.M.

DISPOSITION BY THE COMMISSION

Amendments/Comments

Motion to adjourn was passed.

MOTION MADE BY: Lawrence Leone
SECONDED BY: Joy Abbott
AYES: 4
NAYS: 0
ABSTENTIONS: 0

The next regular Personnel Commission meeting is scheduled for:
Wednesday, February 19, 2020 at 12 P.M. in the Santa Monica College Board Room,
Business Building, Room 117 at 1900 Pico Blvd, Santa Monica, California.

As required by law, this agenda for the Wednesday, January 15, 2020, Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website and bulletin boards, no later than 72 hours prior to the date and time of this meeting.